

HIP

FAMILY
PLANNING
HIGH IMPACT
PRACTICES

High Impact Practices in Family Planning Common Vision



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High Impact Practices in Family Planning (HIP) Common Vision

The HIPs will maximize investments in a comprehensive family planning strategy and assist family planning programs focus their resources and efforts to ensure they have the broadest reach and greatest impact.

Vision Statement

Global family planning programs are evidence based.

Strategic Objectives

1. Develop a transparent and unbiased system for reviewing and synthesizing knowledge.
 - Establish clear criteria for identifying HIPs.
 - Establish a transparent and inclusive process for reviewing and synthesizing evidence.
2. Support mechanisms that facilitate knowledge sharing.
 - Establish a website with access to critical materials.
 - Develop materials such as evidence briefs, e-learning courses, and toolkit.
 - Facilitate South to South learning.
3. Support collection and documentation of high quality evidence.
 - Strengthen mechanisms to facilitate learning from country programs.
4. Identify critical gaps in knowledge and advocate for research.
 - HIPs Briefs used to inform research investments.
5. Support use and implementation of HIPs.
 - Develop and support mechanisms to monitor implementation of HIPs.

Organizational Structure

Secretariat: USAID, UNFPA, WHO/IBP, and IPPF will form a small group to serve as secretariat for the HIP work. Two individuals from each organization will participate in monthly calls in order to:

- Set agendas for annual HIP Partners and Technical Advisory Group (TAG) meeting;
- Ensure coordination among various groups working on HIP activities;
- Select new members for the HIP TAG;
- Provide updates to endorsing organizations regarding ongoing and completed work and activities relevant to the HIP work; and
- Support promotion and outreach of the HIP Partnership as necessary.

Endorsing Partners: Any organization involved in or responsible for work in support of international family planning may serve as an endorsing partner for HIPs.

Each organization is responsible for identifying at least one individual to serve as the **Point of Contact** (POC) for the HIP work. This/ese individual/s is/are responsible for:

- Disseminating information to relevant parties within their organizations;
- Connecting key technical staff to relevant HIP work, such as brief development or review;
- Coordinating and synthesizing feedback and input in the review process;
- Coordinating review and approval of final HIP material for organizational endorsement, as appropriate;
- Identifying opportunities for synergistic activities;
- Attending annual HIP Partner’s meeting; and
- Participating in activities to identify priorities for the HIP Partnership.

Endorsing partner organizations that become inactive for over a year will be removed from the endorsing partner list. Inactive is defined as no communication with the HIP Secretariat for more than a year.

The HIP work is facilitated by a number of smaller working groups that serve distinct purpose and function. There are two standing groups:

1. Technical Advisory Group (TAG)

Membership: The TAG is made up of experts in family planning research, program implementation, policy makers and representatives from donor agencies. TAG members are selected based on the following criteria:

- Recognized expertise in international family planning;
- Good understanding of research methods and methodologies;
- Good understanding of program implementation;
- Ability to consider and review evidence from a wide range of subjects;
- Ability to prioritize; and
- Ability to provide an unbiased viewpoint.

Composition of the TAG:

Experience has shown that the TAG benefits from consistency. Therefore when considering participation in future TAG meetings priority is given to standing TAG members. The TAG will have no more than 30 individuals serve at a time this includes five seats set aside for country or regional representation.

Each year a few positions are usually vacant due to scheduling conflicts, retirement, and other considerations. The process for identifying new TAG members will be:

- Endorsing partners may nominate individuals for membership in the TAG. Nominations that are seconded by another endorsing organization will be considered by the HIP Secretariat if a position on the HIP TAG becomes available. These nominations will take place at the annual partners meeting.
- The Secretariat will consider all nominations and past TAG members in good standing when filling vacancies in the HIP TAG. New TAG members will be selected based on balance of technical expertise and organizational affiliation.

Invitation to serve on the TAG is extended to the individual **NOT** the organization. If a TAG member leaves his/her organization, the invitation to serve on the TAG transfers with them regardless of their new position.

