



**PPD**

**PPD HANDBOOK**

**March 2011**

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## **ABBREVIATIONS AND ACRONYMS**

AIDS	Acquired Immune-Deficiency Syndrome
CD	Capacity Development
DFID	Department for International Development of UK
DSW	German Foundation for World Population
EARHN	East African Reproductive Health Networks
ExCo	Executive Committee
FP	Family Planning
HIV	Human Immunodeficiency Virus
HRDP	Human Resources Development Plan
ICPD	International Conference on Population Development
IT	Information Technology
IPAC	International Programme Advisory Committee
MC	Member Country
MCH	Maternal and Child Health
MD	Millennium Declaration
MDGs	Millennium Development Goals
PCC	Partner Country Coordinator
PI	Partner Institution
PoA	Programme of Action
PPD	Partners in Population and Development
RH	Reproductive Health
RHCS	Reproductive Health Commodity Security
RME	Research, Monitoring and Evaluation
SBP	Strategic Business Plan
SSC	South-South Cooperation
UNFPA	United Nations Population Fund
USAID	United States Agency for International Development

## Preface

The South-South approach in technical cooperation provides real opportunities for countries to share experiences, successes and failures in program development. It also encourages policy dialogue between developing countries on problem areas in reproductive health, which are of common interest and concern. Partner in Population and Development (PPD) was created for this purpose.

The success of PPD, as well as its long-term sustainability depends on the commitment and efforts of the countries themselves, through support from the governments, the country institutions, the civil society and the international community.

This Handbook is a guideline about PPD in the context of South-South collaboration. It aims to address what is the organization all about, why it was created, how it is organized, and what it does. Its primary purpose is to provide basic information about the role of PPD in South –South Collaboration in Reproductive Health, HIV /AIDs, Family Planning, Population and Development. This Handbook is intended to all member countries, perspective countries wishing to join the organization, donors and stakeholders.

The Handbook is divided into three main sections and one annex:

Section I, *What is PPD all about?* Includes basic information about our Organization. It describes the origin, background and mission of PPD, as well as its funding sources.

Section II, *How is PPD organized and who is responsible for doing what?* Includes the roles and importance of the different bodies that structure the organization; the Governance Bodies; the Implementing Bodies; the Advisory Bodies; and the Collaborative and the Networking Bodies. This section provides guidance on the role of the different players at different levels; country level, at regional, international as well as at the level of PPD Secretariat. The role of Board Members and PCCs is one of the crucial issues addressed in this section.

Section III, *What does PPD do?* Describes the modalities for South-South Collaboration and includes general information on the programs and activities being implemented by PPD in the frame of the PPD Strategy 2005-2014.

Finally, PPD by-laws is included as an annex .

It is hoped that this handbook would be essential in providing the basic information for an understanding of PPD in general. Details activities and issues are available at PPD website: [www.partners-popdev.org](http://www.partners-popdev.org), if the reader needs any additional information, we would be glad to provide. Please write to us at the address provided at the *Annex* or email us at [partners@ppdsec.org](mailto:partners@ppdsec.org).

Harry Jooseery  
Executive Director

***Section I. What is PPD all about?***

***I.1 What is PPD and why was it created?***

***I.2 What is the Vision and Mission of PPD?***

***I.3 Who are the PPD Members?***

***I.4 What are the basic requirements to be a member of PPD?***

***I.5 Who is supporting PPD?***

***Section I. What is PPD all about?***

***I.1 What is PPD and why was it created?***

Partners in Population and Development (**PPD**) is an International Organization of twenty five member countries. It is an inter-governmental organization created to promote and improve the transfer of expertise in population and reproductive health among developing countries. PPD is recognized by the United Nations and legally established under By-laws adopted by Member Countries. It was created at the International Conference on Population and Development (ICPD) in Cairo in 1994. PPD's mandate is to expand the use of South-South Collaboration to facilitate the implementation of the ICPD Programme of Action.

Endorsed by the ICPD, PPD is the foremost international effort that is totally dedicated to the cause of South-South Cooperation in population and development.

***I.2 What are the Vision, Mission and Strategic direction of PPD?***

The ten year Strategic Plan covering the period 2005-2014, drawn up through an intensive consultative process and adopted by the PPD Board in 2004, has clearly articulated the **Vision, Mission and the Strategic directions** of the organization:

**Vision**

By the year 2014, Partners in Population and Development, as an Intergovernmental Organization, will be driving the global reproductive health and population agenda to attain sustainable development.

**Mission**

PPD's Mission is to assist Member Countries and other developing countries to address successfully the sexual and reproductive health and rights, including

family planning (FP) and HIV/AIDS, population and development challenges through South-South Collaboration by raising a common voice and sharing sustainable, effective, efficient, accessible and acceptable solutions considering the diverse economic, social, political, religious and cultural characteristics of our member countries.

### **Strategic Directions**

The following four strategic priorities constitute the central pillars of PPD's Strategic Plan:

**ALIGN with member countries' priorities:** the organization will align and be responsive to member countries' priorities in reproductive health and rights, including FP and HIV/AIDS, and population and development.

**ADVOCATE for the Organization and its priorities:** the Organization will obtain support from different stakeholders, both at national and international levels by advocating for South-South Collaboration.

**ALLIANCE building at all levels:** Partners in Population and development will form strategic alliances with selected stakeholders to advance strengthened partnerships in meeting the ICPD/PoA and MDGs in the Member Countries.

**ASSETS creation and consolidation for the Organizational sustainability:** the organization will increase its financial base assets for supporting South-South Collaboration activities on a sustainable basis, by diversifying the sources of funding and raising its endowment fund.

