

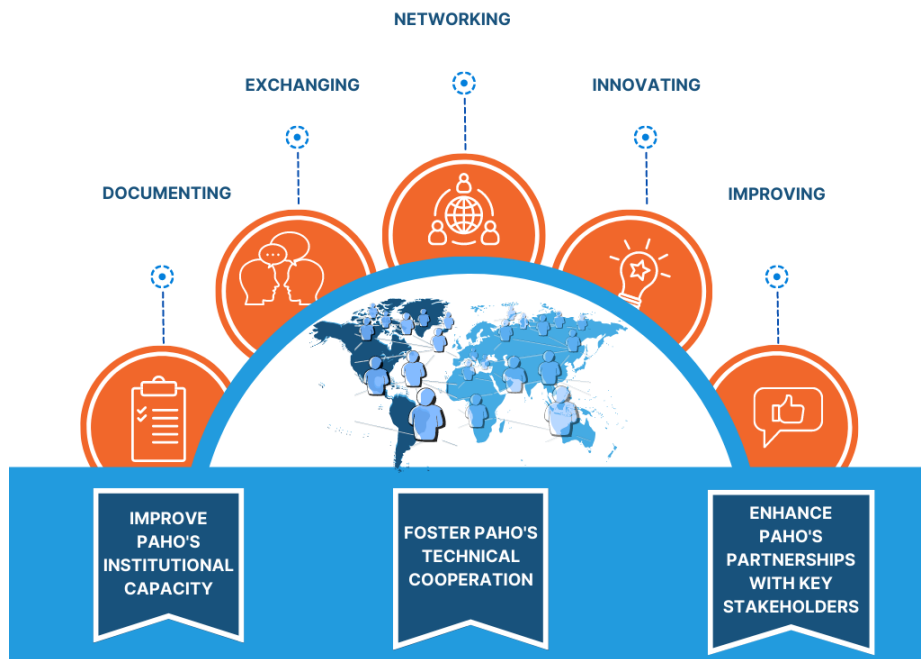
PAHO's Initiative.
Good Practices in Public Health:
Experiences and Lessons Learned from
the Americas

Governance

Call for Good Practices

Guides

Submitter Guide



Washington, D.C.
September 2023

PAHO



Pan American
Health
Organization



World Health
Organization
REGIONAL OFFICE FOR THE
Americas

PAHO's Initiative.

Good Practices in Public Health: Experiences and Lessons Learned from the Americas

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Since the information contained in the guide may change at any time, you may access the most updated information by referring to the following Internet page:

<https://portalbp.paho.org/>



Pan American
Health
Organization



World Health
Organization
REGIONAL OFFICE FOR THE
Americas

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About the Initiative

The Pan American Health Organization (PAHO) established the Initiative “Good Practices (GPs) in Public Health: Experiences and Lessons Learned from the Americas” to improve the Organization's documentation, evaluation, and sharing of successful experiences in delivering Technical Cooperation. Good Practices provide a framework to document experiences towards the achievement of global and regional mandates by fostering knowledge sharing and triangular cooperation in the Region. This Initiative also includes experiences from PAHO's Member States and strategic donors/partners. The systematization of GPs will enable authorities, decision-makers, public health professionals, external stakeholders, and communities to increase awareness of the Region's experiences and promote the value added by PAHO's involvement in project development.

Good Practices are defined by PAHO as **the initiatives, interventions, solutions, methodologies, or procedures undertaken during the implementation of activities and projects at regional, sub-regional and local levels, that have yielded results that could be adapted and/or replicated in different contexts and by different countries and territories or organizations.**

The Initiative aims to document and share the Organization's Technical Cooperation efforts, which align with its [Strategic Plan for 2020-2025](#). Additionally, institutions in the Member States can share their experiences working towards the [Sustainable Development Goals \(SDGs\)](#) and [Sustainable Health Agenda for the Americas \(SHAA\) 2030](#).

Submissions are welcomed by the Organization and its Member States within the Region of the Americas related to PAHO/WHO Technical Cooperation and Country/Territory Experience. Additionally, PAHO may announce temporary Calls for GPs that welcome submissions from various institutions and target audiences in compliance with PAHO's procedures and policies. These announcements will be made on the Portal and other PAHO communication channels.

The Initiative consists of three components: Governance, Methodologies and Guidelines, and a Portal. These are explained in detail below:

- **Governance** consists of technical notes to formalize and guide the implementation of the Initiative, including collaboration with respective entities.
- **Methodology and Guidelines** consists of a set of guides and tools for submitters, reviewers, and the GP Secretariat.

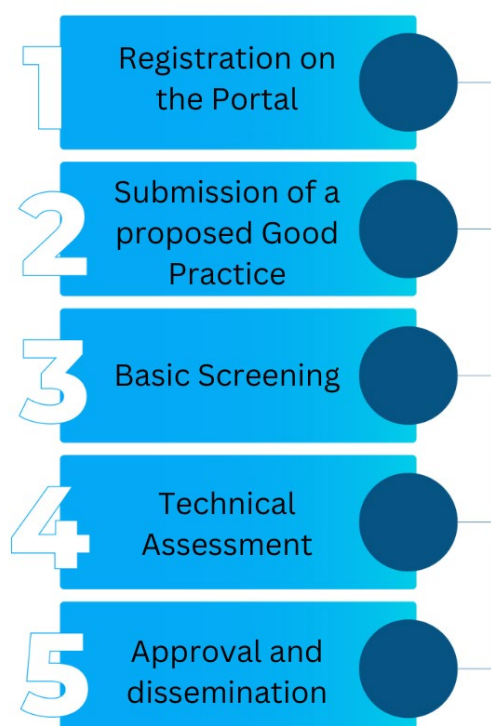
- The **Portal** consists of an interactive online platform for PAHO, Member States, and stakeholders to document and disseminate their experiences, initiatives, and lessons learned. Within the Portal, there is a built-in workflow that integrates the eight attributes necessary for documenting a GP.

The Portal (<https://portalbp.paho.org>) enables PAHO entities, Member States, and stakeholders to document experiences, initiatives, and lessons learned using a standardized process that evaluates proposed GPs against specific criteria. A GP may serve as an example for interested parties to learn, share, and apply practices to their initiatives.

PAHO's intention is not to validate (or guarantee) the success of an experience, initiative, or lesson learned but to ensure that GPs are systematically documented using a validated methodology.

The purpose of this guide is to describe the process of submitting a proposed GP, from creating a submitter profile to the approval and dissemination of the GP (Fig. 1).

Figure 1. The five stages of the submission process.



1. Creating an Account on the Portal

To create your account, click on the [Submit your Good Practices](#) button and then select [Access your Account](#) or [Login](#) on the front page of the Portal (Fig. 2). The interface is available in English, Spanish or Portuguese.

Figure 2. Portal front page.



Click on [Create your User](#) which will redirect you to the following page (Fig. 3) where you will be able to create your account.

Figure 3. Create new user.

GOOD PRACTICES

CREATE NEW USER

***Choose your login:**

***Email:**

***Full Name:**

***Country:**


Institution:

Job Title:

***Create your password:**

***Confirm Password:**

If you do not see the confirmation email in your inbox, please check your junk mail folder or spam folder. If you do not receive any email, then write to bp@paho.org. The Good Practices Portal team will do their best to answer your request as soon as possible.

I'm not a robot  reCAPTCHA
Privacy - Terms

CREATE USER

You will receive a registration confirmation email after completing the registration. If you cannot find the email in your inbox, kindly check your junk or spam folders. In case you still cannot locate it, please reach out to the GP Secretariat at bp@paho.org.

2. Access the GP Portal

Once you have registered on the Portal and your account has been approved, you can begin your submission. To login, click on [Submit your Good Practices](#), then [Access your Account](#) or [Login](#) (Fig 4).

