

Governing Board document 18/2018: for information

As at 16 Nov 2018

Workplan for our “Establishment Phase” (1 August 2018 till 31 December 2019)

The following is the workplan to which the secretariat is working guided by the latest version of our strategy (see ‘brochure’ launched 24 September 2018), and the policies and priorities discussed with Board and other stakeholders, and influenced by the rules and procedures to which we are subject under our Hosting Terms, as well as the progressive availability of resources. This plan will continue to evolve.

1. Overall

1.1 Complete and close down “incubation phase” under UNITAR and start “establishment phase” hosted By UNOPS. [**Status:** achieved by 31 July 2018 – five months ahead of schedule]

1.2 Transfer all residual assets and resources, procure necessary equipment, IT, and furniture, and make functional the new office. [**Status:** achieved wef 1 August 2018 with 20% saving under start-up budget]

1.3 Formally launch The Defeat-NCD Partnership. [**Status:** Achieved – launch occurred on 24 September 2018 in New York City at the margins of the UN General Assembly and the Third High-Level meeting on NCDs]

1.4 Review of initial UNOPS hosting procedures at end of 2018. [**Status:** delayed into Q1/2019 when deputy CEO is in place]

1.5 Prepare “standing operating procedures (SOPs)” for our administrative and financing functions. [**Status:** to be done by Q1/2019 when operational staff are in place].

2. Policy

2.1 Review the case for cancer and chronic respiratory conditions and integrate into the Defeat-NCD operating model [**Status:** to be done by Q2/2019 after technical staff are in place in Q1/2019].

2.2 Develop a detailed results-based framework for monitoring, reporting, and impact assessment of our work [**Status:** to be done by Q2/2019 when technical staff have been fully familiarised].

3. Communications and outreach

3.1 Devise an interim all-media communications approach. [**Status:** Achieved and under implementation. See website]

3.2 Re-design the website and contract longer-term website and branded email hosting services. Target: by end Q1 of 2019]. [**Status:** In hand. Awaiting start of new Senior Communications and Outreach Adviser]

4. Human resources

Recruit staff. The approved establishment as per Board document 2018/15 is 36 FTE. Operational target for 2019 is 12 recruits. **[Status:** Active recruitment underway as per UNOPS rules. 6 staff expected to be in position by/during January 2019].

5. Financial resources

5.1 Obtain sufficient funding for the establishment phase including for core staffing and operating costs, and for starting key programming activities. Initial target: US\$25m by end of 2019 against overall approved budget US\$120m for 2018-2021 as per Board Doc 2018/14. **[Status:** Firm commitments of \$14m received. Initial funds received. Further disbursements awaited. Talks proceeding well with other funders]

6. Governance

6.1 Hold a face-to-face Board meeting by end of 2018. **[Status:** will be held on 10-11 Dec.]

6.2 Review the interim governance arrangement that is scheduled to last till the end of 2018, and propose longer term arrangements to come into effect at the beginning of Q2/2019. **[Status:** to be brainstormed in the December 2018 face to face meeting.]

7. Track 1 (National capacity building)

7.1 Progress working modality with six countries. **[Status:** planning and project preparations initiated with Myanmar, Tajikistan, Kenya, Tanzania, Zimbabwe, Haiti. Further initial conversations underway with Rwanda, Uganda, Guinea.]

7.2 Develop a standardised modality for country engagement based on our initial experiences – adaptable for scaling up to other countries. **[Status:** to be done in Q1/2019]

8. Track 2 (Community health and health systems scale-up)

8.1 Develop a standardised modality for community scale-up based on our initial experiences – adaptable for scaling-up in other countries. **[Status:** to be done in Q1/2019]

8.2 Develop and initiate a strategic collaborative partnership arrangement on digital NCD health with a competitively-identified entity. **[Status:** to be done in Q1/2019].

9. Track 3 (Provision of essential medicines, diagnostics and equipment aka *The Marketplace Ecosystem*)

9.1 Develop and initiate the Market Monitoring Service. **[Status:** competition to select a suitable partner is underway with contracting expected by end 2018 and phase I completion by Q2/2019]

9.2 Develop and initiate the Marketplace. **[Status:** Following a competitive process, a partner for a collaborative partnership has been selected and a contract is under review. The Marketplace is expected to be functional by Q2/2019].

10. Track 4 (Financing)

10.1 Develop and initiate a Financial Tracking Service to capture NCD investments in target countries according to a standardised methodology to be also developed. [Q1/2019]

10.2 Consider options for developing a collaborative partnership with financial partners with the initial target to mobilise \$100 million for country programming. [Q1/2019].