### **Organizational priorities**

In accordance with the Strategic Plan 2005-2014, and in close consultation with the member countries, PPD developed a Strategic Business Plan (SBP) for the period 2008-2011. The SBP is an operational tool designed to establish specific goals as well as time bound outputs that PPD will strive to achieve in support of the Strategic Plan. It is also a tool for mobilizing resources for PPD programs from member countries as well as donor organizations and foundations. The following are the Goals of the SBP:

- Strengthened South-South Cooperation in Population and Development
- Strengthened capacities at systems, institutional and individual levels
- Strengthened networks and partnership
- Improved voluntary FP and other RH services
- Enhanced resource availability including greater mobilization of resources
  
- Strengthened PPD through adequate mobilization of financial support, strengthened human resource base and improved program collaboration

A Midterm review of the SBP has been undertaken and development of the new one is ongoing for the period 2012-2014.

### ***1.3 Who are PPD Members?***

PPD Members are developing countries committed to the implementation of the ICPD Programme of Action, willing to provide political, technical and financial support to South-South Cooperation.

While there were only 10 developing countries at the time of formation of the Organization in 1995, over the years PPD's membership has increased to 25 developing countries across Asia, Middle East, North Africa, Sub-Saharan Africa and Latin America covering more than 57% of the total world population. PPD is a Permanent Observer at the United Nations General Assembly and has a diplomatic status in Bangladesh.

PPD operates globally with its Member countries through Board Members who are mainly Ministers of Health, Population and Social Development from the Member States. PPD also has a country coordinating mechanism involving one senior government official in each member state known as Partners Country Coordinators (PCCs) to coordinate South-South program activities with different sectors within the country, among other member countries and with the PPD Secretariat, regional offices and its affiliates. It has also established strong relationship with national and regional training and research institutions in Asia, Africa, Middle-East and Latin America and identified twenty Centers of Excellence as PPD Partner Institutes (PIs). It has hold a unique advantage in undertaking capacity development activities, organizing policy advocacy, identifying and documenting lessons learned among others.

PPD has a Secretariat located in Dhaka Bangladesh, a Regional Office for Africa at Kampala, Uganda, a Programme Office at Taicang, China and a Liaison Office for United Nations at New York, USA.

The PPD member countries are:

<b>Asia:</b>	Bangladesh China India Indonesia Pakistan Thailand Vietnam
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<b>Middle East/North Africa:</b>	Egypt Morocco Tunisia Jordan Yemen
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<b>Sub-Saharan Africa:</b>	Benin Ethiopia
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The Gambia  
Ghana  
Kenya  
Mali  
Nigeria  
Senegal  
South Africa  
Uganda  
Zimbabwe

**Latin America/Caribbean:** Colombia (dormant)  
Mexico

PPD's by-laws invite associate members to participate in PPD's meetings and other activities. Associate Members shall be from multilateral, bilateral, regional and national entities and private and non-governmental organizations, from both, developing and developed countries involved in the PPD South-South substantive activities or funding.

#### ***1.4 What are the basic requirements to become a member of the Organization?***

Membership to join the Alliance is voluntary. Countries with proven work experience in the field of reproductive health, population and development and having commitment to the ICPD Program of Action (ICPD/PoA) in general, are eligible for PPD membership. However, there are key-prerequisites to gain membership :

- Developing countries and countries with economic transition are eligible for membership. Countries applying for membership must have demonstrated a strong commitment to the implementation of ICPD Program of Action and MDGs.
- The countries should be able to mobilize the interest of and engage the ability of various sectors, such as civil society, NGOs and/or private sector and/or government entities-to participate in South-South exchange in the fields of reproductive health, population and development.
- The countries should demonstrate commitment and be willing to invest time, energy, human, technological and financial resources in support of their participation in the activities of the Alliance.
- The countries should demonstrate their ability to have support from the highest government level -the Head of State - in the activities of South-South collaboration.
- The country must agree to pay an accelerated annual membership fee. The minimum fee shall be US\$20,000 annually.



- Countries applying for membership will have to submit an application letter to the Chair of the PPD Board. A country profile and the country's reproductive health strategic plan are needed to be submitted together with the application letter. The country profile would cover the following issues:
  - a) An inventory of resources: training institutions, research institutions, networks, NGO, Government and Private sector resources
  - b) A concrete proposal or plan for areas of South-South collaboration designed to improve reproductive health, population and development programs in their own as well as in other developing countries
  - c) Basic information, including the profile of the proposed Board Member and the proposed Partner Country Coordinator, an internal assessment of the strengths and weaknesses of the country's reproductive health program, a statement of how member could benefit from and contribute to South-South exchanges in the selected ICPD priority areas for PPD
  - d) Description of priority areas for South-South exchange, demonstrations of support from other governmental and/or non-governmental including private entities, and demonstrated commitment of resources (membership fee/personnel).

*A detailed description of the Membership requirement is available in the PPD Website: [www.partners-popdev.org](http://www.partners-popdev.org).*

### ***1.5 Who is supporting PPD?***

PPD receives financial support from Member States in term of contributions or membership fees. Since its inception PPD has acquired considerable support and commitment from different donors, foundations and other stakeholders including UNFPA, The Rockefeller Foundation, The Bill and Melinda Gates Foundation, The David and Lucile Packard Foundation, Hewlett Foundation, The Netherlands Government, The European Commission, DFID, World Bank, Ford Foundation, Canadian International Development Agency (CIDA) and many other organizations.

