



**FACULTY OF
PUBLIC HEALTH**

2010 Business Plan

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Introduction

The Faculty of Public Health (FPH) is the standard setting body for specialists in public health in the United Kingdom. Established as a registered charity in 1972 following a central recommendation of the Royal Commission on Medical Education (1965-68), FPH is a joint faculty of the three Royal Colleges of Physicians of the United Kingdom (London, Edinburgh and Glasgow).

Although an integral part of the three Royal Colleges, FPH is an independently constituted body with its own membership, governance structure and financial arrangements. Our overarching mission is to promote and protect the health and wellbeing of everyone in society by playing a leading role in assuring an effective public health workforce, promoting public health knowledge and advocating for the very best conditions for good health. We are guided by our three main charitable objects, which are to:

- promote for the public benefit the advancement of knowledge in the field of public health;
- develop public health with a view to maintaining the highest possible standards of professional competence and practice; and
- act as an authoritative body for the purpose of consultation and advocacy in matters of educational or public interest concerning public health.

For more than 35 years, FPH has been at the forefront of the development and transformation of the public health profession. We have been fulfilling our role as a regulatory body by ensuring that the highest standards for good public health practice, education, training and continuing professional development are maintained. We have achieved recognition of public health as an essential and specialist discipline within medicine, but more recently we have also provided the lead in shaping public health practice in the UK as a multidisciplinary profession, uniting practitioners from a diverse range of backgrounds, skills and disciplines to achieve the common goal of improving and protecting the nation's health.

FPH is a small, strategic organisation and as such, the effectiveness of our work is dependent upon harnessing the specialist skills, knowledge and experience of our members as well as building relationships with a wide range of external organisations. Our strategic nature means that many of the things we aim to achieve are long-term outcomes that are dependent upon successful partnership working.

FPH works to improve the public's health through three key areas of activity:

- Education and standards
- Professional affairs
- Advocacy and policy development

This business plan was approved by the FPH Board on 11th November 2009 and will operate from 01 January through to 31 December 2010. Overall, the plan sets out our priorities and goals for 2010 by:

- **outlining** how we will build on our achievements and developmental work;
- **highlighting** emerging issues and trends that are likely to influence and/or have an impact on our work priorities and goals in 2010;

- **articulating** the outcomes we will achieve and the strategies and activities that we will undertake in order to accomplish them; and
- **identifying** the resource implications (human and financial) of our proposed activities, projects and programmes.

Throughout the course of 2010, the Board will monitor and evaluate the organisation's progress against the key priorities and deliverables contained within the plan.

Feedback & Comments

Comments and views from FPH staff, members and stakeholders on the 2010 business plan are welcomed. If you wish to provide any feedback on the FPH 2010 business plan, you can contact us in the following ways:

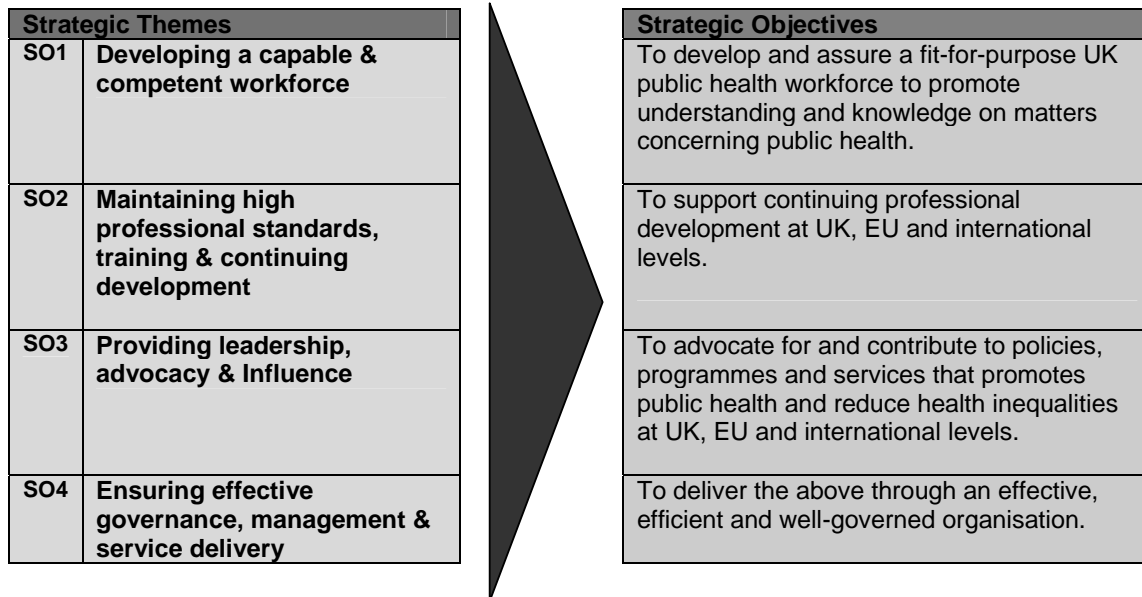
By Email comments@fph.org.uk

By Post Kristen Morgan
Business Manager
Faculty of Public Health
4 St. Andrews Place
London NW1 4LB

Strategic and Policy Objectives

The achievement of our goals is driven by a set of **core activities** that enable us to convert our aspirations into actions. This section sets out the key activities that will deliver our strategic objectives, and the measures that we will use to look at how we are doing.

Our 2010 business plan goals and activities have been determined by the four strategic themes and objectives, which have been set by the Board:



We will measure how we are doing as we deliver our programme of work, monitoring our progress in meeting key milestones, targets and deliverables. We will also look at the measurable changes that we want to see in the field of public health as a result of our work.

In addition to our core activities, we have identified a number of **key activities** which we intend to perform in 2010 in order to achieve our strategic objectives;

Strategic Objectives/Themes

Key 2010 activities: What we intend to do

SO1	Developing a capable and competent public health workforce	1. To ensure an effective dissemination of the public health workforce survey
		2. Expand into international arenas, offering technical assistance in strengthening public health systems and building public health capacity.
		3. Actively encouraging continuing professional development
		4. Explore the development of new CPD courses
SO2	Maintaining high professional standards, education, training and continuing development	5. Develop a system of revalidation for public health professionals.
		6. Work with other specialities to develop public health credentials
		7. Develop a FPH standard setting strategy
		8. Promote the speciality and a career in public health
		9. Coordinate a robust national recruitment process
SO3	Providing leadership, advocacy and influence	10. Continue to strengthen, deliver and promote a comprehensive policy and advocacy programme to support FPH membership, promote the public health speciality and build FPH presence in the UK and overseas
		11. Maximise our influence by ensuring that FPH is represented at key decision and policy-making forums
		12. Develop a robust engagement strategy with policy and decision-makers.
		13. Secure media partnerships for FPH work
		14. Provide FPH members with opportunities to advocate on behalf of public health through their participation in FPH conferences and contributing to FPH publications and consultation responses.
		15. Harness the expertise and skills of FPH members via the organisation's committee and working group structure
		16. Submit an application for Royal College Status to the Privy Council
		17. Establish, develop and strengthen international strategic alliances and partnerships.
		18. Produce accurate public health guidance and information
SO4	Ensuring effective governance, management and service delivery	19. Develop and implement a strategy to reduce FPH carbon emissions
		20. Invest in staff training and development.
		21. Ensure that members participate sufficiently within the life of FPH in order to meet the organisation's statutory obligations and governance requirements
		22. Ensure that FPH financial procedures and systems are fit for purpose
		23. Invest in an ongoing programme of organisational development
		24. Ensure a smooth induction and transition programme for the new FPH President
		25. Identify new sources of funding for FPH

Background to the 2010 Budget and Business Plan

2009 has presented FPH and its members with a number of new and in some cases unexpected challenges.

- Global financial crises resulting in an economic recession
- Political uncertainty as the UK heads towards a national election in 2010
- Rise of a global public health threat (swine flu)
- Cuts in public sector spending
- Changes in policy and personnel within the Department of Health

FPH has been affected by these challenges and they have had a significant impact on the organisation and many of the activities planned for 2009.

FPH has taken special measures during 2009 in order to address the impact of these challenges on FPH in both the short term, for 2010 and beyond.

During 2009 Trustees, Officers and Staff of FPH have participated in a process to assess how FPH can best work towards achieving its strategic objectives and to safe guard FPH against the impact of these challenges moving forward

This process has taken place via a series of Away Days between the Trustees, Officers and SMT, the SMT and the FPH Staff. Key to this process has been the presentation of the President's vision for 2010 and analysis undertaken by the SMT on the public health environment, FPH financial status, FPH standard setting role and the FPH UK and international membership base.

The process has also included the revision and refreshment of the FPH organisational values.

The evidence uncovered and conclusions drawn from the research has formed the basis to business planning for FPH for 2010. The following principles have been used as the basis for business planning:

1. Maintain and strengthen the FPH leadership role in public health
2. Actively engage with FPH members
3. Review and refresh how we deliver our core areas of business
4. Diversify FPH income base through new sources of income and investment in the organisation.

President's vision for 2010

The President's vision has provided the organisation with a framework for business planning in 2010. The key elements of the vision are that by the end of 2010 FPH will become:

- More widely recognised and highly regarded as the standard-setting body and professional home for PH specialists in the UK.
- More widely recognised as an authoritative voice for public health
- Expanding and more engaged membership
- Well on track to being granted our Royal Charter as a College.

