

Stop TB Partnership Standard Operating Procedures

Shirley Bennett & Mikkel Broholt

26 Stop TB Partnership Coordinating Board Meeting

Standard Operating Procedures



- Follow-up to a need identified during discussions on the hosting transfer
- Sets out how UNOPS and Stop TB Partnership Secretariat (STBP) interact on a daily basis
- Developed jointly by STBP and UNOPS; an important exercise in and of itself
- Based on existing STBP internal functioning and aligned to overall UNOPS framework of rules, regulations, and processes

Objectives

- Give STBP a consolidated document that codifies its practices – further strengthens STBP as an independent entity with solid established working methods
- Establish integrated procedures between STBP and UNOPS with clarity on division of labour, expectations and responsibilities
- Streamline processes as much as possible to gain efficiencies, while balancing need for oversight
- Facilitate internal administrative processes for UNOPS, being able to refer to a set of SOPs endorsed by the Board

Content

- Framed in a way that both describes the “internal” STBP steps and procedures, and the steps required on the “UNOPS side”
- Covers a range of topics, including HR, office administration, travel, IT, finance, procurement of goods and services, and grants
- Provides links to relevant documents and forms on websites/intranet, factual information, flow charts and matrices of responsibility
- It is a living document that will develop and change over time

Thank you