

## Country Countdown Implementation Checklist

**Note:** This Implementation Checklist, built on the step-by-step process outlined in the Country Countdown Guide for Countries and Partners, can and should be adjusted based on decisions made by each country's Organising Committee and working groups. Responsibility for each step or sub-step can be assigned to individuals and/or committees, in order to ensure accountability and maintain momentum.

Step	Resources, in addition to Country Countdown Guide	Responsible Parties	Date Completed
<p><b>1. Ensure links to national planning process</b></p> <ul style="list-style-type: none"> <li>✓ Identify all relevant existing processes (annual review, 5-year plan development, MDG review, etc.)</li> <li>✓ Define Country Countdown's value-added in context of existing processes</li> <li>✓ Brief decision-makers from partner agencies</li> </ul>	<ul style="list-style-type: none"> <li>✓ Documentation of national RMNCH planning processes</li> <li>✓ Countdown pamphlets, PowerPoint presentations (global, and customised country presentation), reports, articles, and website</li> </ul>	<i>(Initial organisers)</i>	
<p><b>2. Identify or create an organising committee and working groups</b></p> <ul style="list-style-type: none"> <li>✓ Consider existing groups that could serve as (or be modified to serve as) an organising committee</li> <li>✓ Constitute Organising Committee, ensuring participation of MOH and all relevant sectors</li> <li>✓ Identify Secretariat or organisational staffing</li> <li>✓ Constitute Scientific Working Group and invite members</li> <li>✓ Constitute Events Working Group and invite members</li> <li>✓ Constitute Media/Communications Working Group and invite members</li> <li>✓ Constitute Finance/Budget Working Group and invite members</li> </ul>	<ul style="list-style-type: none"> <li>✓ Forming a Country Countdown Organising Committee and Working Groups</li> </ul>	<i>(Initial organisers, Organising Committee members, MOH)</i>	
<p><b>3. Develop a workplan and timeframe</b></p> <ul style="list-style-type: none"> <li>✓ Determine all steps needed to prepare the products and events and develop an activity-based budget and associated timeframe</li> <li>✓ Mobilise adequate funding for each stage of process, including national/sub-national events</li> <li>✓ Ensure adequate time for scientific work before scheduling events</li> <li>✓ Consult with all relevant working groups in developing timeframe and scheduling events</li> </ul>	<ul style="list-style-type: none"> <li>✓ Countdown's Country Case Studies (Nigeria, Senegal, Zambia)</li> </ul>	<i>(Organising Committee, all working groups)</i>	

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<p><b>4. Review data needs and availability</b></p> <ul style="list-style-type: none"> <li>✓ Review Countdown country profile and equity profile, and national priorities and plans</li> <li>✓ Develop master worksheet of data needs and priorities</li> <li>✓ Identify/collect data sources; record findings on master data worksheet</li> <li>✓ Identify relevant geographic units for sub-national profiles</li> <li>✓ Determine indicators and other information to be included in national/sub-national profiles</li> <li>✓ Present findings and recommendations to Organising Committee for ratification of profile contents and process</li> </ul>	<ul style="list-style-type: none"> <li>✓ Countdown country profile</li> <li>✓ Countdown equity profile (if available)</li> <li>✓ Country Case Studies and documentation</li> <li>✓ Sample sub-national profile</li> <li>✓ Countdown indicators and definitions</li> <li>✓ <u>Monitoring MNCH: understanding key progress indicators</u></li> <li>✓ National/sub-national health survey data, health information reporting, relevant research studies</li> </ul>	<p><i>(Scientific Working Group, possibly with data consultant)</i></p>	
<p><b>5. Analyse coverage data and identify key messages</b></p> <ul style="list-style-type: none"> <li>✓ Compile and analyse the most recent available trend data on each selected indicator</li> <li>✓ Identify coverage differences across geographic units, including differences in changes over time</li> <li>✓ Consider patterns/messages suggested by results</li> <li>✓ Consider most effective ways of graphically presenting each indicator or set of results</li> <li>✓ Generate and validate preliminary key messages</li> <li>✓ Pursue additional analysis of equity, health systems/policies, and health financing</li> </ul>	<ul style="list-style-type: none"> <li>✓ Global Countdown Report</li> <li>✓ Countdown country profile</li> <li>✓ Countdown equity profile</li> <li>✓ Guidance notes on <u>equity, health systems/policies, and financing</u></li> <li>✓ Country case studies and documentation, including sample sub-national profile</li> <li>✓ National/sub-national health survey data, health information reporting, relevant research studies</li> </ul>	<p><i>(Scientific Working Group)</i></p>	
<p><b>6. Create national and sub-national profiles</b></p> <ul style="list-style-type: none"> <li>✓ Develop templates for national and sub-national profiles, ensuring that indicators are clearly identified and defined</li> <li>✓ Populate profiles with data, re-analysing data where necessary</li> <li>✓ If key data is unavailable, consider noting on profile to highlight data gaps</li> <li>✓ Check all profiles against original data sets</li> <li>✓ Format profiles, check proofs, print profiles</li> </ul>	<ul style="list-style-type: none"> <li>✓ Countdown country profile</li> <li>✓ Countdown equity profile</li> <li>✓ Country case studies and documentation</li> <li>✓ Sample sub-national profile</li> <li>✓ Data sets</li> </ul>	<p><i>(Scientific Working Group)</i></p>	