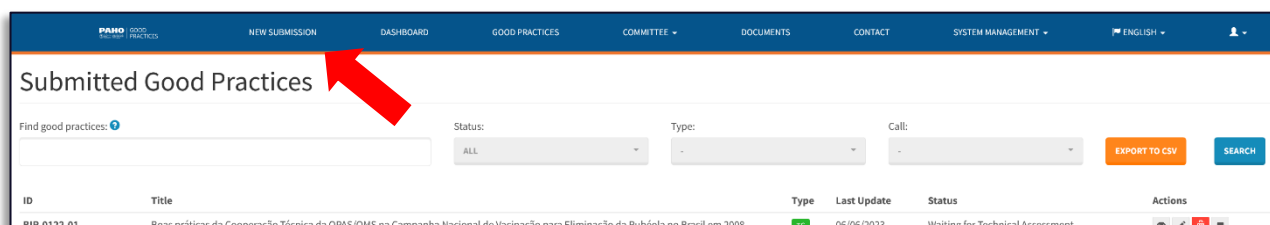
Figure 4. Access the GP Portal.

The image shows two screenshots of the PAHO Good Practices Portal. The top screenshot displays the main navigation bar with the following elements: PAHO logo, PAHO 120th Anniversary logo, the text "Good Practices in Public Health Portal Experiences and Lessons Learned from the Americas", and language options for "Español" and "Portugués". Below this is a navigation menu with "Home", "Submit your Good Practice" (with a dropdown arrow), "Contact Us", "About", and "Login". A search bar with the placeholder text "Enter one or more words" and a magnifying glass icon is positioned below the navigation menu. Two red arrows point upwards to the "Submit your Good Practice" and "Login" links. The main banner features a network of glowing human icons with the text "GOOD PRACTICES" and "Learning from Experience: Sharing for Improvements". The bottom screenshot shows the login section with the PAHO logo, the text "GOOD PRACTICES", and "Good Practices Portal". It includes a registration notice: "Register your Good Practice! After registering, you will have a login and password to submit your Good Practice. It only takes a few minutes. By registering on the Portal, you will agree to the terms and conditions of use of the site." To the right, there are input fields for "Username" and "Password", a "SIGN IN" button, and links for "Forgot My Password" and "New user? Start here." A red arrow points to the "SIGN IN" button.

3. Submission Form

Click on **New Submission** to start your submission. You may complete the submission form in English, Spanish, Portuguese, or French.

Figure 5. Start a new submission.



The submission form consists of eight steps, as shown below (Fig. 6).

Figure 6. Steps of the submission form.



Note: Refer to the [Annex](#) for a template to assist in completing the submission form. Table 2 consists of descriptions and guiding questions that can aid in providing comprehensive documentation for a proposed GP.

3.1. Step 1: Basic Information

You will be asked to input basic information about your proposed GP, including a title, whether the submission is related to a particular Call for GPs, Country/Territory Experience or PAHO/WHO Technical Cooperation, your role in the GP, the type of institution reporting the GP, the institution's name, and counterparties and partners involved. Please do not use acronyms. Fields marked with an asterisk are mandatory.

You may save submissions that are incomplete and resume working on them at a later time.

To resume a submission later, please follow these steps:

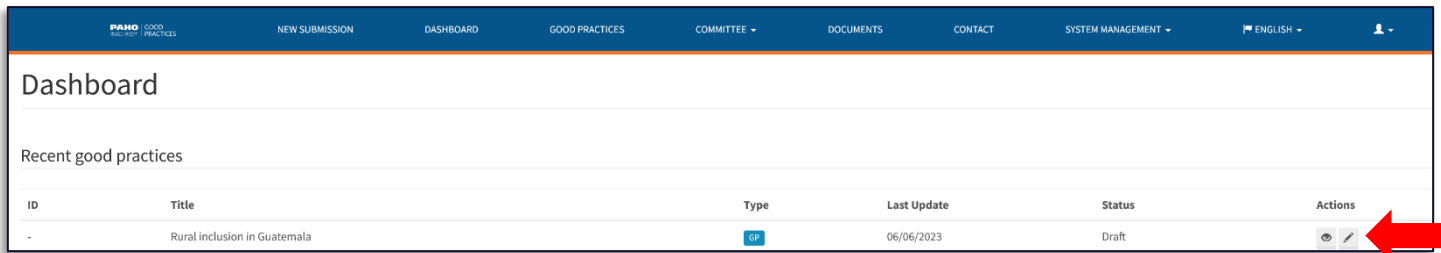
1. Access the Portal (<https://portalbp.paho.org>).
2. Click **Submit your Good Practices**, then **Continue submission of your Good Practice**. You will be directed to the **Login** page (Fig. 7).

Figure 7. Continue submission of your Good Practice.





3. Click on **Dashboard** to find the draft of your proposal.
4. Click on **Edit Submission** (under **Actions**) to resume your submission (Fig. 8).

Figure 8. Edit submission.



The screenshot shows a dashboard interface with a blue header containing navigation links: NEW SUBMISSION, DASHBOARD, GOOD PRACTICES, COMMITTEE, DOCUMENTS, CONTACT, SYSTEM MANAGEMENT, and ENGLISH. Below the header, the main content area is titled "Dashboard" and "Recent good practices". A table lists a single entry with columns for ID, Title, Type, Last Update, Status, and Actions. The entry has an ID of "-", a title of "Rural inclusion in Guatemala", a type of "GP", a last update of "06/06/2023", and a status of "Draft". The Actions column contains an eye icon and an edit icon, with a red arrow pointing to the edit icon.

ID	Title	Type	Last Update	Status	Actions
-	Rural inclusion in Guatemala	GP	06/06/2023	Draft	 

3.2. Step 2: Institutional Review

This step is mandatory if the **Type of Institution** involved was identified to be a Civil Society Organization, Academic Institution, Scientific Community, Private Sector, or Philanthropic Organization. These types of institutions are considered by PAHO as Non-State Actors.

Institutions and stakeholders involved in the proposal that are identified as Non-State Actors will undergo a review (Fig. 9) for their alignment with the Framework of Engagement with Non-State Actors (FENSA).

Figure 9. Institutional Review.

The screenshot shows a web form titled "Institutional Review". It contains a welcome message and instructions for users. The form is divided into two main sections, each with a "NEW ATTACHMENT" button. The first section is titled "Information Requested from Non-State Actors for Engagement with PAHO/WHO" and includes instructions to upload a form and download it in English, Spanish, or Portuguese. The second section is titled "Upload the Tobacco / Arms related disclosure statement for Non-State Actors" and includes similar instructions. Both sections have a table with columns for "File name" and "Date & Time".

Institutional Review

Welcome, please take a moment to review the following requirements

In this step, you will be requested to submit information about your institution that will remain confidential and shared only with PAHO's Legal Office for review as per PAHO's normative regarding engagements with Non-State Actors. For more information about this process, please refer to the [Handbook For NonState Actors on Engagement with the World Health Organization](#).

Information Requested from Non-State Actors for Engagement with PAHO/WHO

*Please upload the form using the New Attachment button

Download the form here: [English](#), [Español](#), [Português](#)

The system only allows a single PDF document to be uploaded. Please merge the form with all the required attachments into a single document.

File name	Date & Time
<input type="button" value="NEW ATTACHMENT"/>	

Upload the Tobacco / Arms related disclosure statement for Non-State Actors

*Please upload the form using the New Attachment button

Download the form here: [English](#), [Español](#), [Português](#)

The system only allows a single PDF document to be uploaded. Please merge the form with all the required attachments into a single document.

File name	Date & Time
<input type="button" value="NEW ATTACHMENT"/>	

Non-State Actors will be requested to participate in a formal evaluation process and provide additional institutional information. This information will be kept confidential and only shared with PAHO's Legal Office for assessment.

