

## **OPERATIONAL PLAN**

### **WHO Coalition of Interested Parties (CIP) Network**

**January 2024 – December 2025**

#### **BACKGROUND**

The vision of the Coalition of Interested Parties (CIP) Network, as set out in the Strategic Plan is, health for all by enhancing regulatory capacity, consistency and sustainability with a view to enhancing access to safe, effective and quality medical products. The Strategic Plan also defines the mission of the CIP Network, to promote collaboration and alignment of partnership efforts to support regulatory system strengthening at national, regional and global level, through an agreed platform for robust coordination, transparency, communication and stakeholder engagement.

This document constitutes the 2-year (2024-2025) operational plan of the CIP Network, supporting the Strategic Plan, in alignment with the CIP Network Terms of Reference that establish the framework for collaboration between the World Health Organization (WHO) and participants in the CIP Network in order to provide more effective support to regulatory systems strengthening, with a view to enhancing access to safe, effective and quality medical products ([Terms of Reference for the Coalition of Interested Parties \(who.int\)](#)).

#### **STRATEGIC ALIGNMENT**

The Operational Plan aligns with the CIP Network Strategic Plan (January 2023 – December 2027) and describes how the operational aspects contribute towards achieving the strategic goals of the Network.

#### **COMPONENTS OF THE OPERATIONAL PLAN**

As a WHO-led network, the activities and operations of the Network shall be administered in accordance with the WHO Constitution, regulations, rules, policies, procedures and practices.

##### **01. Meetings**

Structured, purposeful meetings serve as vital forums for collaboration, decision-making and alignment within the operations of the CIP Network. To this end, meetings will be conducted in the context of operational planning to ensure that the objectives of the Network are clear, progress is monitored, opportunities are identified, and challenges are addressed in a timely manner. General considerations for conducting meetings as part of the Operational Plan are described below, with a focus on maximizing efficiency, participation and outcomes. Meetings will be conducted according to norms that provide predictability to the membership, including: secretariat providing at least 1-month advance notice before a meeting is put on calendars; at least 1 month advance notice for membership to review agenda and provide comment; meeting reports sent out within a 1 month timeframe; members given at least 2 weeks to review notes and other critical documents, and provide comment; subsequent meetings follow up on critical action items from prior meetings (e.g. policy decisions made by GSG are discussed/prioritized high on next GSG meeting agenda).

##### Global Steering Group (GSG) and Regional Steering Group (RSG) Meetings

In line with Section 8.4 of the CIP Network Terms of Reference, the Global Steering Group (GSG) shall meet at least two times per year, through a chosen virtual platform (Q1) and in person at least once a year

at WHO's headquarters in Geneva or at such other venue as may be decided by the GSG (Q3/Q4). The GSG may determine to increase the frequency of their meetings or to allow for such meetings to take place via teleconference or videoconference. The GSG should be consulted at least one month in advance by the Secretariat on the agendas for the virtual and in-person meetings to ensure key topics are raised for GSG awareness and any needed decision-making. GSG should be consulted virtually on framing and approaches to key analyses of performance including on the design of customer satisfaction surveys and country progress and dissemination of the survey findings (see "Support Plan Meetings" below). Working groups of the GSG, established throughout the year should report back to the GSG regarding progress and outputs of the working groups at the annual GSG meeting.

Each Regional Steering Group (RSG) will meet in person at least once per year at WHO's Regional Office for the region concerned or at such other venue as may be decided by the relevant RSG. Members from other RSGs may be invited to join RSG meetings to exchange information, lessons learned, and best practices in advancing the network progress and successes. The RSGs may determine to increase the frequency of their meetings or to allow for such meetings to take place via teleconference or videoconference. The GSG will request inputs re key decisions and/or recommendations from the RSGs before they convene in person and ideally before the first virtual meeting.

Meeting reports will be prepared by the CIP Network Secretariat within four weeks after the close of the meeting. The draft meeting report will be circulated to members via email (and posted on the CIP SharePoint site) for a two-week comment period. The meeting report will be finalized within two weeks from the close out of the comment period and uploaded onto the CIP SharePoint.

