

Ongoing HIP brief updates by HIP technical expert groups (TEG)

Activities and Guidance

Purpose: Experts are selected to be part of HIP technical expert groups that ensure the assigned HIP brief is up to date.

Selection and tenure: Following an open application process, experts are selected by the [HIP co-sponsors](#) (USAID, WHO, UNFPA, FP2020, IPPF) based on qualifications and experience, and they serve for at least two years. New experts are selected as previous experts decide to leave their role. Technical experts who miss two consecutive group calls in a row forgo their positions and will be replaced by a new expert.

Composition of the HIP technical expert group: Five to six experts plus one or two members of the HIP Technical Advisory Group (TAG) (depending on TAG availability).

Technical expert group activities

- Select a **technical team lead** for the group. See team lead section below for details on his/her responsibilities.
- Participate in a kickoff meeting to get a general orientation on the HIPs and discuss expectations.
- Participate virtually in two conference calls/meetings per year (in **April and September**) of the HIP expert group (organized by the technical team lead) to discuss if updates to the HIP brief are needed.
 - The HIP expert group will review comments received via the HIP website (as available) and also updates suggested by team members. Suggested updates received via the website will be emailed to the HIP expert groups in two batches by **March 15 and August 15** each year. These updates will be collated by a subcommittee from the HIP co-sponsor organizations.
 - Expert teams will determine if minor, significant, or no updates are needed. In some cases the request for significant updates may come from the HIP TAG.
- Update the brief as needed (See “Types of Updates” section below for details) and participate in meetings/calls required to discuss and agree on updates/changes.

Types of updates

- **Minor updates:** These include adding some references or an example, adding a few tips in the tips section, etc.
 - In case of minor updates, the HIP expert group should send the updated HIP brief (with tracked changes) to the **HIPs POC** by **May 31 and October 31** each

year. The HIP POC will forward the updated brief for publication through the appropriate channels.

- **Significant updates.** These entail one or more of the following:
 - a. Upgrading the brief from “promising” to “proven” (See criteria on HIP website),
 - b. Shifting (restricting or broadening) the topic covered by the brief. For example, shifting the focus of the Digital Health brief from a focus on systems to providers.
 - c. Needing to update more than 50% of the brief’s content. For example, needing to re-write both the tips and impact sections of the brief.
 - d. If the brief needs significant updates, then the team should notify the HIP partnership and request the support of a professional writer/coordinator to go through a thorough updating process, which will culminate with review from the HIP Technical Advisory Group (TAG). The writer/coordinator will provide professional writing support and coordinate conference calls to discuss drafts.

In case significant updates are needed, the team will need to liaise with **the HIP POC** to obtain additional support (i.e., get the support from a professional writer, find more experts if needed, etc). The process of implementing significant updates typically takes approximately 8 to 12 months. The process includes:

- Holding a full day meeting with the experts to make key decisions related to updating the brief and develop an outline and a general timeline,
- Participating in calls organized by the writer to discuss drafts and providing comments and contributing to writing and updating working drafts,
- Developing a first draft for public comment and submitting to the HIPs POC,
- Implementing public comments,
- Submitting an updated draft to the HIPs POC who will share with the Technical Advisory Group (TAG) for input,
- Making final updates per HIP TAG comments, and
- Submit the final version to the HIP POC.

Important dates to highlight

Meeting/Deadline	Date
Receive suggested public comments collated by HIPs POC	March 15 and August 15
Bi-annual conference calls	April and September
Deadline to submit expert group recommendation (and for minor updates, the updated brief)	May 31 and October 31
TAG meetings	June and November

Points of contact (POC)

The HIP POC is a representative from the HIP co-sponsors. He/she will channel information to the experts and also serve as the link from the experts to the TAG. The name and contact information of the HIP POC will be provided to each technical expert group.

Operations

A Google drive folder will be created for the team by the HIPs partnership to keep track of resources, various draft versions of updated briefs including the final updated version, and other relevant documents. In the Google drive folder:

- Group members should provide comments using the comment feature and make edits using suggestions mode.
- Draft should be edited using track changes in Word or suggestions mode in Google documents.
- The Google Drive link should not be shared with others outside of the HIP team.

Team lead

- The team lead activities include:

In case of **minor updates**

- Plan and facilitate calls with the HIP expert group to discuss suggested content updates.
- Help the HIP expert group to reach consensus on key decisions around brief updates and, if no consensus is reached, make final decision(s) on behalf of the HIP technical experts.
- Communicate with the other HIP technical experts in the HIP expert group during the review period to ensure all comments are addressed according to the agreed upon timeline.
- Coordinate with HIPs Points of Contact (POC) as needed.

In case of **significant updates**

- When the brief is going through a process of “significant updates” the team lead should provide technical leadership to help ensure high quality of the technical content. He/she should provide substantive comments on brief drafts and participate in most conference calls to discuss the draft.
- If the team lead is not able to fulfill the activities above the group will select a new team lead.