FPH Organisational values

The FPH values of **service**, **cooperation** and **respect** were developed in 2007 as part of FPH organisational development programme. The values were reviewed and refreshed in 2009 as part FPH organisational development programme. The new values will guide the organisation on how to operate to achieve its objectives.

Work to embed the values with the organisation will take place during 2010.

Member focused:

FPH provides excellent service to members based on a firm understanding of their needs

Leading voice:

FPH is committed to driving and setting the public health agenda

Professional commitment

FPH develops and delivers with excellence, expertise and integrity

Innovative

FPH embraces fresh challenges and creates new opportunities to improve the way it operates

Governance and Leadership

FPH is a membership-based organisation and is governed by a democratically elected Board, which is the ultimate decision-making body within the organisation.

The FPH Board is responsible for:

- a) Setting the organisation's strategic direction, establishing its objects and upholding its core values;
- b) Ensuring that FPH is secure and well run with enough resources to achieve its mission;
- c) Ensuring that good policies, sound procedures and robust internal controls are in place to ensure that FPH fulfils its compliance obligations and legal duties; and
- d) Regularly reviewing the risks to which the organisation is subject, and taking action to mitigate the risks identified.

Staffing

Budget Provision (Full Time Equivalents)

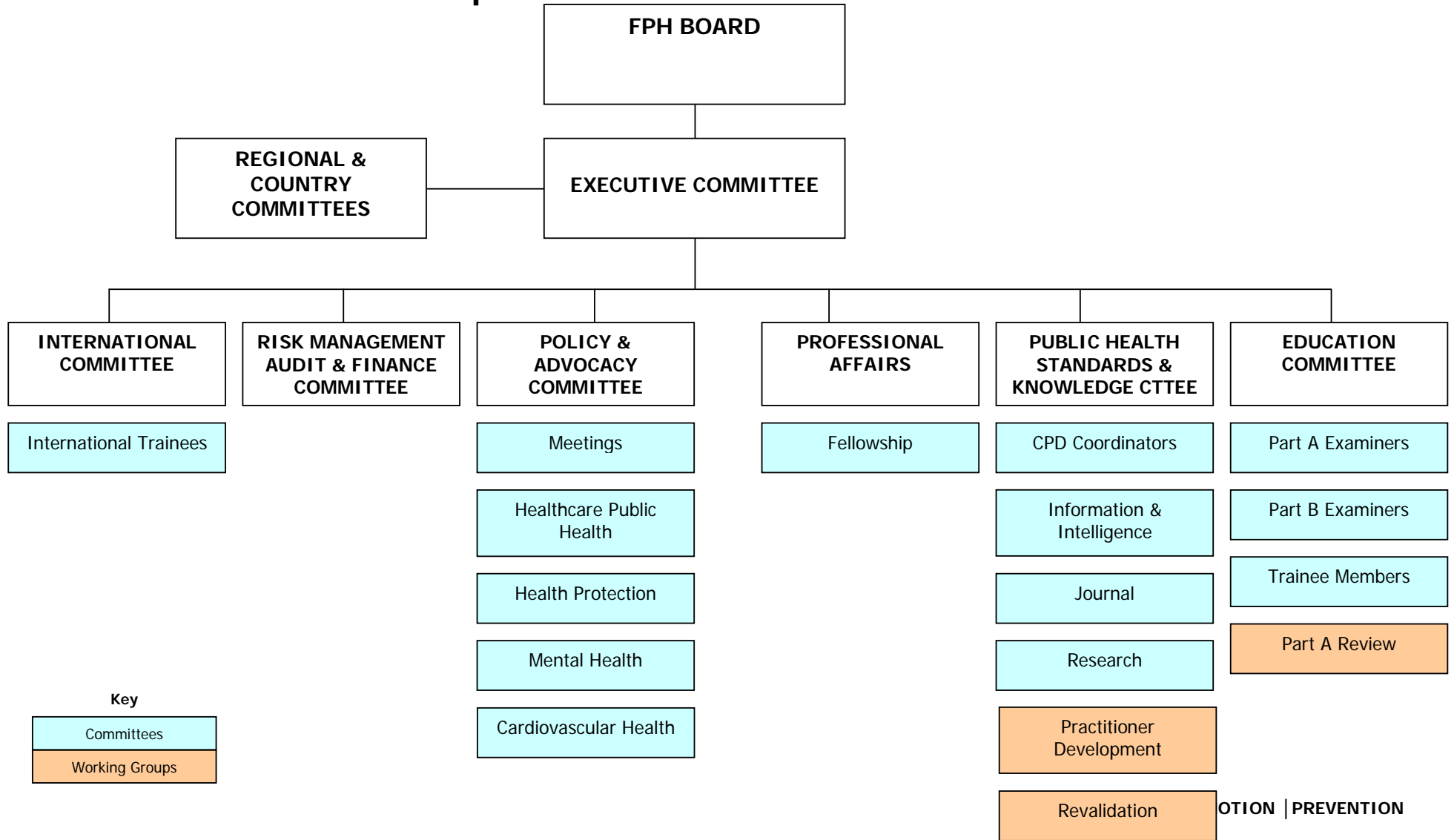
	Code	Jan 2009	Jan 2010
Governance	GOV	1.5	1.25
	Total	1.5	1.25

Staff

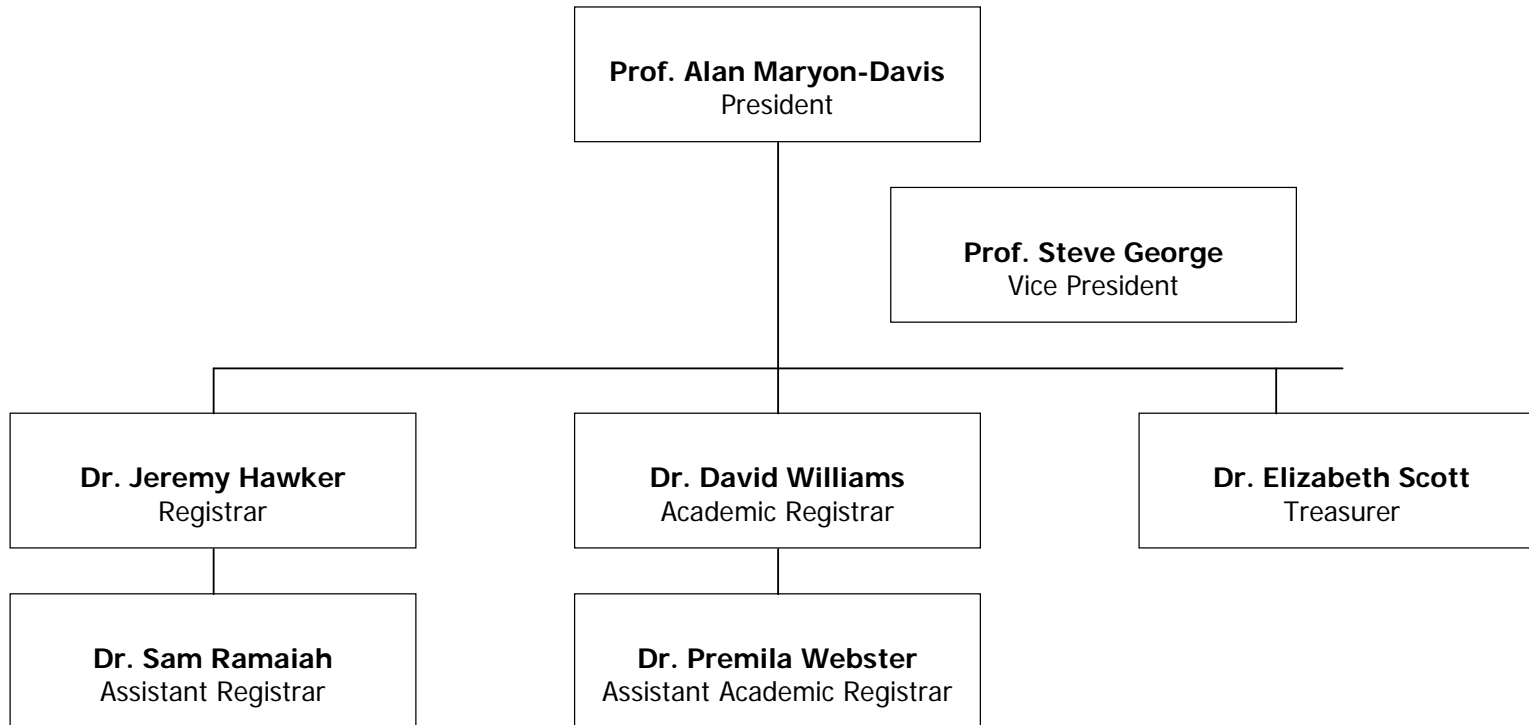
Name	Role	Code	% in Role
Alan Maryon-Davis	President	AMD	20
Paul Scourfield	Chief Executive	PS	20
Kristen Morgan	Business Manager	KM	20
Herbert Thondhlana	Head of Finance	HT	10
Laura Webb	Head of Professional Affairs	LW	10
Rosy Emodi	Head of International Development	RE	10
Russell Ampofo	Head of Education and Training	RA	10
Rachael Jolley ¹	Head of Policy, Advocacy and Communications	RJ	10
David Wakelin	IT Manager	DW	10
Caroline Wren	Committee Secretary	CW	25