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<p><b>7. Agree on findings and key messages</b></p> <ul style="list-style-type: none"> <li>✓ Review draft messages (from step 5)</li> <li>✓ Interrogate data and findings for significance and policy/programmme implications</li> <li>✓ Ensure that key messages are expressed in language that is clear, persuasive, and meaningful to key audiences</li> <li>✓ Review final messages with Organising Committee</li> </ul>	<ul style="list-style-type: none"> <li>✓ Data sets, analytical findings, profiles</li> <li>✓ Global Countdown Report</li> <li>✓ Research papers related to Countdown coverage indicators (Lancet, BJM, JAMA, etc)</li> </ul>	<p><i>(Scientific Working Group and Communications/Media Working Group)</i></p>	
<p><b>8. Plan national and/or sub-national meetings and events</b></p> <ul style="list-style-type: none"> <li>✓ Decide type(s) of event to be planned, and ensure Organising Committee buy-in on concept and goals</li> <li>✓ Determine event timing, ensuring that scientific work (including profiles and reports) will be completed in time</li> <li>✓ Ensure that adequate event funding is available, or mobilise additional funding if needed</li> <li>✓ Identify and retain a professional event planner, or assign planning/organisational responsibilities</li> <li>✓ Develop media strategy</li> </ul>	<ul style="list-style-type: none"> <li>✓ Country case studies and documentation</li> </ul>	<p><i>(Events Working Group)</i></p>	
<p><b>9. Prepare meeting agenda and presentations</b></p> <ul style="list-style-type: none"> <li>✓ Ensure that the agenda aligns with event concept/goals</li> <li>✓ Arrange for skilled session facilitation</li> <li>✓ Develop realistic event schedule, allowing discussion of all key issues and enabling event to stay on schedule</li> <li>✓ Communicate event/session objectives to all facilitators and presenters, and ensure they understand their roles</li> <li>✓ Ensure that agenda leaves room for active discussion and consensus-building</li> <li>✓ Develop consistent, high-quality presentation materials</li> <li>✓ Leave room at end of agenda for stakeholders to make concrete, forward-looking commitments</li> </ul>	<ul style="list-style-type: none"> <li>✓ Country case studies and documentation</li> <li>✓ Global Countdown PowerPoint presentations</li> <li>✓ Country-specific PowerPoint presentation with country profile data</li> </ul>	<p><i>(Events Working Group)</i></p>	

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<p><b>10. Involve broad participation in discussions</b></p> <ul style="list-style-type: none"> <li>✓ Engage all organising committee and working group members and partners to ensure event participation by all relevant sectors</li> <li>✓ Prepare policy briefs, memos, and other documents to engage senior members of government and parliament</li> </ul>	<ul style="list-style-type: none"> <li>✓ Country case studies and documentation</li> <li>✓ Forming a Country Countdown Organising Committee and Working Groups</li> </ul>	<p><i>(Organising Committee and all working groups)</i></p>	
<p><b>11. Maximise accountability for acting on recommendations</b></p> <ul style="list-style-type: none"> <li>✓ Focus event discussions on concrete commitments and agreement on policy change and programme priorities</li> <li>✓ Emphasise how recommendations will impact on women's and children's lives and positively affect RMNCH coverage and outcomes</li> <li>✓ Report on event outcomes; disseminate report to all participants and stakeholders, post on internet, and share with global Countdown</li> <li>✓ Agree on ongoing organisational structure to ensure follow-up and fulfilment of commitments</li> <li>✓ Develop timeframe for follow-up</li> <li>✓ Develop plan for ongoing events (parliamentary briefings, media briefings, sub-national meetings, etc.)</li> <li>✓ Ensure that Countdown findings, profiles, and report are integrated into ongoing annual health review and planning processes</li> </ul>	<ul style="list-style-type: none"> <li>✓ Country case studies and documentation</li> </ul>	<p><i>(All participants)</i></p>	