

WORK PLAN
TECHNICAL COOPERATION MODALITIES IN
THE FIELD OF HEALTH
(Prepared by Costa Rica)

Work Plan:

An initial working party, made up of the members of the Advisory Group, will be formed to prepare this preliminary study. At the same time, another working party made up of the heads of the international cooperation (IC) offices of the principal institutions in the health sector, together with the Ministry of National Planning and Economic Policy (MIDEPLAN), the Ministry of Foreign Affairs and Religion (MREC), and other experienced staff of the Ministry of Health.

A preliminary guide, subject to changes or suggestions regarding the inclusion of other issues during the process (*Annex 3*), was drafted for use by the parties involved in their preliminary analyses. A number of supporting documents will be provided for this activity.

The following is the scheme of the Work Plan for conducting the preliminary analysis:

DATE/ DEADLINES	ACTIVITY	RESPONSIBLE PARTY	RESULT
Thursday, 13 May	- I Meeting of the Advisory Group - Presentation of the Work Plan for comments - Delivery of supporting documents - Sending of the material to those who did not attend	Place: Office of the Minister of Health	Comments or suggestions regarding the proposed Work Plan obtained
Wednesday, 19 May	I Meeting: - naming of liaisons between IC health sector, MIDEPLAN, and MREC - separate meetings with Ministry of Health staff - Delivery of supporting documents	International Cooperation Office Place: PAHO and Ministry of Health	Report and request first draft of the preliminary analysis.
Monday, 24 May	II Meeting of the Advisory Group	Place: Office of the Minister of Health	Comments obtained
Friday, 28 May	Deadline for turning in the I draft of the preliminary analysis in electronic format: <u>cooperacionms@yahoo.com</u>	Liaisons between IC Health Sector, MIDEPLAN, MREC	Delivery of the I draft of the preliminary

			analysis
Monday, 31 May	III Meeting of the Advisory Group	Place: Office of the Minister of Health	
Monday, 31 May and Tuesday, 1 June	Systematization of the information	International Cooperation Office, Ministry of Health	Obtain preliminary version of the information gathered
Wednesday, 2 June	Sending of the first draft of the preliminary systematized analysis for comments or recommendations.	International Cooperation Office, Ministry of Health	I draft sent for preliminary analysis
Friday, 4 June	- II Meeting of liaisons between IC health sector, MIDEPLAN, MREC, and Ministry of Health - Sending of first draft of the preliminary analysis to the members of the Advisory Group.	Place: Office of the Minister of Health	Comments on the first draft of the preliminary analysis.
Monday, 7 and Tuesday, 8 June	Systematization of new information.	International Cooperation Office, Ministry of Health	Selected information included in the final proposal.
Wednesday, 9 June	Delivery of the final proposal to the Minister of Health	International Cooperation Office, Ministry of Health	Approval by the Minister of Health
Friday, 11 June:	Deadline for sending the final proposal to PAHO.	International Cooperation Office, Ministry of Health	Final proposal sent to PAHO

Work Manual

1. Hiring, assignment, and adaptation of the workforce at PAHO Headquarters and in the Representative Offices:

- *PAHO Headquarters:*

- a. Is there a need to study or examine the hiring processes for PAHO staff members and consultants?
- b. How could this study be conducted?

- *Representative Offices:*

- c. Do the people assigned, as well as their training and experience, match the countries' needs and demands?
- d. Do all the regional offices require the same type of staffing?
- e. How can we monitor the way in which staff is assigned?
- f. Is there a need for a country analysis or country strategy to enforce staffing decisions?
- g. How to give responsibility to and supervise the staff hired, especially short- and medium-term consultants?

2. Country Cooperation Strategy (CCS)

- a. Can this strategy be considered a positive experience for building teams or setting up offices?
- b. Can it help reorient WHO and PAHO cooperation with the countries and understand its strengths and weaknesses?

3. New Cooperation

- a. How can PAHO help the countries with new cooperation modalities?
- b. Should countries be classified on the basis of GNP?
- c. How else can the countries be classified or grouped by specific areas, but not necessarily traditional approaches such as geography?
- d. How should PAHO respond to the needs of the countries without applying a single approach for all?

4. Situations to Bridge the Gaps between the Current and Future Realities Sought

- a. How to develop scenarios at PAHO Headquarters to bridge the gaps between the current and future reality sought at the global level?
- b. How to develop scenarios to bridge the gaps between the current and future reality sought at the country level?

5. Innovation

- a. Good comparative evaluation, adequate practices, and better methods.
- b. Work innovatively, contribute new perspectives, different aptitudes, etc.