

Fragile States Working Group Draft Work Plan

The purpose of this work plan is to organize and sequence the tasks of the Fragile States Working Group around the two objectives stated in the Terms of Reference. It has been proposed that the work be divided into two phases, one for each objective, with each lasting approximately one year.

Phase One: January – March 2018

Objective 1: Guidance for improved coordination of development and humanitarian partners and other agencies around resilient¹ health systems strengthening in countries characterized by fragility, conflict, emergencies and/or a challenging operational environment, developed and promoted.

Phase Two: March – December 2018

Objective 2: Situation analysis and assessment as well as coordination of Development and Humanitarian Partners and support for health systems strengthening piloted in 2-3 countries with fragile or challenging environment.

Q1 (Jan-Mar 2017), Q2 (Apr-Jun 2017), Q3 (Jul-Sept 2017), Q4 (Oct-Dec 2017), Q5 (Jan-Mar 2018), Q6 (Apr-Jun 2018), Q7 (Jul-Sept 2018), Q8 (Oct-Dec 2018)

No.	Activity	Phase One					Phase Two			Detail/Deliverable
		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	
1.	Management and Coordination									
1.1	Finalize Terms of Reference									Secretariat ² gather comments, finalize ToR
1.2	Develop and approve work plan									Work plan drafted by co-chairs and secretariat, and approved by full working group
1.3	Monthly calls of the full working group									Conference call and NFR disseminated
1.4	In-person meeting of the working group									Phase 1: Discussion of literature review, case studies, structure, format, contents of guidelines – See 3.1 Phase 2: Review findings from pilots and agree on how guidelines should be modified
1.5	Provide inputs to the broader UHC2030 advocacy work on specific areas of advocacy within the remit of this working group									Coordination with other UHC 2030 working groups as needed
2.	Formative Research									
2.1	Formation of sub group to develop scope of work for literature review and possible case studies									Group will develop a terms of reference or scope of work for the literature review and case studies, to be approved by full working group
2.2	Hiring of consultant(s) to conduct literature									Secretariat will contract the consultant(s)

¹ This can be defined as “the capacity of health actors, institutions, and populations to prepare for and effectively respond to crises; maintain core functions when a crisis hits; and, informed by lessons learned during the crisis, reorganise if conditions require it”, Kruk et al 2015.

² I.e. the UHC2030 Core Team, or members of it.

	review									
2.3	Literature review drafted by consultants									First draft of literature review
2.4	Presentation of draft literature review									Presentation by consultant(s) to the working group; discussion of findings and how they will inform the guidelines
2.5	Literature review finalized									
2.6	Decision on case studies									TBD
2.7	Write case studies, if applicable									TBD
3.	Guidelines Development									
3.1	Discussion and agreement upon guideline format, structure, content and Phase 1 in-person meeting (see 1.4)									Process and outline of guidelines agreed upon and taken up by sub group to further develop
3.2	Formation of sub group to develop detailed outline and structure of guidelines									Members identified and detailed outline to guide consultants writing of the guidelines developed
3.3	Hiring of consultant(s) – if agreed under process discussion (3.1) - to draft guidelines									1 st draft of guidelines
3.4	Working group review of 1 st draft of guidelines									Consolidated feedback on 1 st draft given to consultants
3.5	Consultant(s) incorporate feedback from working group									2 nd draft of guidelines completed and sent to working group and external stakeholders for review
3.6	Working group plus external stakeholders (TBD) review 2 nd draft of guidelines									Consolidated feedback on 2 nd draft given to consultants
3.7	Consultant(s) incorporate feedback from working group and external stakeholders									V1 of guidelines completed
3.8	V1 of guidelines presented to UHC 2030 Steering Committee for endorsement									Approved guidelines ready for piloting
4.	Piloting and Revision of Guidelines									
4.1	Identification of 2-3 countries to pilot guidelines, based on demand									Discussion among working group members, based upon a set of criteria
4.2	Formation of sub group to develop ToR for pilot implementation									ToR will include countries, work plan, needed approvals, team members, and other relevant topics
4.3	Coordination with national and international stakeholders on timing and implementation of pilot									UHC2030 secretariat to facilitate coordination with national governments and obtain needed approvals and support for pilot process
4.4	Pilots implemented and lessons documented									
4.5	In person meeting to discuss results of pilots and guidance revisions (see 1.4)									Review lessons learned from pilots and what items in guidelines need revision, as well as process for revising the guidelines
4.6	ToR drafted for consultant(s) to revise guidelines									ToR based upon directions from working work and reflecting lessons from country pilots
4.7	Hiring of consultant(s) to draft revised									1 st draft of revised guidelines

	guidelines									
4.8	Working group review of 1 st draft of revised guidelines									Consolidated feedback on 1st draft of revised guidelines given to consultants
4.9	Consultant(s) incorporate feedback from working group									2nd draft of revised guidelines completed and sent to working group and external stakeholders for review
4.10	Working group plus external stakeholders (TBD) review 2 nd draft of revised guidelines									Consolidated feedback on 2nd draft of revised guidelines given to consultants
4.11	Consultant(s) incorporate feedback from working group and external stakeholders									V2 of guidelines completed
4.12	V2 of guidelines presented to UHC 2030 Steering Committee for endorsement									Approved guidelines
5.	Publication and Dissemination of Guidelines									
5.1	Development of dissemination plan									To be coordinated by UHC2030 secretariat
5.1	Layout and printing of guidelines									To be coordinated by UHC2030 secretariat
5.2	Digital dissemination (email, website)									To be coordinated by UHC2030 secretariat
5.3	Opportunities (e.g. Webinar, agency specific meetings, WHA, UNGA, regional meetings etc) for launching guidelines explored and implemented									To be coordinated by UHC2030 secretariat

Comments: Update workplan on a quarterly basis in order to monitor progress and update timeline as needed.