

## **Task Force on Structure**

### **Secretariat Structure**

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PMNCH Board Meeting  
Washington, 19 - 20 February 2009

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# 1. Methodology

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- Bottom-up analysis of Secretariat FTE requirements to work with the Partners on (i) Priority Action Areas; (ii) and to deliver PMNCH Core Functions
- Key assumptions:



**Analysis conducted prior to expansion of Priorities 2, 4 and 5.**

**Recommendations conditional on Partner commitment and action.**

## 2. Proposed Secretariat FTE requirement (Table E1, pg v)

Secretariat role (FTEs)	D1	P5/P6	P3/P4	P2	G5	P4 (F)
Priority 1 (MNCH Advocacy/HS positioning)	0.20	0.50	0.70	0.5	0.5	0.5
Priority 3 (Core Package gaps/ research)	0.10	0.40	0.00			
Priority 6 (MNCH Knowledge/ web-portal)	0.10	0.60	0.20			
Priority 7 (Accountability and countdown)	0.10	0.50	0.50			
Priority 2 (Advocacy/community outreach) *	0.00	0.20	0.00			
Priority 4 (Commodity supply) *	0.00	0.20	0.10			
Priority 5 (Human resources for MNCH) *	0.00	0.10	0.10			
<i>Priority Action Areas sub-total</i>	<i>0.50</i>	<i>2.50</i>	<i>1.60</i>	<i>0.50</i>	<i>0.50</i>	<i>0.50</i>
Core functions	0.50	0.50	0.40	0.50	0.50	0.50
<b>Total</b>	<b>1.00</b>	<b>3.00</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

\* FTE requirements for the assumed Secretariat 'do-minimum' case

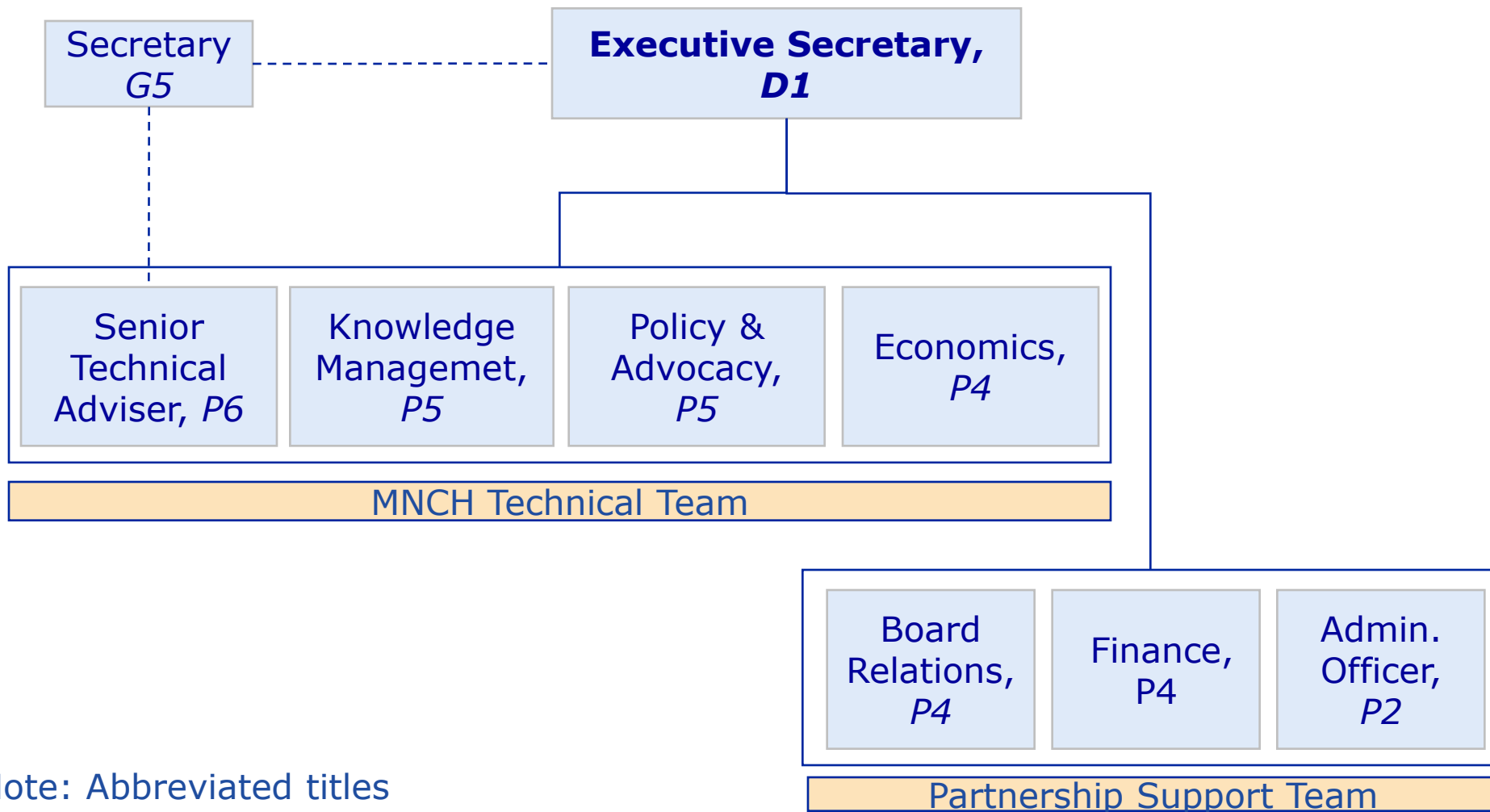
### 3. Task Force on Structure Recommendation