#### Support Plan Meetings

CIP Network Support Plan meetings will be convened annually (target Q1) to determine and map the technical and financial support provided to countries by CIP Network members for regulatory system strengthening. All CIP network members will be invited to attend. CIP Network members will be asked to provide complete and accurate input into the annual Support Plan template at least two weeks before the Support Plan meeting. CIP Network members will be requested to provide inputs into the Support Plan template at least two weeks before the annual GSG meeting in order to finalize the annual CIP Network Support Plan. The finalized annual Support Plan and other network/member activities/deliverables will be used to inform the CIP Network Annual Report and inform the Network's key metrics and performance indicators for the year. These will be analyzed and reported back at the annual GSG meeting.

#### CIP Network Coordination meetings

Greater coordination efforts will be initiated for priority countries and will be implemented through country specific CIP Network Coordination meetings. Key inputs required to determine the priority countries for the period, include the criteria for determining the priority countries for greater CIP coordination efforts as defined in the CIP Network Strategic Plan, the CIP Network Support Plan and the WHO Regulatory Systems Strengthening (RSS) annual Work Plan. CIP Network Coordination meetings shall be planned after a benchmarking activity, where relevant, in order to ensure that CIP Network support is directed towards the current country-specific institutional development plan (IDPs). CIP Network members will be requested to provide input into the country-specific Support Plan at least two weeks before the CIP Network Coordination meeting.

The following meetings are planned for the period 2024 – 2025:

Level of engagement	Activity	Mode	Period
Global	CIP Network (GSG & RSGs) Support Plan meetings	Virtual	Q2 2024 Q1 2025
	GSG Annual meetings	Face-to-face	Q3 2024 Q4 2025
Regional	AMRH PP	Virtual	Q2 2024 Q2 2025
		Face-to-face	Q4 2024 Q4 2025
	RSG SEAR annual meeting	Virtual	Q3 2024
		Face-to-face	Q3 2025
National	CIP Coordination meeting (Rwanda)	Virtual	May 2024
		Virtual	August 2024
		Virtual	November 2024
		TBC	TBC 2025
	CIP Coordination meeting (Senegal)	Virtual	July 2024
		Virtual	October 2024
		TBC	TBC 2025
	CIP Coordination meeting (Bangladesh)	Virtual	July 2024
		Virtual	October 2024
		TBC	TBC 2025

The CIP Network Calendar (Annex 1) provides a listing and associated dates of key meetings and activities planned to take place during the period. The CIP Network Calendar will be updated annually (target Q1).

## 02. Communication

Effective communication is essential in ensuring the successful operationalization of the CIP Network. The Operational Plan describes the internal and external communication tools that will be used to facilitate good coordination, collaboration and information dissemination throughout the implementation of the Operational Plan. The CIP Network Communication Matrix (Annex 2) describes the channels to be utilized for internal and external communication, the target audience for communication efforts, the frequency and format of communication, as well as the mechanisms for feedback and adjustment, where necessary, to ensure the continuous improvement of communication strategy and efforts.

## 03. Documentation

Key documents are developed to guide and manage the CIP Network's operations, ensuring consistency and standardization in operations, monitoring and evaluation of performance and effective resource allocation. The CIP Network Document Matrix (Annex 3) provides a mapping of the type of document resources available and the location of CIP Network documents. The CIP Network Activity Matrix (Annex 4) describes the planned CIP activities and the associated deliverables and timelines.

#### 04. Governance Structure

The governance structure defines the hierarchy, roles, responsibilities, and reporting relationships within the CIP Network. The Network's governance structure is comprised of a Global Steering Group (GSG) at the global level, as well as by Regional Steering Groups (RSGs) that may also be established at each WHO Region. Each of the GSG and RSGs will, in turn, be supported by a Secretariat.

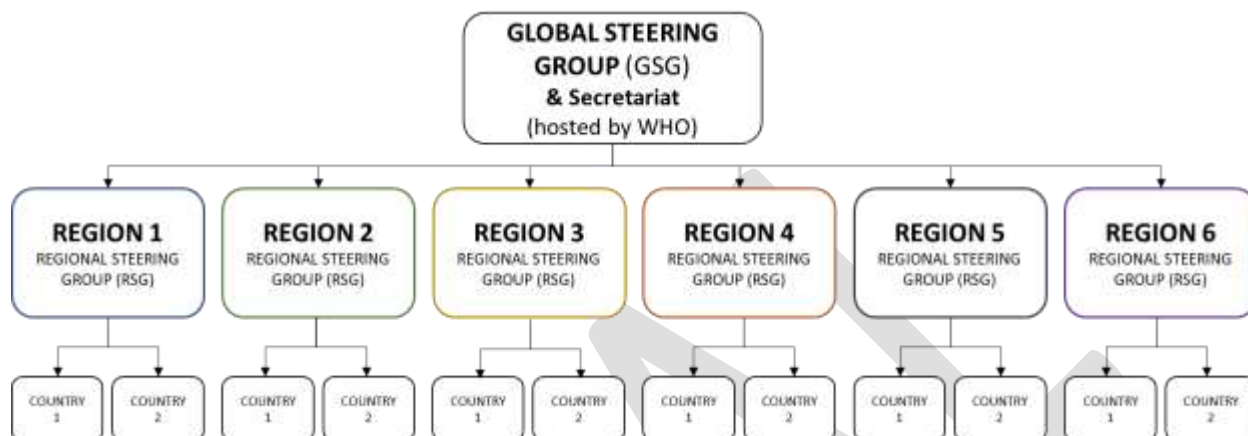


Figure 1. Governance structure of the CIP Network

##### Global governance structure

The Global Steering Group (GSG) will be responsible for establishing, monitoring and facilitating the overall strategic direction, strategic planning, priorities and effectiveness of the Network at the global level. The GSG will be composed of representatives of WHO and of each participant in the Network, as well as the chairs of each Regional Steering Group. The GSG will have a chair and vice-chair elected from among its members for a period of two (2) years. To the extent possible, geographic rotation and gender equity will be taken into consideration when electing the chair and vice-chair of the GSG. The GSG's major function is to oversee that the Network's work and activities are conducted according to the CIP Network Terms of Reference, the agreed strategic plan and annual work plans for the Network, and WHO's applicable technical recommendations, guidance and standards.

##### Regional governance structure

A Regional Steering Group will be established in each of the WHO Regions participating in the Network (hereinafter, "RSGs"). Each RSG will be composed of representatives of WHO and of each participant in the Network from the WHO region concerned. Each RSG will have a chair and vice-chair elected at the time of the establishment of the RSG. The chair and vice-chair will be elected from among its members for a period of two (2) years. To the extent possible, geographic rotation and gender equity will be taken into consideration when electing the chair and vice-chair of each RSG. The RSG's major function is to oversee the Network's work and activities in the region are conducted according to the CIP Network Terms of Reference, the agreed development plan, and WHO-recommended guidance and standards.

##### Secretariat

WHO serves as Secretariat of the Network (in accordance with WHO's rules, regulations, policies and procedures). The Secretariat's role will be to oversee the day-to-day management and administrative support of the Network.

### Decision-making

To the extent that the CIP Network or any of its governance groups issue any decisions or recommendations, such decisions and recommendations:

- (i) Shall be made by consensus of the Network's participants comprising the Network and/or such governance groups, as applicable, and
- (ii) shall not be binding on either WHO or any other participant in the Network. As a WHO-led network, the activities and operations of the Network shall be administered in accordance with the WHO Constitution, regulations, rules, policies, procedures and practices.

All actions, decisions and recommendations of the GSG/RSG shall be approved by consensus. In the event that a consensus is not reached, the Secretariat of the Network will take a decision in consultation with the chair of the GSG/RSG.

## **05. People and Skills**

A secretariat has been established to drive the work of the CIP Network to ensure effective coordination, communication, and implementation of the ongoing operations of the Network. In line with the CIP Network TORs, WHO will serve as the secretariat to the Network at the three levels: global, regional and national. The Secretariat's role will be to oversee the day-to-day management and administrative support of the Network. The may Secretariat also provide a supporting role in the in-country establishment of the CIP Network led by the NRA and guide the NRA in building/strengthening the CIP Network coordination in-country. The secretariat will be composed of a diverse team with complementary skills and expertise.

Administrative staff: Provides administrative support to the secretariat, including scheduling meetings, managing correspondence, maintaining records and managing logistical arrangements for meetings.

IT support: Provides technical support for software, hardware and the network infrastructure used by the secretariat, as well as supporting the security and integrity of digital data and systems.

