

**NDPHS Strategy Working Group 2014
Third Meeting
Riga, Latvia
10 June 2014**

Reference	SWG2014 3/4.1/1
Title	Working methods and timeline for development of the Action Plan accompanying the NDPHS Strategy 2014-2020
Submitted by	SWG Chair and the Secretariat
Summary / Note	This document is an updated version of the proposal submitted to the CSR 23 meeting (cf. document CSR 23/6.5/1)
Requested action	Discussion and decision

Revised plan for Development of an Action Plan [OR Implementation Plan] accompanying the NDPHS Strategy 2014-2020 (original document CSR 23/6.5/1)

CSR23 concluded (as per draft minutes of the meeting):

The Meeting considered the presented proposal and information and **requested** the SWG to revise the proposal on development of the Action Plan accompanying the NDPHS Strategy 2014-2020 and present it to the CSR for adoption through a written silent procedure.

Background

In the context of developing the upcoming NDPHS Strategy 2014-2020, the Strategy Working Group (SWG) developed (with an input from expert-level structures) a proposal, for consideration by the CSR, regarding the vision, overall objective, priority areas, objectives, and specific objectives (re-named as objectives at CSR23) for the strategy. In this regard, it decided to propose slight changes in the terminology compared to the previous strategy, namely, that the NDPHS Strategy would have the following levels:

- Overall objective;
- (this was approved to be moved as preamble by CSR23) Objectives (cross-cutting);
- Objectives;
- Operational targets and indicators;
- Actions to reach the targets and achieve the objectives.

The SWG ToR foresee that, as soon as the CSR adopts objectives and specific objectives,¹ **the relevant Expert and Task Groups and the Secretariat would be asked by the CSR to develop an operational plan, including targets, indicators, resources and challenges and submit their inputs by end of August 2014.**

The present document addresses the latter two levels listed above in an attempt to (i) facilitate the SWG discussion regarding the process of development of inputs for the Action Plan by the expert-level structures/teams and the timeline for submission of inputs and (ii) provide a basis for developing the SWG proposal for submission to the CSR for decision.

¹ It should be noted that following its discussion about the terminology to be used, the SWG agreed that the proper term would be “specific objectives” rather than “goals.” Consequently, the current paper uses the former term.

Expert-level involvement in the development of inputs for the Action Plan

In order to ensure an unbiased, all-inclusive and holistic, yet focused approach the CSR might wish to consider the following approach:

- **The development of inputs for the Action Plan would not be tasked to the specific NDPHS Expert Groups or Task Groups but, instead,**
- **The Chairpersons of all current Expert Groups and Task Groups would be requested to jointly set up a drafting team for each theme grouping several specific objectives.** The teams would consist of experts recommended by one or more EG/TG Chairpersons, who would accept an invitation to join a drafting team. Additionally, a Partner Country/Organization could inform the respective Chair of their wish to nominate their expert (not necessarily the one being a member of an EG/TG) to a drafting team. In this way, the NDPHS would benefit from the entire pool of its experts, some of which could be sitting on more than one drafting team, thereby ensuring a holistic approach, possibly without aligning themselves with their own current expert-level structures. This approach does not imply the exclusion of a possibility for the EG/TG Chairpersons to refer to and benefit from the knowledge and expertise of their groups' experts not sitting on a drafting team.

Timeline

The SWG will be invited to agree on the timeline for the following milestones in developing the Action Plan:

Deadline (year 2014)	Milestone
Establishment of drafting teams	
Date to be set by the SWG	EG/TG Chairpersons jointly agree on (decision to be taken on a team-by-team basis): (i) the total number of experts to be sitting on a given drafting team; (ii) the names of EGs/TGs from which experts should come to a given drafting team, and (iii) the maximum number of experts from a given EG/TG that could be sitting on a given drafting team.
Date to be set by the SWG	EG/TG Chairpersons approach the experts from their own Egs/TGs whom they would like to invite to a given drafting team. A Chairperson may choose to take part himself/herself, or invite his/her ITA.
Date to be set by the SWG	SWG Consultant begins his/her assignment. During the first part of the assignment, which is expected to last until the beginning of September 2014, he/she will be available to: <ul style="list-style-type: none"> • Upon request, provide advice and recommendations regarding the planning processes and methodology to the NDPHS actors involved in the strategy development process; • Review the inputs submitted by the NDPHS actors involved in the strategy development process, and, where necessary, provide advice and recommendations on the warranted improvements.
	Having compiled the lists of their experts who confirm their readiness to sit on a drafting team(s), the EG/TG Chairpersons send their lists of experts to the NDPHS Secretariat.
Date to be set by the	The NDPHS Secretariat compiles the list of drafting teams and

SWG	circulates them to the EG/TG Chairs and ITAs/Coordinators, and the listed drafting team members. The list is attached to the SWG Chair's letter in which she invites each team to appoint its chairperson/leader and the main drafter (could be the same person).
Date to be set by the SWG	The appointed drafting team chairpersons/ leaders communicate their names and the names of the main drafters to the NDPHS Secretariat.
Date to be set by the SWG	The Secretariat circulates the complete list of drafting teams to the CSR for information.
First drafting round	
Date to be set by the SWG	Each drafting team agrees on the specific objectives (indicator, Baseline, Operational target and Data source), fills out sections I. – III. of the template for inputs to the Action Plan accompanying the NDPHS Strategy 2014-2020 (see document SWG2014/3/4.2/1)), and submits it to the NDPHS Secretariat.
Date to be set by the SWG	The NDPHS Secretariat forwards the received draft inputs to the SWG members, the SWG Consultant (for possible comments and advice), and all drafting teams (for information and reference – to help achieve consistency and complementarity among the finalized inputs).
Date to be set by the SWG	SWG members and the NDPHS Secretariat send their possible comments and advice to the SWG Consultant.
Date to be set by the SWG	Having compiled the received comments and advice, the SWG Consultant sends them to the drafting teams.
Second drafting round	
Date to be set by the SWG	Drafting teams submit a second round of draft inputs for the Action Plan (sections I. – IV. of the template) to the NDPHS Secretariat and the SWG Consultant.
Date to be set by the SWG	The NDPHS Secretariat forwards the received draft inputs to the SWG members (for possible comments and advice), and all drafting teams (for information and reference – to help achieve consistency and complementarity between the finalized inputs).
Date to be set by the SWG	SWG members and the NDPHS Secretariat send their possible comments and advice to the SWG Consultant.
Date to be set by the SWG	Having compiled the received comments and advice, the SWG Consultant sends them to the drafting teams with a copy to the SWG members and the Secretariat.
Final drafting round and finalization	
Date to be set by the SWG	Drafting teams submit their finalized inputs for the Action Plan to the NDPHS Secretariat and the SWG Consultant.
September or later (exact time to be announced in early September)	The SWG Consultant submits a draft NDPHS Strategy 2014-2020 and its Action Plan (developed based on the received inputs) to the SWG.
October or later (exact time to be announced in early September)	The SWG Consultant submits a revised draft NDPHS Strategy 2014-2020 and its Action Plan (developed based on the received comments) to the SWG.
October/November	The SWG submits the draft NDPHS Strategy 2014-2020 and its Action Plan to the PAC 11.