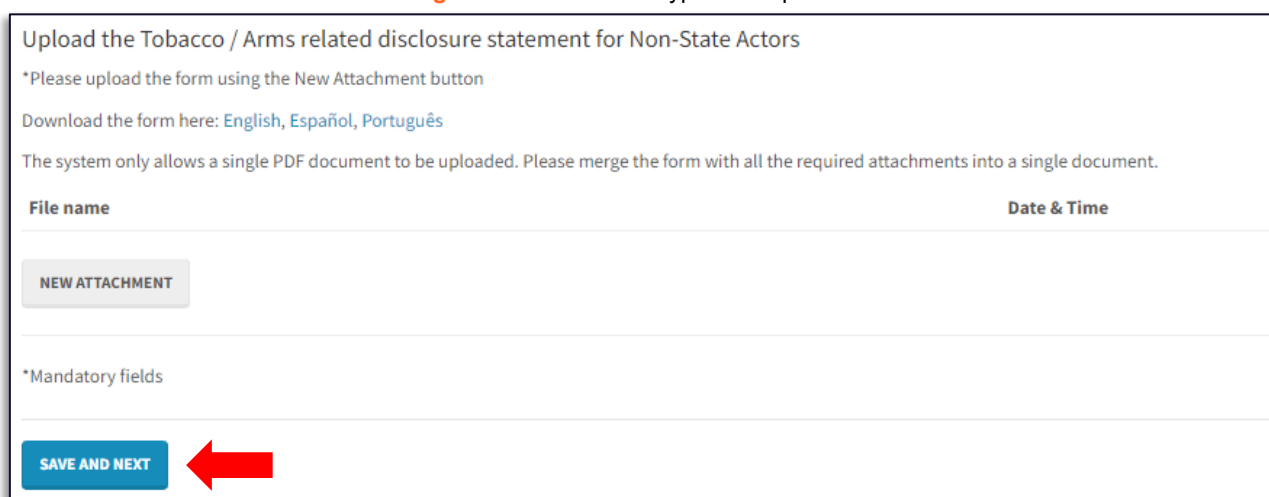
Non-State Actors will be requested to upload the **Information Requested from Non-State Actors for Engagement with PAHO/WHO** and the **Tobacco/Arms related disclosure statement for Non-State Actors**. Under each section, Non-State Actors will be able to download the forms in English, Spanish, or Portuguese.

The **Information Requested from Non-State Actors for Engagement with PAHO/WHO** form will ask for various attachments. Please merge all additional files into a single PDF file. The system will only allow you to upload a single PDF per section.

Non-State Actors may choose to complete the **Institutional Review** at a later time and continue with the rest of the submission form. Click on the next tab **Type/Description** at the top of the page or the **Save and Next** (Fig. 10) button at the bottom of the page to proceed with the submission form (Fig 11).

Note: *Non-State Actors will need to complete the **Institutional Review** to submit their proposal. The system will not allow them to submit their proposed GP without completing this section.*

Figure 10. Proceed to Type/Description.



Upload the Tobacco / Arms related disclosure statement for Non-State Actors

*Please upload the form using the New Attachment button

Download the form here: [English](#), [Español](#), [Português](#)

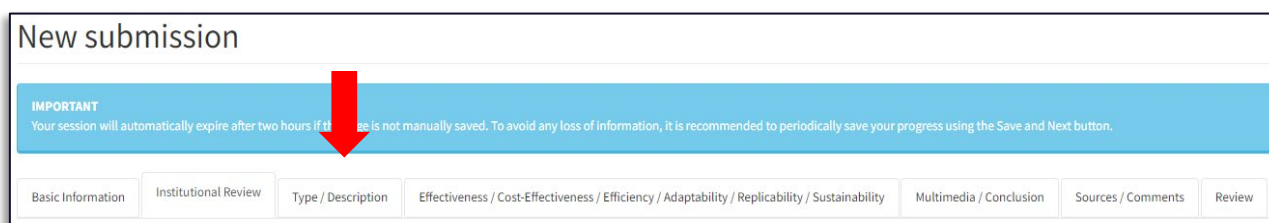
The system only allows a single PDF document to be uploaded. Please merge the form with all the required attachments into a single document.

File name	Date & Time
NEW ATTACHMENT	

*Mandatory fields

SAVE AND NEXT ←

Figure 11. Proceed to Type/Description.



New submission

IMPORTANT
Your session will automatically expire after two hours if the page is not manually saved. To avoid any loss of information, it is recommended to periodically save your progress using the Save and Next button.

Basic Information Institutional Review **Type / Description** Effectiveness / Cost-Effectiveness / Efficiency / Adaptability / Replicability / Sustainability Multimedia / Conclusion Sources / Comments Review

For more information about this process, please refer to the [Handbook for Non-State Actors on Engagement with the World Health Organization](#).

3.3. Step 3: Type and Description

You will be asked to provide further details on the practice, including the main topics/themes, interventions, start and end dates, geographical scope (the county/territory and sub-region receiving/providing the cooperation), alignment to SDG Goals and Targets, and the target population group (Fig. 12).

Figure 12. Type and Description.

Type

*Main Topics/Themes:
VACCINATION AND IMMUNIZATION

Other Main Topics/Themes (please specify):

*Interventions:
PREVENTION, RISK REDUCTION

Other Interventions (please specify):

Description

*Start Date: 2018-02-19 End Date / Ongoing:

*Country/Territory receiving/providing the cooperation:
BRAZIL

*Subregion:
LATIN AMERICA

*Sustainable Development Goals (and targets):
GOAL 3 - TARGET 3.3

*Specific/Target population group:
INDIGENOUS PEOPLES; AFRO-DESCENDENT POPULATION; OLDER PERSONS; LGBTQIA+; WOMEN AND/OR GIRLS; MEN; ADOLESCENTS, CHILDREN, AND/OR YOUNG ADULTS; PERSONS WITH DISABILITIES; MIGRANTS, REFUGEES, AND/OR ASYLUM-SEEKERS

You will be required to write a brief introduction, main objectives, implementation/activities, main results, and limitations/obstacles of the practice (Fig. 13). All fields marked with an asterisk are mandatory.

Figure 13. Type and Description.

*Brief Introduction: 500 words maximum
*Main Objectives: 500 words maximum
Implementation/Activities: 500 words maximum
*Main results: Please describe the Products, Impact, and Innovation. If applicable, describe whether the practice used a participatory approach and whether it was planned considering the cross-cutting themes (equity, gender, ethnicity, and human rights) 500 words maximum
Limitations and Obstacles: 500 words maximum

3.4. Step 4: Effectiveness, Cost-Effectiveness, Efficiency, Adaptability, Replicability and Sustainability

You will be asked to provide details on the following attributes of the proposed GP: effectiveness, cost-effectiveness, efficiency, adaptability, replicability, and sustainability (Fig. 14). All fields marked with an asterisk are mandatory.

Figure 14. Effectiveness, Cost-Effectiveness, Efficiency, Adaptability, Replicability, And Sustainability.

Effectiveness, Cost-Effectiveness and Efficiency

*In your opinion, the resources assigned to the accomplishment of this Good Practice (financial, technological and/or manpower) were implement in an efficient way?

-

*Please provide a short description to support your answer:

500 words maximum

Adaptability & Replicability

*Was the GP able to transfer technologies, and/or to disseminate useful knowledge adaptable to other realities, and could it be scaled up?

-

*Does the development of this GP have adaptability and replicability potential?

-

*Could these successful GP be demonstrated in other contexts?

-

Please provide a short description to support your previous three answers (dissemination, adaptability/replicability and context):

500 words maximum

Sustainability

Please, describe the sustainability aspect of the project/initiative being described in this Good Practice:

500 words maximum

3.5. Step 5: Relevance, Recognition and Engagement

Step 5 is only required if the practice is related to PAHO/WHO Technical Cooperation.

You will be asked to provide information on the alignment of the proposed GP to SDGs Goals and Targets, SHAA2030, and the Organizations' Cross-Cutting Themes (gender, equity, ethnicity, and human rights) (Fig. 15).

Figure 15. Relevance and Engagement with the Cross-Cutting Themes of the Organization.

<p>Relevance</p> <p><small>*Did it contribute to strengthen the health system, the achievement of the Pan American Health Organization Strategic Plan 2020-2025 (SP 20-25) and/or the Sustainable Health Agendas for the Americas 2018-2030 (SHAA 2030)?</small></p> <p>-</p> <p><small>*Please select the most appropriate outcome of the SP 20-25:</small></p> <p>OUTCOME 1: ACCESS TO COMPREHENSIVE AND QUALITY HEALTH SERVICES</p> <p><small>*Please select the most appropriate goal of the SHAA 2030:</small></p> <p>GOAL 1: EQUITABLE ACCESS TO HEALTH SERVICE</p> <p><small>*Is the GP aligned with the Organization's value chain (mission, vision, mandates and strategies) and shows the importance of the project not for the particular entity, but for the Organization?</small></p> <p>-</p> <p><small>What public health issue (or opportunity) led PAHO to participate on this Technical Cooperation project/initiative?</small></p> <p>500 words maximum</p> <p><small>Was the TC planned considering the health situation of the target population? Please provide information.</small></p> <p>500 words maximum</p>
<p>Engagement with the Cross-Cutting themes of the Organization</p> <p><small>*In your opinion, PAHO's Technical Cooperation was planned considering the Cross-Cutting themes (equity, gender, ethnicity, and human rights)?</small></p> <p>-</p> <p><small>*Please provide support information. For example, information on how PAHO's Technical Cooperation contributed to strengthen capacity and address health inequities and inequalities, and gender and culturally sensitive approaches to health within a human rights framework to engage in an intersectoral action with an equity and rights focus:</small></p> <p>500 words maximum</p>

If the GP is related to PAHO/WHO Technical Cooperation, you will be asked to provide further information on the public health issue, the target population, and the recognition received (Fig. 16). All fields marked with an asterisk are mandatory.

