

## Background Document

Agenda Nr. 2.04/3a	Subject	Outline for setting up a Secretariat for a National Partnership
<b>For Information</b> <input type="checkbox"/>	<b>For Discussion</b> <input type="checkbox"/>	<b>For Decision</b> <input type="checkbox"/>

### Introduction

A National Partnership to Stop TB is a true national response for the expansion of TB control. It requires a solid foundation for the partnership to ensure the coordination and the control of its activities. In addition the Global Stop TB Partnership is prepared to provide the initial seed money to kick start the national partnership and its secretariat.

### Summary

Setting up the Secretariat: step-by-step

Steps	Description	Result	Decision
1	Agree on the need for a secretariat	Agreement to have the secretariat	Consensus
2	Agree on the TOR for the secretariat	Agreement on TOR and practical details	Consensus
3	Select small Committee of the Partnership to guide the set up of the secretariat	Ad Hoc Committee (AHC) on Secretariat	Consensus
4	Ensure funding for secretariat	Explore partners contributions and/or seed funding from Global Stop TB Partnership	Chair of Partnership
5	Agree on job description of the Executive Secretary (Exe Secr)	Job description available	AHC and consensus
6	Select and appoint Executive Secretary when MOU with host is concluded	Exe. Secretary selected and appointed	AHC
7	Select host institution/organization	Host institution / organization identified	AHC
8	Negotiate with host on the terms for hosting the secretariat	Terms clear and agreed	AHC
9	Draft Memorandum of Understanding with the host	MOU endorsed by Partnership and ready for signature	AHC
10	Register the secretariat and its function as part of the host establishment	Secretariat position and function within host organization assured	Host
11	Select additional staff for secretariat	Additional staff available	Exe Secr
12	Draft work plan and budget for secretariat	Secretariat work plan	Exe Secr

### Decisions requested from the Stop TB Coordinating Board

To endorse the process and strategic direction of expanding the establishment of national partnerships.

### Next steps and time frame

WHAT	WHO	WHEN	FOCAL POINT