

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

Reference	Annex 2 to the SWG2014 3 meeting minutes
Title	Working methods and timeline for development of the Action Plan accompanying the NDPHS Strategy 2014-2020 and drafting of the Strategy
Submitted by	Secretariat
Summary / Note	This document contains the proposal regarding the working methods and timeline for drafting the Strategy and development of the Action Plan accompanying the NDPHS Strategy 2014-2020 as agreed upon by the Strategy Working Group during its 3 rd meeting held on 10 June 2014 in Riga, Latvia

Revised plan for Development of an Action Plan accompanying the NDPHS Strategy 2014-2020 (original document CSR 23/6.5/1) and drafting of the Strategy text

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 current 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 drafting teams, which would cover all objectives, working on either one or several of the agreed 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 Chair of the HIV/AIDS&AI EG 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 CSR is invited to agree on the timeline for the following milestones in developing the Strategy and Action Plan:

Deadline (year 2014)	Milestone
4 August	SWG Consultant begins his/her assignment on 4 August 2014. During the assignment he/she will be available to: <ul style="list-style-type: none"> • Upon request, provide advice and recommendations regarding the planning processes and methodology of the strategy development process; • Review the inputs submitted by the NDPHS actors involved in the strategy development, and, where necessary, provide advice and recommendations on the warranted improvements; • Provide advice and participate in the meetings and work of the drafting teams, as agreed separately; • Draft the main text for the Strategy
Establishment of drafting teams	
as soon as the CSR has agreed on the objectives of the Strategy and the development process (beginning of July)	SWG Chair informs the EG/TG Chairs on the process of establishing the drafting teams and developing the inputs for the Action Plan
15 August	Working through e-mails and telephone, the EG/TG Chairpersons jointly agree on the number of drafting teams to be established, and the number of experts to be sitting on a given drafting team. EG/TG Chairpersons approach the experts from their own EGs/TGs whom they would like to invite to a given drafting

	<p>team. A Chairperson may choose to take part himself/herself, or invite his/her ITA. One expert can participate in the work of several drafting teams, as needed.</p> <p>Acting on behalf of all EG/TG Chairpersons, the HIV/AIDS&AI EG Chair writes to the CSR members and invites the Partner Countries and Organizations to inform the Chairs of their wish to nominate their experts (not necessarily the ones being members of EGs/TGs) to drafting teams. The interested Partner Countries and Organizations are invited to respond by the end of July 2014.</p>
	Having compiled the lists of the experts who confirm their readiness to sit on a drafting team(s), the EG/TG Chairpersons send the composition of the drafting teams to the NDPHS Secretariat.
	The NDPHS Secretariat compiles the list of drafting teams and 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).
	The appointed drafting team chairpersons/ leaders communicate their names and the names of the main drafters to the NDPHS Secretariat, which distributes the information to the SWG
	The Secretariat circulates the complete list of drafting teams to the CSR for information.
	Drafting Teams and the Secretariat begin drafting their inputs to the Action Plan, assisted, as needed by the External Consultant. Meetings of the teams should be planned back-to-back to allow experts and the Consultant to participate in several meetings in 1-2 days period.
Initial drafting rounds (until the SWG 4 meeting)	
15 September	The Consultant delivers a 1 st draft of the Strategy to the SWG
30 September	The SWG comments on the 1 st draft of the Strategy delivered by the consultant
10 October	The Consultant delivers a 2 nd draft of the Strategy to the SWG based on the received comments
	Each drafting team prepares their draft inputs to the Action Plan (based on the template adopted by the CSR) and submits it to the NDPHS Secretariat. The Secretariat prepares its own input to the Action Plan.
	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).
Further drafting rounds (during and after the SWG 4 meeting)	
17 October (SWG 4 meeting)	<ul style="list-style-type: none"> • SWG presents to the consultant its comments on the 2nd draft of the Strategy; • The Consultant presents to the SWG his/her comments on the received draft inputs to the Action Plan; • SWG presents to the Consultant its comments on the received draft inputs to the Action Plan and reflects on the consultant's comments
31 October	Based on the received comments and inputs, the Consultant communicates with the drafting teams to receive revisions to the

	<p>inputs, if needed, collects and combines the revised inputs and submits to the SWG (for comments and advice) and the NDPHS Secretariat:</p> <ol style="list-style-type: none"> 1) 3rd draft of the Strategy; 2) Combined draft of the Action Plan
	The NDPHS Secretariat forwards the received drafts to all drafting teams (for information and reference – to help achieve consistency and complementarity between the finalized inputs).
SWG 5 meeting (if required), final drafting round and finalization	
11 November (SWG 5 meeting, if required)	SWG presents to the Consultant its comments (if any) on the 3 rd draft of the Strategy and the 1 st combined draft of the Action Plan.
13 November	If required, the SWG Consultant finalizes the draft NDPHS Strategy 2014-2020 and its Action Plan and delivers them to the SWG.
14 November	The SWG submits the draft NDPHS Strategy 2014-2020 and its Action Plan to the PAC 11.