¹ Maternity cover for Lindsey Stewart until September 2010

Governance and Leadership: FPH Board and Committee Structure



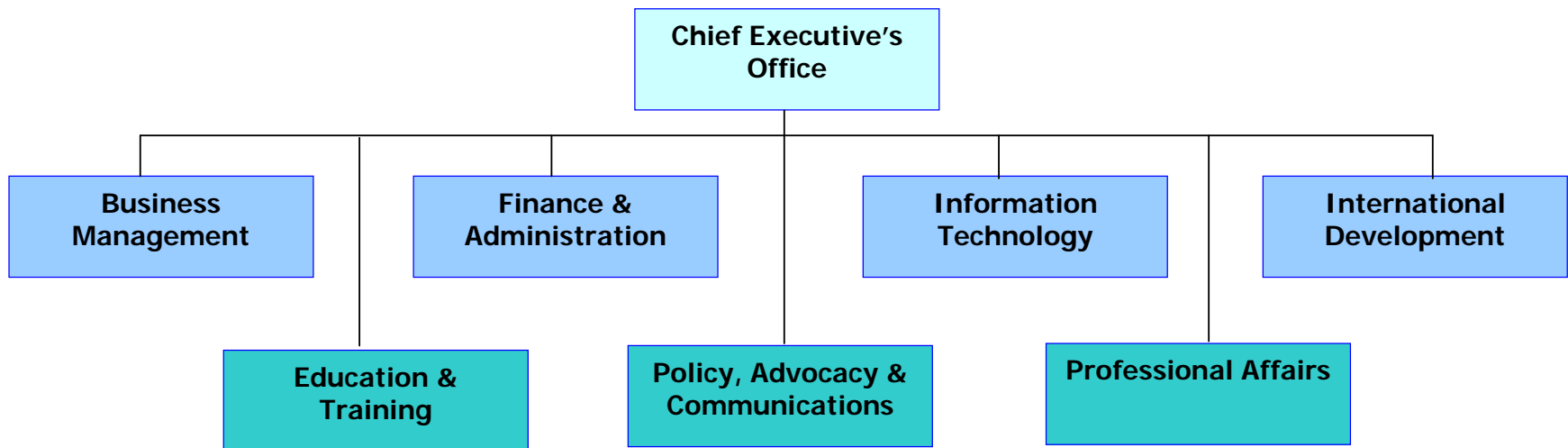
Governance and Leadership: FPH Officers



2010 Departmental Plans

The following pages in this section set out the 2010 plans for each department to support the delivery of our mission, purpose and strategic objectives.

Each departmental plan contains a set of priorities, activities and annual deliverables, together with an associated budget for 2010. These priorities, deliverables and activities all link to the strategic objectives illustrated in the diagrams in section 2.



President's Office 2010

The President provides strategic leadership to the organisation and acts as an ambassador to promote and develop the work of the FPH.

The President develops strategies to advance the mission and objects of the FPH in line with the FPH 5 year strategic plan and works closely with the FPH Chief Executive to advise and support the work of the senior management team

They represent the organisation at events and on external committees, to foster partnership working as appropriate and feed back on relevant external policies to the FPH Board.

The President serves as the external face of the organisation acting as an advocate and primary spokesperson for the FPH. Internally the President ensures that the FPH Board fulfils their governance responsibilities and chairs the Board, Executive Committee, Annual General Meetings and other standing committees as the Board may deem appropriate

Staffing

Budget Provision (Full Time Equivalents)

Department	Code	Jan 2009	Jan 2010
PO	PO	N/A	1.2
	Total	N/A	1.2

Staff

Name	Role	Code	% in Role
Alan Maryon-Davis	President	PS	80
Valerie Macdonald	PA to President	VM	30

Governance and Leadership

Executive Committee	EXEC
Board	BRD
International Committee	IC
Policy, Advocacy and Communications Committee	PACC
FPH UKPHR Liaison Committee	FPH-UKPHR
Public Health Workforce Programme Management Group	PHWPMG

2010 Priorities

PR01	To provide strategic leadership for FPH setting and vision and shaping business priorities
PR02	To provide leadership in the development of FPH products and services and rolling out to new markets
PR03	To provide leadership by supporting work to develop, maintain and promote the role of FPH as the standard setting body for PH
PR04	To raise the profile of public health as speciality

PR05	To oversee FPH governance
PR06	To ensure a smooth transition to the new FPH President

President's Office – 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
PR01	Deliver President's vision for 2011 at Joint Officers/SMT Away Day	1-4	Q2	BRD/AMD	CE/PS, BM/KM
PR01	Chair of FPH Officers' meetings, FPH Executive Committee and FPH Board	1-4	Ongoing	BRD/AMD	CE/PS, BM/KM
PR02	Chair of International Committee	1-4	Ongoing	IC/AMD	IDD/RE
PR02	Support and lead work as required to obtain grant funding	1-4	Ongoing	BRD/AMD	CE/PS
PR02	To support activities from other departments. For example: – International work programme	1-4	Ongoing	BRD/AMD	CE/PS
PR03	Chair of FPH-UKPHR Liaison Committee	1-4	Ongoing	FPH-UKPHR/AMD	CE/PS
PR03	Chair of Public Health Workforce Programme Management Group	3	Ongoing	PHWPMG/AMD	ET/ND
PR03	To support activities from other departments. For example: - Public Health Practitioner development (E&T) – FPH Standard setting strategy (E&T) – FPH Annual conference and Lecture – Meetings, speaking, writing and media work	1-4	Ongoing	BRD/AMD	CE/PS ET/RA ET/RA PAC/RJ
PR04	Programme of meetings with DH and other key PH stakeholder organisations - DH, AdsPH, AOMRC, other	1-3	Ongoing	BRD/AMD	BM/KM
PR04	Chair of Policy, Advocacy and Communications Committee	2-3	Ongoing	PACC/AMD	PAC/RJ
PR04	To produce regular reports on FPH activities: - Ph.com - e-bulletin - President's blog - Articles for other PH publications - Online members' area	1-4	Ongoing	PACC/AMD	PAC/RJ
PR05	To oversee a programme of work to ensure FPH fulfils its governance obligations:		Ongoing	BRD/AMD	BM/KM
PR06	To oversee the development and delivery of an induction programme for the new FPH PH president - election costs		Q2	BRD/AMD	CE/PS, BM/KM

Chief Executive's Office 2010

The Chief Executive is the head of staff employed by FPH and is responsible for the day to day management of the organisation – staff, services, planning, operations. As the principal adviser to the Board, the Chief Executive ensures that FPH fulfils its legal and statutory obligations and acts as secretary to the Board, Executive Committee, Risk, Audit and Finance Committee and Journal Management Board. The Chief Executive supports the organisation's governance arrangements by ensuring that accountability and reporting arrangements for making informed decisions are effective and robust. Acting as the focal point for key partners, organisations and funding agencies working with FPH is also a central aspect and responsibility of the role.

2010 Priorities

PR07	Oversee and manage HR functions, compliance and legal responsibilities
PR08	Manage strategic relations with key institutional stakeholders.
PR09	Lead and oversee FPH initiative to reduce its carbon emissions.
PR10	Oversee, manage and develop the organisation to ensure it is fit for purpose
PR11	Provide ongoing high level support and advice to the FPH Board
PR12	Lead and oversee income generating activities for FPH
PR13	Oversee and manage professional services required by FPH

Staffing

Budget Provision (Full Time Equivalents)

Department	Code	Jan 2009	Jan 2010
Chief Executive's Office	CEO	1.2	1.4
	Total	1.2	1.4

Staff

Name	Role	Code	% in Role
Paul Scourfield	Chief Executive	PS	80
Karen Tidy	PA to Chief Executive	KT	40
Kristen Morgan	Executive Assistant	KM	20

Governance and Leadership

Name	Role	Code
Alan Maryon-Davis	President	AMD
Dr. Liz Scott	Treasurer	LS
Committees		
Executive Committee		EXEC
Board		BRD
Risk Management, Audit and Finance Committee		RMAFC

Chief Executive's Office – 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
PR07	Oversee the implementation of new staff pay and benefits framework	4	Q1	RMAFC/ LS	CEO/PS, HT
PR07	Oversee the development of a competency-based annual performance review/appraisal system for delivery in 2011 linked to annual departmental and individual work programmes for: FPH staff FPH Officers FPH Trustees	4	Q4	BRD/ AMD	CEO/PS
PR07	Oversee and manage HR functions, requirements and legal responsibilities: - Recruitment Reviewing and updating staff handbook/ HR policies. - General HR administration	4 4 4	Ongoing Ongoing Ongoing		CEO/PS CEO/PS CEO/ KT
PR07	Oversee and manage staff welfare - Christmas and summer outing, Shiatsu, Health and safety - SMT Training	4			
PR08	Manage strategic relations with key institutional stakeholders. - DH, AoMRC, UKPHR, etc - AoMRC subscription	4	Ongoing		
PR09	Lead and oversee FPH initiative to reduce its carbon emissions, including: - Chair Carbon Reduction Strategy Group - Work with the Carbon Trust to conduct an on-site carbon survey - Produce and publish FPH Carbon Reduction Strategy & Action Plan	4 4 4	Ongoing Q2 Q3		CEO/ PS CEO/ PS CEO/ PS
PR10	Oversee the development and implementation of the 2010 Organisational Development Programme: - Board Away Day - Staff Away Day - SMT/Officers Away Day	4	Q3 Q2	BRD/ AMD	CEO/PS
PR10	Oversee the development of an FPH Business Continuity and Disaster Recovery Plan.	4	Q2	RMAFC/ LS	CEO/ PS BM/ KM FIN/ HT
PR10	Oversee and lead an organisational option appraisal	4	Q4	BRD/ AMD	CEO/PS, BM/KM
PR11	Provide senior level strategic support and advice to the Board.	4	Ongoing	BRD/ AMD	CEO/ PS
PR12	Lead and oversee income generating activities for FPH including: - supporting FPH initiatives - scoping alternative funding sources	1-4	Ongoing Q2	RMAFC/ LS	CEO/ PS
PR12	Oversee the establishment of the FPH Trading Arm	4	Q3	BRD/ AMD	CEO/PS

