

**NDPHS Working Group on Expert Groups' Terms of Reference
Fourth Meeting
Helsinki, Finland
9 June 2010**



Reference	EGTOR 4/7/Info 3
Title	Proposed NDPHS annual reporting mechanism
Submitted by	Secretariat
Summary / Note	<p>This proposal has been developed in consistent with the following provision in the new NDPHS Strategy:</p> <p>“The CSR decide to set up a mid-term reporting mechanism, which would allow the CSR and PAC to monitor the accomplishment of the agreed operational targets and the overall progress towards the goals.”</p> <p>It has been discussed with the EG Chairs and ITAs during their tenth meeting held on 25 February 2010 in Moscow, Russia and will be submitted for adoption to the CSR at its seventeenth meeting scheduled for 29-30 June 2010 in Moscow, Russia.</p>
Requested action	For reference

Background

Every year the Expert Groups prepare progress reports on their activities. Thus far, the reports were following the “Reporting elements for the NDPHS Expert Groups annual reports”¹ and were submitted to autumn CSR meetings and subsequently to PACs.

With the adoption of the new NDPHS Strategy – and having assumed the Lead Partner for the health sub-area of Priority Area 12 in the Action Plan of the EU Strategy for the BSR (the Partnership has agreed to coordinate efforts to implement the respective actions and flagship project(s) included in that sub-area and to prepare yearly progress reports) – the NDPHS needs to revise its reporting mechanism.

This proposed NDPHS Annual reporting mechanism is supposed to be a part of the mid-term reporting mechanism. It is proposed that the final shape of the mid-term reporting mechanism be considered and decided upon by the CSR at a later stage (before 2013) so that lessons learnt in the meantime can be utilized in its development.

Purpose

The purpose of the proposed NDPHS Annual reporting mechanism is to set up a framework that will enable those concerned:

- Collect information that is indispensable for the preparation of NDPHS' yearly reports;²
- Monitor the progress in the implementation of the NDPHS Strategy and feed in information that is indispensable for the NDPHS decision-making processes;

¹ Available at www.ndphs.org/?doc,Elements_for_EGs_annual_progress_reports.pdf.

² As provided for in the NDPHS Expert/Task Groups' Terms of Reference, each group, supported by the Chair and the ITA, is to prepare an annual Progress Report and a draft Activity Plan for the following year, both to be submitted to the autumn CSR/PAC event.

- Help increase coherence between the NDPHS Expert/Task Groups by identifying, and subsequently assessing the links between them;
- Collect information that the NDPHS can share with others – both on its website and during various events attended by the NDPHS;
- Collect information that is required for the preparation of yearly progress reports for submission to the European Commission consistent with the NDPHS' role as the Lead Partner for the health sub-area of Priority Area 12 in the Action Plan of the EU Strategy for the BSR.

NDPHS Annual reporting

Every year, the NDPHS Expert Groups (EGs) and Task Groups (TGs) shall develop their progress reports and submit them to the NDPHS Secretariat no later than:

- **In the beginning of June** – these reports will cover only the EG/TG activities consistent with the health sub-area of Priority Area 12 in the Action Plan of the EU Strategy for the BSR. Based on them the NDPHS Secretariat will prepare a yearly progress report for submission to the European Commission;
- **One month before autumn CSR meeting or PAC event** (if no CSR autumn meeting is held in a given year). Based on these reports, the NDPHS Secretariat shall prepare an overall NDPHS Progress Report for a given year for presentation to the autumn CSR/PAC event. The overall report will (i) summarise progress made in achieving the agreed goals and operational targets, (ii) identify cross-group questions of importance (horizontal issues that need to be addressed by the CSR), (iii) analyze obstacles and constrains in moving the whole process forward, and, finally, (iv) present proposals for resolution by the CSR/PAC.

The reports shall be developed in accordance with the following reporting elements:

1. Group leadership and coordination

1.1 Lead Partner and Co-Lead Partner

List the Lead and Co-Lead Partners of the EG/TG. If the Group plans to change the Lead or Co-Lead Partner, please inform of this as well as of who will take over and when the change will take place.

1.2 International Technical Advisor / Coordinator(s) / Task Manager(s)

List the ITAs / Coordinator(s) / Task Manager(s) working for the EG/TG and inform if their services are guaranteed also in the future.

1.3 Financial resources for leadership

Inform if the Lead Partner and Co-lead Partner have ample funding in place for the leadership at present and in the future. This includes funding for managing/leading the group and employment of persons listed in item 1.2 above.

2. Participation in the Group's activities

2.1 Participation of Partners and Participants as well as external actors in meetings of the Group

List the Partners, Participants, NDPHS groups and external actors who have nominated their representative to the Group and inform if they have been taking part in the meetings. Please indicate if there are parties, which did not take part in the meetings, but whose participation is especially desired considering the scope and character of the Group.

