

Guidelines

INGO Representation in the Health Partnership Group (HPG)

The objectives of the Health Partnership Group are (i) sharing information on on-going and future projects/ programmes; (ii) discussing ways to improve the management and effectiveness of ODA and to support better priority setting;(iii) exchanging ideas on how to best support the development and implementation of health policies, operational plans and the CPRGS, in order to move the health agenda forward.

The Health Partnership Group consists of Government stakeholders, Donors, INGOs, and others. The group is now co-chaired by the International Cooperation Dept. of MOH and WHO. Two INGO representatives have to be (s)elected for the HPG. The Co-Director should aim at having a 12 month period between the election of the two INGO representatives.

The HPG meets meet regularly, once every two months. The date of the next meeting is decided at the previous one; special meetings can be convened in between of two meetings if necessary. The themes discussed at the next meeting will be proposed and agreed by members of the group at the previous one. Sharing information among group members remains part of all meetings.

Criteria for the (s)election of INGO representatives to the HPG

- The participant should be the Representative or Country Director of an INGO who is registered with the Committee for Foreign NGO Affairs, and has paid its yearly dues to the VUFO-NGO Resource Centre;
- The participant should have been in Vietnam and in the above mentioned position for at least one year;
- The participant should represent an INGO which works in Health;
- The participant should be an active member of the INGO community;
- The participant should be involved in on-going discussion with government agencies regarding policies, and should be comfortable in interacting with the donor community;
- The participant can effectively represent the views and interests of the wider INGO / NGO community.

Election procedures

The two INGO representatives to the HPG (s)elected by the Forum of INGO representative. The following steps are to be observed:

- The managing co-director informs the INGO representative about the HPG, and the timetable for the (s)election;
- Applications as well as a short “text for consideration” are to be submitted to the managing co-director;

- The managing co-director informs the INGO representatives of the applications and sends them the corresponding texts for consideration at the latest one week before the respective INGO Forum Meeting;
- (S)election can be done by e-mail to the managing co-director or by secret ballot at the respective INGO Forum Meeting.

In order to ensure a certain continuity, the (s)elected participants will serve for a period of two years, and may be re-confirmed by the INGO Forum for a second consecutive term if there are no other applications.

The (s)elected INGO representative cannot delegate her/his responsibility for participation at the HPG meeting to a member of their staff without the approval of the RC Steering Committee.

The (s)elected representatives will make an announcement of the activity plan of the HPG annually and bi-annually to all INGO member organisations (via the NGO newsletter) in order to ensure the input of all interested INGOs. The same way, the (s)elected representative will also give a feedback to the INGO community annually and bi-annually. In addition, the NGO Resource Centre will on a regular basis update information about the HPG activities.

If possible the managing co-director may take part in the PHG meetings as an observer.