

Geneva Board Retreat
September 13th – 14th, 2008

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Annotated Agenda



PMNCH BOARD RETREAT, GENEVA, 13TH AND 14TH SEPTEMBER 2008
ANNOTATED AGENDA

AGENDA FOR 13TH SEPTEMBER (DAY 1)

1. INTRODUCTION (PLENARY SESSION)	8:30 – 9:30 am
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1.1. Welcome and aims of the Retreat (15 mins) (Board Chair/ Co-Chair and Chair of the Retreat Planning Group)

Proposed aims for day 1:

- To agree the 4 - 5 priority outcomes that need to be accomplished in MNCH in order to contribute to significant progress toward the achievement of MDGs 4 and 5.
- To agree the deliverables and related activities that the partners could achieve more effectively working through PMNCH.

1.2. Introductory remarks (30 mins) (CEPA)

- Proposed organisation of the two days (e.g. day 1 on why/ what of partnership, day 2 on structure, organisation, roles etc.)
- Definitions and framework for analysis (Section 2/ 5.1 of the Issues Paper)
- Assessment of key issues facing PMNCH (Section 3 of the Issues Paper)

1.3. Board discussion/ questions/ commentary (15 mins)

2. PRIORITY OUTCOMES/ OUTPUTS – “TOP DOWN” APPROACH	9:30 – 11:00 am
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2.1. Priority outcomes survey (10 mins) (CEPA)

- Presentation of the findings of the Board Survey results on the outcomes that need to be accomplished in MNCH (not necessarily in PMNCH) in order to contribute to significant progress toward the achievement of MDGs 4 and 5.
- Link between outcomes and outputs (referred to sometimes as deliverables)

2.2. Informal discussion (over tea/ coffee) on priority outcomes and key outputs (20 mins)

2.3. Facilitated discussion and (if possible) agreement on 4-5 priority outcomes and an indicative list of possible PMNCH outputs (60 mins)

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3. PARTNERSHIP ACTIVITIES – “BOTTOM UP” APPROACH

11:00 – 1:00 pm

3.1. Introduction of breakout sessions (15 mins) (CEPA)

- The criteria/ principles that should inform decisions about which activities should be undertaken in partnership (partnering) and which in PMNCH.
- Categories of activities/ related outputs that would be addressed:
 - Advocacy (external facing: presentation of messages)
 - Learning, knowledge sharing, and monitoring (internal facing/ research and information repository)
 - Harmonisation (internal facing/ synchronisation of approaches, tools etc.)
 - Facilitation, coordination and brokerage (convener and catalyst of partners)
 - Other activities, as proposed by the Board.

3.2. Breakout sessions (60 mins)

Each break-out group requested to consider activities/ outputs in one of the above categories. Membership of groups will be defined in advance to include a mix of constituencies. Groups will be asked to:

- agree a list of potential activities and associated outputs; and
- articulate why this activity is better carried out in PMNCH as opposed to the Partners working informally in collaboration and/ or through existing health partnerships.

3.3. Report back (30 mins)

Four groups report back findings to Plenary session.

3.4. Discussion in plenary to identify agreement/ differences on activity and outputs (15 mins)

4. LUNCH

1:00 – 2:00 pm

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5. 1ST BOARD QUESTIONNAIRE COMPLETION	2:00 – 2:30 pm
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Board members and/ or alternates requested to individually complete a short questionnaire on their views about appropriate partnership outputs, activities, the value added and appropriate role for PMNCH (as opposed to other partnerships). (The questionnaire will be given out at lunch.)

CEPA will consolidate the results over the coffee break.

6. TEA/ COFFEE	2:30 – 3:00 pm
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7. AGREEMENT OUTPUTS AND ACTIVITIES (PLENARY SESSION)	3:00 – 4:45 pm
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- 7.1. Presentation of questionnaire results (15 mins) (CEPA)**
- 7.2. Discussion and where possible agreement on PMNCH activities and related outputs (75 mins) (Board members)**
- Confirmation of activities where there is consensus.
 - Further debate on areas where there is no agreement.
 - Summary of agreement and differences (if any) re PMNCH outputs and activities.
- 7.3. Summing up (15 mins) (Ann Starrs, Chair of Retreat Planning Group/ CEPA)**

8. PREPARATION FOR DAY 2	4:45 – 5:15 pm
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- 8.1. Agreement of proposed agenda for Day 2 (30 mins) (Ann Starrs/ CEPA)**
- Range of structure options for consideration given conclusions on PMNCH outputs and activities.
 - Key issues (including structure, staffing, governance, membership and engagement of Partners).

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AGENDA FOR 14TH SEPTEMBER (DAY 2)

1. INTRODUCTION (PLENARY SESSION)	9.00 – 10.30am
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1.1 Purpose of the day (15 mins) (Joy Phumaphi , Chair of the Board)

- To discuss and agree key issues to be resolved to improve PMNCH effectiveness.
- To agree the options for operationalising partnership activities (including whether through PMNCH; other partnerships; or partnering).
- To discuss and provide initial steer on the appropriate structure given agreements on PMNCH activities (presuming that it continues to play a role).

1.2 Introductory presentation (30 mins) (CEPA)

- Recap on agreements and differences (if any) from Day 1 (note circulated).
- Key issues in relation to functioning of PMNCH (Section 3 of issues paper)
- Principles of good governance (Annex B of issues paper).

1.3 Board discussion of key issues (focusing on most critical issues) (45 mins)

2. TEA/ COFFEE BREAK	10:30 – 10:45 am
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3. BREAK OUT GROUPS ON OPERATING PARTNERSHIP ACTIVITY	10.45 – 1:00 pm
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3.1. Presentation on structure options (15 mins) (CEPA)

- Pros and cons of structure options.
- Role of the Board/ Board committees.
- Roles of different constituent members/ partners.
- Role of Secretariat.

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3.2. Break-out groups consider structure options and key issues (60 min)

Four groups requested to consider pros and cons of structure options (given agreement on PMNCH activities) and initial agreement on approach to tackling key issues:

3.3. Report back (30 mins)

Four groups report back findings to Plenary session.

3.4. Plenary discussion to identify areas of agreement and difference (30 mins)

4. LUNCH	1.00 – 1:45 pm
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5. STRUCTURE OPTIONS (PLENARY SESSION)	1.45 – 3:00 pm
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5.1 Synthesis of break out group discussion on structure options (15 mins)
(CEPA)

5.2 Structure options discussion:

- if agreement on structure option, then further discussion of governance and solutions for key issues; or
- further discussion of structure options. (60 mins)

6. 2ND BOARD QUESTIONNAIRE COMPLETION (IF NECESSARY)	3.00 – 3:30 pm
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Board members and/ or alternates requested to complete a second short questionnaire on the structure options. (30 mins)

CEPA will consolidate the results over the coffee break.

7. TEA/ COFFEE	3:30 – 4:00 pm
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8. PREFERRED PARTNERSHIP STRUCTURE (PLENARY SESSION)	4:00 – 5:00 pm
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- 8.1 Presentation of second questionnaire findings (15 mins)** (CEPA)
- 8.2 Identification of areas of agreement and differences (if any) regarding PMNCH activities and structure (15 mins)**
- 8.3 Summing up and next steps** (Ann Starrs, Chair of Retreat Planning Group/ CEPA)

Discussion of process and timetable for taking the Retreat decisions forward based on day 2 discussions.