Figure 16. PAHO/WHO Technical Cooperation.

Recognition of PAHO's Technical Cooperation Importance by the Counterpart

***In your opinion, the counterpart(s) recognized PAHO's Technical Cooperation?**

-

***In your opinion, PAHO played a catalytic role on the added value of Technical Cooperation?**

-

***In your opinion, PAHO played a neutral role in negotiations?**

-

***Please provide support information about PAHO's Technical Cooperation recognition:**

500 words maximum

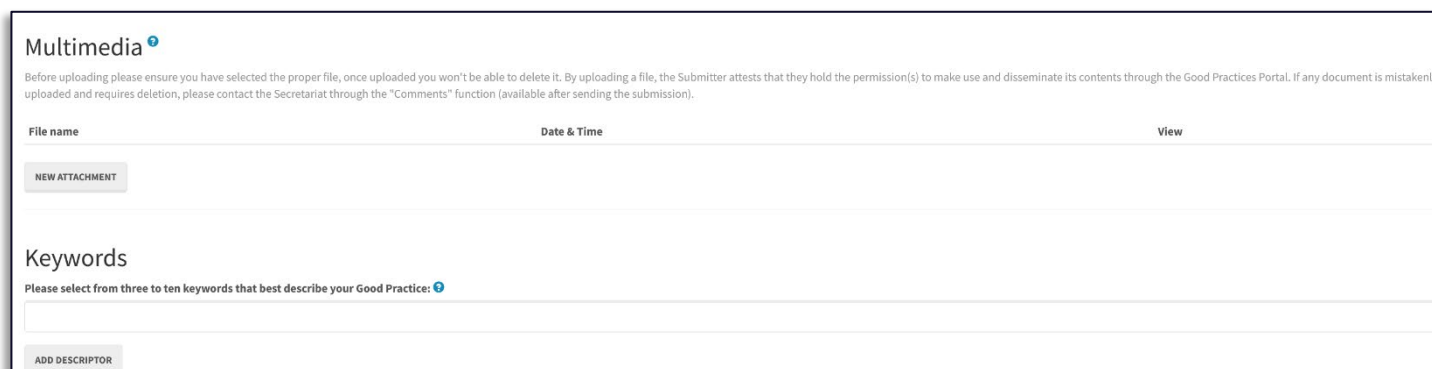
3.6. Step 6: Multimedia and Conclusion

You may upload up to four images that illustrate the proposed GP. The following formats are permitted: JPEG or PNG formats (from 72 to 100 dpi) and sizes up to 2 MB each. You must declare that each image provided has copyright permission to allow PAHO to use the image if the GP is approved.

In addition, you may select from 3 to 10 **Keywords** that represent the proposed GP. Click on **Add Descriptor** (Fig. 17), enter the word, then click **Select** (Fig. 18).

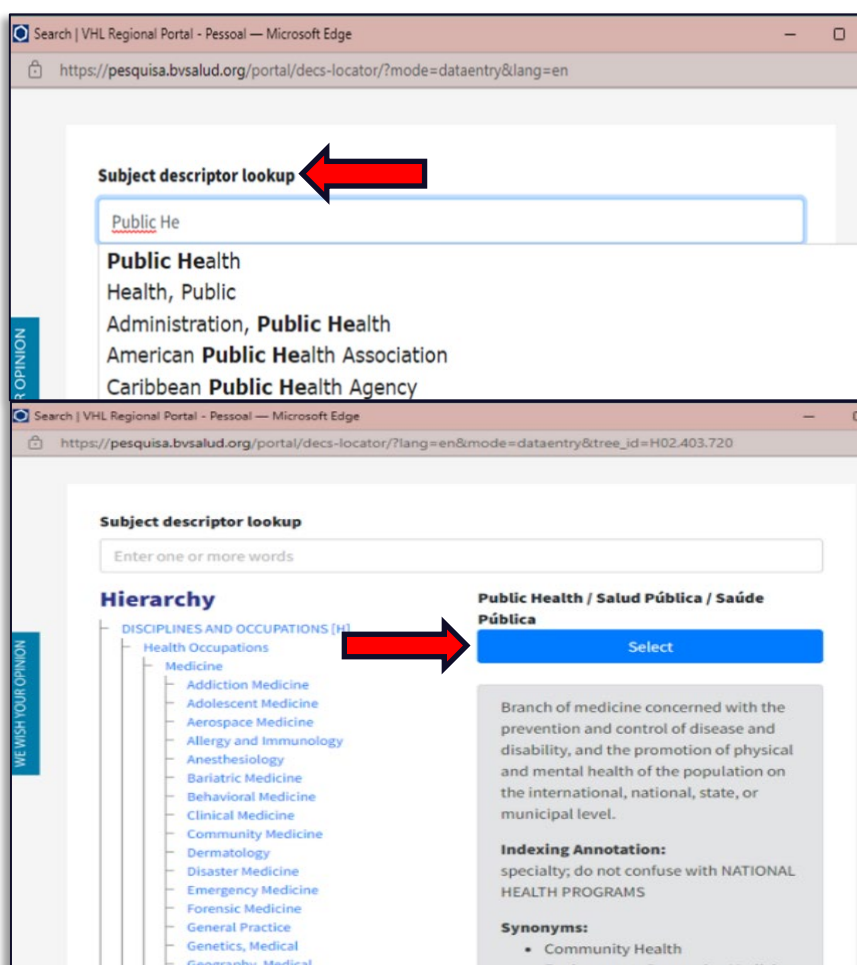
By clicking on **Add Descriptor**, a new window will open. Please check if the browser has a pop-up blocker if the new window does not open. If a pop-up blocker is enabled, please grant access to the website to display the pop-ups.

Figure 17. Add descriptor.



The screenshot shows a web interface with two main sections. The top section is titled 'Multimedia' and includes a warning message: 'Before uploading please ensure you have selected the proper file, once uploaded you won't be able to delete it. By uploading a file, the Submitter attests that they hold the permission(s) to make use and disseminate its contents through the Good Practices Portal. If any document is mistakenly uploaded and requires deletion, please contact the Secretariat through the "Comments" function (available after sending the submission)'. Below this is a table with columns for 'File name', 'Date & Time', and 'View'. A 'NEW ATTACHMENT' button is located below the table. The bottom section is titled 'Keywords' and contains the instruction: 'Please select from three to ten keywords that best describe your Good Practice:'. Below this instruction is an empty text input field and an 'ADD DESCRIPTOR' button.

Figure 18. Search descriptor.



You will be asked to add a **Conclusion**, including information on the obstacles or challenges faced during the implementation of the practice, as well as the lessons learned (Fig. 19).

Figure 19. Conclusion.

Conclusion

*What obstacles or challenges were faced during the implementation of this good practice/initiative?

500 words maximum

*What were the lessons learned you would consider important for an institution and for PAHO's Technical Cooperation to learn from and adapt the Good Practice?

500 words maximum

3.7. Step 7: Sources and Comments

This step is optional.

You may add sources that support the proposed GP (Fig. 20). Please provide the correct hyperlink for each source.

Figure 20. Sources.

Sources

Please provide hyperlinks to sources/documents associated with the Good Practice:

Please add one hyperlink per line

Finally, you may leave a comment for the GP Secretariat (Fig. 21).

Figure 21. Comments for the GP Secretariat.

Comments for the Pan American Health Organization

Please provide comments for the PAHO's Good Practices Secretariat (optional):

500 words maximum

3.8. Step 8: Review

Before submitting your proposed GP, check that all fields have been completed and reviewed (Fig. 22). Please refer to the rightmost side panel. If a green check mark is shown, the section has been completed. If a red cross is shown, the section is incomplete. Once the form has been submitted, further changes cannot be made.