**Section II.      *How is PPD organized and who is responsible for doing what?***

**II.1      *What are the By-Laws of PPD?***

**II.2      *How is PPD organized?***

**II.3      *What is the role of the PPD Board?***

**II.4      *What is the role of the Executive Committee?***

**II.5      *What is the role of the International Program Advisory Committee (IPAC)?***

**II.6      *What is role of the Partner Country Coordinators?***

**II.7      *What is the role of the PPD Secretariat?***

**II.8      *What is the role of Liaison Office in NY?***

**II.9      *What is the role of Africa Regional Office?***

**II.10     *What is the role of the China Program Office?***

**II.11     *What is the role of the Partner Institutions?***

**II.12     *What is the role of the Regional Networks?***

**Section II.      *How is PPD organized and who is responsible for doing what?***

**II.1      *What are the By-laws of PPD?***

By-laws are the key rules and regulations adopted by the PPD Board for its internal governance. It defines PPD's business, key officers, and how business is operated. The PPD By-laws are signed by the Board Members and it is attached with this document as an Annex- A.

**II.2      *How is PPD organized?***

**PPD is organized as follows:**

***Governing Body*** - The Governance structure of PPD is integrated in the Board, and the Executive Committee, which formulates the policies and monitors the activities.

**Implementing Bodies** - The bodies responsible for the overall implementation and follow-up of PPD programs and projects are the Partner Country Coordinators (PCC) at the Partner Country level, Regional office at the regional level, and the PPD Secretariat.

**Advisory Body** - The International Program Advisory Committee (IPAC) is the body responsible for the provision of guidance, advice and technical assistance to PPD programs and projects.

**Collaborative and Networking bodies** - The bodies responsible to encourage collaboration with key institutions and organizations at both, national and regional level are the network of institutions (governmental and non-governmental) which collaborate in PPD programs and projects, the regional reproductive health networks, and the National Support Structure.

## **Functions of the Governing Bodies:**

### **Governing Bodies and Associates**

There are two Governing Bodies which formulate the policy and monitor the activities of PPD. These are the PPD Board and the Executive Committee.

### **II. 3 What is the role of the PPD Board?**

The Board consists of the highest ranking government officials responsible for reproductive health and family planning (or the Minister responsible for family planning and population programs) in each of the Partner Countries, referred to as Board Member. The Board Members represent the political will of their respective countries. A representative of the UNFPA also sits in the Board as ex-officio in non-voting capacity.

The Board meets annually in one of the Member Countries. The responsibilities of PPD Board are to:

- Identify in each country an appropriate government official to be responsible for undertaking, coordinating South-South initiatives/activities within the country, and to maintain contact through networking with other Partner Countries and with the PPD Secretariat.
- Strengthen and maintain a high level of commitment to support the mission of PPD in South-South Cooperation, with special emphasis on strengthening the capacity of Partner Country Institutions to share their successes with, and learn from successes of other countries.
- Debate on substantive policy issues and approve policies for actions (with the aims of providing guidance for future action.)

**The Board plays a critical role in three other important areas: a) advocacy, b) resource mobilization and c) Governance.**

- a) **Advocacy:** The views of PPD Board Members are a powerful advocacy tool to generate wider support in favor of scaling up reproductive health

programs and promoting South-South Collaboration. PPD strategy for advocacy, led by the Board Members, is useful in generating:

- Increased donor support for reproductive health programs and policies;
- Increased South-South Collaboration as a relatively less expensive but effective modality for international technical support;
- Increased use of less expensive RH commodities and health products from developing countries.

- b) **Resource Mobilization:** For South-South cooperation to be sustainable, it has to rely on resources from the developing countries. PPD Board Members play an important role in creating policy level consensus in favor of increased domestic resources. Consistent efforts, with proactive support from the Board Members, are essential to institutionalize an inclusion of South-South components in development co-operation agreements. When grants and loans are negotiated with donors, Board Members constantly demand inclusion of South-South projects or components.
- c) **Governance:** To guide the Secretariat in formulating policies to provide critical and continued support to a broad spectrum of South-South initiatives, financial and political backing to the PPD Secretariat and nominate a Partner Country Coordinator who will coordinate country programmes for South-South activities within and among member countries.

#### ***II.4 What is the role of the Executive Committee?***

This Committee consists of four elected Board Members (Chairman, Vice-Chairman, Secretary and Treasurer), one from each of the four main regions (Sub-Saharan Africa; Asia; North Africa and the Middle East; and Latin America and the Caribbean), holding office on a three-year term. The host country (Bangladesh) is also a member of the Executive Committee by virtue of hosting the PPD Secretariat in Dhaka, Bangladesh. The Committee meets twice a year. Its role is to follow-up on the progress of activities and review the budget to make recommendations to the Board. It also provides guidance to the Executive Director of the Secretariat.

As laid down in the PPD's By-laws, the Secretary is responsible for preparing minutes of Board and Executive Committee meetings, and for reporting on progress. The Treasurer works with the Executive Director of PPD Secretariat in preparing the budget and in reviewing the financial operations.

#### ***II.5 What is the role of International Program Advisory Committee (IPAC):***

The IPAC members act as advisors to PPD. It consists of members external to PPD selected by the Executive Director in consultation with PPD stakeholders.

The IPAC primarily advises on PPD programs, their development, management and market them. It also provides advice on the scientific merit, technical feasibility, financing and manpower planning for the programs. IPAC members

advocate PPD mission, vision and program activities among donors and member countries at the policy level. They are volunteers and are not remunerated by PPD.

### **Specific Responsibilities of the IPAC:**

- Advise PPD on program development and management.
- Advocate PPD to donors/funders and at the country level policy decision makers.
- Assist with information concerning project funding opportunities.
- Suggest opportunities for human resource development focusing on PPD Secretariat and member countries.
- Provide inputs concerning perceived effectiveness of PPD programs and suggest improvement needs.
- Review ongoing program activities of PPD and provide guidance to program implementation, priority settings and problem solving on issues regarding population, RH, and development.
- Advocate and promote RH and population issues at the policy levels (internationally and at country level).

