Module 3. Setting Up an Integrated NTDP

Session 5. Building Consensus: Stakeholders’ Meeting
Objectives

By the end of this session, participants should understand:

- The purpose of stakeholders’ meetings and their role in integrated neglected tropical disease control programmes.
- How to plan a meeting of stakeholders to engage the full range of NTD participants.
Starting a Programme

Key M&E Indicators
- Infection prevalence
- Disease Prevalence

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Stakeholders Meeting

- Relationships with stakeholders are paramount to developing a successful, integrated National NTDP.
- A stakeholders’ meeting is one of the earliest steps in scaling up an integrated National NTDP.
- NTD programmes, MoH, and partners discuss roles and responsibilities based on the draft NTD Master Plan and who is going to contribute to which part of the identified gaps.
- Invest in sustainability: full benefits may not be immediate.
Who are the ‘key stakeholders’ that should be engaged?
The ‘Key Stakeholders’

- Government agencies: top officials from MoH, MoE, MoF, School Health Program, departments of water and sanitation, NMP, and VC.
- Drug regulatory officials for importation/clearance procedures.
- Officials from regional health directorates.
- USAID mission or US embassy representatives/officials.
- NGDOs working on NTDs, morbidity management, WASH.
- UN agencies: WHO, WFP, and UNICEF (WASH)
- Implementing Partners and donors to individual NTDPs.
- Research institutes, Universities, Private Sector
- Civil societies or faith-based organizations that play an important role in social mobilization and/or NTD morbidity management.
- Media: reporters, radio, and TV
When should you begin to engage key stakeholders?
Collaborative partnerships have the best chance for success when members lay the foundation in the first mile for the last mile success and take mutual responsibility along the journey for leadership, management, and culture within the partnership.
When Should You Begin to Engage Key Stakeholders?

- Early!
- Stakeholders’ meeting is the culmination of many individual meetings that should have already happened with your various stakeholders.
- Stakeholders’ meeting requires preparation.
- Circulate documents in advance (Synopsis of the Master Plan) that you want stakeholders to review, amend and endorse.
Who has participated in Stakeholder Meetings?

What have been factors to making them successful?

What kinds of things have made them less effective?
What could be some of the goals and specific objectives of the stakeholder’s meeting?
Stakeholders’ Meeting: Goals and Objectives

- Further advocacy
- Share information and knowledge
- Renew commitment to integrated NTD control/elimination
- Allow government to strengthen its ownership of the NTDP
- Early identification and engagement of key stakeholders
- Integrated NTDP start-up
- Orientation of new partners
- Strategic framework for a comprehensive and sustainable integrated National NTDP
- Define roles and responsibilities
- Coordination of NTDP activities: further mapping, PC, and M&E
How should different stakeholders be engaged?
How to Engage Different Stakeholders

- Be reasonable in your expectations and requests.
- Initially 'in kind' support is easier for a new donor/partner.
- **Pre-forum meetings** with senior key stakeholders to:
  - Explain and discuss the NTDCP plans and challenges
  - Get consensus on collaboration even if s/he is unable to attend; a junior representative will have been briefed and given authority to participate fully and pledge support
- Foster strong and productive relationships to build local capacity developing a successful NTDP.
- Reassure them that their contributions towards success will be acknowledged: publications, media, speeches.
What are some ways to help build consensus between programme managers, the NTD team within the MoH, and other in-country stakeholders?
Who should take the lead in organizing and convening the stakeholder’s meeting?
PLANNING and LEADERSHIP

• National NTD focal person (PM) at the MoH should lead.
• NTD planning committee/Task Force should be formed with high-level involvement from the MoH.
• Share regular communications, including the draft NTD Master Plan and strategies with key stakeholders prior to the meeting.
• Pre-forum meetings should be held with the MoH top officials and individual key stakeholders prior to the meeting.
What should be included in the agenda?
Developing the Agenda

- Initiated by the NTD Task Force and then developed collectively with health officials in charge of NTD control/elimination.
- Final agenda should be sent to all partners before the meeting:
  - Situation Analysis
  - Presentations from donors and key partners
  - Integrated control program achievements
  - Key elements of the strategic and operational work-plan
  - Gaps in technical and financial capacity
  - New opportunities for integrated scale-up
  - Areas for additional contributions and sustainability
  - Group work and plenaries around programmatic aspects
  - Next steps and recommendations
Sharing the NTD Master Plan

A synopsis on the Master Plan should be circulated to the stakeholders prior to and available during the stakeholders meeting including new orientations or strategies to highlight:

- Program achievements
- PC coverage and morbidity management
- Plans for scale-up of an integrated NTDP
- M&E, surveillance
- Plans for phase-out and sustainability of control/elimination
- Key partners’ contributions: mapping out partner-supported districts, interests/activities, and plans
- Gaps in funding and/or technical expertise
Preparing Data, Compilation, and Analysis BEFORE the Meeting

It is mandatory to have up-to-date, complete data processed in concise and precise presentations:

- Current data on each individual NTDP activities
- Treatment coverage
- Performance indicators
- Data on ongoing or planned activities
- Integrated NTD maps
- Data on the latest PC rounds
Logistics and Administration

- Stakeholders meeting should be budgeted in the National NTD Master Plan.
- Costs 5–10,000 US$.
- NTD Task Force should identify a venue that gathers 40 to 60 people and the logistical arrangements should be handled appropriately.
- NTD Task Force appoints a repertoire to write up the minutes, and put mechanisms in place to follow up on next steps and recommendations.
What do you think are the key messages from this session?
Key Messages

• Identify and engage your stakeholders and partners early.
• Stakeholders relationships in country are paramount to success.
• Meet your stakeholders individually before convening a large meeting.
• Most meetings will address: start-up/scale-up, advocacy, and orientation of new partners.
• National NTD PMs should lead, organize, convene, and regularly share communications/information.
• Planning and preparation is essential: refer to the “Stakeholders’ meeting guide.”