

→ **WASH and Health Working Together - a 'how to' guide  
for NTD programmes**

# **Initial cross-sectoral meeting for WASH and NTDs: Annotated Agenda**

# Initial cross-sectoral meeting for WASH and NTDs: Annotated Agenda

This type of meeting is proposed as an initial step for building productive working relationships for implementation of WASH aspects for NTD control, particularly for contexts in which there is limited communication between NTDs actors and other health, education, and water and sanitation stakeholders. Such a meeting should ideally take place at both national and sub-national levels. The most appropriate sub-national level (regional, district or both) in which to hold the meeting will be determined by what is most relevant in the given context. It is crucial to have the key stakeholders understand the importance of this cross-sectoral meeting and why their participation is key.

Refer to the  [Messages for engagement resource \(#4\)](#) for guidance on how to engage with these stakeholders

The meeting should be set up as a workshop, and led by an excellent and impartial facilitator, who can ensure that the discussion leads to clear deliverables. Over-reliance on presentations or panels should be avoided, to ensure optimal engagement by participants as well as ample time for discussion and agreement. It is suggested to identify a WASH champion from within the Ministry of Health or other relevant ministry to co-host the meeting. This will help with engagement and buy-in from key WASH stakeholders and partners.

## Pre-meeting activities

1. Obtain data and maps (e.g. of NTD prevalence, water and sanitation access/coverage) and conduct initial analysis for presentation at meeting
2. Try to ascertain existing levels of knowledge on the issues to be covered in the meeting (for example, whether non-NTD actors are aware of NTDs and where they are prevalent), and expectations from the meeting.
3. Prepare for the meeting using the provided

 [Cross sector meeting presentation template \(#5a\)](#)

Which sets out the key background to and objectives for the meeting, as well as key information on WASH and NTDs. Share the templates with the relevant stakeholders as appropriate.

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4. Share relevant documents or meeting concept note with participants in advance of the meeting.

## Objectives of the meeting

1. Discussion of the current programmes and activities in NTDs and other sectors
  - ▶ Understanding of the geographic and other focus areas for all stakeholders
  - ▶ Understanding of current WASH, NTDs and education\* programmes in terms of location, type of activities and funding sources
2. Identify areas of converging interests and areas of work, and joint planning opportunities
3. Identify specific potential joint or coordinated activities (for example integrating WASH components into NTD programming, incorporating NTD-related behaviour change promotion into existing or new hygiene promotion activities, etc).

\*For the education sector, focus on the areas (i.e. health education) that focus on disease control and health promotion within the sector

## Preliminary list of potential sectors to consider engaging\*:

- Government agencies (education, sanitation (infrastructure and disposal), water, health, nutrition, strategic monitoring)
- Agencies working on WASH and NTDs related topics and infrastructure (NGOs, community-based organisations, UN agencies), including infrastructure, treatment, social inclusion and behaviour change communication
- Communication and behavior change experts
- Research institutions
- Corporate businesses involved in WASH provision or corporate social responsibility investments

\*When deciding what stakeholders to engage, it is important to think about how each stakeholder will contribute to the objectives above. It is suggested to keep the meeting to no more than 20 participants to ensure an engaged and productive conversation.

## WASH and NTD Stakeholders Meeting Agenda

### Date

| Time                                                                                        | Session                                                                                                    | Presenter/Facilitator                                                                  |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>ARRIVAL &amp; REGISTRATION</b>                                                           |                                                                                                            |                                                                                        |
| 5 minutes                                                                                   | <b>Opening Remarks</b><br>a. Objectives<br>b. Background                                                   | Host                                                                                   |
| 10 minutes                                                                                  | <b>Official Opening: NTDs and link with WASH and other sectors</b>                                         | National NTDs Coordinator, MoH/ senior WASH partner                                    |
| 45 minutes                                                                                  | <b>Stakeholder presentations on current programming priorities (WASH, Education, and Health Promotion)</b> | WHO or UNICEF person if possible<br>Representative from Education and Health Promotion |
| 30 minutes                                                                                  | <b>Group discussion to list opportunities and activities</b>                                               | Facilitator                                                                            |
| <b>COFFEE BREAK</b>                                                                         |                                                                                                            |                                                                                        |
| 60 minutes                                                                                  | Continued <b>Group discussion to list opportunities and activities</b>                                     | Facilitator                                                                            |
| 45 minutes                                                                                  | <b>Key action points and next steps (including future meetings)</b>                                        | Facilitator/ host                                                                      |
| 15 minutes                                                                                  | <b>Closing remarks</b>                                                                                     | NTD coordinator/ senior WASH partner                                                   |
| <b>LUNCH/end of day</b> (depending on whether meeting starts in the morning or after lunch) |                                                                                                            |                                                                                        |