Technical experts: Provide subject matter expertise and support programmatic activities driven through CIP Network coordination efforts.

Legal advisor: Ensures that the CIP Network operates within the framework established through the CIP Network terms of reference and provides legal guidance on agreements.

Graphic design services: Available on an ad hoc basis for development of visual content to support effective communication and messaging of CIP Network activities, implementation mechanisms and publications.

Consultants: Consultants may be contracted to support the secretariat and serve as technical experts to support key areas requiring specific subject matter knowledge and expertise, support for rapporteur services, convening and managing engagements and supporting project management requirements.

The time allocation and costing of human resources required to fulfil the secretariat role and support the annual planned activities of the Network is documented in Annex 5. CIP Network Budgeted Activities.

## **06. Technology and Tools**

Technology and tools have been developed to support and streamline the operations of the CIP Network.

### Technology:

CIP Network participants agree to use a common, secure web platform for sharing confidential information related to regulatory system strengthening activities, including reports and findings related to country missions and operational plans. WHO hosts the web platform to be used for this purpose. The web information-sharing platform is a key enabler of the CIP Network and consists of



- (i) a public (external facing) web site; and
- (ii) a SharePoint restricted to Network parties; where information is organized at three levels: global, regional and country.

The CIP Network SharePoint serves to facilitate planning, coordination and communication. It serves as a convenient portal for members to access reports, meetings, events, products of the Network, profiles of parties and observers, as well as confidential information pertaining to the regulatory system strengthening of countries and regions.

#### Tools:

The CIP Network has developed several tools to support its operations. The implementation of these tools is intended to streamline Network processes and tasks, reducing manual effort and time required to complete them. This efficiency allows the Network to operate smoothly and handle larger volumes of work without increasing the resource requirements significantly. CIP Network activities involve multiple stakeholders working together towards common goals. These tools have been developed to support coordination and align all efforts directed at regulatory system strengthening at the three levels. As the Network grows and evolves, it is important that the available tools are scalable and can adapt to changing needs and accommodate growing numbers of partners, activities and support to countries without compromising the performance and efficiency of the Network.

Table 1. CIP Network Technologies and Tools

TECHNOLOGY		
CIP Network SharePoint	Provides a secure, central repository for information sharing amongst CIP members.	<a href="#">Welcome to the main CIP SharePoint Site</a>
CIP Network website	Provides a public portal for information sharing with external, interested stakeholders.	<a href="#">Coalition of Interested Parties (who.int)</a>
TOOLS		
CIP Network Toolkit	The collaboration between NRAs and the CIP Network for regulatory system strengthening is formalized through the use of the CIP toolkit.	<b>Terms of Reference:</b> Developed to define the agreed objectives and outcomes of the collaboration between the NRA and the CIP Network.
		<b>Support Plan:</b> The nature and scope of the collaboration among CIP Network members in a particular country or region is set forth in an agreed Support Plan. The Support Plan provides a listing of the country's IDPs mapped against the technical and/or financial support provided by CIP Network members.
		<b>Consent Form:</b> For the purposes of carrying out the CIP Network's regulatory strengthening activities, and in order for the collaboration between NRAs and the CIP Network to achieve the intended

		objectives, it is necessary for the parties involved, to exchange and maintain information in confidence. The consent form has been developed to obtain the prior written consent of the NRA to share confidential and/or proprietary information in connection with the implementation of the Network's activities.
		<b>Contact list:</b> providing the contact information for the focal person(s) for the collaboration appointed by the NRA and the CIP member(s) and relevant WHO representatives at the 3 levels.
CIP Network Coordination mechanism	The CIP Network coordination mechanism describes the methodology through which CIP Network support is implemented in countries/regions where multiple partners are actively providing technical and financial support for regulatory system strengthening and the need for strategic coordination of such activities is identified.	Guideline
		Infographic
Call for action	Ad hoc calls for action may be identified by the CIP Network members or the CIP Network Secretariat. In such cases, information relating to the call for action may be presented at any appropriate convening of the Network and actions will be facilitated through the Network Secretariat.	
Support in countries (by request)	Countries requesting support for RSS from the CIP Network will be directed to the CIP Network Partner profile whereby CIP Network members who may be able to provide the requested support may be identified and contacted directly.	CIP Network mapping of tools and expertise
		CIP Network Partner Profile
Country resources	WHO RSS priority countries for benchmarking.	A listing of countries, prioritized for benchmarking activities during the period.
	Institutional development plans	List of recommendations developed during the benchmarking activity identifying areas for improvement across all regulatory functions.
	Country specific Summary Support Report.	Provides a high-level summary of the current maturity level and percentage of implementation across the regulatory

		functions as well as identified country needs
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## 07. Metrics and Key Performance Indicators