### ***II.6 What is role of the Partner Country Coordinators (PCCs)?***

A Partner Country Coordinator (PCC) is a high level government official designated by the respective country PPD Board Member, responsible for undertaking, coordinating South-South activities within the country, and networking with other Member Countries and with the PPD Secretariat. The PCC in each member country is responsible to plan, lead and coordinate South-South sharing and transfer of best practices, commodities, experts, information, knowledge, lessons, models, strategies, technology, and targeted initiatives within each country and between countries. They are also mandated for undertaking specific activities in the areas of advocacy, capacity development, training, research and exchange of information. He/she also facilitates contacts and cooperation between PPD and selected training and research institutions and NGOs in the country.

Main responsibilities of the PCC are the following:

- To develop annual national work plan for South-South collaboration, including identification of resources and support PPD Secretariat with its own plans and programs.
- To promote and operationalize the goals and strategies of PPD among public and private sector institutions, and uphold their commitment to implementing South-South activities.
- To assist national institutions including NGOs and private sector organizations committed to ICPD Plan of Action in developing plans for collaborative projects, as well as to identify resource persons from appropriate national institutions, NGOs and the private sector organizations and to support in implementation.
- To keep the Secretariat informed of the South-South activities being undertaken in the country including ongoing, planned and other events related to RH/FP/HIV Aids and development.

- To work with the Secretariat to ensure that there is up-to-date information on the strengths and weaknesses of the country's reproductive health programs, the priority areas for South-South exchange, and directories of organizations and individuals with the capacity or potential to support South-South exchange amongst PPD member countries.
- To provide assistance and support to the Secretariat's work in that country, including management and logistical support for PPD meetings taking place within the member country.
- To coordinate PPD work with other national, regional, sub-regional and international organizations and institutions based in the member countries.
- Coordinate creation of South-South National Task Force at the country level.
- To provide assistance to the Board Member in his/her roles and responsibilities. In this regard, the PCCs play a complementary role with two main categories of functions such as:
  - i ) transfer of expertise and South-South exchange and,
  - ii) networking and exchange.

**i) Transfer of expertise and South-South exchange**

PCCs play a key role in South-South exchange of expertise among individuals and organizations with demonstrated capacity in reproductive health in the member countries. The PCCs, Board Members and participating institutions in member countries will:

- Identify potential partners for South-South exchanges;
- Identify donors to support specific projects;
- Secure funding and in-kind contributions;
- Plan and implement the exchange (supported by tools and guideline prepared by the Secretariat)
- Evaluate and disseminate the results of these exchanges (facilitated again by the Secretariat).

**ii) Networking and exchange**

The PCCs and the Board Members initiate and host networking and exchange activities, creating effective national and cross-national linkages. To promote exchanges, the PCCs will take the lead on the following:

- Reinforce existing national linkages with government agencies, premier institutions, NGOs, the private sector and civil society organizations, through the country profile development process and through their normal day-to-day activities.
- Promote the goals and strategies of PPD among national, regional and international institutions.
- Support the development of national initiatives by resource institutions for collaboration and training.

- Take lead in creating and sustaining support structures in the country.
- Co-ordinate the national South-South programs with the Secretariat.

## ***II.7 What is the role of the PPD Secretariat?***

PPD Secretariat is based in Dhaka, Bangladesh and it is being hosted by the Government of Bangladesh with necessary logistic support. The Secretariat provides a central point for networking among Partner Countries. It acts as a clearinghouse for facilitating long-term collaboration for the expansion and improvement of South-South exchanges among Partner Countries and with other countries. It also helps to identify opportunities and financial resources for South-South activities. While acting as a facilitator and catalyst for PPD member countries, the Secretariat is also responsible for the day-to-day management, including technical support in planning, implementing and monitoring South-South projects. The specific functions of the Secretariat include the following:

- Establish a mechanism to facilitate networking and dialogue among Partner Countries;
- Identify effective approaches relevant for South-South exchange;
- Nurture relations with donor agencies, NGOs and the private sector organizations;
- Develop and regularly update a work plan on interregional and regional level activities, and to support Partner Countries in developing their national work plans;
- Develop communication materials and media strategies for advocacy purposes;
- Design, host and maintain an information database using PPD website, to support member country programs;
- Facilitate identification of financial resources for Partner Countries' activities, and assist in the follow-up of funding requests to the donor community;
- Maintain a register of organizations and entities, involved in PPD activities or funding, which have indicated an interest in Associate membership;
- Prepare and maintain a register of potential consultants and experts for South-South collaboration based on input from Partner Countries and on information from other agencies;
- Undertake practical developmental programs to strengthen Partners Institutions in the member countries for supporting their effort in south-south collaboration.
- Facilitate inter-country agreements, and act as a broker for resource mobilization;
- Prepare and issue regularly updated news on PPD program activities.

**The roles and responsibilities of the different tiers of PPD Organization as well as the mechanisms and systems for technical support are outlined below.**

## ***II.8 What is the Role of Liaison Office in NY?***

PPD was conferred with Permanent Observer Status at the UN General Assembly through its Resolution No 57/29 in November 2002. According to the requirement of UN Observers, PPD maintains a liaison office to the UN in New York. The role of the office is to:

- Provide high-level representation for PPD at the meetings of the General Assembly, Economic and Social Council, UNDP/UNFPA Executive Board and other UN organs;
- Maintain regular liaison with the Permanent Missions of PPD member countries and other UN members, and senior officials of UN Organizations;
- Liaise with missions of donor countries, Foundations and NGOs in the context of the fundraising activities of PPD;
- Undertake other external relations activities, as appropriate and develop or participate in projects, relevant to the work of PPD.

## ***II.9 What is the Role of the Africa Regional Office in Uganda?***

The Africa Regional Office of PPD was commissioned in February 2007 in Kampala, Uganda by H.E. Dr. Omwony Ojwok, Honorable Minister of State for Finance, Planning and Population Development of the Government of Uganda and Board Member and Treasurer of PPD at that time. The ARO Office space is provided by the Government of Uganda. The office also enjoys all UN privileges in the country as those provided to the UN organizations working in the country. The ARO contributes to the overall PPD Vision and Mission but tailored to the needs of the Africa Region. The roles of the ARO are:

- Promote South-South cooperation and strengthening partnership with all stakeholder/networks in the field of reproductive health, population and development.
- Mobilize resources for reproductive health, population and development, including for the implementation of ICPD PoA, the MDGs and the Maputo Plan of Action.
- Facilitate need-based, demand-driven technical and capacity building support to both member and non-member countries in RHR, Population and Development in Africa.
- Enlarge south-south cooperation by encouraging non-member countries to join with the Alliance as member and undertaking South-South exchanges.
- Conduct evidence-based advocacy for sound policies and programmes in the promotion of reproductive health, reduction of poverty and ensuring just and equitable development.
- Compile, publish and disseminate good practices in reproductive health, population and development and create appropriate platform for policy dialogues and sharing of experiences.

## ***II.10 What is the role of the China Program Office?***



PPD with the support of the People's Republic of China opened a Program Office in China in 2006. The prime role of the China office is to provide assistance to PPD secretariat to galvanize resources and spearhead a series of program activities through Capacity Building for the promotion of south-south cooperation in RH, Population and Development activities in PPD member countries. The program office is also responsible to facilitate the transfer of RH Commodities and Technologies between PPD member countries. The specific roles of China Program Office are given below:

- To promote south-south cooperation in the field of population and development among PPD member countries.
- To reinforce south-south cooperation through policy dialogue, strategy development, capacity building, experience sharing and research.
- To collaborate with PPD Secretariat to organize international workshops, conference and meetings for policy dialogue and capacity building in the field of population and development
- To strengthen partnership with UNFPA and networking with relevant institutions for sharing information and experience, and facilitating technical support and conduct research in PPD member countries.
- To collaborate with PPD in implementing, monitoring and evaluating the activities under the Memorandum of Understanding (MoU) signed between PPD Secretariat and the Government of People's Republic of China towards promotion of reproductive health and family planning in PPD member countries.
- To coordinate activities related to South-South exchange in the field of RH/FP, population, and development within the country.
- To facilitate south-south exchange of information and expertise among PPD member countries
- To provide support for identification of experts and institutions to be used in south-south exchange.
- To identify national and international human, technical and financial resources to support specific projects and activities.
- To collaborate with the PPD Secretariat in promoting communication, advocacy, documentation, training and capacity development.
- To promote PPD mission, role and activities within governmental and non-governmental institutions.
- To develop strategy and work plan for conducting south-south activities at the national, regional and international levels.

## *II. 11 What is the role of the Partner Institutions?*

Capacity development remains the centerpiece of all development cooperation and the focus of all development activities. PPD has established partnership with 20 national and regional training and research institutions in Asia, Africa, and Middle-East and identified Centers of Excellence as PPD Partner Institutes (PIs) to promote national capacity and conduct management and leadership training and exchange of south-south expertise and resources program in its member countries. The role of PIs are collaborate with PPD:

- To identify training needs, adequacy of existing training courses and training gaps on population, gender and reproductive health in the existing program of partner institutions.
- To develop training modules, training materials and integrating them into the existing training programs of the institutions.
- To ensure participation of population, gender and reproductive health professionals in the design and implementation of PRSPs and SWAs.
- To identify analytical research gap and conduct research to achieve ICPD agenda and MDGs in PPD member countries.
- To identify and conduct evidence based advocacy to achieve ICPD agenda and MDGs in PPD member countries
- To to document best practices in the field of population, reproductive health, and family planning and to share and exchange them in the PPD Member countries
- To collaborate with PPD to exchange expertise and human resources and facilitating fellowships among PPD member countries
- To reinforce south-south and north south collaboration to achieve ICPD agenda and MDGs in PPD member countries

PPD is also partnering with NGOs and private sectors to strengthen cooperation and promote the sectors' involvement in the promotion of population and development. Activities with NGOs and private sectors are as follows:

- Facilitate sharing of experiences and best practices in the area of Reproductive Health Commodity Security and Supply.
- Explore ideas and develop innovative project proposal and generate funding for implementation of the projects.
- Promote sharing of communication materials and researches in the advanced techniques of print, radio and visual electronic media, to avoid duplication and for new programs to benefit from the experience of “advanced” countries of the South.

- Document and disseminate lessons learned and provide support to regional and national networks among NGOs to facilitate exchange of experience and capacity building.
- Reinforce network for achieving reproductive health supplies security by building partnerships with key stakeholders, raising awareness of RH supplies issues, and mobilizing funding for RH supplies
- Establish and sustain a global partnership of public, private and non-governmental stakeholders to raise awareness and explore opportunities for mobilizing resources for Reproductive Health Commodities
- Facilitate advocacy with leading manufacturers of reproductive health commodities for sharing and distributing of RHCs to developing countries
- Facilitate bilateral agreements to share experiences and exchange expertise and reproductive health commodities through longer term institutional arrangements.
- Facilitate advocacy for ensuring reliable contraceptive supplies and acquitting necessary logistics and mechanism for procurement, storage and distribution of RH commodities.
- Facilitate joint dialogue; organize joint roundtables/consultative meetings with manufacturers on Reproductive Health Commodity Supply.

## ***II. 12 What is the role of the Regional Networks?***

PPD has established linkages and alliances with existing Regional Networks in the different continents. The main role of these networks in the context of the collaboration with PPD is to identify opportunities for South-South cooperation, and to facilitate and promote agreements and exchanges at the regional level, not only among member countries, but also with other countries in the region. The Regional Networks facilitate the work not only with governments but also with the whole spectrum of the civil society: research and training institutions, private sector, NGOs.

PPD is currently collaborating with the East African Reproductive Health Networks (EARHN); West Africa Reproductive Health Network (WARHN), The Arab Network in the Middle East and North Africa Region.

### ***Section III. What does PPD do?***

#### ***III.1 What are the modalities of South-South Collaboration?***

#### ***III.2 What are the PPD's programs and activities?***

### **Section III. What does PPD do?**

### ***III.1 What are the modalities of South-South Collaboration?***

The Modalities of South-South Collaboration has been clearly defined in the PPD's Strategic Plan 2005-2014. PPD's Strategy will pursue a combination of initiatives implemented by Member countries as well as a series of activities implemented by the Secretariat.

In developing its Strategy, PPD's goal is to have South-South collaboration adopted as an approach for improving sexual and reproductive health, leading to long term sustainable progress in the field of population and development. The ways in which PPD can most effectively achieve its goal are by developing programs that will help:

- **Build leadership in each member country** in the fields of reproductive health and rights including family planning and HIV/AIDS, population and development;
- **Develop Policy and Programme** for member countries to make strategic decisions that will strengthen the processes for health systems improvement;
- **Exchange drugs and commodities** among the member countries in competitive price maintaining high degree of quality ensuring that poor people are able to use quality drugs and commodities, including family planning methods and anti-retroviral drugs;
- **Strengthen institutionalization, dissemination of south-south collaboration** by the member countries;
- **Improve the information systems for decision making** through exchange programs among member countries;
- **Diversify funding sources and modalities** from traditional to non-traditional sources.

**It is envisaged that the successful achievement of this goal will:**

- Encourage developing country governments, NGOs and other civil society institutions, and international development assistance agencies to support South-South initiatives;
- Institutionalize South-South activities as an integral part of future development policies and programs that will result in an increased allocation of national and international financial resources for these efforts;
- Strengthen PPD member countries "supply of services and information" through institutions that can advance PPD's Mission, and
- Create "demand for services and information" in reproductive health and South-South among member and non-member developing countries.

**Goals and expected outputs of PPD**

Based on the PPD Strategic Plan 2005-2014, the findings of the Needs Assessment, the Strategic Inquiry and the recommended actions identified during the technical consultations in Taicang, China in May 2007 and in Dhaka, Bangladesh in June 2007, PPD developed a Strategic Business Plan (SBP) for the period 2008 – 2011. This is an operational tool designed to establish specific goals as well as time bound outputs that PPD will strive to achieve in support of the Strategic Plan. It is also a tool for mobilizing resources for PPD Programmes from the member countries as well as donor organizations and foundations. It gives particular emphasis on strengthening member country capacity for developing and implementing South-South initiatives, building networks, capacity development at individual, institutional and systems level of member countries for improving programme planning, implementation and management, enhancing reproductive health commodity security, and for mobilizing resources.

The following “goals” and “outputs” of the Strategic Business Plan have been identified and targeted to achieve within 2008 – 2011:

***Goal 1: Strengthened South-South Cooperation in Population and Development through advocacy, policy dialogue, exchange of information and sharing of expertise, experience and technologies among developing countries.***

**Outputs:**

1. Enhanced commitment of policy makers and programme managers to address priority population, RH and gender issues translated into concrete actions.
2. Improved sharing of information and communication among Member Countries leading to more effective and results oriented programmes.
3. Strengthened support systems and structures at national level for more effective South-South cooperation

***Goal 2: Strengthened capacities at systems, institutional and individual levels in Member Countries through training, research and information and experience sharing.***

**Outputs:**

1. Institutionalized modular training courses that include population and poverty, gender, RH, historical and institutional perspectives on ICPD and MDGs framework.
2. Strengthened technical and programmatic skills among professional staff in priority thematic fields.
3. Increased capacity for utilization of evidence-based research findings for policy formulation, planning and programme development

***Goal 3: Strengthened networks and partnerships with institutions, civil society organizations, and private sector and development partners.***

**Outputs:**

1. Established a network of collaborating institutions in training and research
2. Strengthened and expanded sharing of information, collaborative programme planning and common advocacy through partnerships and coalition building for accelerated achievement of MDGs

**Goal 4: *Improved voluntary FP and other reproductive health services utilizing rights-based, gender and culturally sensitive approaches in particular through increasing integration of RH and HIV/AIDS and improved RHCS.***

**Outputs:**

1. Compiled and shared good practices and lessons learned on culturally sensitive approaches especially targeted at religious leaders and faith based groups.
2. Compiled and shared good practices and lessons learned on efforts to improve quality and expand access to family planning and other reproductive health services.
3. Increased integration of RH and HIV/AIDS services.
4. Facilitated RHCS through better access to databases on contraceptive supply and management, coordination of contributions by Member Countries of supplies and equipment, policy advocacy for increasing access to and affordability of services and supplies and increased allocation of resources for RH Commodities and prequalification of contraceptives and generic drugs.

**Goal 5: *Enhanced resource availability including greater mobilization of resources from Member Countries and from donor countries/organizations for South-South Cooperation.***

**Output:**

1. Established and increased allocation on a regular basis in the national budgets of the member countries for South-South Cooperation in Population and Development and in such areas as capacity development, equipment and supplies, information exchange, policy dialogue and advocacy.
2. Mobilized adequate resources for PPD from Member Countries, in accordance with the Strategic Business Plan and Human Resource Development Plan, for undertaking core activities and its related administrative and operational costs as an intergovernmental organization.
3. Mobilized additional resources from external donors including intergovernmental organizations, bi-lateral agencies, foundations and private sector for undertaking programme activities in accordance with SBP.