Scope of Work:

The TAG is responsible for:

- Reviewing all finalized HIP briefs to ensure the “practice” meets the criteria for HIP as set out by the HIP Partnership (see [HIP list](#));
- Reviewing HIP concept notes in order to prioritize no more than 2 per year for development into briefs;
- Reviewing updated HIP briefs to ensure they continue to meeting HIP criteria and standards of evidence; and
- Refining and improving standards of evidence relevant to family planning programming.

Compensation:

TAG members will be supported by their employer. No additional compensation will be provided to TAG members.

2. HIP Production and Dissemination (P&D) Team

Membership: The HIP Production and Dissemination (P&D) Team includes representatives from USAID, the Knowledge SUCCESS project, the Implementing Best Practices Initiative, and FP2020.

The Team’s purpose is to provide strategic leadership on the production and dissemination of HIPs at global, regional, and national levels.

Scope of Work:

The HIP P&D Team is responsible for:

- Producing and publishing new and updated HIP briefs and guides;
- Disseminating new/updated HIP briefs and guides via multiple channels;
- Coordinating the translation of HIP briefs and guides into French, Portuguese, and Spanish;
- Strategically planning for HIP representation at global and regional conferences by proactively getting HIPs on the agenda as appropriate and/or coordinating delivery of physical copies of HIP materials;
- Developing and maintaining external communications including the HIP website;
- Creating mechanisms to obtain feedback from HIP audiences with particular focus on country-level decision makers, to inform HIP material development to better meet their needs;
- Tracking progress and identifying solutions to challenges in dissemination; and
- Reporting progress and results at HIP TAG and Partner meetings.

Compensation:

HIP P&D Team members are supported by their employer. No additional compensation is provided to Team members.

Other groups may be formed on an as needed basis.

Development of HIP Branded Material

Any material developed as part of the one of the HIP supported processes described above may be branded with the HIP logo as long as it includes the following processes:

- Material must be submitted to the Secretariat to determine the appropriate process for review and finalization.
- If deemed appropriate, the Secretariat will be responsible for facilitating distribution to the endorsing partners for comment.
- Final branding decision will be made by the Secretariat based on input from the endorsing partners.

Brief Development

New HIP Brief Development

The themes for the first 12 briefs were identified at the first HIP TAG in 2010. Since that time the HIP processes have become more refined and complex ultimately contributing to a more inclusive and better product. We recognize that there is a need to constantly reexamine our understanding of what works, for whom and in what context as well as to continually refine and improve how we communicate this to the greater family planning community.

Therefore in addition to reviewing and updating existing briefs, the HIP Partnership will consider ideas for new HIPs. The process for new HIP development will be:

1. Ideas for new HIP briefs will be announced at the annual HIP Partners meeting. Any endorsing organization can put forth an idea for a new HIP brief. Partners who put forth ideas must be willing to support the brief development including authorship of the brief. Partners are encouraged to provide constructive feedback on the overall concept and raise concerns. This process is to ensure multiple organizations are not developing briefs on similar concepts and to promote collaboration. The endorsing organization who put forth the idea can decide if they want to continue to the concept phase.
2. Authors of new brief ideas will develop a concept note (see brief development guidance) to be submitted to the TAG for consideration.
3. The TAG will review all concept notes and identify no more than two per year for further development. **NOTE: Approval at the concept phase do not mean that the final brief will be approved as a HIP.**
4. Once a concept note is approved by the TAG, the HIP Secretariat will begin working with the authors to develop the concept into a full brief.
5. The TAG will review and make a determination based on the final HIP brief.

Updating Old Briefs

Ensuring that the HIP briefs reflect current evidence and learning is a priority for the HIP Partners. The following process will be followed to update published briefs.

At least, two briefs will be selected each year for in depth review. The “in depth” review will consist of:

1. Authors or other technical experts will review the brief for updates in terminology and new knowledge;
2. Comments/suggested changes will be solicited from the HIP Endorsing Organizations; and
3. A review of new published literature will be conducted.

Revisions will be reviewed by the HIP Secretariat to determine if a review by the TAG and/or endorsing organizations is necessary. This decision will be made based on the extent and significance of the changes. If revisions are determined substantially change the messaging or focus of the brief a review by the TAG and endorsing organizations will be necessary. If not, endorsements will be transferred to the updated brief without an additional review.