CIP Network activities will be monitored and reported on to advance the accountability and sustainability of the activities of the Network. Accountability will be monitored through the quantification of completed support activities and supportive evidence of outcomes of such activities. The strategic priorities, goals and objectives of the Network as well as quantitative and qualitative metrics and key performance indicators are defined in the Strategic Plan ([Strategic Plan \(sharepoint.com\)](#)).

## 08. Stakeholder Engagement

The CIP Network aims to actively interact with and deliver value to its internal and external stakeholders. As part of the strategy for stakeholder engagement, internal and external stakeholders have been identified and key performance indicators related to stakeholder engagement have been developed and documented in the Strategic Plan. Surveys have been identified as a necessary tool to facilitate a meaningful feedback mechanism regarding stakeholder satisfaction and an indicator of performance of CIP Network interventions and will be developed in concert with the GSG and shared with members. Reports on stakeholder engagement at global, regional and national level will be prepared annually by the CIP Network Secretariat and will be agreed to through the relevant CIP Network Governance structures. Annex 2: CIP Network Communication Matrix and Annex 5: CIP Network Budgeted Activities provide further information of the modality and frequency for conducting and reporting on the relevant surveys.

## 09. Financing of the Network

In line with Section 11. Of the CIP Network Terms of Reference, WHO may, in its sole and absolute discretion, seek to raise funds or accept financial and/or in-kind contributions from external sources to support Network operations, in accordance with WHO's rules, regulations, policies, procedures and practices. Each member of the CIP Network shall be responsible for covering all costs and expenses relating to its participation in the Network's governance, work and activities including, but not limited to, travel and subsistence expenses in connection with attendance at meetings. Subject to the availability of sufficient financial resources for this purpose, the day-to-day routine operations of the Secretariat to the Network will be financed by WHO.

### Budget

The estimated budget of CIP Network members for regulatory system strengthening activities at global, regional and national level will be determined annually. Transparent annual budget estimates promote accountability among Network members by clearly outlining financial commitments and expectations. Likewise, the annual costing of CIP Network activities will be determined based on the annual calendar of CIP Network activities (Annex 2) and will be documented in Annex 5. CIP Network Budgeted Activities to provide further detail in terms of planned activities for the period, and the associated budget. Estimating the overall CIP Network budget enables effective financial planning for the Network as a whole. This supports forecasting support for regulatory system strengthening activities at the three levels and the annual expenses for Network activities, thereby identifying potential funding gaps and developing strategies to address them. This proactive approach ensures that the CIP Network remains financially sustainable and can meet its objectives and obligations.

## 09. Sustainability



The sustainability of the CIP Network ensures the long-term viability of the collaborative efforts for regulatory system strengthening that underpin the establishment of the Network. The maintenance of ongoing interest and financial and technical resources is critical to ensure effective collaboration and cohesion of the Network over time. It is critically important to establish and maintain the necessary budget and human resources to drive the operations of the CIP Network. The estimated budget committed by CIP members towards regulatory system strengthening support activities will be mapped annually and confirmed through the quantification of completed support activities. Likewise, the operating costs of the Network will be determined annually and reflected in Annex 5. CIP Network Budgeted Activities. Sustainable networks have the capacity to innovate and adapt to changing circumstances. With ongoing interest and secured technical and financial structures, partners are more likely to contribute new ideas, technologies and approaches to address emerging challenges and opportunities. Sustainable networks also have the potential to achieve greater impact and scale in their efforts. With ongoing interest and support, the CIP Network can expand its reach, engage new stakeholders, and implement initiatives at a larger scale, ultimately leading to more significant outcomes.

