

Administrative and budgetary guidance for submission of MeTA country workplans

Administrative guidelines

General

- The preferred language for the workplan is English. Official national languages are permitted if an appropriate translation into English is also provided.
- There is no fixed date by which workplans should be submitted, however funding will only be provided following agreement by the International MeTA Secretariat (IMS) on the workplan.
- Work outlined in the workplan must conclude before 31st December 2015.
- One contact person should be nominated for communication purposes with email, skype (if possible), telephone and fax.

Documents to be submitted

Workplan

- The workplan comprises three components; a logframe, a narrative and a budget
- There is no fixed start date for the work described in the workplan to commence
- The workplan should contain detailed activities to be undertaken in each calendar quarter. This means that work can start in any quarter, or part-way through a quarter, but will be reported quarterly on 31st March, 30th June, 30th September and 31st December. Proposals may cover a maximum period of four years. However, it is recommended to submit a detailed year-one workplan and not allocate all monies for year two. This will allow a further refining of the year-two proposal before the end of year-one. This process should be repeated for years three and four. This is referred to as a 'rolling workplan'.

1. Workplan Logframe

- The workplan should be aligned with the global logframe.

2. Workplan Narrative

- A maximum length of 10 pages is recommended (format to be readable in Microsoft Word).

3. Workplan Budget

- Activities and a related budget should be aligned and listed per quarter, to enable the International MeTA Secretariat (IMS) to request the appropriate funds from DFID each quarter.
- Budgets should be in British Pounds (GBP). National currencies are permitted, but should then include a separate column converted into GBP at an exchange rate given at <http://www.oanda.com/currency/converter> on the date the budget is finalised. The budget will then remain fixed in pounds.
- A budget template will be shared to assist countries in budgeting their activities and to facilitate budget reporting and analysis by the IMS.
- The MeTA Secretariat Budget, Technical Support Budget and Civil Society Budget should be in separate columns.

Submission Process

- Submission of a draft of the workplan logframe to the International Secretariat before drafting the workplan narrative and budget is encouraged.
- Once the workplan logframe is finalized, the workplan narrative and budget should be submitted to the IMS.
- The IMS will review the documents and provide feedback.
- Upon approval of the workplan, funding will be released.
- Upon approval, the IMS will make the workplan available on the web site www.medicines Transparency.org It is recommended that the workplan be made publicly available in countries as well.

Content guidelines

1. Workplan

The workplan should:

- Be developed in a truly **multi-stakeholder** setting, involving government, private sector and civil society representation.
- Address the core issue of MeTA: improve **transparency and accountability** in the medicines supply chain, and result in **progressive disclosure** of key MeTA data or indicators with the aim of informing policy.
- Be based on a clear understanding of national context, challenges and priorities.
- Respond to national needs and be aligned with policy objectives.
- Be harmonised or integrated with national structures and development priorities.
- Be country owned and driven.
- Contain clear qualitative and quantitative goals.
- Be peer-reviewed in country before finalization.
- Have objectives that are 'SMART': Specific, Measurable, Achievable, Realistic and Timely

2. Workplan narrative

The workplan narrative should contain the following sections:

1. Administrative details including: MeTA Country, name contact person, contact details, date
2. Executive summary (1 page)
3. List of acronyms
4. Introduction and background (short)
5. Situation analysis: Policies, legislation and practice in respect of the principles of transparency and accountability in the pharmaceutical sector.
6. Needs assessment and identification of transparency priorities
7. Priority setting using the Pharmaceutical Sector Country Profile or other evidence/process.
8. Description of process that has led to the develop of the workplan, including start date, key drivers and participants, and number and frequency of meetings
9. Objectives
10. Expected outputs: the quantitative products of activities
11. Expected outcomes:
How the project will to lead to better access to medicines through improved transparency
12. Description of activities
13. Risks and risk management strategies
14. Management arrangements
15. Financial arrangements: Description of the way funds will be managed & reported upon (see Annex 1).

16. Budget explanation
17. Monitoring system
18. Annexes
 - a. Key references
 - b. List of participating stakeholders, with email, phone number