Chief Executive's Office – 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/Officer Lead	Dept/Staff Lead
PR13	Oversee and manage professional services/advice required by FPH: -legal -Insurance -Audit - Building rates, service charge and maintenance	4	Ongoing	BRD/ AMD	CEO/PS

Business Management

The Business Management Department is responsible for the co-ordination and management of the FPH business and strategic planning process. The department plays an important role in ensuring that FPH achieves continuous improvement in all its activities and assesses key strategic, organisational, positioning and service delivery options in order to ensure that FPH continues to make the maximum beneficial impact in the field of public health. Key aspects of the department's work include:

- (a) Developing and managing the organisation's planning, performance management and annual reporting framework;
- (b) Strategic decision support and guidance, which includes assessing proposed decisions and proposals against the organisation's strategic priorities and business plan;
- (c) Ensuring the effective delivery of the organisation's goals and that the whole organisation is aligned around the same aims and objectives;
- (d) Providing management support to the President and Chief Executive;
- (e) Overseeing the development and review of the FPH committee structure and providing committee services/ secretariat function to the Board and
- (f) Overseeing the management of the FPH office
- (g) Overseeing the management of information at FPH
- (h) Managing FPH internal communications
- (i) Undertaking a number of special projects, which include implementing the Board's proposal to obtain Royal College Status.

Staffing

Budget Provision (Full Time Equivalents)

Department	Code	Jan 2000	Jan 2010
Business Management	BM	2.95	1.8
	Total	2.95	1.8

Staff

Name	Role	Code	% in Role
Kristen Morgan	Business Manager	KM	60
Valerie MacDonald	Receptionist	VM	70
Caroline Wren	Committee Secretary	CW	50

Governance and Leadership

Name	Role	Code
Alan Maryon-Davis	President	AMD
Dr. Liz Scott	Treasurer	LS
Committees		
Board		BRD
Risk Management, Audit and Finance Committee		RMAFC
College Status Working Group		CSWG

2010 Priorities

PR14	Oversee and manage the FPH business and strategic planning, review and reporting process
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PR15	Oversee the development, implementation and review of engagement strategies with key policy and decision makers
PR16	Oversee and manage FPH vision to become a Royal College
PR17	Oversee and manage the roll out of the FPH intranet/extranet across the organisation and with relevant stakeholders
PR18	Oversee and manage the FPH office
PR19	Manage work to improve internal communications at FPH
PR20	Provide management support to Chief Executive and President
PR21	Ensure FPH management of information adheres to Data Protection Act
PR22	Oversee and support the FPH committee structure

Business Management – 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
PR14	Oversee and manage the FPH business and strategic planning, review and reporting process: <ul style="list-style-type: none"> - 2010 business plan quarterly reporting - 2009 Annual report - 2011 business plan timetable and project management - Appraisal and advice 	4	Q1-4 Q1 Q1 Ongoing		BM/ KM BM/ KM BM/ KM BM/ KM
PR14	Ensure all departments and committees review and prepare their annual work programmes, priorities and budgets for the 2011 business plan in the third quarter	4	Q3		BM/KM
PR14	Project manage the development of the 2011 Business Plan	4	Q4		BM/KM
PR15	Oversee the development, implementation and review of engagement strategies with key policy and decision makers	Q1-4	Ongoing		BM/ KM
PR16	Oversee and manage FPH vision to become a Royal College: <ul style="list-style-type: none"> - Submit the FPH petition to the Privy Council to become a body incorporated by Royal Charter - Communication Strategy - Organisational branding 	3	Q2 Ongoing Q4	CSWG/AMD	BM/ KM PAC/ RJ PAC/ RJ
PR17	Oversee and manage the roll out of the FPH intranet/extranet: <ul style="list-style-type: none"> - FPH Staff - External stakeholders 	4	Q2 Q4		BM/ KM BM/ KM
PR18	Oversee and manage the FPH office: <ul style="list-style-type: none"> - Review suppliers - Hire out WHR and other facilities - Customer service improvement programme - Information management - Explore the development of a 'membership home' for members at 	4	Q2 Ongoing Q3 Ongoing Q3		BM/ KM BM/ KM BM/ KM BM/ KM BM/ KM

Business Management – 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/Officer Lead	Dept/Staff Lead
	4 St Andrew's Place				
PR19	Manage work to improve internal communications at FPH including: <ul style="list-style-type: none"> - Internal meetings programme - Intranet 	4	Ongoing		BM/ KM
PR20	Provide management support to CE and President including: <ul style="list-style-type: none"> - Briefing, debriefings - Induction programme support - President diary and expenses management 	4	Ongoing	BRD/ AMD	BM/ KM
PR21	Ensure FPH management of information adheres to Data Protection Act	4	Ongoing		BM/ KM
PR22	Provide committee services/secretariat functions for the following meetings: <ul style="list-style-type: none"> - Board - Executive Committee - Risk, Audit and Finance Committee - FPH-UKPHR Liaison Committee - Journal Board 	4	Q1-4 Q1-4 Q1-4 Q1-4 Q1-4		BM/ CW BM/ CW BM/ CW BM/ CW BM/ CW
PR22	Oversee and support the FPH committee structure including: <ul style="list-style-type: none"> - Committee guidance manual - Establish review process - Ensure integration with the business plan 	4	Q1 Q2 Q3	BRD/ AMD	BM/ CW BM/ CW BM/ CW

Finance and Administration

The Finance and Administration department is responsible for all aspect of the financial management of FPH including the supervision and implementation of FPH financial policies and procedures. Through the Risk Management, Audit and Finance Committee the department is also responsible for monitoring the financial and operational risk throughout FPH

The three core functions of the Finance Department are to:

- (a) Provide strategic financial support for business and operational planning: providing financial management advice to FPH officers and senior management, supporting the preparation of the FPH business plan, assessing proposed capital developments, preparing and monitoring budgets and financial forecasts and the presentation of FPH financial statements for review regularly
- (b) Provide day-to-day financial services to FPH: payment of salaries and claims, fees and expenses, payments to suppliers, invoicing and collection of subscriptions
- (c) Meet internal and external financial report requirement: safeguarding of all FPH assets through the implementation of effective procedures and systems, ensuring compliance with regulatory and statutory obligations, ensuring proper procedures and cover are in place for matters such as insurance, cash management, controlling FPH bank accounts and investments.

Staffing

Budget Provision (Full Time Equivalents)

Department	Code	Jan 2009	Jan 2010
Finance and Administration	FIN	2.9	2.9
Total		2.9	2.9

Staff

Name	Role	Code	% in Role
Herbert Thondhlana	Head of Finance	HT	90
Amber Shah	Accountant	AS	100
Kevin Barretto	Assistant Accountant	KB	100

Governance and Leadership

Name	Role	Code
Dr. Liz Scott	Treasurer	LS
Phil Mackie	Risk Management Advisor	PMc
Committees		
Risk Management, Audit and Finance Committee		RMAFC

2010 Priorities

PR23	Strengthen the deliverance of financial management systems and reports in 2010
PR24	Improve working capital management to reduce costs (increase return on investment)
PR25	Explore ways of improving income through effective cash management

Finance and Administration – 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
PR23	Strengthen the delivery of financial management systems and reports in 2011: <ul style="list-style-type: none"> - Improve ZARA Financial Systems - Explore links with Sage and Bankline - Explore and implement online subscription collection - Delivery of monthly reports to budget holders - Improve the timing of subscription invoicing - Improve on defaulter follow-up 	4	Q2 Q2 Q1 Q1-Q4 Q1 Q1	RMAFC/LS	FA/HT IT/ DW FA/HT IT/ DW FA/HT FA/HT FA/HT
PR24	Design a new cost/benefit model for use in costing core work at FPH	4	Q2	RMAFC/LS	FA/ HT, SMT
PR24	Map out peers in initial cost improvement analysis	4	Q2	RMAFC/LS	FA/ HT
PR24	Training for the SMT on the interpretation of finance data	4	Q2	RMAFC/LS	FA/ HT, AS
PR24	Train first level staff on Sage accounts structure and the meaning of costs/income	4	Q3	RMAFC/LS	FA/ HT,AS
PR25	Explore ways of improving income through effective cash management: <ul style="list-style-type: none"> - Increase liaison with fund managers - Explore how to increase return on investment - Implement procurement policy - Monitor and report on costs 	4	Q1 Q1 Q1 Q1	RMAFC/LS	FA/HT

Information Technology

The Information Technology Department provides, facilitates and coordinates IT services for FPH. The department plays an important role in ensuring that FPH achieves all potential improvements in all its activities by making the most effective use of available technologies to work efficiently and cost-effectively.