Figure 22. Review submission form.

Review your proposal:

Legend

- ✓ The mandatory field has been properly filled.
- ✗ The mandatory field has been inadequately filled or left blank and requires your attention.

Fields	Check
Title	✓
Proposal	✓
Type	✓
Role	✓
Type of institution reporting the Best Practice	✓
Institution's Name	✓
Counterparts and Partnerships	✓
Entity	✓
Reference Number	✓
FENSA	✗
FENSA Tobacco/Arms	✗

You must declare if you have any **Conflicts of Interest** to disclose regarding the contents of your submission (i.e., personal/professional interests and funding sources) (Fig. 23).

Figure 23. Conflicts of interest.

Conflicts of Interest

***Do you have any Conflicts of Interest to disclose regarding the contents of your submission (Including personal/professional interests and funding sources)?**

-

-

Yes

No

Click on **Save and Finish** to submit your proposal. You must agree with the **Terms of Use and Privacy Policy**. Click on **Create PDF** to save a copy of the submission form as a PDF (Fig. 24).

Figure 24. Submit proposal.

Terms and conditions:

I agree with the Terms of Use and Privacy Policy

- All contributions must be original. Contributors warrant that they have the necessary rights, including the necessary licenses, for the use of any copyrighted material in the submission. Furthermore, contributors warrant that all necessary permissions and consents have been obtained for all materials depicting identifiable human subjects.
- By submitting a contribution, contributors grant PAHO and related partners a free perpetual non-exclusive license to use, edit and publish the contribution for noncommercial purposes.
- Contributors agree to identify, defend, and hold PAHO and related partners harmless from any actions or claims brought against them pertaining to the alleged infringement arising in connection with the contribution.
- PAHO and related partners reserve the right, at their sole discretion, to determine which contributions will be included in the portal or used in other institutional material.
- By submitting this contribution, contributors confirm that they have read, understood, and accepted these conditions.

CREATE PDF **SAVE AND FINISH**

You may also access the PDF from the **Show Good Practice** dashboard. Your proposal will be found under **File submission** (Fig. 25).

Figure 25. Find proposal in Show Good Practice dashboard.

Show Good Practice

Rural inclusion and economic empowerment in Guatemala

IDENTIFICATION 000120	GOOD PRACTICE BP.0120.01	GOOD PRACTICE TYPE PAHO/WHO Technical Cooperation	STATUS Submitted
RESPONDENT NAME Jessica	CONTACT williamjes@paho.org	COUNTRY Cameroon	JOB TITLE Consultant
ACCEPTED IN 06/06/2023	UPDATED IN 06/06/2023	REVISED IN -	DECISION IN -

CALL FOR GOOD PRACTICES
-

File submission:

Type	Original Submission	Submitted by	File name	Date & Time	Confidential	Actions
1		Jessica	647f791d2370e-2023-06-06-15h21m17s-submission.pdf	06/06/2023 15:21		

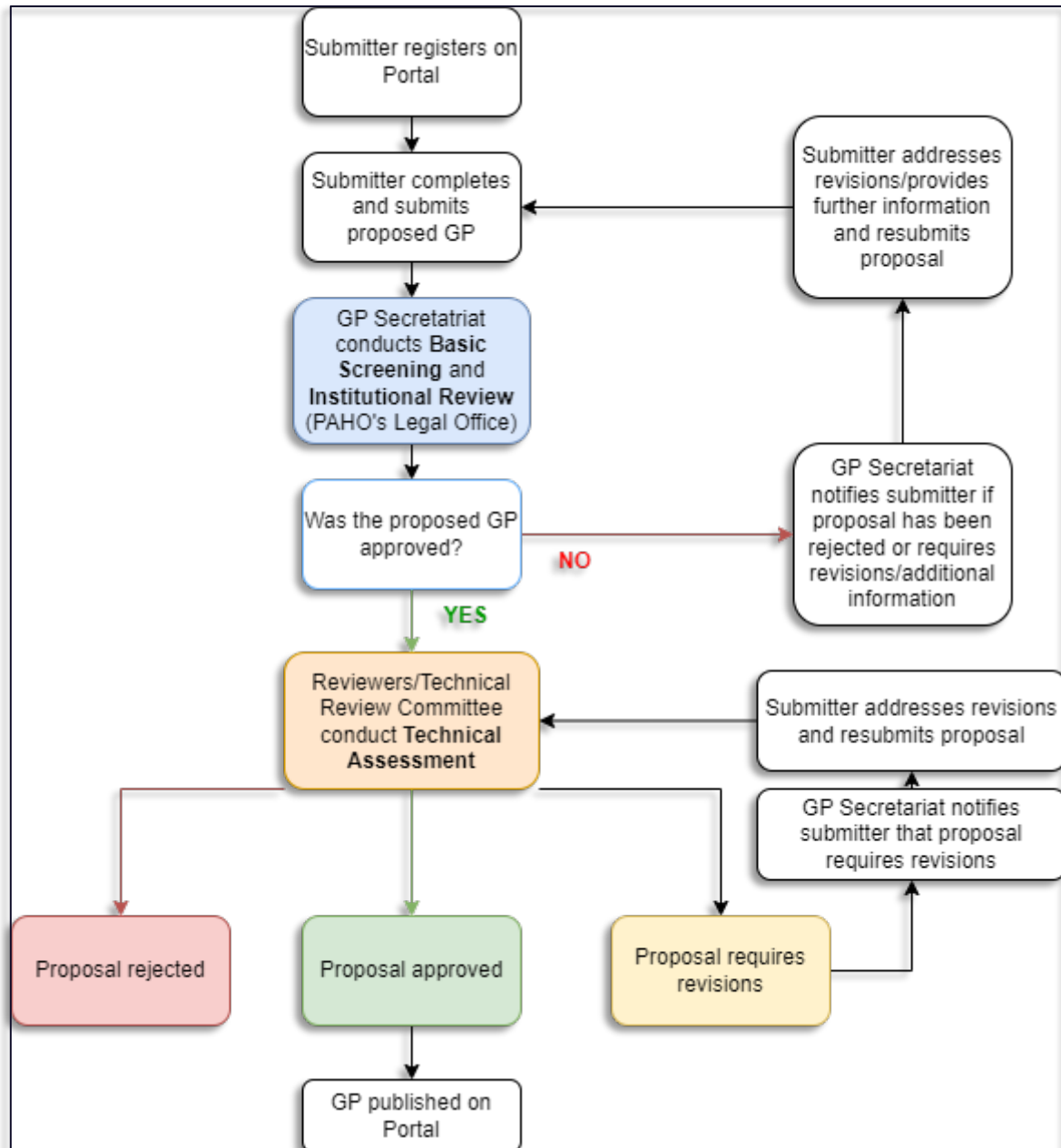
NEW ATTACHMENT

The submitted proposal will be sent for **Basic Screening** which will be conducted by the GP Secretariat. You will receive email notifications updating you on the status of your proposal.

4. Basic Screening and Technical Assessment

All proposals will undergo **Basic Screening** by the GP Secretariat and **Technical Assessment** by reviewers who have technical knowledge of the topics covered in the proposal. The workflow below summarizes the workflow (Fig. 26).

Figure 26. The Basic Screening and Technical Assessment workflow.



4.1 Basic Screening

Basic Screening is conducted by the Department of Evidence and Intelligence for Action in Health (EIH). The Department oversees the GP Initiative and serves as the Secretariat.

The Secretariat will ensure that all submission form fields have been completed with valid information, particularly in the mandatory fields. If a submission has been made in response to a Call for GPs, the Secretariat will ensure that the outlined requirements have been addressed.

All institutions and stakeholders involved in a proposed GP that are identified as Non-State Actors will be reviewed for their alignment with FENSA by PAHO's Legal Office.


