

## IHP+ Inter-agency Working Groups - Terms of Reference

An IHP+ inter-agency Working Group is a time limited group of people with specific technical skills that is brought together to develop guidance and/or recommendations on a policy or technical issue where there is broadly agreed 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 harmonization and alignment around national health strategies, with an emphasis on the value added to countries.
- Present regular updates, end products and/or recommendations to Executive Team and Scaling-up Reference Group.

### INTERNAL ORGANIZATION

- Working groups set up with agreement of the SURG, on themes that may be identified by any IHP+ signatory but whose terms of reference must be reviewed by the Executive Team before submission to SuRG.
- The overall size of an interagency working group should ideally not exceed 15 members.
- Possession of the requisite technical skills and experience drives member selection, as well as seniority within respective organizations on the technical content area.
- Developing country and civil society representation to be included where the technical expertise is available.
- Frequency of group meetings should be kept to the minimum possible, by setting clear work plan and assigning responsibilities, communication via email and virtual meetings.
- Coordination between working groups will be actively pursued with support from the core team and Executive Team.
- 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.