- (a) Developing and managing the organisation's core IT infrastructure
- (b) Strategic decision support and guidance with respect to deployment of IT software and other facilities to deliver the organisation's strategic priorities and business plan.
- (c) Ensure that IT implications are sought/provided as part of the standard FPH decision-making process
- (d) Ensuring that the FPH IT systems are secure and compatible with the organisations compliance and disclosure obligations
- (e) Developing and managing the organisation's databases and enabling the provision of statistics to management.
- (f) Integrating in-house IT functions with provision of online inter/intranet services to members and staff.

Staffing

Budget Provision (Full Time Equivalent)

Department	Code	Jan 2009	Jan 2010
Information Technology	IT	1.35 ²	0.9
Total		1.35	0.9

Staff

Name	Role	Code	% in Role
David Wakelin	Information Technology Manager	DW	90

Governance and Leadership

Name	Role	Code
Dr. Liz Scott	Treasurer	LS
Phil Mackie	Risk Management Advisor	PMc
Committees		
Risk Management, Audit and Finance Committee		RMAFC

² Reduced to 1 from March 2009 as staff member on gardening leave

2010 Priorities

PR26	Maintain and deliver IT services
PR27	Consolidate and improve data integrity
PR28	Work with BM and other departments to implement collaborative working via Intranet.
PR29	Support and Undertake projects for other FPH Departments.
PR30	Upgrade Internal Operating System and Software (Windows 2007)
PR31	Expand Online Services to Staff and Members and ensure integration with internal systems.

Information Technology – 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/Officer Lead	Dept/Staff Lead
PR26	Maintain and deliver IT services through: <ul style="list-style-type: none"> - Training - Backups - Continuity - Hardware - Maintenance contracts 	4	Ongoing	RMAFC/LS	IT/DW
PR27	Consolidate and improve data integrity including: <ul style="list-style-type: none"> - Development and maintenance 	4	Ongoing	RMAFC/LS	IT/DW
PR28	Work with BM and other departments to implement collaborative working via Intranet	4	Ongoing	RMAFC/LS	IT/DW
PR29	Support and undertake projects for other FPH Departments including: <ul style="list-style-type: none"> - Online members area/CMS - Maintenance & development 	4	Ongoing	RMAFC/LS	IT/DW
PR30	Upgrade Internal Operating System and Software (Windows 2007)	4	Q3	RMAFC/LS	IT/DW
PR31	Expand Online Services to Staff and Members and ensure integration with internal systems including: <ul style="list-style-type: none"> - CMS - Scoping of online CPD course and e-learning - Assessors Zara programme 	1-4	Ongoing	RMAFC/LS	IT/DW

International Development

The International Development Department is responsible for the overall development, co-ordination, implementation and evaluation of the FPH global public health strategy and action plan. Core department functions include:

- (a) developing and maintaining strategic international collaborative relationships and partnerships;
- (b) leading on the overall strategy formation, design, management and delivery of FPH international activities, collaborations and programmes;
- (c) developing and implementing strategies for engaging the FPH membership on global public health issues;
- (d) supporting and developing the international membership through knowledge sharing and member engagement;
- (e) raising the profile of FPH internationally through policy, advocacy, technical assistance and capacity building work; and
- (f) Acting as a resource, source of information and support on international affairs for FPH staff, committees and departments.

Staffing

Budget Provision (Full Time Equivalents)

Department	Code	Jan 2009	Jan 2010
International Development	ID	n/a	1.15
Total		n/a	1.15

Staff

Name	Role	Code	% in Role
Rosy Emodi	Head of International Development	RE	90
Caroline Wren	Committee Secretary	CW	25

Governance and Leadership

Name	Role	Code
Prof. Alan Maryon-Davis ³	FPH President & Chair, International Committee	AMD
Dr. Andrew Furber	Vice Chair, International Committee	AF
Prof. Salman Rawaf	Special Adviser, Global Public Health Strategy	SR
Dr. Sushma Acquilla	International Faculty Adviser	SA
Dr. Mahmood Adil	Deputy International Faculty Adviser	MA
Dr. Irwin Friedman	International CPD Co-ordinator	IF
Dr. Kathrin Thomas	Chair, International Trainees Working Group	KT
Dr. Andrew Lee	Vice Chair, International Trainees Working Group	AL
Dr. Celia Poon-King	Overseas Regional Advisor, The Americas	CPK
Prof. Adetokunbo Lucas	Overseas Regional Advisor, Africa	ADL
Dr. Lola Dare	Deputy Overseas Regional Advisor, Africa	LD
Prof. Angus Nicoll	Overseas Regional Advisor, Europe	AN
Dr. Hamda Abdulla Qotba	Overseas Regional Advisor, Eastern Mediterranean	HAQ
Dr. Sian Griffiths	Overseas Regional Advisor, South & South East Asia	SG

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Until June 2010

Name	Role	Code
Becky Jenkins	Overseas Regional Advisor, Australasia	BJ
Peter Horby	Deputy Overseas Regional Advisor, Australasia	PH

Committees	
International Committee	IC
International Trainees Working Group	ITWG
SPHINX/ Clearing House Steering Group	SCHSG
CPD Coordinators	CPD

2010 Priorities

PR32	Co-ordinate, consolidate and develop FPH international programme, profile and work.
PR33	Engage more members in how FPH works internationally.
PR34	Mobilise the public health capacity in the UK to respond to requests for assistance.
PR35	Develop and deliver capacity-building programmes and initiatives aimed at building public health capacity, the public health workforce and leadership development in developing countries.
PR36	Increase the profile and involvement of FPH in international public health policy development and advocacy.
PR37	Develop and strengthen FPH programme of international collaborations, partnerships and stakeholder engagement.
PR38	Scope the use of new technologies to develop, deliver and promote FPH produces, tools and services internationally.
PR39	Develop and implement an International Programme Fundraising Strategy and Plan.
PR40	Develop policy, advocacy and practical tools, strategies or initiatives that promote and create opportunities to improve the global public health knowledge content in the training curriculum.

International Development– 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
PR32	Co-ordinate, consolidate and develop FPH international programme, profile and work including: <ul style="list-style-type: none"> – Develop induction materials for international work – Develop a year planner for international work – Develop a communications strategy – Hold an International Committee Away Day – Hold quarterly International Committee meetings – Establish an Annual International Lecture – Annual Conference (international session development) – Take up membership of international organisations (EUPHA, EPHA, UEMS) – Develop a network of international spokespeople for international (media training and training in international strategy) 	3/4	Q1 Q1 Q1 Q3 Q1-4 Q4 Q2 Q1-4 Q1-4	IC/ AMD IC/ AMD IC/ AMD IC/ AMD IC/ AMD IC/ AMD IC/ AMD IC/ AMD IC/ AMD	IDD/ RE IDD/ RE IDD/ RE IDD/ RE IDD/ RE IDD/ RE IDD/ RE IDD/ RE IDD/ RE
PR33	Engage more members in how FPH works internationally. <ul style="list-style-type: none"> – Carry out a survey of UK members to identify proportion working internationally or engaged in international health links – Launch/roll out regional PH Regional networks – Speaking engagements in regions/countries 	1/2/3	Q1/2 Q2 Q1-4	IC/ AMD IC/ AMD IC/ AMD	IDD/RE IDD/RE IDD/RE

International Development– 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
	<ul style="list-style-type: none"> – Produce/distribute international e-newsletter – Develop an international section in ph.com – Develop/ pilot a one-day CPD course/seminar on 'Understanding the Role of EU Policy and Legislation on Public Health in the UK' 		<p>Q1-4</p> <p>Q2</p>	<p>IC/ AMD</p> <p>IC/ AMD</p>	<p>IDD/RE</p> <p>IDD/RE</p>
PR34	<p>Mobilise the public health capacity in the UK to respond to requests for assistance.</p> <ul style="list-style-type: none"> – Launch SPHINX/clearing house project – Develop online register of FPH members expertise 	1/2/3	<p>Q2</p> <p>Q1-4</p>	<p>IC/ AMD</p> <p>IC/ AMD</p>	<p>IDD/RE</p> <p>IDD/RE</p>
PR35	<p>Develop and deliver capacity-building programmes and initiatives:</p> <ul style="list-style-type: none"> – Work with WHO Regional Office for Europe, PAHO and UK DH on Social Determinants of Health. – Devise proposals to establish an International Public Health Leadership Development Programme in partnership with the WHO Collaborating Centre for Public Health 	2/3	<p>Q1-4</p> <p>Q1-4</p>	<p>IC/ AMD</p> <p>IC/ AMD</p>	<p>IDD/RE</p> <p>IDD/RE</p>
PR36	<p>Increase the profile and involvement of FPH in international public health policy development and advocacy.</p> <ul style="list-style-type: none"> – Co-ordinate FPH response to international PH consultations – Attendance at key international conferences – Develop FPH policy and position statements on international PH issues (Health systems, Malaria, Millennium Development Goals) – Establish an annual Global Public Health Policy Forum at the FPH Annual Conference – Scope the feasibility of having greater involvement in key global public health campaigns (e.g HIFA 2015, Action for Global Health, Climate Change Council) – Establish a global public health policy and advocacy 'theme' for 2010 (collaboration, joint position statements, campaign to raise awareness, evaluation) 	3	<p>Q1-4</p> <p>Q1-4</p> <p>Q1-4</p> <p>Q2</p> <p>Q1-4</p> <p>Q1-4</p>	<p>IC/ AMD</p> <p>IC/ AMD</p> <p>IC/ AMD</p> <p>IC/ AMD</p> <p>IC/ AMD</p> <p>IC/ AMD</p>	<p>IDD/RE</p> <p>IDD/RE</p> <p>IDD/RE</p> <p>IDD/RE</p> <p>IDD/RE</p> <p>IDD/RE</p>
PR37	<p>Develop and strengthen FPH programme of international collaborations, partnerships and stakeholder engagement.</p>	3			

