

# Supporting Member States in reaching informed decision-making on engaging with private sector entities for the prevention and control of noncommunicable diseases

## A practical tool



**WEB ANNEX A:  
Methodology**

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This publication forms part of the WHO guideline entitled *Supporting Member States in reaching informed decision-making on engaging with private sector entities for the prevention and control of noncommunicable diseases: a practical tool*. It is being made publicly available for transparency purposes and information.

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## Establishment of a working group

The development of this tool has been led by the WHO Global Coordination Mechanism on the Prevention and Control of NCDs (GCM/NCD) in the Global NCD Platform Department with active support and engagement of WHO representatives from headquarters and regional and country offices. This three-level collaboration was facilitated by an internal working group established under the guidance of the former WHO's Deputy Director-General in March 2021. The overall purpose of the working group was to provide guidance and input during the scoping and development phases of the tool and to ensure suitability at the country-level and alignment with other WHO initiatives. The working group consisted of focal points representing the most relevant NCD-related departments from WHO headquarters, regional offices and country offices nominated by their respective directors.

The working group met four times to discuss important milestones and to agree on strategic decision points during the scoping and development phases (see Table 1). The meetings were held virtually with the participation of at least 60% of the members. Each meeting lasted around two hours, during which the GCM/NCD team provided updates on the status of the actions agreed in previous meetings and the group offered suggestions and recommendations on the next steps. Notes for the record of each meeting were shared with all members of the group, irrespective of their attendance. Between meetings, the GCM/NCD team consulted, as needed, with individual members to seek specific feedback, formed small and agile subgroups to develop specific sections of the tool, and provided regular written reports and draft versions of the tool to the working group via email. The working group agreed on the outline of the tool and further ad hoc technical discussions took place to ensure complementary expertise and perspectives.

**Table A1. Meetings of the WHO informal consultative working group**

Meeting	Date	Purpose	Phase	Number of participants
1	25 March 2021	<ul style="list-style-type: none"> <li>Review and discuss the terms of reference of the working group</li> <li>Discuss the overall scope of the tool on private sector engagement for NCDs</li> <li>Discuss the proposed process on developing the tool</li> </ul>	Scoping	40
2	11 June 2021	<ul style="list-style-type: none"> <li>Update on the status of the development of the tool</li> <li>Collect additional inputs and feedback on the zero-draft outline</li> <li>Agree on the final outline of the tool</li> </ul>	Scoping	44
3	22 September 2021	<ul style="list-style-type: none"> <li>Update on the status of the development of the tool and alignment with other WHO Initiatives</li> <li>Discuss the work completed by the sub-working groups on terminologies and principles</li> <li>Discuss initial work on Phase I: Assess</li> </ul>	Development	32
4	21 July 2022	<ul style="list-style-type: none"> <li>Update on the development of the tool, including the sense-checking workshops with end-users in selected countries</li> <li>Strengthen the linkages of the tool with other relevant WHO Initiatives on private sector engagement</li> </ul>	Development	34

## **First round of consultations: GCM Participants and Expert review\***

The GCM/NCD organized a virtual consultation on 19–20 October 2021 with NGOs to review the outline of the decision-making tool. The consultation was open to all NGOs considered as GCM/NCD participants in accordance with WHO rules and procedures. The consultation was designed to collect participants' feedback on the outline of the tool and discuss experience related to private sector engagement. Twenty representatives from different organizations participated in the consultation and shared their inputs.

External individual experts were also engaged to review different draft versions of the tool. WHO collaborated with the Center on Commercial Determinants of Health (CCDH) at the Milken Institute School of Public Health of George Washington University (GWSPH) in the United States of America. The Center provided expert reviews on early drafts of the tool and supported consultations with academic experts.

## **In-country workshops**

The GCM/NCD conducted in-country workshops with government officials in Botswana (September 2022), India (December 2022), the Republic of Moldova (February 2023) and Jordan (March 2023). A total of 77 participants representing various public health departments and agencies in these countries attended the workshops which were co-organized with WHO regional and country offices. The countries selected to participate in the workshops expressed interest in the topic of private sector engagement and NCDs through their participation in the working group. The selection of countries also took account of geographical locations to ensure the inclusion of different perspectives.