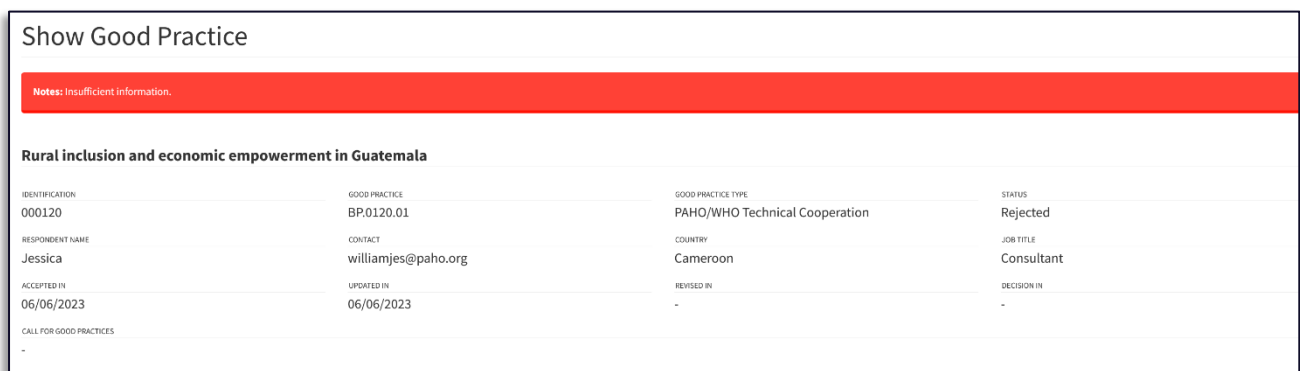
The proposed GP may be rejected or returned to the submitter if any inconsistency is identified. You will receive an email if the submission has been rejected or returned for additional revisions. In the event of a rejection, the status of your submission will be changed to **Rejected**. The rejection rationale will be displayed in a red box at the top of the **See Good Practices** page. Click on the  icon under **Actions** to access the comments (Fig. 27).

Figure 27. Basic Screening rejection rationale.



IDENTIFICATION	GOOD PRACTICE	GOOD PRACTICE TYPE	STATUS
000120	BP.0120.01	PAHO/WHO Technical Cooperation	Rejected
RESPONDENT NAME	CONTACT	COUNTRY	JOB TITLE
Jessica	williamjes@paho.org	Cameroon	Consultant
ACCEPTED IN	UPDATED IN	REVISED IN	DECISION IN
06/06/2023	06/06/2023	-	-
CALL FOR GOOD PRACTICES	-		


If your practice is returned, the status will be changed to **Revisions required**. To revise the proposal, log into the system and click **Edit Submission** ( icon under **Actions**) (Fig. 28).

Figure 28. Basic Screening revisions required.



Title	Type	Last Update	Status	Actions
Boas práticas da Cooperação Técnica da OPAS/OMS na Campanha Nacional de Vacinação para Eliminação da Rubéola no Brasil em 2008	BP	08/05/2023	Revisions required	 

In addition, the revisions required will be displayed in an orange box at the top of the **See Good Practices** page (Fig. 29). Once all revisions have been made, you can resubmit your proposed GP.

Figure 29. Basic Screening revisions required rationale.

Show Good Practice			
Notes: Please provide further information regarding Technical Cooperation.			
Rural inclusion in Guatemala			
IDENTIFICATION	GOOD PRACTICE	GOOD PRACTICE TYPE	STATUS
000123	BP.0123.01	PAHO/WHO Technical Cooperation	Revisions required
RESPONDENT NAME	CONTACT	COUNTRY	JOB TITLE
Jessica	williamjes@paho.org	Cameroon	Consultant
ACCEPTED IN	UPDATED IN	REVISED IN	DECISION IN
06/06/2023	06/06/2023	-	-
CALL FOR GOOD PRACTICES			
-			

4.2. Technical Assessment

After the Basic Screening, the Technical Assessment is the last step in evaluating a proposed GP. This assessment aims to evaluate the proposed GP based on the eight attributes specified by PAHO's GP methodology.

The Technical Assessment can be conducted by two categories of reviewers:

- **Individual reviewer:** A PAHO staff member with relevant experience that is not part of the GP Secretariat.
- **Members of a Technical Review Committee:** A Committee of a minimum of five members convened for a specific Call for GPs consisting of at least one PAHO staff member and/or external experts. One PAHO staff member will serve as the Committee lead to coordinate with the support of the GP Secretariat.

The category of reviewer assigned to a proposed GP will depend on whether the GP is a regular submission or if it was made in response to a Call for GPs. These are explained in detail below:

- **Regular submissions:** A proposed GP submitted through the GP Portal that is not in response to a specific Call for GPs. In this case, an individual reviewer will conduct the Technical Assessment.
- **Call for Good Practices:** A proposed GP is submitted in response to a Call for GPs, an invitation to submit on a specific topic and for a particular audience. In this case, a Technical Review Committee (TRC) will be convened to carry out the Technical Assessments for each Call.

To evaluate the proposals that have passed the Basic Screening, the reviewers will utilize a set of defined criteria and corresponding attributes to aid in assessing a GP. PAHO uses a framework of eight attributes to guide the documentation and assessment of GPs:

- **Effectiveness:** Evidence of successfully achieving its objectives. This evidence may include results sustained over time, tangible products, and methodologies.
- **Cost-Effectiveness:** Evidence of an economic approach that is financially realistic and accessible to the necessary actors.
- **Efficiency:** Evidence of a responsible and fiscal approach to implementing resources toward achieving the desired results.

- **Sustainability:** Evidence of maintaining the results achieved over time. It should generate the essential tools needed to confront future challenges.
- **Replicability/Adaptability:** Evidence of the potential to replicate or adapt to other contexts and situations.
- **Innovation:** Evidence of taking, promoting, or creating an entirely new technology or approach to a problem or encouraging innovation by its users to collaboratively develop new solutions to common issues.
- **Participation:** Evidence of the involvement of key stakeholders and partners (particularly the primary beneficiaries) in important decisions and actions related to the intervention and the adoption of a participative approach.
- **Focus on Cross-Cutting Themes (equity, gender, ethnicity, and human rights):** PAHO's Strategic Plan 2020-2025 addresses four cross-cutting themes: equity, gender, ethnicity, and human rights. Given the centrality of the themes to PAHO's technical cooperation, the Good Practice should demonstrate the capacity to analyze and propose changes in the vulnerabilities, diversities, or gaps that interfere with the population's health conditions. The Cross-Cutting Themes will be updated in accordance with each iteration of PAHO's Strategic Plan.

Additionally, some Calls for Good Practices may employ up to four additional Technical Attributes to further guide the assessment of characteristics of a GP that are particularly relevant to the topic in hand. Any Technical Attributes will be described within the Terms of Reference of the Call.

The reviewer(s) will evaluate all attributes and assign a score to each. They may also give feedback for each attribute. Once the Technical Assessment is finished, the GP Secretariat will reach out to inform you of the assessment outcome(s). You will receive notification about the assessment decisions, the rationale, any comments, and any requested revisions. There are three possible outcomes for the assessment decision:

- **Approved:** The proposal is satisfactory in meeting all requirements.
- **Revisions Required:** Some elements of the proposal must be revised and resubmitted.
- **Rejected:** The proposal does not satisfy the requirements.



The GP Secretariat will contact you if additional information and/or revisions are required. The status of your proposed GP will be shown as **Revisions required** (Fig. 30). To review the requested revisions, log into the system and click on **See Good Practice** (🔍 icon under **Actions**).

Figure 30. Technical Assessment revisions required.

Title	Type	Last Update	Status	Actions
Boas práticas da Cooperação Técnica da OPAS/OMS na Campanha Nacional de Vacinação para Eliminação da Rubéola no Brasil em 2008	BP	08/05/2023	Revisions required	 

Under the **File Submission** section, you will be able to view and download the reviewer's assessment PDF(s), including the requested revisions. These files will be labeled as **Decision from Secretariat/Committee** (Fig. 31).

Figure 31. Technical Assessment decision from Secretariat/Committee.

File submission:						
Type	Original Submission	Submitted by	File name	Date & Time	Confidential	Actions
	1	Isabella Alvarenga	645917130bfb5-2023-05-08-12h36m51s-submission.pdf	08/05/2023 12:36		 
	2	Isabella Alvarenga	64591bfbcf791-2023-05-08-12h57m47s-submission.pdf	08/05/2023 12:57		 
Decision from Secretariat/Committee	2	Isabella Alvarenga	decision-from-secretariat-committee-bp011001-may823.pdf	08/05/2023 13:09		 




To revise your proposal, click on **Edit Submission** ( icon under **Actions**) (Fig. 32). Once all revisions have been made, the proposed GP can be resubmitted. Upon resubmission, the proposal will undergo a new Technical Assessment.

