

TASK FORCE FOR PROJECT TECHNICAL COHERENCE AND SYNERGIES = 2018 WORK PLAN

TERMS OF REFERENCE	ACTIVITIES 2018	INCUMBENT(S)	OUTPUT	PROGRESS END APRIL 2018
1. To ensure that the project provides appropriate responses to the main problems and needs of the Chinese social protection system identified in the Grant application form (annex I)	1.1 Establish inventory of project works addressing each of the 7 Problem areas, per component	TF Secretariat with support from each component	Project document	Completed up to and including 2017 Activities
2. To ensure that the project addresses the cross-cutting issues identified in the Grant application form (annex II)	2.1 Documenting project works addressing each of the 4 Cross-cutting issues	TF Secretariat with support from each component	Project document	Completed up to and including 2017 Activities
	2.2 Draft technical note on Disability	Ms Shi Chuan	Technical note	Completed. MoCA to be requested for translation into Chinese
3. To ensure that activities conducted under one Component benefit to and from inputs by other interested components (cross-fertilization)	3.1 Systematic exchange of information and mutual participation in activities	Component teams	Participation list	On-going. TF secretariat to prepare standard form to evidence mutual participation in events
4. To review respective findings and recommendations of the project components on similar or connected issues, with a view to ensure their internal coherence	4.1 Draw table of interaction among component based topical reviews	TF Secretariat with support from each component	Table	Completed
	4.2 Compare recommendations on connected topics from various components	TF Secretariat with support from each component	Comparative tables	On-going (C2-C3 table of interaction to complete)

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5. To produce its own analytical works and publications on issues it considers of relevance for project coherence and quest for synergies	5.1 Prepare joint publication on Ageing	C2 with support from other 2 components & TF	Publication	On-going. To be used as background material for Special event (pt 7.1)
	5.2 Produce project Memorabilia	TF Secretariat with support from each component	Publication	Compendium of project main findings and suggestions. Preferably 2019, for final event
6.To look after the compilation, analysis and publication of statistical and other data and materials supporting project coherence and synergies	6.1 Develop a joint bibliography by topic	TF Secretariat	Publication	On-going. If necessary envisage limited HR support (internship)
	6.2 Continue publication of project statistics	C2 with support from other 2 components	Statistical notes	On-going (next issues: Belt & Road; Gender)
	6.3 Complete technical notes for C1 - C3, start technical notes for C2	Component project teams	Technical notes	On-going. C1, 23 Notes; C3, 7 Notes)
7. Within the limits inherent to the project objectives, procedures and means of action, to propose and implement appropriate action and activities to promote its overall coherence and synergies	7.1 Contribute to project visibility event on occasion of Elderly Day	C2 with TF support	Meeting	On-going. Target date mid-September
8.To ensure that compatible formats are used for similar outputs from the various components (including Technical notes)	7.2 Review format of technical notes to ensure coherence	TF secretariat	Publication	To be started. C3 template to be explored as basis for standardization