## **Goal 6: Strengthened PPD through strengthened human resource base and improved programme collaboration with non-member countries.**

### **Outputs:**

1. Developed working relationship and programme collaboration with nonmember countries.
2. Strengthened PPD through improved human resources, program planning and management.

### ***III.2 What are PPD's Programs and Activities?***

In pursuance of the SBP goals, PPD's programs are designed to support, either or both the **capacity building and information sharing** pillars. While specific programs and projects under each pillar will change over time, the general principles for program identification and implementation will be guided by PPD shared view of the "values" it expects to create in the "market place" for South-South collaboration in reproductive health. Accordingly, PPD initiatives will cover the following program areas: **a) Capacity Building, b) Reproductive Health c) Partnership and e) Advocacy.**

### **PPD's Current Programs include:**

#### **1) Capacity Development of Member Countries**

The central philosophy of PPD in its efforts to encourage South-South Cooperation as a way of assisting developing countries is to help achieve the ICPD Goals and the MDGs. PPD in its efforts to encourage South-South Cooperation as a way of assisting Member Countries (MCs) and the developing world in general to achieving the ICDP Goals and the MDGs is systematically undertaking a number of analytical, programmatic, and consultative activities for the promotion of capacity building, namely:

- Documenting on capacities of PPD Partner Institutions (PIs) in MCs to find out and conduct capacity development programmes, as well as cataloguing of courses and other training initiatives at the PIs so as to develop appropriate programme that will enhance and support South-South Cooperation for the promotion of MDGs;
- Mapping the needs of member countries for capacity building at system, organizational and individual levels covering technical, managerial and programmatic skills and capabilities;
- Identifying training gaps in technical and managerial areas of member countries, as well as developing proposals to address those gaps;
- Developing a comprehensive capacity development action plan;
- Developing generic modules in priority capacity gap areas such as, population and poverty , population and reproductive health, population and gender, and institutional and historical perspectives on ICPD Goals and MDGs;

- Encouraging the PIs to integrate the contents of these generic modules into their ongoing activities.

### **Exchange of expertise**

The founding mandate of PPD was that countries in the South have among them unique practices, resources and knowledge, particularly in the fields of Family Planning and Sexual and Reproductive Health, which can be shared with other countries of the South to help them in formulation and implementation of policies and programs. Therefore, information sharing and knowledge sharing are among the core programmatic areas.

In this regard, PPD website: <http://www.partners-popdev.org> successfully acts as the central point or the clearing house of information relating to member countries – their profiles, demographic data, best practices, list of centers of excellence, programs undertaken to further South-South Collaboration and also to governance.

PPD has also developed a number of advocacy tools to promote PPD’s global agenda on Family Planning, and Sexual and Reproductive health. These include a myriad of publications including a Handbook for the Consultants, Report on Real Life Experience Sharing on Consulting for Reproductive Health, four Generic Modules for capacity Development and a booklet with overview of PPD PIs. In addition, PPD publishes a bi-monthly newsletter titled “**PPD Watch**” to highlight PPD and Member Country activities and achievements.

Besides, PPD has developed a fellowship program, which aims to:

- i) Strengthen human resource base in developing countries by voluntary offer of fellowships by leading training institutions from developing countries;
- ii) Exchange experiences and expertise with other professionals.

The fellowship program is offered to professionals in the fields of population, family planning and sexual and reproductive health including both member and non-member countries from the South. The fellowship program has become a significant mechanism for mobilization financial and technical resources from and for the South, and four hundred scholarships have been already offered to professionals as of now.

### **Reproductive Health and Commodity Supply and Security:**

Success in RH/Family Planning programs and promotion of commodity supplies is key component to the achievement of the MDGs. Through its Reproductive Health Commodity Supply (RHCS) Program, PPD aims at exchanging information about research and development of RH commodities in various countries of the South, analyzing problems in RHCS and thereby promoting South-South Cooperation (SSC) in this particular domain. Due to pressing demand and challenges to countries of the South in RHCS and service, PPD mobilizes resources to enhance political commitment by the government from Member Countries to increase



expenditures on RH commodities, on the one hand; and to reinforce capacity, commodity quality as well as information exchange on the other hand. PPD is also networking with the private sector, particularly the drug manufacturers and enable them to share successful purchases that would facilitate improve the quality of products and adapt WHO prequalification standards in production of RH commodities.

### **Partnership:**

Partnership building is a key component of PPD's approach to encourage and strengthen South-South Cooperation. Over the past years, PPD has been active in developing a network of twenty Partner Institutions from member countries in Africa, Asia, Latin America and Middle East. In order to achieve the goals of the ICPD and the MDGs, these PIs work closely with each other and with PPD towards capacity development, on the following specific areas:

- Adolescent Health
- Family Planning and HIV/AIDS
- Reproductive Health and Safe Motherhood;
- Maternal and Child Health;
- Policy Advocacy for Population Program Development and Poverty Alleviation;
- Information Technology;
- Research, Monitoring and Evaluation, among others.

Partnerships with NGOs, civil society organizations and other Stakeholders have also been enhanced through the Private and Public Partnership Initiative.

