



**Committee of Senior Representatives (CSR)
Nineteenth Meeting
Brussels, Belgium
27-28 October 2011**

Reference	CSR 19/8.3/2
Title	Proposed elements for the development of EG/TG Annual Work Plans
Submitted by	Secretariat
Summary / Note	This document specifies proposed elements to be included in EG and TG Annual Work Plans. It has been developed in response to requests of some groups for a template that could be followed by them when developing their work plans for submission to the CSR/PAC. The proposed elements are consistent with the reporting elements included in the NDPHS Annual reporting mechanism adopted by the CSR 17 in June 2010 (available at http://ndphs.org/?doc,NDPHS_Annual_reporting_mechanism.pdf).
Requested Action	For adoption

Elements for the development of NDPHS EG/TG Annual Work Plans

Every year the NDPHS Expert Groups (EGs) and Task Groups (TGs) shall develop their work plans, which shall specify the main activities as well as methods, milestones and resources with which the set objectives and aims will be pursued and achieved by the group during the following year.

These work plans shall be presented to and discussed during the autumn meetings of the Expert Groups and Task Groups. The agreed upon work plans shall be submitted to the autumn CSR meeting for approval or, if the latter is not held, then directly to the PAC for adoption. Submission shall be done through the NDPHS Secretariat that will receive the work plans one month before the respective meeting (the CSR or the PAC).

Based on these work plans, the NDPHS Secretariat shall prepare an overall NDPHS Work Plan for the following year and submit it to the autumn CSR/PAC event.

EG/TG annual work plans shall be developed in accordance with the following elements:

Submitted by:

Year covered:

1. 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 specify (if known) who will be proposed to 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) who will work for the EG/TG.

1.3 Financial resources for leadership

Specify who will provide resources for the leadership for the next year. This includes funding for managing/leading the group and employment of persons listed in item 1.2 above.

2. Meetings of the Group

Specify dates, places and hosts of the Group's meetings planned to be held (if available).

3. Activities

3.1 Activities to implement the NDPHS Operational Target(s) within the remit of the Group

Specify main activities to implement the NDPHS Operational Target(s) within the remit of the Group and make progress towards respective NDPHS Goal(s). For each activity please indicate the following:

- *The methods, and*
- *Resources with which the respective OT will be pursued;*
- *Milestones;*
- *External actors planned to be engaged.*

If the Group is responsible for more than one OT, list activities for each target separately.

3.2 Activities to implement the EU Strategy for the BSR priority actions and/or flagship projects within the remit of the Group

Specify main activities to implement the EUSBSR priority actions and/or flagship projects within the remit of the Group. For each activity please indicate the following:

- *The methods, and*
- *Resources with which the respective activity will be pursued;*
- *Milestones;*
- *External actors planned to be engaged.*

If activities listed in item 2.1 can also be labelled as contributing to the EUSBSR, list here their names only. For all other activities follow the above elements.

3.3 Other activities

Specify any other activities the group will be engaged in, which are not linked to the NDPHS Strategy or to the EUSBSR.

4. Assumptions, enabling factors and possible obstacles

Describe assumptions based on which the work plans has been developed, as well as list factors that are critical for the successful implementation of the work plan, and possible obstacles that can hinder the implementation process.

5. Other information