



**Committee of Senior Representatives (CSR)  
Twenty-fourth Meeting  
Brussels, Belgium  
15-16 April 2015**

<b>Reference</b>	CSR 24/6/1
<b>Title</b>	Proposed process and aspects to take into consideration when setting up new and reforming the current NDPHS expert-level structures
<b>Submitted by</b>	NDPHS Chair Country and the Secretariat
<b>Summary / Note</b>	<p>An <i>ad hoc</i> meeting of the NDPHS Chair and co-Chair Countries, the Partner Countries leading the EGs/TGs and the NDPHS Secretariat held back-to-back with the 5<sup>th</sup> Strategy Working Group meeting requested the Secretariat to prepare the present discussion document regarding the process and aspects to take into consideration when setting up new and reforming the current NDPHS expert-level structures.</p> <p>The present discussion document takes into account respective recommendations included in the NDPHS Evaluation Report 2013. It has been consulted with those Partners that have announced an interest in leading/co-leading NDPHS expert-level structures in the future. Changes suggested by Norway have been included.</p>
<b>Requested Action</b>	For decision

It is proposed that the Committee of Senior Representatives (CSR) consider and decide upon the following issues relating to the process of setting up new and reforming the current NDPHS expert-level structures:

### **1. Ensuring continuity of the NDPHS expert-level work in the interim period**

#### Background

During its 22<sup>nd</sup> meeting held in October 2013, in Reykjavik, the CSR decided to prolong the mandates of all Expert and Task Groups, except the IMHAP TG, until the adoption of the NDPHS Strategy 2014-2020. Further, because of the prolonged NDPHS Strategy 2020 development process and the uncertainty about the number, type and focus of the future NDPHS expert-level structures, the NDPHS Work Plan for 2015 has not been developed.

#### Issues for discussion and decision

- It is proposed that, where relevant, the mandates of the current NDPHS Expert and Task Groups **be extended** to cover the period from the adoption of the NDPHS Strategy 2020 and its Action Plan (presumably in spring 2015) until the Terms of Reference of the future NDPHS expert-level structures have been adopted by the CSR (presumably in autumn 2015);

- It is proposed that current NDPHS Expert and Task Groups (only those whose mandates will be prolonged) **be requested** to start the implementation of the NDPHS Strategy 2020 and its Action Plan in the interim period, as appropriate.

## 2. Establishment of an NDPHS *ad hoc* Working Group on Expert Groups' Terms of Reference (EGTOR 2015)

### Background

In 2010 the NDPHS *ad hoc* Working Group on Expert Groups' Terms of Reference (EGTOR) led by Finland and consisting of the representatives of Canada, Norway, Russia, Sweden, the Chairs and ITAs of the former four NDPHS Expert Groups and the NDPHS Secretariat, developed the draft Terms of Reference for the current NDPHS Expert and Task Groups. These Terms of Reference were developed with a view to covering the Goals and Operational targets of the first NDPHS Strategy.

### Excerpt from the Evaluation Report 2013

Recommendation No. 19: Decide upon the future of Expert Groups based on a common strategy and shared interests.

### Issues for discussion and decision

- It is proposed that an NDPHS *ad hoc* Working Group on Expert Groups' Terms of Reference (EGTOR 2015) **be established and tasked** with drafting Terms of Reference for new/restructured expert-level structures with clear and time-limited mandates and tasks, covering the objectives, cross-cutting themes, results and activities included in the NDPHS Strategy 2020 and its Action Plan;
- At the same time a leadership and composition of the EGTOR 2015 would **need to be decided upon**;
- The proposed EGTOR 2015 Terms of Reference (ToR) **is enclosed** (cf. Annex 1).

## 3. Timeline for the development and adoption of the Terms of Reference of the future NDPHS expert-level structures

The following timeline is proposed for adoption:

### 1. Establishment of the EGTOR 2015

15-16 April	Decision on the prolongation of the Terms of Reference of (some of the) current NDPHS expert-level structures; establishment of an NDPHS <i>ad hoc</i> Working Group on Expert Groups' Terms of Reference (EGTOR 2015); adoption of the Terms of Reference (ToR) for it, election of the Chairperson and nomination of members.
Until 4 May	If necessary, confirmation of the nomination of the EGTOR 2015 members.  Submission of inputs to the EGTOR 2015 work by NDPHS Partners, including their preferences and suggestions.

## **2. First drafts and first round of comments**

May	By working through emails and other means of communication, the EGTOR 2015 prepares a general Expert Group ToR model, submits it to the CSR for comments and subsequently revises it following the received comments.
May – 18 June	By working through emails and other means of communication and, if necessary, convening a meeting, the EGTOR 2015 prepares the first draft of the proposed Terms of Reference of the future NDPHS expert-level structures and disseminates them to the CSR members for comments.
19 June – 19 August	The CSR members submit their comments on the proposed draft Terms of Reference to the EGTOR 2015.
20 – 31 August	EGTOR 2015 revises the ToRs following the received comments.