## Annex 1: CIP Network Calendar (2024)



MEETING	DATE	MODE	PARTICIPANTS
CIP Network Support Plan (Preparatory)	5 April 2024	Virtual	GSG Chair & Vice-Chair
CIP Network Support Plan	12 April 2024	Virtual	All CIP Network members
CIP Network Coordination Rwanda	21 May 2024	Virtual	All CIP Network members
CIP Network Pulse Check	3 June 2024	Virtual	All CIP Network members
CIP Network Coordination Senegal	TBC	Virtual	All CIP Network members
Regional Steering Group 1st Annual Meeting (SEAR)	3 September 2024	Virtual	All CIP Network members
CIP Network Coordination Bangladesh	TBC	Virtual	All CIP Network members
CIP Network Lunchtime Webinar	TBC	Virtual	All CIP Network members, NRAs, stakeholders
CIP Network Pulse Check	20 August 2024	Virtual	All CIP Network members
CIP Network Coordination Rwanda	27 August 2024	Virtual	All CIP Network members
Global Steering Group 3rd Annual Meeting (Preparatory)	TBC	Virtual	GSG Chair & Vice-Chair
Global Steering Group 3rd Annual Meeting	10 & 11 September 2024	Geneva, Switzerland	GSG members
CIP Network Pulse Check	8 October 2024	Virtual	All CIP Network members
CIP Network Coordination Rwanda	12 November 2024	Virtual	All CIP Network members
CIP Network Pulse Check	10 December 2024	Virtual	All CIP Network members

## Annex 2: CIP Network Communication Matrix

Type	Channel	Audience	Purpose	Format	Frequency
Internal	Pulse Check meetings	All CIP Network members	Information sharing, provide updates, highlight key actions / activities, announce calls for action	Virtual meeting platform	Every 2 months
	Email		Information sharing, providing updates, highlight key actions / activities, upcoming meetings, notification of new items (documents, guidelines, publications, etc.) on CIP website and SharePoint	General email communication	Ad hoc as needed
				“Newsflash”	Every 3 months
	CIP Network Share Point		Central repository for key documents	<u>Welcome to the main CIP SharePoint Site</u>	Ad hoc as needed
	Customer satisfaction surveys		Valuable feedback mechanism to determine customer satisfaction with CIP Network activities, engagement, outputs and identify strengths and areas for improvement	Electronic survey	Annually
External	Social Media	All interested external stakeholders, national regulatory authorities & CIP Network members	Sharing key information regarding CIP Network activities and outputs with external stakeholders	LinkedIn	Ad hoc as needed
	CIP Network website		Communicating CIP Network activities and outputs through news and feature stories, publication of infographics, guidelines, manuscripts, Strategic Plan, Operational Plan, Annual Report, list of current CIP Network members and CIP Network TORs	<u>Coalition of Interested Parties (who.int)</u>	Ad hoc as needed
	CIP Network Lunchtime webinar		Providing an overview of the CIP Network, list of members, key activities and outputs, sharing experiences of NRAs receiving support from the CIP Network	Virtual meeting platform	Annually
	Monthly WHO RPQ newsletter		Information sharing on key activities and outputs from the WHO Regulation and Prequalification department, including CIP Network activities	Email circular <a href="https://www.who.int/teams/regulation-prequalification/about">https://www.who.int/teams/regulation-prequalification/about</a>	Monthly

	Customer satisfaction surveys	National regulatory authorities, regional initiatives, RECs etc	Valuable feedback mechanism to determine customer satisfaction with CIP Network activities, engagement, outputs and identify strengths and areas for improvement	Electronic survey	Annually
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FINAL