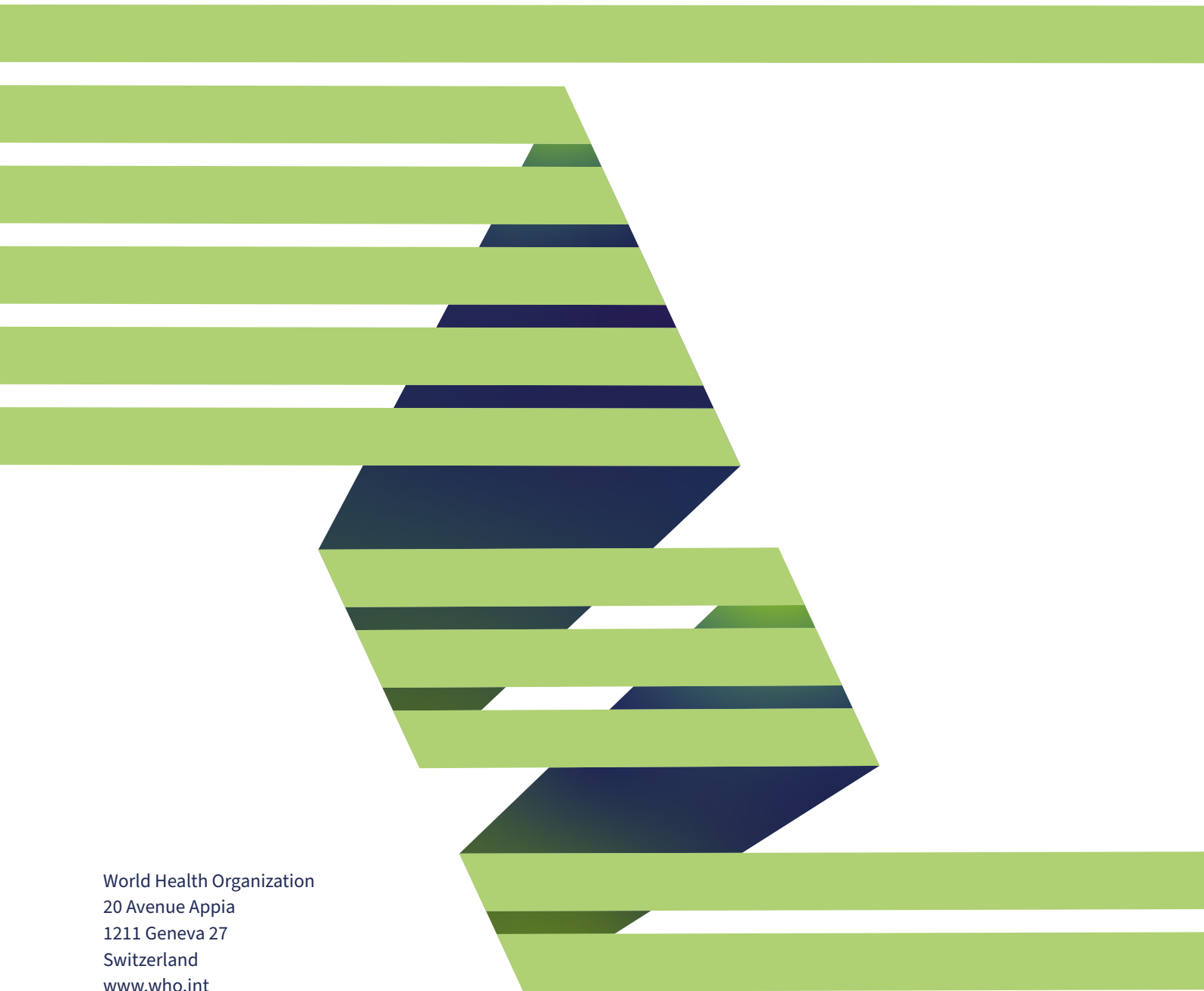
The workshops gathered feedback on the early draft of the tool, using real-life scenarios to maximize the potential applicability of the tool, and tested assumptions to ensure the tool is fit for purpose. After each workshop, the GCM/NCD developed a report with a summary of the main feedback received, which was incorporated into newer draft versions of the tool and shared with the members of WHO working group.

## **Second round of consultations: Experts from academia and GCM participants\***

The GCM/NCD organized a virtual consultation in June 2023 with individual experts. The main goal was to gather feedback on the overall format, content and comprehensiveness of the draft tool and to discuss a research agenda and capacity development opportunities to support in-country implementation. A total of 14 experts participated in the consultation. A second consultation with GCM Participants took place on 30 October 2023. A total of 11 organizations attended this consultation.

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\* Note: In the consultations with non-States actors, participants (i.e.; experts and GCM Participants – NGOs) who were invited to attend the meetings, received a link to access the WHO Declaration of Interest (DOI) form to disclose any circumstances that could give rise to a potential conflict of interest related to the subject of the consultation. All participants completed the online form prior to the consultations. The WHO Secretariat reviewed all forms and concluded that no potential conflict existed, or the interest of the participant was irrelevant or insignificant to the subject of the consultation.



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