Budget Guidelines

- The **upper limit** of the funds available for MeTA is approximately £71,500/country/year for 4 years. These funds are managed through several funding streams in the following amounts:
 - Approximately GBP 40,000 through the funding stream managed by the HAI for administrative/content and civil society capacity building.
 - Approximately GBP 31,500 for technical work and support through the funding stream managed by WHO.
- Development of workplans that exceed available funds are encouraged, as other funders should be sought.
- The majority of the budget (>50%) is meant for the key MeTA activities.
- A limit on staff costs of 20% and a limit of office & administration costs of 10% of total budget is recommended.
- Meetings of MeTA Councils should preferably not consume more than 10% of the budget.
- It is assumed that the national secretariat will be hosted by an existing organisation. A separate new structure is discouraged, as MeTA does not want to create new bureaucracies. Therefore only a limited infrastructure investment budget is expected (<5%).
- Up to 5% contingency can be permitted.
- Reasonable handling costs of the receiving financial entity (e.g. CSO or another legal entity selected by stakeholders in the workplan) are acceptable, but need to be included in the budget.
- Legally required taxes can be added.
- Activities requiring technical assistance from the IMS should be included in the workplan, but do not need to be covered from the country budget. (They can thus be 'zero-budgeted' within reasonable limits). Needs and areas of support should be indicated in the workplan. Such inputs will need to be agreed with the International MeTA Secretariat to ensure that provision for such support is available.
- Activities to be undertaken by CSOs for implementation of MeTA work should be covered in the workplan and budget.
- A budget template presenting the main budget line will be made available.

Support

- Support for developing workplans is available from the IMS and WHO country office.

Annex 1: Financial Management of MeTA Country Funds

The key steps to be undertaken in the management of the MeTA funds are:

1. Establishment of fund management structure.
2. Transfer of funds to support the implementation of the workplan.
3. Manage expenditure
4. Accounting
5. Reporting
6. Request support when needed

1. Administrative and CSO capacity building funding stream (IMS/HAI)

1.1. Fund management structure

- A separate bank account should be established for the MeTA project in each country into which all funds transferred for administrative and CSO capacity building purposes will be deposited.
- Bank accounts should be reconciled on a monthly basis.
- The country MeTA Secretariat agree to independent external audits of the funds upon request by the International MeTA Secretariat or DFID.

1.2. Fund Transfer

- The country application to the International Secretariat includes a statement agreeing to the various terms and conditions according to the documentation provided.
- Upon approval of workplans, HAI will proceed with the transfer of funds.
- Transfers will occur in tranches.
 - A first tranche payment will cover the anticipated needs for the first six months of the workplan.
 - Upon receipt of adequate financial and activity reports for the first quarter, the IMS will arrange for the transfer of funds to cover the third quarter of in-country activity in an attempt to ensure there is no hiatus in funding. This pattern will repeat, to avoid pre-financing by MeTA councils

1.3. Expenditure

- Expenditure on the MeTA project should be in line with the approved workplan.
- Expenditure should be backed up with corresponding receipts.
- Each disbursement will be given unique reference number..
- All expenditure should be approved prior to outlay by the Country MeTA Secretariat and records of approvals retained.
- There will be a dual signatory system to authorize expenditures with alternate signatories to enable activity to continue in the absence of one of the primary signatories.

1.4. Accounting

- All receipts should be filed securely in a sequential manner.
- Maintenance of records for all disbursements on the project is required.
- Records of receipts and disbursements should be available for inspection and audit if required.
- A template will be provided to record all receipts and disbursements of MeTA funds.
- The MeTA Country Secretariat should carry out periodic reviews of expenditure against work plans as part of the regular progress review of the project.

1.5. Reporting

- The Country MeTA Secretariat agree to provide quarterly financial and technical reports according to the reporting format agreed with the IMS.
- The quarterly reports will require the following details – summary of actual expenditure for each activity in the work plan against the approved budget as well as a forecast for expected expenditure on the activity for the remaining period.
- Quarterly expenditure reports from countries will be reviewed by the IMS. If necessary, a detailed list of expenditures as well as copies of bank reconciliations will be requested to provide further evidence/support to the figures reported in the summary report.

1.6. Support

- Where countries request support or, if the financial management systems proposed by countries are not deemed satisfactory, the IMS is able to provide advice, either distant through telephone or email or through the visit of a qualified accountant to assist countries to establish adequate systems. The country should work with the national authorities to agree the financial regulations and reporting formats for the management of the country funds.
- Where necessary, the IMS can help to train recipients in standardized, DFID-approved financial procedures, ensuring the capacity to provide regular quarterly reporting of financial expenditure.
- The IMS can provide ongoing support to the in-country accounting functions through telephone and email or more intensive input, if necessary or requested, through an accountant's visit.
- If problems cannot be resolved through distant support, the IMS can authorise a supportive supervision visit by the IMS

2. Technical support and technical activity funding stream (IMS/WHO)

2.1 Fund management

- The WHO country office will manage funds for technical support and activities.

2.2 Fund transfer

- Upon approval of workplans, WHO Headquarters will proceed with the transfer of funds to the WHO Country Office.

2.3 Expenditure

- Expenditure on the MeTA project will be in line with the approved workplan.
- Expenditure will be made to the recipient in accordance with WHO rules and procedures.

2.4 Accounting

- Accounting will be in accordance with WHO rules and procedures.

2.5 Reporting

- The WHO Country Office will provide biannual financial and technical reports according to the reporting format agreed with WHO Headquarters.