### Annex 3: CIP Network Documentation Matrix

CIP Network SharePoint: GLOBAL		
Tab/folder title	Sub tab/folder title	Document
News and events		Key news and events are available here
Notice board		A listing of key notices is available here
Calendar		CIP Network calendar, including WHO RSS calendar of benchmarking activities (List view and calendar view)
Strategic Plan		Strategic Plan (2023 – 2027)
Support Plan		Support Plan 2023 2024 2025
Working Groups	Operational Plan	Operational Plan 2024 – 2025
	Mapping Expertise & Tools	Mapping template
		Mapping report
		Partner profile
Meetings	Support Plan	Agenda
		Presentation
		Meeting report
	Pulse Check	Agenda & Meeting notes
	Annual	Agenda
		Presentation
		Meeting report
Annual Reports		Annual Report 2023 2024 2025
Global benchmarking tool		cGBT online training
		Link to download the cGBT
		Template for the GBT quantitative indicators
CIP Network members		List of CIP Network members
Country Resources		WHO RSS Team list of priority countries for benchmarking
		IDPs for CIP Network priority countries
		Summary Support Report for priority countries
CIP Network SharePoint: REGIONAL		
AFRICAN REGION: <a href="#">African Region (sharepoint.com)</a>		
Tab/folder title	Sub tab/folder title	Document
News and events		Key news and events are available here
Notice board		A listing of key notices is available here
Calendar		CIP Network calendar, including WHO RSS calendar of benchmarking activities (List view and calendar view)
Meetings	Support Plan	Agenda
		Presentation

		Meeting report
	Leadership	Agenda & Meeting notes
	Annual	Agenda
		Presentation
		Meeting report
Support Plan		Support Plan 2023 2024
Working Groups	Technical Partners Group	Agenda
		Meeting report
	Funders Group	Agenda
		Meeting report
Terms of Reference	AMRH Partners Platform	Terms of reference
	Technical Partners Group	Terms of reference
	Financial Partners Group	Terms of reference
	CIP Network	Terms of reference
Annual Reports		Annual Report 2023 2024
Global benchmarking tool		cGBT online training
		Link to download the cGBT
		Template for the GBT quantitative indicators
CIP Network members		List of CIP Network members
SOUTH-EAST ASIAN REGION: <a href="#">South-East Asia Region (sharepoint.com)</a>		
Tab/folder title	Sub tab/folder title	Document
CIP SEARN Collaboration	Expression of interest	Call for expression of interest
		Spreadsheet
	CIP Toolkit	Consent form
		Contact List
		Support Plan
		Terms of reference
		SEARN website
CIP Network SharePoint: NATIONAL		
Tab/folder title		Document
Notice board		A listing of key notices is available here
Calendar		CIP Network calendar
Expression of interest		Call for expression of interest
		Spreadsheet
CIP toolkit		Consent form
		Contact List



Meetings	Support Plan
	Terms of reference
	Agenda
	Presentations
	Meeting recordings
<b>CIP Network website</b>	
Tab/folder title	Document
About us	Provides information about the CIP Network
Purpose and objectives	Provides information about the purpose and objectives of the Network
Contact us	Email address for CIP Network Secretariat: <a href="mailto:cip_network@who.int">cip_network@who.int</a>
Related content	Links to CIP Network SharePoint and WHO Regulatory Systems Strengthening website
Terms of reference	CIP Network terms of reference are available in the 6 official languages
Membership	Link to list of CIP Network members
Strategic Plan	Link to CIP Network Strategic Plan
Operational Plan	Link to CIP Network Operational Plan
Annual Report	Link to CIP Network Annual Report
Our work	Infographic depicting annual output of the CIP Network
CIP Resources	Link to CIP Toolkit templates
CIP Presentation	Link to presentation regarding an overview of the CIP Network and the use of the CIP Toolkit
Infographics	Link to CIP Network infographics: Cip Network Terms of Reference CIP Network Coordination Mechanism
News and feature stories	Highlights key news, events and feature stories

