

## Terms of Reference

### Leprosy Programme Operational Excellence

The Global Partnership for Zero Leprosy will convene two working groups in 2018. The Leprosy Research Agenda Working Group will develop an aligned research agenda for current and potential future innovations in diagnostics, strategies, and interventions to contribute to zero leprosy. The Operational Excellence Working Group will foster the use, scale-up, monitoring, and evaluation of best practices and promising innovations in national leprosy control programmes. Together, these working groups are a continuum that spans scientific research, field testing, monitoring and evaluation, and the scale-up of new tools, approaches, policies, and practices to achieve zero leprosy. Close collaboration and consultation between the two groups will be essential.

#### Goal for 2018

The Operational Excellence Working Group's purpose is to facilitate and stimulate the uptake, monitoring and evaluation of best practices and promising innovations in national leprosy control programmes. It will develop a Road Map and supporting toolkit, for best practices and promising innovations in moving towards zero leprosy. Key objectives and a work plan for 2018-2020 will be set by Working Group members, in consultation with the Leadership Team and with the support of the Secretariat. Among the initiatives the Working Group may consider including in the Road Map are best practices/promising innovations for:

- local, regional and national strategies and interventions
- mapping, program metrics, reporting and data management
- diagnostic testing
- chemo- and immunoprophylaxis
- capacity-building and technical assistance
- successful integration with other NTD programs and policies
- exchange and sharing of learning in operational practices between stakeholders actively involved

#### Milestones for 2018

- 1) The Leadership Team will agree on terms of reference for the Working Group by 21/04/2018.
- 2) ILEP will nominate a chair by 30/04/2018; the Leadership Team will discuss and make a decision on appointing the chair by 07/05/2018.
- 3) ILEP will develop a job description for the Working Group Coordinator and hire this individual by end of May 2018.
- 4) The Chair, assisted by the Secretariat, will nominate up to 25 persons to serve on the Working Group, including relevant sub committees as required.
- 5) The list of Working Group Nominees will be considered, revised as needed and approved by the Leadership Team by 1 June 2018.
- 6) The Chair, assisted in technical and policy matters by the Coordinator, will convene and lead a smaller Drafting Group to produce a macro research on operational processes, focusing on best practices and promising innovations, outlining opportunities and barriers to effective operations. The Secretariat will assist the Coordinator gathering materials and organizing an online platform.
- 7) The Drafting Group will convene to develop a first draft of the Road Map by 30 July 2018.

- 8) The Working Group will convene to deliberate on, redraft, and approve the final Roadmap by September 2018.
- 9) The Working Group will submit the “roadmap” to the Leadership Team by November 2018.
- 10) With the support of the Secretariat, the Roadmap will be prepared for dissemination through appropriate channels.
- 11) A publication in a peer-reviewed journal will be coordinated by the Coordinator by 30/12/18.
- 12) From November 2018 to March 2019, the Secretariat will help the Working Group Coordinator catalogue the necessary tools and resources (such as operational manuals and protocols; health education materials, e-learning modules, and advocacy material) to support the Roadmap’s implementation in countries.
- 13) The Secretariat will develop an online platform to disseminate the menu of tools and methods. These tools, and technical assistance from the Partnership’s partners, will frame its work during the period mid-2019 onward.
- 14) The Secretariat will assist the Working Group in an effort to outline a joint project or projects in a country or countries using the Road Map and technical assistance from partners, preferably multiple partners working in a unified manner.

## Representation

**Chair:** ILEP will nominate, and the Leadership Team will approve, a Working Group chair for the period 1 March 2018 – 1 March 2019 after which the chair will be elected by the working group’s members. The role of the chair is to facilitate the group’s goal and objectives through transparent and equitable discussion and consensus.

**Members:** The Working Group will include representation from:

- National programme managers
- Persons affected by leprosy
- WHO
- Non-governmental organizations (NGOs)
- Implementation researchers in the biomedical, public health, behavioral, and social sciences
- Others as nominated by the Working Group Chair and approved by the Leadership Team
- The research working group (chair)
- Gender and regional representation

**Senior Technical Coordinator:** Seconded by ILEP, this individual will provide expertise and lead the coordination for the Working group’s outputs, working with the Chair and the Secretariat to facilitate the group through an online platform and regular communications, including via email, teleconferences and a meeting.

**Decision making:** Decision making will be by consensus. If a vote is required, each working group member will have one vote with a simple majority rule.