International Development– 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
	<ul style="list-style-type: none"> – Develop IMOU in particular develop and implement a programme of work with the West African College of Physicians (WACP) under the FPH-WACP MOU – Develop IMOU with Indian Institute of Public Health – Renew/review expired MOUs – Regional engagement strategies and action plans 		<p>Q1-4</p> <p>Q1-4</p> <p>Q1-4</p> <p>Q1-4</p>	<p>IC/ AMD</p> <p>IC/ AMD</p> <p>IC/ AMD</p> <p>IC/ AMD</p>	<p>IDD/RE</p> <p>IDD/RE</p> <p>IDD/RE</p> <p>IDD/RE</p>
PR38	<p>Scope the use of new technologies to develop, deliver and promote FPH produces, tools and services internationally:</p> <ul style="list-style-type: none"> – Assess international applicability/feasibility of FPH tools/services – Project scoping to assess the feasibility of developing and delivering online CPD courses and e-learning modules 	1/2/4	<p>Q1</p> <p>Q1-4</p>	<p>IC/ AMD</p> <p>IC/ AMD</p>	<p>IDD/RE</p> <p>IDD/RE</p>
PR39	<p>Develop and implement an International Programme Fundraising Strategy and Plan.</p> <ul style="list-style-type: none"> – Identify actual/potential sources of funding – Develop a sponsorship engagement proposal for key FPH international activities and programmes 	4	<p>Q1-4</p> <p>Q1-4</p>	<p>IC/ AMD</p> <p>IC/ AMD</p>	<p>IDD/RE</p> <p>IDD/RE</p>
PR40	<p>Develop policy, advocacy and practical tools, strategies or initiatives:</p> <ul style="list-style-type: none"> – Develop and implement an accreditation system for recognising overseas training locations – Establish an online searchable database of accredited overseas training sites/locations on SPHINX/ Clearing House – Produce information guidance on possible sources of funding that trainees can access to support Out of Programme Training (OOPT) and Out of Programme Research (OOPR) placements. – Develop and launch an Overseas Training Support Programme. – Monitor the number of OOPT/OOPR placements that are approved in 2010. Monitoring will include mapping to identify trends in deanery performance and practices. – Establish a joint FPH/VSO Fellowship in partnership with VSO. 	1/2/3	<p>Q1-4</p> <p>Q2</p> <p>Q2</p> <p>Q4</p> <p>Q1-4</p> <p>Q1-4</p>	<p>IC/ AMD</p> <p>IC/ AMD</p> <p>IC/ AMD</p> <p>IC/ AMD</p> <p>IC/ AMD</p> <p>IC/ AMD</p>	<p>IDD/RE</p> <p>IDD/RE</p> <p>IDD/RE</p> <p>IDD/RE</p> <p>IDD/RE</p> <p>IDD/RE</p>

Policy, Advocacy & Communication

The Policy, Advocacy and Communications Department has overall responsibility for the management, development and delivery of the policy, advocacy and external communications function of FPH. It works with FPH members and key stakeholders to develop and influence policy to improve public health, advocate the FPH position on public health issues, and campaign for regulatory and legislative change where appropriate. It also plays an important role in supporting the development and delivery of these functions across the organisation. Core departmental functions include:

- (a) Promoting FPH as an organisation, and public health as a specialty.
- (b) Building the FPH profile and position as a leading voice on public health issues.
- (c) Providing support to deliver effective policy, advocacy and communications strategies across the organisation.
- (d) Supporting FPH members, the wider public health profession and good public health practice through the production of high quality, evidence-based resources (such as toolkits, briefing statements).
- (e) Managing the organisation's external media and communications strategies.
- (f) Developing and delivering policy and advocacy campaigns on public health issues, including through partnership working.
- (g) Providing guidance and support to the department's officer, governing committee (Policy, Advocacy & Communications Committee) and its sub-committees.
- (h) Managing the development and delivery of FPH annual events including the annual conference and annual lecture.
- (i) Coordinating FPH response to external policy and advocacy initiatives, including responding to consultations and appointing representatives to external bodies.

Staffing

Budget Provision (Full Time Equivalents)

Department	Code	Jan 2009	Jan 2010
Policy and Communications	PC	4.6	5.5
Total		4.6	5.5

Staff

Name	Role	Code	% in Role
Rachael Jolley	Head of Policy, Advocacy & Communications ⁴	RJ	90
Peder Clark	Policy Officer	PC	100
Suvi Kingsley	Press and Information Officer	SK	100
Iain Brown	Web and Communications Officer	IB	100
Karen Tidy	Events Officer	KT	60
Hannah Pugh	Policy & Communications Administrator	HP	100

Governance and Leadership

Name	Role	Code
Alan Maryon-Davis	President	AMD
Committees		
Policy, Advocacy and Communications Committee		POL

⁴ Maternity Cover for Lindsey Stewart until September 2010

2010 Priorities	
PR41	Progress work to develop FPH's profile/position as a 'leading voice' on public health issues.
PR42	Oversee and manage the implementation of organisational branding.
PR43	Strengthen service delivery function to organisation (i.e. 'internal customer' support).
PR44	Oversee and manage the relaunch of the FPH websites
PR45	Identify and develop relationships with key policy/decision-makers (as well as fund holders) – including governmental and non-governmental bodies
PR46	Support newly-elected officer for policy, advocacy and communications department to carry out their new role
PR47	Undertake evaluation of specific FPH publications.
PR48	Oversee and manage the FPH policy, advocacy and external communications function of FPH

Policy, Advocacy and Communications– 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
PR41	Progress work to develop FPH's profile/position as a 'leading voice' on public health issues.: <ul style="list-style-type: none"> – Continue to strengthen, deliver and promote comprehensive policy & advocacy programme (e.g climate change, mental health etc), including through PA&C committees – Develop a campaign around a PH issue and seek partners (kick start funding) – Develop resources (printed and electronic) to support delivery of policy and advocacy programmes – Influence policy, legislation, regulation via meeting/ event attendance, responding to consultations, appointing representatives 	3	Q1-4 Q1-4 Q1-4 Q1-4	POL/ AMD POL/ AMD POL/ AMD POL/ AMD	PAC/ RJ, PC PAC/ RJ PAC/ RJ PAC/ RJ
PR42	Coordinate and manage the organisational re branding of FPH:	3	Q3/4	POL/ AMD CSWG/AMD	PAC/ RJ, BM/KM
PR43	Support delivery of other FPH department's/countries policy, advocacy and external communications needs including: <ul style="list-style-type: none"> - Project management and development of Online Members' Area - Royal College communications programme - Education & Training resources Trainee workforce report (g) Trainee induction pack (h) Trainee members' fees (i) Standard-setting role (j) Academic public health 	3/4	Ongoing Ongoing Q1-4	POL/ AMD CSWG/ AMD EDU/DW	PAC/ RJ BM/ KM EAT/ RA

Policy, Advocacy and Communications– 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
	<p>Public health careers website</p> <p>Membership Engagement activities</p> <p>Professional Affairs communications – workforce survey, policy statements</p> <ul style="list-style-type: none"> - International programme - Supporting delivery of country-specific communications, events and advocacy 		<p>Ongoing Q1-4</p> <p>Ongoing</p> <p>Ongoing</p>	<p>POL/ AMD PAC/ JH</p> <p>IC/ AMD</p> <p>POL/ AMD</p>	<p>PAC/ RJ PAD/ LW</p> <p>IDD/ RE</p> <p>PAC/ RJ</p>
PR44	<p>Oversee and manage the relaunch of the FPH websites:</p> <ul style="list-style-type: none"> – Review of websites – Introduction of a Content Management System to improve management – Launch new websites – Develop protocols for updating the website 	3/4	<p>Q1</p> <p>Q2</p> <p>Q2</p>	POL/ AMD	PAC/ RJ
PR45	<p>Identify and develop relationships with key policy/decision-makers</p> <ul style="list-style-type: none"> – Develop a programme of meetings for Policy, Advocacy & Communications officer, President, CEO etc. – Support development and delivery of stakeholder engagement plans 	3	<p>Q1</p> <p>Q1</p>	<p>POL/ AMD</p> <p>POL/ AMD</p>	<p>PAC/ RJ</p> <p>PAC/ RJ</p>
PR46	<p>Support development and delivery of induction programme for new POL Officer</p> <p>Support new officer in identifying and setting up meetings with key stakeholders and decision-makers</p> <p>Identify and address specific training needs (e.g media training)</p>	3/4	<p>Q2-3</p> <p>Q2-3</p> <p>Q2-3</p>	<p>POL/ AMD</p> <p>POL/ AMD</p> <p>POL/ AMD</p>	<p>PAC/ RJ</p> <p>PAC/ RJ</p> <p>PAC/ RJ</p>
PR47	<p>Undertake evaluation of specific FPH publications:</p> <ul style="list-style-type: none"> – Undertake an evaluation of <i>Sustaining a healthy future</i> – Undertake an evaluation of ph.com 	3	<p>Q1</p> <p>Q2-3</p>	<p>POL/ AMD</p> <p>POL/ AMD</p>	<p>PAC/ RJ</p> <p>PAC/ RJ</p>
PR48	<p>Ensure effective delivery of FPH PA&C communications including:</p> <ul style="list-style-type: none"> – ph.com – monthly e-bulletin – FPH websites – Annual report – Email branding 	3	Ongoing	POL/ AMD	PAC/ RJ, IB

Policy, Advocacy and Communications– 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
	– Adhoc publications				
PR48	Ensure effective delivery of FPH PA&C media communications including: - Continuing to strengthen FPH media profile - Supporting development and delivery of advocacy programmes/campaigns through media activity - Developing FPH's pool of spokespeople (including for media enquiries) - Developing media training for officers/spokespeople (as appropriate) - Horizon scanning for emerging issues - Develop 'bank' of FPH case studies	3	Ongoing	POL/ AMD	PAC/ RJ, SK
PR48	Provide effective and efficient support to PA&C committees: – Policy, Advocacy & Communications – Cardiovascular Health – Conference – Health Protection – Healthcare Public Health – Mental Health	3	Ongoing	POL/ AMD	PAC/ RJ
PR48	Organise and successfully deliver FPH conferences, seminars and events including: – Annual Conference – Annual Lecture including Awards Ceremony)	2 3	? ?	POL/ AMD	PAC/ RJ
PR48	Co-ordinating FPH presence at other key external events including: - UKPHA - HPA - NICE - FPH in Scotland	3	Q1-4	POL/ AMD	PAC/ RJ
PR48	Progressing Public Health Week including	3	Q1-4	POL/ AMD	PAC/ RJ

Professional Affairs

The Professional Affairs Department is responsible for the election and admittance of suitably qualified and experienced public health specialists into FPH membership. The department monitors, forecasts and reports on the future needs and trends in the UK public health workforce via the production of an annual workforce survey and is responsible for ensuring that FPH meets its statutory duties, which include:

- (a) Maintaining high professional standards within the public health workforce;
- (b) Overseeing the appointment of consultants in public health;
- (c) Ensuring that the public health workforce is fit for purpose through the effective monitoring of members' compliance with minimum CPD requirements; and
- (d) Developing and implementing an FPH revalidation scheme for public health medics and non-medics.

The Professional Affairs Department also oversees the elections and admissions of FPH members and fellows (including distinction grades), the election of FPH officers and other post holders in accordance with the organisation's Standing Orders, and the ACCEA and SACDA process for FPH.

Staffing

Budget Provision (Full Time Equivalents)

Department	Code	Jan 2009	Jan 2010
Professional Affairs	PAF	4.9	4.9
Total		4.9	4.9

Staff

Name	Role	Code	% in Role
Laura Webb	Head Professional Affairs	LW	90
Elin Sandberg	Senior Public Health Workforce Administrator	ES	100
Krisztina Erdei	CPD Administrator	KE	100
Alex Bulgo	Professional Affairs Administrator	AB	100
Patricia Burrell	Membership Admissions Administrator	PB	100

Governance and Leadership

Name	Role	Code
Dr Jeremy Hawker	Registrar	JH
Dr Sam Ramaiah	Assistant Registrar	SR
Dr Steve George	Vice President	SG
Dr Anne Mackie	Director of CPD	AM
Dr Mike Catchpole	Chair – Information and Intelligence sub-committee	MC
Committees		
Professional Affairs Committee		PAC
Public Health Standards and Knowledge Committee		PHSK
Fellowship		FEL
CPD Coordinators		CPD
Information and Intelligence		I&I

Revalidation Working Group	REV
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2010 Priorities

PR49	To ensure that reflective practice and impact of CPD is incorporated into FPH's CPD scheme in line with revalidation
PR50	To continue the design of revalidation to be fit for purpose for PH specialists
PR51	To develop AAC procedures and to maximise FPH's role in this to ensure that standards and quality assurance are maintained and the system is fit for purpose
PR52	To develop FPH's standard setting and professional affairs role to ensure and independent, professional voice for public health
PR53	To ensure that the workforce survey is well presented and published on time and that the launch is maximised so that FPH's census can develop into the data set for public health
PR54	To ensure that the value of member-focus is embedded in all our departmental work and that issues of membership marketing and presentation are considered throughout the department's development
PR55	To continue to ensure equitable application processes and fair grading of entries for distinction grades of membership which are transparent and accountable to the membership
PR56	To continue to ensure equitable application processes and fair grading of entries by FPH for clinical excellence which are fair transparent and accountable to the membership. To also ensure that PH is well represented at CEA level throughout the four countries
PR57	To continue to provide elections for Officers, LBMs, FAs and secure the smooth running of the FPH's governance according to standing orders by the retention of Officers, LBMs, FAs and CPD Co-ordinators

Professional Affairs – 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
PR49	<p>To ensure that reflective practice and impact of CPD is incorporated into FPH's CPD scheme in line with revalidation:</p> <p>Work to increase the no. of overseas members participating in CPD Reinstate CPD for non-members in light of revalidation Reissue CPD materials in light of policy changes Online CPD updates Hold a CPD Coordinators Away Day and provide committee support</p>	2	<p>Q1</p> <p>Q1</p> <p>Q1-4 Ongoing Q3 Q1-4</p>	<p>PAC/ JH</p> <p>PAC/ JH</p> <p>PAC/ JH</p> <p>PAC/ JH PAC/ JH</p>	<p>PAF/ LW IDD/ RE</p> <p>PAF/ LW</p> <p>PAF/ LW</p> <p>PAF/ LW PAF/ LW</p>
PR50	<p>To continue the design of revalidation to be fit for purpose for PH specialists:</p> <ul style="list-style-type: none"> - Produce and launch MSF - Produce and launch audit tool - Produce and launch audit of process facility - Produce and launch remediation process - Produce and launch appraisal tool - Produce and manage a scheme for appointing FPH LROs - Produce and manage an e-portfolio - Communication with members - Support Revalidation Working Group 	1/2		PAC/ JH	PAF/ ES

Professional Affairs – 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
PR51	<p>To develop AAC procedures to ensure that standards and quality assurance are maintained and the system is fit for purpose:</p> <p>Reissue guidance in line with policy changes</p> <ul style="list-style-type: none"> - Assessors Away Day - Faculty Advisers Away Day - Quarterly Professional Affairs Committee meetings - Advertising of consultant posts (website developments/advertising) 	1/2/4	Q1	PAC/ JH	PAF/ LW
PR52	<p>To develop FPH's standard setting and professional affairs role to ensure and independent, professional voice for public health</p> <ul style="list-style-type: none"> - Quarterly PHSKM Committee meetings - Quarterly Information and Intelligence committee meetings - Production of policy position statements (standards) 	3	Q1-4 Q1-4 Ongoing	PHSK/ SG PHSK/ SG PHSK/ SG	PAF/ LW PAF/ LW PAF/ LW
P538	To publish and launch the public health workforce survey	1/3	Q1	PAC/ JH	PAF/ ES
PR54	<p>Embedding the value of member-focus at FPH:</p> <ul style="list-style-type: none"> • Support development of online members' area • Hold a Retired members dinner (sponsored • Work with UK Countries/Regions to develop/roll out work plans – work generated from Board Away Day Sept 2009 • Instigate 3 awards at the FPH conference dinner with peer nominated system • Membership stationery • Department staff training • Membership of other organisations 	3/4	Ongoing Q3 Q1-4 Q2 Q1-4 Q1-4 Q1	PAC/ JH	PAF/ LW
PR55	<p>To continue to ensure equitable application processes and fair grading of entries for distinction grades of membership which are transparent and accountable to the membership</p> <ul style="list-style-type: none"> • Redesign Fellowship forms • Invite all Fellows to nominate for distinction grades of membership • Courier fellowship packs 	4	Q3-4	PAC/ JH	PAF/ LW

Professional Affairs – 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
	<ul style="list-style-type: none"> Guidance and support for members 				
PR56	<p>To continue to ensure equitable application processes and fair grading of entries by FPH for clinical excellence which are fair transparent and accountable to the membership. To also ensure that PH is well represented at CEA level throughout the four countries</p> <ul style="list-style-type: none"> Clinical excellence awards committee expenses Courier ACCEA and SACDA packs General guidance and support to members Continue established dialogue at ACCEA 	4	Q4	PAC/ JH	PAF/ LW
PR57	<p>To continue to provide elections for Officers, LBMs, FAs and secure the smooth running of the FPH's governance according to standing orders by the retention of Officers, LBMs, FAs and CPD Co-ordinators</p> <ul style="list-style-type: none"> Promote elections via FPH communications channels ERS services for elections AGM mailing Election mailings 	4	Q1-2	PAC/ JH	PAF/ LW

Education & Training

The Education and Training department is responsible for setting and maintaining high standards in public health education, training and assessments. The Education and Training departments core and primary purpose is to develop and support the public health workforce development through maintaining high standards in training. The E&T department primarily provide support to trainees to enable them to develop to specialist registration. It is the role of E&T to provide FPH and its membership with expert educational and training knowledge, advice and reporting/ intelligence in order for FPH to meet strategic and operational objectives. Provide advice and recommendations to the FPH Board on all matters for development and maintenance of FPH education and training operations.

The E&T department administers the training scheme and has a responsibility to oversee trainee's progression through the training scheme to order to make recommendations for inclusion to the specialist register. Te E&T department liaise and collaborate closely with deaneries and Training programme directors across the UK to accurately monitor and ensure trainee's progression in training is in line with training regulations.

