STAGE Operating Procedures
STAGE Handbook to provide guidance and general information for members of STAGE.

– Terms of reference (discussed in earlier session)
– STAGE memberships and declarations of interest
– Roles and responsibilities of members
– Purpose, logistics and planning of meetings
– Operation of working groups
– Preparation of meeting reports
STAGE agenda setting

- STAGE secretariat solicits requests from within and outside WHO
  - including from STAGE members, technical partners and key stakeholders.
- In consultation with WHO Secretariat with the advice of STAGE priority topics for the agenda are set and posted on the website.
- A detailed session agenda is published a month in advance.
Working mechanisms

• Participation of STAGE members
  – face to face or virtual (video, telephone and email) meetings or consultations
  – working groups
  – review of documents and
  – as observers in other WHO technical meetings.

• STAGE may establish new or use existing WHO technical advisory groups.
  – to address specific topic areas
  – to conduct more detailed or primary reviews of evidence and information
  – for further deliberations on topic areas as directed by STAGE

• Each WG include:
  – at least two STAGE members (one as chair),
  – at WHO staff (as technical lead) and
  – other experts as required
Technical document preparation

• Meeting documents are prepared by the STAGE secretariat in collaboration with WHO and relevant STAGE WG groups.

• Background documents are posted on the STAGE website before the meetings.

• Focal points are identified for each topic agenda area
  – At least 1 STAGE member-- responsible for the organization and technical content of the session
  – 1 WHO expert on the subject
STAGE Meetings

• Biannually - April and October

• Meeting venue: WHO/HQ, Geneva or Virtual teleconferences.

• Meetings will be attended STAGE members and key stakeholders.

• Meetings will held in an open and closed sessions
Open and closed sessions

• **Open session:** STAGE members and key stakeholders
  – Stakeholders - UN partners, major donors, country missions, bilateral agencies, Foundations, CSOs and other relevant partners
  – to allow broad participation, transparency and inclusivity.

• **Closed session:** Only STAGE members
  – to deliberate on recommendations
  – Closed session - to allow free independent discussions and protect the integrity and independence of STAGE members
Conduct of meetings

Agenda items are presented for information, discussion and/or decision making.

- **Information**: to update members, and on progress and achievements on previous recommendations
- **Discussion**: to comment, provide inputs or clarifications on specific topic areas under consideration.
- **Decision**: consensus on recommendations or endorsement.
Presentation of agenda items

• Designated WHO and STAGE focal persons for the agenda item are responsible for detailed planning and presentation

• Presentation have a clear purpose - for information, discussion and/or decision making

• As a rule, recommendations are by consensus of STAGE members in a closed session.

• If consensus cannot be reached, minority views and opinions are reflected in the report.
The STAGE chair briefs the Director-General after each meeting.

Draft report compiled by STAGE secretariat and session focal points based on session summaries within a week.

Consolidated draft report circulated to all STAGE members for comments within 3 weeks.

Comments incorporated and final draft sent for endorsement by the STAGE Chair.
STAGE Report Approval and publication

• The final report sent to the WHO Director-General for approval
• STAGE report published
  – on the STAGE website
  – on departmental websites
• Dissemination
  – webinars
  – policy briefs where relevant
  – media
Thank You