## **3. Revised drafts and second round of comments**

1 September	EGTOR 2015 disseminates the revised draft ToRs to the CSR members for the second round of comments.
10 September	The CSR members submit their comments on the revised draft ToRs to the EGTOR.

## **4. Finalisation and adoption of the Terms of Reference**

Mid-September	EGTOR 2015 finalises and submits the final draft Terms of Reference to the CSR 25 meeting for adoption.
October 2015	The CSR establishes new expert-level structures and adopts (either during the CSR 25 meeting or, if necessary, through a subsequent written procedure) their Terms of Reference.

## **4. Resources for the development of the Terms of Reference of the future NDPHS expert-level structures**

The following resources need to be made available for the development of the Terms of Reference of the future NDPHS expert-level structures:

- 1) Working time of the EGTOR 2015 members, as well as, during the commenting phase, working time of the CSR members and any experts that they decide to involve in preparing the comments;
- 2) Travel costs of the EGTOR 2015 members to attend one meeting (if necessary).

## **Proposed Terms of Reference and Timeline for the NDPHS *ad hoc* Working Group on Expert Groups' Terms of Reference (EGTOR 2015)**

[Adopted by the CSR on 15-16 October 2015]

### **1. Background**

[In spring 2015], the NDPHS adopted its Strategy 2020 accompanied by an Action Plan. Altogether, six objectives have been approved covering the following areas:

- (i) Reduced impact of HIV, TB and associated infections among key populations at risk;
- (ii) Contained antimicrobial resistance;
- (iii) Reduced impact of non-communicable diseases;
- (iv) Reduced social and health harm from alcohol, tobacco and illicit use of drugs;
- (v) Adequately addressed health needs related to chronic conditions and demographic changes;
- (vi) Strengthening occupational safety and health and well-being at work.

The entire NDPHS shall strive to achieve the six objectives, including through exploring new methods of work. **The NDPHS expert-level structures will bear the main responsibility for ensuring the Partnership's progress in this work. It is vital that they would be promptly established and set in motion. Moreover, their number, type and focus need to be carefully planned so that they would be able to meet the respective requirements and deliver the required results in effective and efficient manner, and within the set deadlines.** All these aspects need to be taken into consideration when the Terms of Reference is being developed for each new or reformed expert-level structure.

Having recognized the above, the CSR has decided to set up an *ad hoc* Working Group on NDPHS Expert Groups' Terms of Reference (EGTOR 2015).

### **2. Scope**

The overall task of the EGTOR 2015 is to draft Terms of Reference for new/restructured expert-level structures with clear and time-limited mandates and tasks.

The drafted Terms of Reference shall adequately cover the objectives, cross-cutting themes, results and activities included in the NDPHS Strategy 2020 and its Action Plan, while taking into account the available and pledged human and financial resources. They will also properly reflect the fact that the NDPHS is the Health Priority Area Coordinator in the EU Strategy for the Baltic Sea Region.

The work of the EGTOR 2015 shall consider the recommendations of the NDPHS evaluation conducted in 2013, the respective decisions and requests by the CSR 24 meeting, and the outcome of the PAC 10 considerations. Draft Terms of Reference shall also take into account the ToRs of the currently operating NDPHS Expert and Task Groups.

### 3. Composition [preferably to be decided already during the CSR 24]

The EGTOR 2015 will be composed of:

- *CSR members representing the Chair and Co-Chair country;*
- *CSR members representing NDPHS Partner Countries that have pledged resources for leading the future NDPHS expert-level structures (those that wish to join in);*
- *Representatives from other NDPHS Partners that wish to join in;*
- *At least one representative of the currently operating NDPHS expert-level structures.*

The group shall be chaired by [PARTNER NAME]<sup>1</sup>.

The NDPHS Secretariat will take part in the meetings and provide technical and administrative support to the EGTOR 2015 Chairperson.

### 4. Outputs

The following outputs will be delivered by the EGTOR 2015 according to the timeframe specified further below:

- Proposed ToR model, which can also be used in the future for new expert-level structures;
- Proposed ToRs for each individual expert-level structure.

### 5. Timeframe

The mandate of the EGTOR is valid from date of adoption of this present ToR until the Terms of Reference of the new/reformed NDPHS expert-level structures are adopted.

#### 1. Establishment of the EGTOR 2015

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Until 4 May	If necessary, confirmation of the nomination of the EGTOR 2015 members.  Submission of inputs to the EGTOR 2015 work by NDPHS Partners, including their preferences and suggestions.

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<sup>1</sup> The Secretariat suggests Estonia as the EGTOR 2015 Chair.

## 2. First drafts and first round of comments

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## **6. Financial aspects**

All expenses incurred by the representatives to attend a possible EGTOR 2015 meeting will be covered by their respective countries and organisations.

Costs for holding the meeting will be borne by the host country/organisation unless otherwise agreed.

## **7. Decision making and reporting**

The EGTOR 2015 is answerable to the CSR.

Decisions within the EGTOR 2015 will be reached by consensus.

Only appointed representatives to the EGTOR 2015 take part in decision-making.

#### **8. Amendments to the Terms of Reference**

These Terms of Reference can be amended by the CSR, when deemed necessary.