

IHP+ Working Groups

Terms of Reference 16 October 2013

An IHP+ Working Group (WG) is a time limited group of technical experts from countries, development partners and civil society organizations that is brought together to develop guidance and/or recommendations on a policy or technical issue where there is a need for development or harmonization of existing work. Its generic terms of reference can be summarized as:

ROLES AND FUNCTIONS

- 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, 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, on themes that may be identified by any IHP+ signatory and discussed beforehand in the IHP+ Reference Group. Their terms of reference and requested resources must be approved by the Steering Committee.
- The overall size of a Working Group should ideally not exceed 15 members.
- Members are selected based on technical skills and experience, as well as seniority within their respective organizations on the technical content area. The Reference Group will be asked by the Core Team for suggestions on experts from their own organizations or other organizations. The membership as well as the chair will be decided by the Steering Committee – or by the Core Team if delegated by the Steering Committee.
- 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 between Working Groups 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 work plan 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.