Figure 32. Edit submission.

Dashboard						
Recent good practices						
ID	Title	Type	Last Update	Status	Actions	
BP.0123.01	Rural inclusion in Guatemala	GP	06/06/2023	Revisions required	 	

4.3. Conclusion of the Assessment

The GP Secretariat is responsible for implementing the decision based on the assessment(s) received from the reviewer(s). The Secretariat will notify the submitter if their GP has been approved via the Portal and/or by email. Only GPs that have been assessed and approved by assigned reviewers will be published on the Portal.

Note: The Secretariat does not have the authority to implement the approval of a proposed GP without Technical Assessment approval.

5. Dissemination

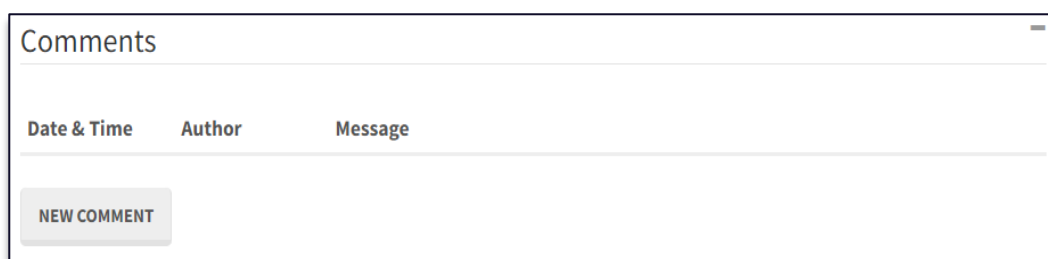
Once the GP has been approved, it will be published on PAHO's [Good Practices in Public Health Portal](#). The GP may also be disseminated by other communication channels of the Organization, in close coordination with technical entities and/or in alignment with the terms of reference of a Call for GPs.

6. Contact Information

To reach the GP Secretariat, there are various methods of contact available:

- **Via the Portal:** Go to the proposed GPs' [See Good Practice](#) or [Technical Assessment](#) page and use the **Comments** section. Click **New Comment** (Fig. 33). This will prompt a pop-up window. Write your message and click **Save**.

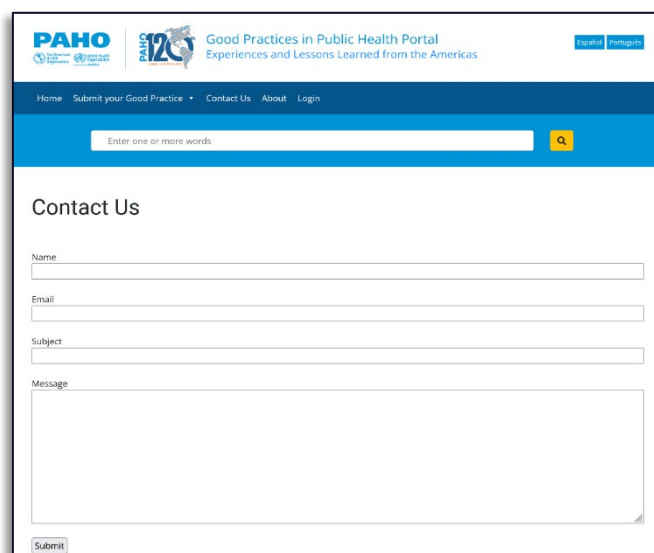
Figure 33. Comment for GP Secretariat.



The image shows a 'Comments' section with a table header containing 'Date & Time', 'Author', and 'Message'. Below the table is a button labeled 'NEW COMMENT'.

- **Via the Main Page:** External visitors, reviewers, and submitters who wish to contact the Secretariat can do so from the main page (<https://portalbp.paho.org/>). Click on **Contact Us** and write your message (Fig. 34).

Figure 34. Main Page contact form.



The image shows the 'Contact Us' form on the PAHO Good Practices in Public Health Portal. The form includes fields for Name, Email, Subject, and Message, along with a Submit button.

- **Email:** The institutional email of the Secretariat is bp@paho.org. Please note that the email provided will serve as the primary mode of communication for submitters, reviewers, and external visitors. It will also serve as a contact point for Calls for GPs.

ANNEX I. Submission Form Template

The purpose of this template is to assist submitters in providing comprehensive documentation of their proposed GP (Table 2).

Note: The guiding questions are by no means mandatory. They are simply meant to guide the submitter in the documentation of their proposed GP.

Table 2. Submission form template with guiding questions.

Question	Type of Field	Mandatory/Optional	Description and Guiding Questions
Basic Information			
Title of the Good Practice	Text box	Mandatory field	Provide a short, descriptive name which accurately describes the proposed practice. Please do not use acronyms.
Is this Good Practice being submitted in response to a call for proposals?	Select option menu	Mandatory field	
If yes, please specify the name of the call.	Select option menu	Mandatory field	
This Good Practice is related to	Select option menu	Mandatory field	Select whether the practice is related to Country/Territory Experience on SDGs or PAHO/WHO Technical Cooperation.
Modality of Cooperation	Select option menu	Optional field	
What's your role on this Good Practice?	Select option menu	Mandatory field	
Type of institution reporting the Good Practice	Select option menu	Mandatory field	
Institution's Name	Text box	Mandatory field	
Counterparts and Partnerships	Select option menu	Mandatory field	
Other Counterparts and Partnerships (please specify)	Text box	Optional field	
Entity (PAHO)	Select option menu	Mandatory field (In case the GP is related to PAHO/WHO Technical Cooperation)	Please indicate all PAHO entities that apply.
Reference Number of the Technical Cooperation	Text box	Mandatory field (In case the GP is related to PAHO/WHO Technical Cooperation)	Example: TC80, Grant#OVI314, CUB-27, BRA-76

Question	Type of Field	Mandatory/Optional	Description and Guiding Questions
Institutional Review			
This step is mandatory if the Type of Institutions involved were identified to be a Civil Society Organization, Academic Institution, Scientific Community, Private Sector, or Philanthropic Organization. These types of institutions are considered by PAHO as Non-State Actors.			
Information Requested from Non-State Actors for Engagement with PAHO/WHO	Upload PDF	Mandatory field	The system only allows a single PDF document to be uploaded. Please merge the form with all the required attachments into a single document.
Upload the Tobacco / Arms related disclosure statement for Non-State Actors	Upload PDF	Mandatory field	See above.
Type and Description			
Main Topics/Themes	Select option menu	Mandatory field	What are the main topics/themes that describe the proposed practice? Please mark all topic/theme categories that apply.
Other Main Topics/Themes (please specify)	Text box	Optional field	
Interventions	Select option menu	Mandatory field	What type of intervention was implemented? Please mark all intervention categories that apply.
Other Interventions (please specify)	Text box	Optional field	
Start Date/End Date/Ongoing	Select option menu	Mandatory field	When was the practice carried out/implemented? If the practice is still ongoing, you must indicate this in the end date text box.
Country/Territory receiving/providing the cooperation	Select option menu	Mandatory field	Where was the practice carried out/implemented? Please select all countries/territories that apply.
Subregion	Select option menu	Mandatory field	Where was the practice carried out/implemented? Please select all subregions that apply.
Sustainable Development Goals (and targets)	Select option menu	Mandatory field	What Sustainable Development Goals

Question	Type of Field	Mandatory/Optional	Description and Guiding Questions
			and Targets is the practice addressing? Please choose the most appropriate target under SDG3. You can also select other SDG(s) if the practice goes beyond the health sector. Please mark all options that apply.
Specific/Target population group	Select option menu	Mandatory field	To whom is this GP addressed? Please indicate all populations/groups targeted by the practice. Target populations are groups and individuals that were positively impacted by the practice. Consider whether vulnerable groups were reached with this practice (e.g., Indigenous peoples, Afro-descendent population).
Other Population Group (please specify)	Text box	Optional field	
Brief introduction (500 words maximum)	Text box	Mandatory field	What is the problem being addressed? What is special about the practice that makes it of potential interest to others? Please describe the background, context, and rationale for the practice. Provide a brief description of the good practice or lessons learned. If this practice was part of a larger initiative, please describe it briefly.
Main Objectives (500 words maximum)	Text box	Optional field	What are the main objectives of this GP? Please indicate SMART (Specific, Measurable, Achievable, Relevant, and Time-bound)

