

National Partnership to Stop TB

The Development Process

Starting points

Before embarking on establishing a wider partnership that invites other stakeholders and organizations to join the fight against TB, it is important that the basics of TB control are in place. The technical principles must be clear and accepted. Following issues are important:

- Adequate technical competence of the NTP (knowledge and expertise on how to do TB control)
- Internationally endorsed national policy for the treatment of TB in place (effective TB control has a place in the health sector)
- National TB Programme identity established (TB control instruments are in place)
- Quality assured DOTS Expansion Plan in force (Plans on what needs to be done and what can be done are clear)

Making an inventory of current establishment

Based on an at least basic but sound foundation the following steps can be taken:

- Identify the agencies (technical and donors) that are currently actively involved in the NTP (the founding members)
- Do these agencies communicate / coordinate their commitments / actions: Interagency Coordination Committee (what are the TOR)
- Identify weak or non-functional collaborations
- Review this assessment jointly in the ICC and agree on conclusions.
- Identify the unmet needs (“unmet needs also means inadequate performance or strategy”)
- Founding members agree on establishing a national partnership that invites other expertise, experience and additional funding to join them.

Approaching others

- A *local consultant* identifies potential future stakeholders (primarily those who can make a difference in addressing the unmet needs)
- A *communication expert* prepares an information package on the NTP and its objectives, targeted at potential local future stakeholders. Emphasize the initially benefits for these organizations of becoming associated with the National TB Partnership.
- The *communication expert* organizes an informal get-together with a presentation of the NTP. This is an opportunity for asking clarification and for exploring the opportunities of forming a National Partnership.
- The NTP and the “founding members” decide on a short list of new partners that are likely to be useful and active and meet them individually for more in-depth discussions.
- The NTP calls for a formal meeting, chaired by the highest possible political representation, with the founding fathers and the new partners. The purpose and objectives of the partnership are discussed and agreed upon.

Establish the Partnership

- During the first meeting of the expanded group, a sub committee is appointed to draft the Terms of Reference (TOR) of the Partnership
- The draft TOR must be circulated among all members for comments, these comments are incorporated in the final draft that will be presented during the next meeting.
- During the next meeting the TOR are finalized and accepted: the Partnership is now formally established, although without a legal basis.
- The legal basis for the existence and operations of the Partnership and its members is crucial: extra steps are required to determine the legal status that may best fit the TOR of the Partnership.
- The **Terms of Reference** are the basis of understanding and will assist the further workings of the partnership.

They can include:

- **Name:** Stop TB Country "X" / the national partnership to fight tuberculosis
- **Purpose**
 - To reduce the human suffering of TB
 - To reduce the spread of TB
 - To achieve Stop TB target of case finding and cure
- **Objectives**
 - To create a national response to fight TB
 - To provide accurate information about TB and the fight against it
 - To be a platform for agencies and stakeholders to contribute to the fight against TB
 - To raise additional resources for Stop TB (human resource, expertise, financial resources, in-kind contributions)
 - To allocate resources and tasks to most appropriate members
 - To share common resources on the basis of performance output
- **Membership**
 - Benefits and duties for members
 - Compliance statement to the purpose and objectives of the partnership
 - Declaration of non-conflict of interest
 - Criteria for becoming a member
 - Proposing and accepting new members
- **Procedures**
 - Frequency of regular meetings
 - Appointment and determination of terms of office of chair, vice-chair, executive secretary and members
 - Appointment and location of secretariat and its functions
 - Setting of the agendas
 - Record keeping (minutes and administrative logbook)
 - Arrangements for special meetings
 - When and how to call for a special meeting
 - Social events to improve informal communications
 - Annual report of Stop TB Partnership
- **Decision making**
 - Binding power of decisions
 - Principle of consensus
 - If consensus cannot be achieved:

- When just show of hands and when closed ballot
- Allocation of veto right if applicable
- **Activities**
 - Appraise and approve annual plan and budget
 - NTP DOTS Expansion Plan
 - Partners activities funded by Stop TB budget
 - Advocacy for Stop TB
 - Internet based publication
 - Partners directory
 - Activity directory
 - Progress reports
 - Voices from the field (patients and communities)
 - Discussion forum
 - Invite broad participation
 - Special events for general public and stakeholders
 - Mass media
 - Fund raising events
 - Awareness raising event
 - Political lobby
 - Approach new partners
 - Monitoring progress of ongoing NTP activities
 - Endorse progress and incorporate in advocacy communication materials
 - Recommend changes in ongoing activities
 - Appraise progress reports from partners
 - Endorse progress and incorporate in advocacy communication materials
 - Recommend changes in ongoing activities
 - Start new activities for Stop TB funding
 - Who can submit a proposal
 - Who will appraise the proposal on relevance, technical, strategic and feasibility merits
 - Final decision on proposals
 - Determine the accountable partner (in financial and performance terms)
 - Determine the output and products over time
 - Determine monitoring practices and reporting obligations
 - Action on defaulting members
 - Non compliance to Partnership decisions
 - Inadequate performance on agreed activities
- **Final arrangements**
 - Equitable sharing of credits among the partners
 - Use of stop TB logo and internet website
 - Use of Stop TB materials