### **Advocacy:**

Advocacy is one of the key strategies of PPD. While working to improve opportunities for RH, Population and Development programs for Member Countries, PPD adopted this strategy for enhancing widespread visibility of the organization and ensuring acceptance of South-South Cooperation by governments, civil-society and the international community as the most efficient and effective mode for sustainable development. Through its advocacy program, it lends assistance to a large number of audiences and professional groups in the field of Reproductive Health, to strengthen their role of leaders and actors of tangible social change in the South. In this regard, PPD has provided effective ground for collaboration with Member Countries with involvement of actors for tangible social changes in the South. At a national level, in the member states, advocacy is aimed at enhancing commitment of the policy makers in translation of population, reproductive health and development policies into concrete action. This also helps improve sharing and exchange of knowledge of successful programs among member states. PPD considers advocacy as a key strategy to strengthen support systems and structures for a more effective South-South Cooperation. PPD has prepared and disseminated a wide range of policy materials, organized advocacy campaign as well as policy dialogues and provides assistance to member countries mainly to promote South-South cooperation in the areas of Reproductive Health, and Population and Development.

***Annex.***

- ***Copy of PPD By-laws***

***–Annex A***

**BY-LAWS**  
**PARTNERS IN POPULATION AND DEVELOPMENT**

**1. Preamble and Mission Statement**

The mission of *Partners* is to expand and improve South-South collaboration in the fields of family planning and reproductive health. Each Partner Country will strengthen institutional capacity to undertake South-South exchange activities and will rapidly expand the number of South-South training and consultative programs. Long term collaborative arrangements will be encouraged. The *Partners* Secretariat will provide a central point for networking among Partner Countries and for identifying opportunities for South-South exchanges and sources of financial support.

**2. Charitable Purposes**

The objects and purposes of *Partners* shall be exclusively charitable, educational, and/or scientific. The specific and primary purpose of *Partners* is to engage in charitable, educational, and scientific activities that benefit, perform the functions of, or carry out the public purposes of those developing countries that become Partner Countries of *Partners*.

**3. Participation**

Partner Countries shall be developing countries applying for membership and willing to contribute annually to the *Partners'* budget. Initial Partner Countries are: Bangladesh, Columbia, Egypt, Indonesia, Kenya, Mexico, Morocco, Thailand, Tunisia, and Zimbabwe.

Associates, who may be invited to participate in *Partners* meetings and other activities, shall be multilateral, bilateral, regional and national entities and private and non-governmental organizations, from both developing and developed countries involved in *Partners'* South-South substantive activities or funding.

**4. Governance**

Governance of *Partners* will be the responsibility of a Board which shall consist of one individual appointed by each Partner Country. A representative of the UNFPA will sit ex-officio with the Board in a non-voting capacity.

**5. Powers of the Board**

The *Partners'* policies, programs, and matters relating to administration will be determined by the Board. The Board will select and supervise the Executive Director, adopt an annual budget, monitor and evaluate *Partners'* operations and admit new members.

**6. Officers of the Board**

The Board will elect its own Chair from among its members. It will also elect a Vice-Chair, a Treasurer and a Secretary. These officers will constitute the Executive Committee of the Board. The Executive Committee through the Chair will provide guidance to the Executive Director of the Secretariat. The Treasurer will work with the Executive Director in the preparation of the budget and will review financial operations.

The Secretary will be responsible for the preparation of minutes and notes of the Board and Executive Committee meetings. In case of a vacancy in the Executive Committee the Chair will select a member of the Board to serve until the next meeting.

#### **7. Executive Committee**

The Executive Committee will consist of one person from each of four major regions (sub-Saharan Africa; Asia; North Africa and the Middle East; and Latin America and the Caribbean). Incumbents of positions on the Executive Committee will serve a maximum of three years in anyone position.

#### **8. Meetings of the Board and Executive Committee**

The Board will meet at least once a year. The Executive Committee will meet at least once between annual Board meetings.

#### **9. Meetings of Partner Countries and Associates**

Partner Countries and their associates will meet periodically in conjunction with meetings of the Board, usually not more than once a year, to provide advice on program and policy issues. Similar meetings may be organized for regional, sub-regional or other sub-groups for networking purposes as needed.

#### **10. Secretariat and Financial Arrangements**

A Secretariat will be located in Dhaka, Bangladesh. Funds provided to the Secretariat will be spent by it in accordance with internationally recognized rules, regulations and financial controls. The Executive Director will provide an annual accounting of receipts and expenditures to the Board and to the Executive Committee at its request.

#### **11. Executive Director**

The Secretariat will be headed by an Executive Director who will be selected by the Board, on the basis of a job description and at a level of compensation approved by the Board. All other Secretariat staff will be selected by the Executive Director subject to policies established by the Board or the Executive Committee. The Executive Director will attend all Board meetings except when the Board meets in executive session.

#### **12. Budget**

The Board shall approve a budget for each fiscal year. The fiscal year will be January 1 through to December 31.

#### **13. Legal Status**

*Partners* has been constituted with the participation of and by agreement among the Partner Countries as an intergovernmental organization. As such it is not incorporated in any individual country. As appropriate, it may be the subject of specific national legislation regarding its privileges and immunities or it may enter into legally binding agreements for the same purpose with the Partner Countries hosting its Headquarters or other offices.

#### **14. Prohibited Activities**

*Partners* shall not be conducted or operated for profit, and no part of the net earnings of *Partners* shall inure to the benefit of any director, officer or other individual; provided, however, that this shall not prevent the payment to any such individual of reasonable compensation for services rendered to or for *Partners* in effecting any of its purposes.

No substantial part of the activities of *Partners* shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, nor shall *Partners* participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

#### **15. Dissolution**

Upon the dissolution of *Partners*, *Partners'* property or assets shall not be conveyed or distributed to any director, officer or other individual, nor to any organization created or operated for profit, but shall be distributed only to Partner Countries for purposes consistent with the original aims of *Partners*.

#### **16. Amendments**

Amendments to By-laws will be by majority vote of the Board.