## Agenda: Details

| Session                                                                                                                      | Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Stakeholder introductions and review of meeting objectives</b>                                                         | <ul style="list-style-type: none"> <li>▶ Build a productive working relationship among stakeholders and encourage buy-in.</li> <li>▶ Ensure everyone is aware of the purpose of the meeting, what they can expect, and what is expected of them.</li> </ul>                                                                                                                                                                                                                                                                                                                          | Stakeholders may be coming together for the first time and may not be aware of each other's priorities and work style. They may have also made unsuccessful attempts to work together previously. This could create suspicion or lack of engagement. This initial session should be the first step in developing good working relationships, emphasising that all stakeholders have something to benefit from increased collaboration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>2. Official opening</b>                                                                                                   | <ul style="list-style-type: none"> <li>▶ Show the prioritisation of the issue by Government</li> <li>▶ Signal the importance of collaboration and the benefits to all stakeholders, including link to the national development agenda</li> </ul>                                                                                                                                                                                                                                                                                                                                     | This can be delivered by the national NTD coordinator, or a high level Ministry of Health or other government official, to lend weight to the meeting and draw participation from all stakeholders                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>3. Brief informative presentations on NTDs in the country/district and links with other sectors' programmes and goals</b> | <ul style="list-style-type: none"> <li>▶ Create a shared basic understanding of NTD issues, and establish the importance of and need for collaboration to achieve shared goals of improved health, equity and growth.</li> <li>▶ Make the case for NTDs: equity and inclusion, economic and development impact; and the case for collaboration – what do actors gain from working together?</li> </ul>                                                                                                                                                                               | <p>The level at which these presentations are pitched should be based on the level of knowledge established by the pre-meeting preparation. This session would include presenting maps of NTD and WASH priority areas and programme coverage data. It could also include overlaying disease and service coverage data to show areas of high endemicity and low coverage.</p> <p><b>You will need</b> key statistics on NTDs: endemicity, geographic distribution, key programme information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>4. Brief stakeholder presentations on current programming priorities</b>                                                  | <ul style="list-style-type: none"> <li>▶ Increase understanding by stakeholders of the type of work carried out by others, and considerations that inform this work.</li> <li>▶ Identify areas of programme overlap as well as service/coverage gaps in endemic areas. What do actors bring to the table? What would be needed to work together?</li> <li>▶ Highlight relevant opportunities and current programmes within education- such as school health and nutrition, and health promotion- focusing on disease prevention (highlight the focus on NTDs if existing)</li> </ul> | <p>This session will help demonstrate the amount of work already being done by various stakeholders and highlight opportunities for collaboration. It should help demonstrate that although collaboration may be rare, much relevant work is already being done by stakeholders. It is also a good opportunity to address misconceptions about how other sectors operate, and to improve mutual understanding of sector-specific priority-setting and ways of working.</p> <p><b>You will need</b> key statistics on WASH (e.g. sanitation access/ coverage, open defecation, water access, handwashing stations in households, schools, healthcare facilities etc; and key information on current programmes in terms of scale and location.</p> <p>You will also need information on education (school health and nutrition) and health promotion (disease prevention) strategies, current programmes (scale and location) and goals.</p> |

| Session                                                         | Purpose                                                                                                                                                                                                                                                  | Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5. Group discussion to list opportunities and activities</b> | <ul style="list-style-type: none"> <li>▶ Identify short-term, achievable actions with clear responsibilities and timeline.</li> <li>▶ Discuss and condense proposed activities into a work schedule with clear responsibilities and timeframe</li> </ul> | <p>After presenting the various programmes and activities, brainstorm challenges to stakeholder collaboration, as well as elaborate on potential opportunities and challenges and cross cutting priorities. Depending on the size of the group, this can be done in plenary or in groups.</p> <p>This session will require careful facilitation to ensure that all proposed activities are agreed and that there is a clear line of responsibility for delivering activities. The facilitator should be prepared to address any disagreements.</p> <p>The discussion should be directed towards a short-term action agenda to encourage buy-in and ownership of the agreed actions. Targeted questions and a format to report back with should be prepared in advance for the group discussion. This could include a table with the following columns: activity, timeframe/ completion date, milestones within timeframe, lead agency/person, key stakeholders/delivering agencies, resource requirements (human, technical, financial). The list of activities does not have to be exhaustive or long; the key purpose is to have some clear doable actions that can be delivered as part of a broader effort. Activities that are too ambitious or unlikely to be delivered should be discussed but possibly carried through to more advanced planning stages.</p> |
| <b>6. Summary and next Steps</b>                                | <ul style="list-style-type: none"> <li>▶ Ensure agreement on activities and assign action points.</li> </ul>                                                                                                                                             | <p>This session should wrap up and confirm the agreement in the previous section. There should be agreement on how the action points from the meeting will be communicated to participants and followed up and by whom, and what are the next key important dates/meetings.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |