



Elements for the development of NDPHS Expert Group Annual Work Plans

Every year the NDPHS Expert Groups (EGs) shall develop their draft work plans, which shall specify the main activities as well as methods, milestones and resources with which the expected results laid down in the NDPHS Action Plan will be pursued by the groups during the following year.

These draft work plans shall be discussed among the Expert Groups members (preferably during the autumn meetings of their groups). The agreed upon draft 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 draft work plans three weeks before the respective event (of the CSR or the PAC).

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

Draft annual work plans of the Expert Groups 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. 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

List the ITA(s) who will work for the EG.

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 person(s) listed in item 1.2 above.

2. Meetings of the Expert Group

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

3. Activities

3.1 Activities to **achieve the expected results** laid down in the NDPHS Action Plan, which are within the remit of the Expert Group

Specify planned activities towards the expected results within the remit of the Expert Group. For each activity please indicate the following:

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

List activities for each expected result separately, if feasible.

3.2 Activities to **achieve the horizontal results** laid down in the NDPHS Action Plan

Specify planned activities towards the horizontal results. For each horizontal result please indicate the following:

- *The methods, and*
- *Description of the activity;*
- *External actors planned to be engaged.*

If activities listed in item 3.1 can also be labelled as contributing to achieving horizontal results, list here their names only. For all other activities follow the above elements.

4. Assumptions, enabling factors and possible obstacles

Describe assumptions based on which the work plan 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