Question	Type of Field	Mandatory/Optional	Description and Guiding Questions
			objectives. Please describe the overall goal, as well as specific objectives.
Implementation/Activities (500 words maximum)	Text box	Optional field	What were the main activities carried out? Who were the key stakeholders involved in the implementation of activities? What methods have been employed for monitoring and evaluating implementation?
Main results: Please describe the Products, Impact, and Innovation. If applicable, describe whether the practice used a participatory approach and whether it was planned considering the cross-cutting themes (equity, gender, ethnicity, and human rights) (500 words maximum)	Text box	Mandatory field	Describe the main results in terms of outcomes and outputs. Have the expected outcomes been achieved? How effective was the practice in benefiting the target communities/groups? Does the practice use, promote, or create an entirely new technology or approach to a problem? Does the practice encourage innovation by its users to collaboratively develop new solutions to common issues?
Limitations and Obstacles (500 words maximum)	Text box	Optional field	Briefly describe any obstacles encountered in the implementation of the practice.
Effectiveness, Cost-Effectiveness, Efficiency, Adaptability, Replicability and Sustainability			
In your opinion, the resources assigned to the accomplishment of this Good Practice (financial, technological and/or manpower) were implemented in an efficient way?	Select option menu	Mandatory field	
Please provide a short description to support your answer.	Text box	Mandatory field	Is the practice feasible considering infrastructure,

Question	Type of Field	Mandatory/Optional	Description and Guiding Questions
(500 words maximum)			organization, human, and financial resources? Does the GP take a cost-effective approach? Have economic evaluations been conducted? Is there a model/plan of short and long-term funding support?
Was the GP able to transfer technologies, and/or to disseminate useful knowledge adaptable to other realities, and could it be scaled up?	Select option menu	Mandatory field	
Does the development of this GP have adaptability and replicability potential?	Select option menu	Mandatory field	
Could this successful GP be demonstrated in other contexts?	Select option menu	Mandatory field	
Please provide a short description to support your previous three answers (dissemination, adaptability/replicability, and context) (500 words maximum)	Text box	Optional field	To what extent could the GP be adapted to other local, regional, national, or subregional contexts (particularly in the Regions of the Americas)? Do you plan to scale up the practice? Is there a plan for monitoring and evaluating scale-up? Could the practice be scaled up in a different context? Has the practice been successfully tested (e.g., pilot/feasibility studies) in the context where it will be scaled-up?
Please, describe the sustainability aspect of the project/initiative being described in this Good Practice (500 words maximum)	Text box	Optional field	Is there evidence that the desired results have been maintained over time? Is the practice economically viable, culturally sensitive, and

Question	Type of Field	Mandatory/Optional	Description and Guiding Questions
			<p>supported by a model of stable/long-term funding and cross-sector partnerships? Is there evidence that the practice and its desired benefits will be maintained beyond initial catalytic funding? Have organizational, sociocultural, legal, and ethical aspects been considered in the implementation of the practice? Did the implementation of the practice take into consideration challenges and opportunities presented by institutional factors (e.g., national policies, health systems)? Have multidisciplinary evaluation studies (i.e., organizational, economic, social context, etc.) been conducted?</p>
<p style="text-align: center;">Relevance, Recognition and Engagement <i>Note: This step is mandatory if the proposed GP is related to PAHO/WHO Technical Cooperation.</i></p>			
<p>Did it contribute to strengthen the health system, the achievement of the Pan American Health Organization Strategic Plan 2020-2025 (SP 20-25) and/or the Sustainable Health Agenda for the Americas 2018-2030 (SHAA 2030)?</p>	<p>Select option menu</p>	<p>Mandatory field</p>	
<p>Please select the most appropriate outcome of the SP 20-25</p>	<p>Select option menu</p>	<p>Mandatory field</p>	<p>What outcome(s) is the practice addressing?</p>
<p>Please select the most appropriate goal of the SHAA 2030</p>	<p>Select option menu</p>	<p>Mandatory field</p>	<p>What goal(s) is the practice addressing?</p>
<p>Is the GP aligned with the Organization's value chain (mission, vision, mandates, and strategies)</p>	<p>Select option menu</p>	<p>Mandatory field</p>	

Question	Type of Field	Mandatory/Optional	Description and Guiding Questions
and shows the importance of the project not for the particular entity, but for the Organization?			
What public health issue (or opportunity) led PAHO to participate in this Technical Cooperation project/initiative? (500 words maximum)	Text box	Optional field	What was the public health issue that was addressed? What population was impacted? How was the issue affecting the population?
Was the TC planned considering the health situation of the target population? Please provide information. (500 words maximum)	Text box	Optional field	Did the practice use a participatory approach to involve the community and individuals in the design and implementation of the practice?
In your opinion, did the counterpart(s) recognize PAHO's Technical Cooperation?	Select option menu	Mandatory field	
In your opinion, did PAHO play a catalytic role in the added value of Technical Cooperation?	Select option menu	Mandatory field	
In your opinion, did PAHO play a neutral role in negotiations?	Select option menu	Mandatory field	
Please provide support information about PAHO's Technical Cooperation recognition. (500 words maximum)	Text box	Mandatory field	Briefly describe the counterpart's recognition of PAHO's technical cooperation. What were the successful outcomes? What is the importance of the technical cooperation's legacy for the country or Region?
In your opinion, PAHO's Technical Cooperation was planned considering the cross-cutting themes (Human Rights, Gender, Equity, and Ethnicity (Cultural Diversity)?	Select option menu	Mandatory field	
Please provide supporting information. For example, information on how PAHO's Technical	Text box	Mandatory field	Does the practice use a participatory approach to involve the

Question	Type of Field	Mandatory/Optional	Description and Guiding Questions
Cooperation contributed to strengthen capacity and address health inequities and inequalities, and gender and culturally sensitive approaches to health within a human rights framework; to engage in an intersectoral action with an equity and rights focus. (500 words maximum)			community and individuals? Will obstacles and opportunities be addressed to increase awareness of health and equity regarding gender, ethnicity, human rights, and equity (e.g., in order to involve men and women of diverse populations, taking into consideration their cultural realities and contributions?)?
Multimedia, Keywords and Conclusion			
Multimedia	Upload images	Optional field	Please include up to 4 illustrations that represent the practice.
Keywords	Select option menu	Optional field	Please identify 3-10 keywords that describe the practice. The keywords must be extracted from DeCS (Health Sciences Descriptors) vocabulary managed by BIREME/PAHO/WHO, provided by U.S. National Library of Medicine's MeSH (Medical Subject Headings).
What obstacles or challenges were faced during the implementation of this good practice/initiative? (500 words maximum)	Text box	Mandatory field	How could these challenges be efficiently mitigated?
What were the lessons learned that will improve our expertise and add value to the Organization? (500 words maximum)	Text box	Mandatory field	What were the main successes and challenges? What were the key lessons learned (both positive and negative)? Moving forward, what recommendations would you give for others intending on

Question	Type of Field	Mandatory/Optional	Description and Guiding Questions
			learning from and adapting the practice?
Sources and Comments for PAHO			
Please provide hyperlinks to sources/documents associated with the Good Practice	Text box	Optional field	
Comments for the Pan American Health Organization (500 words maximum)	Text box	Optional field	Include any comments for the GP Secretariat.
Do you have any conflicts of interest to disclose regarding the contents of your submission (Including personal/professional interests and funding sources)?	Select option menu	Mandatory field	
If yes, please specify.	Text box	Optional field	

PAHO's Initiative. Good Practices in Public Health: Experiences and Lessons Learned from the Americas

List of Documents

Governance

1. Good Practices Initiative: Concept Note
2. Good Practices Initiative: Overview
3. Call for Good Practices: Checklist
4. GP Secretariat Guide

Calls for Good Practices

1. Terms of Reference: Template
2. Technical Review Committee: Terms of Reference
3. Conflict of Interest Disclosure Form
4. Dissemination of Good Practices
5. Guidelines for Technical Attribute creation

Guides

1. PAHO's Initiative. Good Practices in Public Health: Experiences and Lessons Learned from the Americas. Submitter Guide.
2. PAHO's Initiative. Good Practices in Public Health: Experiences and Lessons Learned from the Americas. Technical Assessment: Reviewer Guide