#### Annex 4: CIP Network Activity Matrix

ACTIVITY	PERIOD	DELIVERABLE	TIMELINE	
CIP Network (GSG & RSGs) Support Plan Meeting	Q2 2024 Q1 2025	Meeting report	Draft report	2 weeks after close of meeting
			Comment period	2 weeks after receipt of draft report
			Final Report	2 weeks after receipt of comments
		Support plan	Draft Support Plan	CIP member input required 2 weeks before meeting
			Finalised Support Plan	Final CIP member input required 2 weeks before the GSG Annual meeting
GSG Annual Meeting	Q3 2024 Q4 2025	Meeting report	Draft report	2 weeks after close of meeting
			Comment period	2 weeks after receipt of draft report
			Final Report	2 weeks after receipt of comments
CIP Network Pulse Check Meetings	Every two months	Meeting notes	Agenda	2 weeks before meeting
			Action items	2 days after meeting
RSG Annual Meetings	AMRH PP Q2 2024 Q4 2024	Meeting Report	TBC	TBC
	SEAR RSG Q3 2024 Q3 2025	Meeting report	Draft report	2 weeks after close of meeting
			Comment period	2 weeks after receipt of draft report
			Final Report	2 weeks after receipt of comments
CIP Coordination Meetings	Rwanda Senegal Bangladesh Country 1 (TBC) Country 2 (TBC)	Meeting report	Final report	2 weeks after close of meeting
		Country-specific Support Plan (*timelines may be extended where the need for translation identified)	Draft Support Plan	CIP member input required two weeks before meeting
			Finalised Support Plan	2 weeks after close of meeting
		CIP Network Lunchtime webinar	Q2 2024 Q2 2025	Presentation Attendance register Meeting recording
CIP Network customer satisfaction survey	Internal stakeholders Q3 2024	Survey report	Electronic survey	2 weeks for customers to complete survey
	External stakeholders Q2 2025		Survey results	2 weeks after completion of survey
			Documented action items	
Maintenance of CIP Network SharePoint	Annual	Updated, functional global, regional and national SharePoints	Ongoing	
Maintenance of CIP Network website	Annual	Updated, functional website	Ongoing	

## Annex 5: CIP Network Budgeted Activities for 2024

ACTIVITY	PERIOD	MODE	RESOURCE	
CIP Network Support Plan Meeting	Q2 2024	Virtual		0 USD
GSG Annual Meeting	Q3 2024	Face-to-face Geneva, Switzerland	Conference package	15 000 USD
CIP Network Pulse Check Meetings	Every two months	Virtual		0 USD
RSG Annual Meetings	AMRH PP			
	Q2 2024	Virtual		0 USD
	Q4 2024	Face-to-face Maputo, Mozambique	Travel & accommodation	5 000 USD
	SEAR RSG			
	Q3 2024	Virtual	Technical support, Rapporteur	5 000 USD
CIP Network Coordination meetings	Rwanda	Virtual	Rapporteur	0 USD
	Senegal	Virtual	Rapporteur, Translation, Meeting Venue	5 000 USD
	Bangladesh	Virtual	Technical support, Rapporteur	10 000 USD
	SEARN	Virtual		0 USD
CIP Network Lunchtime webinar	Q2 2024	Virtual	Translation	2 000 USD
Maintenance of CIP Network SharePoint	Annual	N/A	Consultant	25 000 USD
Maintenance of CIP Network website	Annual	N/A	Consultant	20 000 USD
CIP Network Coordination Mechanism Guideline development and publication	Q2 2024	N/A	Consultant, graphic design	5 000 USD
CIP Network manuscript development and publication	Q2 2024	N/A	Consultant, graphic design	5 000 USD
Mapping of expertise and tools: Development of partner profile	Q2 2024	N/A	Consultant, graphic design	1 000 USD
Strategic plan & Operational Plan	Q2 2024	N/A	Graphic design	1 000 USD
Consultant/s: Contracted to support the secretariat and serve as technical experts to support key areas requiring specific subject matter knowledge and	May – December 2024	Home-based, with travel as identified	<ul style="list-style-type: none"> <li>▪ Rapporteur: <ul style="list-style-type: none"> <li>○ RSG SEAR</li> <li>○ 3<sup>rd</sup> GSG meeting</li> <li>○ Coordination meetings x 4</li> </ul> </li> <li>▪ Priority country IDP and Summary Report</li> <li>▪ Technical support:</li> </ul>	70 000 USD

expertise, support for rapporteur services, convening and managing engagements and supporting project management requirements.			<ul style="list-style-type: none"> <li>○ 3<sup>rd</sup> GSG meeting</li> <li>○ RSG SEAR meeting</li> <li>○ CIP coordination meeting Bangladesh</li> <li>○ CIP lunchtime webinar</li> <li>○ CIP Network satisfaction survey</li> </ul>	
			Annual report 2023 & 2024	3 000 USD
			Travel & accommodation (3 <sup>rd</sup> GSG meeting)	5 000 USD
TOTAL:				177 000 USD
All CIP Network activities are supported by 0.70 FTE staff dedicated to CIP Network Secretariat activities as well as ad hoc in-house technical experts, administrative staff, IT support and legal services.			Secretariat support	0.70 FTE