3. Progress towards goals and the implementation of operational targets

When describing the progress, refer to the operational targets for the implementation of which your Group is responsible and to the indicators belonging to each of them, as well as to the operation targets included in Goal 1.

The following elements should be covered in the report:

- Present state of play;
- Problems encountered and solutions found;
- Planned next steps;

- Timeline.

Additionally, for each project listed as an operational target, include the following information:

- Description of the project (name of the project, project objectives and geographical area, project time frame);
- Leader of the project;
- Financing.³

The description of the activities under each operational target should not exceed one page.

4. Strengths and opportunities

Please describe enabling factors, strengths and opportunities in the Group's work.

5. Obstacles and weaknesses

Please describe obstacles, constraints and weaknesses in the Group's work and the solutions found, if any.

6. Conclusions and recommendations

Please present lessons learnt and overall conclusions (other than those in the items above) regarding the activities of the Group during the reported year, which you would like to bring to the attention of the CSR/PAC as well as of the Secretariat when it is preparing an overall (annual) progress report based on all the Groups' progress reports.

Based on the conclusions and lessons learnt, please develop Group's recommendations for the future.

7. Other relevant information

³ Total cost, out of which EU contribution split by source.

Background information

(not to be included in the adopted version of the NDPHS Annual reporting mechanism)

I. EXCERPTS FROM THE SWG REPORT

2.5.4 Reporting and evaluation

The SWG recommends that:

- **Evaluation of the EGs should be undertaken in connection with the NDPHS overall external five-yearly evaluation.** The practice so far of reporting to the CSR and at the end of each year would be enough for the CSR to assess the progress of the EGs, also as regards short-term EGs, and to give directions as regards their work.

At the same time, however, the SWG recommends that:

- **Changes be made as regards the contents and structure of the Annual Work Plans in order to make it possible both for the EGs themselves and the CSR to evaluate the progress.**

As regards the annual Work Plans, they should link to the four-year operational targets, and could be broken down into four annual steps. Each step should be formulated as a definition of how far the process would have to have reached after each individual year in order for the full four-year operational target to be attained in time. This would also make it possible for the CSR to evaluate the work of short term EGs.

Finally the SWG recommends that:

- As regards **evaluation of projects, the EGs would not normally be required to do this** as different donors carry through evaluations of the projects that they finance, and these evaluations could be used for the benefit of the work of the EGs.

II. EXCERPTS FROM DOCUMENTS PRESENTED BY THE EC

The Priority Area coordinator must follow the progress of the actions and flagship projects included in the Priority Area, keep in contact with the flagship project leaders, and inform the Commission regularly of progress.

- *A progress report on each Priority Area should be submitted to the Commission yearly by the coordinator.*

Although the coordinator is not formally responsible for the successful implementation of the Priority Area, it will keep the Commission informed and the two together will report and review progress.

[Name and number of the priority area]

[Date of the report]

Name of the coordinator

General remark: *Priority Area Coordinators are invited to base the drafting of their report on concrete facts and concrete examples, and describe the progress in their area bearing in mind that it must "tell a story", with as much as possible tangible outcomes. They should therefore avoid any vague and general comments (e.g. "the situation is progressing favourably and quite rapidly") if there is no tangible evidence or concrete example giving credit to this statement.*

1) **General progress of the priority area**

One to two pages maximum explaining the general progress:

In particular, in the starting phase of implementation of the action plan, PACs are invited to describe how they have organised the activity in their area, as regards the establishment of the partnership, of the governance, of the administrative and technical arrangements, etc.

They should also make a description of any major change in working/networking methods resulting from this new approach, of the problems encountered if any, and of the solutions found. The description of positive outcomes is also of course welcome.

In relation to points 2 and 3, they should give a brief description of the general state of play of the actions and projects underway, and if possible, illustrate this with some quantified figures (budget involved, some physical indicators, etc.). They should also give some good examples of projects, even though they are not achieved yet.

They should give some outlook of what their main tasks and objectives will be in the short run (in 2011) and what the main challenges are in the medium term.

In conclusion of this first part, they are invited to give their first perception on how the implementation of the Strategy can hopefully improve the global situation (socio-economically, but also on working processes, etc.). They can also suggest what could be improved in the implementation process.

2) **Progress for each action**

For each action, the following structure is suggested.

- **“Action”:**
 - Partners involved in the implementation
 - State of play (financial if relevant, and physical)
 - Problems encountered and solutions found

- Next steps
- Expected finalisation

If no action has been started so far, because PACs decided for instance to focus on the flagship projects in the first stage of implementation, the report should mention how and when they are going to deal with this part of the strategy, and if they have already thought of how to do it.

3) Progress for each flagship project

For each project, the following structure is suggested.

- **“Flagship project”:**
 - Description of the project
 - Leader of the project
 - Financing, if relevant (total cost out of which EU contribution split by source)
 - State of play
 - Problems encountered and solutions found
 - Next steps
 - Expected finalisation

The section for a particular action or project should not exceed half a page.