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- A total of **nine** full-time staff, on fixed-term WHO contracts
  - **Five** senior and mid-level staff, with MNCH-related technical skills/ experience (see next page)
  - **Four** support staff, providing communication, finance, administrative and secretarial support
- Additional resource requirements for core functions fulfilled through temporary staff and/ or consultants
- If full extent of PA 2, 4 and 5 – more FTE resources likely to be required (*say 2-3 FTEs, but not discussed*)

## 4. Proposed Secretariat Structure (Fig E.1 pg viii)

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Note: Abbreviated titles

## 5. Costs (Table E.3, E.4 pg x)

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- Steady state Secretariat staff costs reduce from around **US\$2.4m** in 2008 to around **US\$1.8m**
- Overheads (IT, telecoms, travel) reduce from **US\$ 0.34m** to **US\$ 0.26m**
- PMNCH core function costs (Board meetings, temp staff, consultancy, web etc.) stay broadly similar, at around **US\$ 0.9m**



Category (US\$ 000s) <sup>1</sup>	2008	2009	2010	2011
Secretariat (staff & overheads)	(2,785)	(2,196)	(2,031)	(2,031)
PMNCH core functions	(916)	(900)	(900)	(1,000)
<b>Total</b>	<b>(3,701)</b>	<b>(3,096)</b>	<b>(2,931)</b>	<b>(3,031)</b>

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<sup>1</sup> Cost estimates exclude Programme Support Costs (PSC) - hosting organisation overheads Page 6

## 6. Recommendations and next steps (Pg i)

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### **Recommendation 1 – Approve staff and structure proposal**

- Five senior and mid-level staff
- Four support staff
- Additional resource fulfilled through temp staff and/ or consultants

### **Recommendation 2 – Approve cost estimates**

*(As discussed and agreed by Finance Committee)*

The revised Secretariat costs and PMNCH core function costs:

- US\$ 2.2m and US\$ 0.9m respectively in 2009
- US\$ 2.0m and US\$ 0.9m respectively in 2010
- US\$ 2.0m and US\$ 1.0m respectively in 2011

## 6. Recommendations and next steps (Pg i)

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### **Recommendation 3 – Contact WHO as host organization**

- PMNCH Board Chair writes to WHO setting out Board's decisions
- Requests that WHO works with Executive Secretary to finalise job descriptions, establish the positions and recruit the appropriate candidates as a batch within the next three months