



## **UHC2030 Working Groups Terms of Reference**

A UHC2030 Working Group (WG) is a multi-stakeholder and activity oriented group of technical experts that is brought together to collectively deliver on a priority area of work as identified in the UHC2030 workplan.

### **Roles and Responsibilities**

- Develop collective guidance, tools and/or recommendations on specific topics related to development effectiveness in health, with an emphasis on the value added to countries.
- Present regular updates, end products and/or recommendations to the Steering Committee. The Steering Committee is responsible for agreeing any follow-up action.

### **Internal Organization**

- Working Groups are set up with agreement of the Steering Committee, as deemed necessary to deliver on workstreams identified in the workplan. Partners will be welcome to initiate and lead Working Groups in collaboration with the Core Team.
- ToRs for each Working Group should be developed by the relevant Working Group and approved by the Steering Committee, specifying the objectives, activities, deliverables, timeline, lead partners and budget. To the extent possible, Working Groups should draw on and complement the existing work of related initiatives. To maintain support for their efforts, Working Groups are encouraged to consider short-term “quick wins” as well as longer-term deliverables in their ToRs.
- Working Group membership will be open to signatories, related initiatives and other interested stakeholders, including technical experts from key partners on the priority agenda. The overall size of a Working Group should ideally not exceed 15 members.

- Working Groups should consider how best to engage other stakeholders in specific activities or deliverables as appropriate, for an inclusive approach and effective dissemination of the work of the group.
- Working Group meetings should be kept to the minimum needed, and use email and tele-conferencing where possible. The Core Team will facilitate Working Group meetings as needed.
- The contracting out of work may be done through the IHP+ Core Team, or through any agency on the Working Group.
- Coordination across UHC2030 workstreams will be actively pursued with support from the Core Team.
- Working Groups are expected to liaise with the Core Team regarding progress and any issues arising during implementation of the agreed workplan of the group; and to update the Reference Group on progress when requested.
- A Working Group will exist only as long as it takes to complete the specific task it has been given. It will then be disbanded.