It is the responsibility of the E&T department to mange, maintain and deliver the FPH membership examinations including making appropriate developmental changes and ensuring they meet the needs of the public health workforce and FPH.

Whilst it is the responsibility of FPH to support, develop and set high standards for the specialist workforce and engage appropriately with the wider public health workforce; the E&T department has responsibility to engage and explore development of public health practitioners.

- (a) Develop and maintain standards in public health training – development and maintenance of PH curriculum and Assessment strategies and systems
- (b) Development, management and delivery of national membership examinations
Providing support to trainees and public health deaneries
- (c) Carrying out CESR/ Article 14 portfolio assessments
- (d) Overseeing training and undertaking work and recommendations for completion of training (CCT)
- (e) Administer FPH educational prizes
- (f) Ensuring FPH meet its statutory obligations as a standard setting body
- (g) Support, administer and carry out work on behalf of the Education Committee and it's sub-committees

Staffing

Budget Provision (Full Time Equivalents)

Department	Code	Jan 2009	Jan 2010
Education & Training	EAT	6	5.9
Total		6	5.9

Staff

Name	Role	Code	% in Role
Russell Ampofo	Head of Education and Training	RA	90
James Gore	Senior Examination Administrator	JG	100

Tracey Martin	Examination Administrator – Part B	TM	100
Marijana Curic	Training and Sponsorship Administrator	MC	100
Nic Donati	Training Administrator – Practitioner Development	ND	100
Sonia Malacarne	Training Administrator	SM	100

Governance and Leadership

Name	Role	Code
Dr. David Williams	Academic Registrar	DAW
Dr. Premila Webster	Assistant Academic Registrar	PW
Mike Robinson	Director of Training – Programme Liaison	MR
Rob Cooper	Chair, Part B MFPH Examination	RC
Jenny Kurinczuk	Chair, Part A MFPH Examination	JK
Peter Sheridan	Director of Training – Training and Registration	PS
Edmund Jessop	Director of Training – Curriculum and Assessment	EJ
Di Roffe	Director of Training - Practitioner Development	DR
Committees		
Education Committee		EDU
Part A Examiners		PAE
Part B Examiners		PBE
Trainee Members		TM
Public Health Standards and Knowledge Committee		PHSK
Practitioner Development Working Group		PRD
Research Committee		RES
Revalidation Working Group		REV

2010 Priorities

PR58	Developing and maintaining high quality capabilities in public health education and training
PR59	Oversee and manage FPH professional examinations
PR60	Oversee and support the delivery of public health training in the UK
PR61	Strategically position RFPH standard setting role in Public Health
PR62	Ensure the Education & Training department operations are conducted in a financially sustainable framework
PR63	Coordinating a robust national recruitment process
PR64	Explore feasibility of developing E&T prize
PR65	Update sections of the website relating to Education & Training

Education & Training – 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
PR58	Explore and develop agreed framework for accreditation of postgraduate masters courses: – Consult TPDs and Lead Dean – Identify pilot institution and run pilot	1/2	Q1 Q2	EDU/ DW EDU/ DW	EAT/ RA EAT/ RA
PR58	Develop training frameworks, guidance resources and training strategies for training the trainers, examiners, assessors & Faculty advisers	1/2	Q1-4	EDU/ DW	EAT/ RA
PR58	Work with other specialities to develop PH credentials	1/2	Q1-4	EDU/ DW	EAT/ RA
PR58	Development of Curriculum/ standards for Assessments:				

Education & Training – 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
	<ul style="list-style-type: none"> - Review the structure and timing of MSF assessment - Incorporate major changes to the curriculum for the medical leadership competency framework - Workshops to develop advanced specialist training within the key areas of public health - Develop documentation to re-affirm the roles of Educational and Project Supervisor - Integration of AoMRC Common Competences Curriculum into PH curriculum 	1/2	Q2-4 Q2-4 Q2-4 Q2-4 Q2-4	EDU/ DW EDU/ DW EDU/ DW EDU/ DW EDU/ DW	EAT/ RA EAT/ RA EAT/ RA EAT/ RA EAT/ RA
PR58	Practitioner development: <ul style="list-style-type: none"> - Explore the feasibility and develop a specification or adaptation of the FPH e-Portfolio system for practitioners. - Develop an agreed national CPD framework for practitioners - Develop an agreed national assessment framework for practitioners 	1/2	Q1 Q1-3 Q1-3	EDU/ DW EDU/ DW PHSK/ SG EDU/ DW	EAT/ RA EAT/ RA PAF/ LW EAT/ RA
PR58	Develop a Health Protection syllabus	1/2	Q1	EDU/ DW	EAT/ RA
PR59	Oversee and manage FPH professional examinations: <ul style="list-style-type: none"> - Deliver FPH Part A examination - Deliver FPH Part B examination - Part A and Part B Database development - Review guidance provided to invigilators - Develop standardised format for key points and examiner comments - Develop recruitment and training strategy for Part B examiner pool. - Develop an ethnicity report on the Part B examination - Develop evaluation of first 3 years of the Part B examination. - Hold a question development workshop for Part B examination 	1/2/4	Q1-4 Q1-4 Q3 Q2 Q4 Q1 Q2 Q2 Q3	EDU/ DW	EAT/ RA
PR59	Development of induction packs for Education & Training Officers and post holders	1/2/4	Q2	EDU/ DW	EAT/ RA
PR60	Development of e-Portfolio system <ul style="list-style-type: none"> - Development & consultation of ARCP function - Technical (IT) updates for ARCP function - Develop and implement ARCP module/mechanism - Internal training programme - Develop and launch online training & guidance 	1	Q1 Q1-2 Q3 Q1 Q1	EDU/ DW	EAT/ RA

Education & Training – 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
PR60	<p>Development of the Equivalence committee</p> <ul style="list-style-type: none"> - Develop training programme and deliver training event/workshop for CESR Assessors - Develop assessor Jds - Recruit new assessors - Explore cost saving/efficiency for application assessment - Conduct portfolio assessments for non-medical candidates seeking registration on UKPHR 	1/2	<p>Q1</p> <p>Q1</p> <p>Q2</p> <p>Q2</p> <p>Q3</p>	EDU/ DW	EAT/ RA
PR60	<p>Consolidation exercises for Public health training posts</p> <ul style="list-style-type: none"> - Develop a database of PH approved posts (including posts which have been approved for OOPT/R) - Consolidation and consultation exercise with TPDs and regional Deanery data – matched with current approved MTCs of PMETB. - Development of procedures to enable information to be kept up to date on an ongoing basis 	1/2	<p>Q2</p> <p>Q1</p> <p>Q2</p>	EDU/ DW	EAT/ RA
PR60	<p>Deliver a programme of training events specifically for members in Education & Training:</p> <ul style="list-style-type: none"> - Develop training frameworks, guidance resources and training strategies for training the trainers, examiners, assessors, Faculty advisers - Guidance manuals on PH - Administration for trainers and TPDs 			EDU/ DW	EAT/ RA
PR60	<p>Develop national standards for annual reviews</p> <ul style="list-style-type: none"> - Consultation and focus groups/ workshops on best practice ARCP reviews - Produce a suite of guidance documents/ handbooks for FAs/ TPDs/ ARCP panel members - Develop process and procedures for regions to report back to FPH and deaneries on ARCP dates 	1/2/4	<p>Q2</p> <p>Q3</p> <p>Q2</p>	EDU/ DW	EAT/ RA
PR61	<p>Strategically position FPH standard setting role in Public Health</p> <ul style="list-style-type: none"> - Develop a for FPH standard setting strategy for FPH across all domains of business. - Consultation exercise 	1/2/4	<p>Q1-2</p> <p>Q2</p>	EDU/ DW	EAT/ RA
PR61	Re-affirm the role of defined specialists				

Education & Training – 2010 Department Plan & Deliverables

Priorities	2010 Deliverables	Strategic Objectives	Date Due	Committee/ Officer Lead	Dept/ Staff Lead
	<ul style="list-style-type: none"> - Consultation - Report, paper and recommendation to be presented to FPH Board for consideration of policies 	1/2	Q1 Q1	EDU/ DW	EAT/ RA
PR62	<p>Ensure the Education & Training department operations are conducted in a financially sustainable framework</p> <ul style="list-style-type: none"> - Review of benefits trainee membership - Review enrolment package - Review Part A examination fee - Review policy and procedures for trainee membership - Review the trainee 4 year package 	1/4	Q2 Q2 Q3 Q1 Q1	EDU/ DW	EAT/ RA
PR63	<p>Coordinating a robust national recruitment process:</p> <ul style="list-style-type: none"> - Collaborate with East Midlands Deanery to co-ordinate a national process of recruitment for Public Health - Attendance at national and regional careers fairs - Reprinting of public health career resources - Development of a suite of explanatory documents on the specific roles of public health specialists covering the domains of public health. 	1/2/4	Q1-4 Q1-4 Q2 Q3	EDU/ DW	EAT/ RA
PR64	<p>Explore feasibility of developing E&T prize:</p> <ul style="list-style-type: none"> - Development of terms for the award of E&T prize - Exploration of appropriate personnel/ organisation/ funding/ endorsement source for prize 	1/2	Q1 Q1-2	EDU/ DW	EAT/ RA
PR65	Update sections of the website relating to Education & Training	1/4	Q2	EDU/ DW	EAT/ RA