Standard Operating Procedure

Technical Working Groups

COUNTRY CONNECTOR
Let's align for public health

ESTABLISH

1 Actively survey CCPSH partners to identify private sector engagement thematic areas most highly in-demand with regards to alignment and knowledge generation.

2 Engage the Steering Committee to seek guidance on the thematic area of interest and to ideate on potential tasks for the Working Group.

3 Develop a concept note that outlines the 1) purpose, 2) objectives, 3) activities (concrete tasks) and 4) outputs of the Working Group.

4 Identify potential Working Group members and Working Group lead organizations through CCPSH partners, WHO representatives, relevant publications, and any existing Communities of Practice (CoP) related to the thematic area of interest. The Working Group should represent a broad range of relevant disciplines. Effort will be made to ensure adequate balance across types of constituencies, domains, stakeholder representation, geographical representation, links with other relevant initiatives.

5 Meet with lead Working Group organization to identify resources necessary to deliver the outputs of the Working Group (e.g., funding for research to support the tasks).

6 Share concept note and Working Group Charter with Working Group members that outlines expectations (confidentiality, conflicts of interest, commitment). Responsibilities of Working Group members include:
- Attend and actively participate in meetings;
- Provide technical inputs as part of delivery of working group tasks and deliverables
- Review Working Group deliverables;
- Promote Working Group and Country Connector in own networks.

7 Schedule calendar holds at pre-defined intervals to solidify Working Group member expectations around meeting consistency.

EXECUTE

8 Invite Working Group members to Mighty platform and add member headshots and short bios to the CCPSH website.

9 Six weeks prior to Working Group meetings develop the meeting agenda and 3-4 weeks prior to the Working Group meeting prepare inputs (pre-reads, facilitation tools, presentations, speaker guidance).

10 Send regular reminders regarding the Working Group meeting (1 month, 2 weeks, 1 week prior to the meeting) to encourage attendance.

11 Host Working Group meeting, using facilitation techniques that ensure all Working Group member voices are heard.

12 Check-in with relevant Working Group task leaders (e.g., research agencies) on the status of Working Group tasks and deliverables.

Consolidate tasks 9-12 repeating them until Working Group outputs are produced

13 Identify 3-4 Working Group members to present the deliverables to the Steering Committee.

14 Identify lead Working Group member to engage to write a blog for the CCPSH on the deliverables of the Working Group.

DISBAND

15 If no relevant follow-on tasks are identified follow a disbanding procedure, including 1) a close out call with the Working Group, 2) an email to all members indicating Working Group achievements, and 3) communication with the members regarding how to stay involved in the CCPSH.