

# HEALTH POLICY FORMULATION PROCESS IN ZAMBIA

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# DEFINITION AND KEY PLAYERS IN THE POLICY PROCESS

- A policy refers to a statement of goals, objectives and courses of action outlined by government to provide guidance for its actions.
- The key players in the policy process are Ministers, PAC, Cabinet Committees and Cabinet
- In order to enhance intra- and inter-Ministerial consultation, cabinet liaison officers are appointed, cabinet liaison committees, Inter-ministerial committees of officials are established.

# DEFINITION AND KEY PLAYERS IN THE POLICY PROCESS (Cont.)

- At all stages consultation is essential to ensure that implementation is well coordinated and various actions are harmonised by all implementers in order to achieve the intended results.
- Cabinet Liaison Officers (CLOs) are appointed by their Permanent Secretaries and are responsible for coordinating all Cabinet business within their Ministries including the preparation and handling of Cabinet documents etc.

# DEFINITION AND KEY PLAYERS IN THE POLICY PROCESS (cont.)

- Inter-Ministerial Committees of Officials (IMCOs) are Ad Hoc bodies constituted from time to time for the purpose of facilitating and ensuring effective consultation among stakeholders in the preparation of Cabinet memoranda and implementation of Cabinet decisions. Meetings of IMCOs are convened by PAC, in consultation with the initiating Ministry (ies) who provide Secretariat.

# DEFINITION AND KEY PLAYERS IN THE POLICY PROCESS (Cont.)

- Inter-Ministerial Committees of Permanent Secretaries, these are Ad Hoc bodies constituted from time to time for the purpose of facilitating and ensuring effective consultation among stakeholders in the preparation of Cabinet Memoranda and implementation of Cabinet decisions and meetings of these committees are convened by relevant ministries requiring issues to be discussed.

# STAGES IN THE POLICY PROCESS

- The four stages of the policy process are formulation, adoption, implementation, monitoring and evaluation.

## **Formulation Stage**

- This stage involves conceptualisation where the problem is identified and defined. Thereafter, the necessary consultations take place with key stakeholders before a preferred course of action is recommended for approval. The key players are Ministries, PAC and other relevant stakeholders.

# STAGES IN THE POLICY PROCESS

## (Formulation)

- Once the problem has been identified and defined, a critical review of the existing situation has to be conducted and should outline the background, causes and current status of the issue. As such it should form an appropriate foundation of what should be done.
- The Ministry and relevant stakeholders have to brainstorm and state what the situation would be at a set time when the policy has been implemented and justify the need for the policy (i.e. vision and rationale), state the underlying principles on which policy objectives have been founded.

# STAGES IN THE POLICY PROCESS

## (Formulation Cont.)

- Objectives should be stated and be appropriate to the problem at hand, relate to the vision, specific, measurable, achievable, realistic and time bound.
- Define measures required to attain the set objectives and should define in broad terms how the policy objectives are to be achieved, roles , responsibilities and functions of various stakeholders in the implementation of the policy



# STAGES IN THE POLICY PROCESS

## (Formulation Cont.)

- Also to be outlined is the mechanism to be put in place for implementing the policy which should include institutional arrangements, defining roles and responsibilities in order to minimize conflict or duplication of roles among stakeholders
- Legal framework – laws which may impede or facilitate the successful implementation of the policy
- Resource mobilization – Outline the resources that would be required and identify potential sources and how these will be mobilized.

# STAGES IN THE POLICY PROCESS

## (Formulation)

- Monitoring and evaluation – Should identify and outline mechanism and institutional arrangements to be used in monitoring the implementation of the policy and evaluation of its impact.
- Consensus among stakeholders should be reached
- Submission to CLC, if passed PAC is informed by CLO, Cab memo presented to PAC if cleared presented to Minister for approval before circulation to line Ministries for comments

# STAGES IN THE POLICY PROCESS

## (Formulation Cont.)

- Once the comments of the other ministries have been received on the Memoranda they should be reproduced without editing or paraphrasing.
- The final Cab memo should be submitted to PAC under cover of a minute signed personally by the PS of the initiating Ministry. Hard and electronic copies sent to PAC, 80 copies in case of a Cabinet meeting and 25 copies in the case of
- PAC assess if the policy meets the set Cabinet Criteria before any discussion can take place by Cabinet Committees

# STAGES IN THE POLICY PROCESS

## (Adoption)

- This stage refers to the recommended course of action or approval presented before a decision making organ for approval.
- The key players in the policy adoption stage are PAC, the Minister and Cabinet.
- PAC will process the item for inclusion on the agenda, inform the President on the need to convene a meeting, issue a notice, dispatch documents, record proceedings during the meeting

# STAGES IN THE POLICY PROCESS

## (Adoption Cont.)

- The Minister is another key player who has to convince the Cabinet Committee and Cabinet to adopt the recommendation(s).
- The most important player is Cabinet which must approve the recommendations before they can be implemented. This implementation can not commence before Secretary to the Cabinet conveys the decision.
- Printing of policy documents, launching by the Minister, and dissemination to all stakeholders to be conducted.

# STAGES IN THE POLICY PROCESS

## (Implementation)

- This stage refers to a set of activities undertaken to ensure that the decision made on the recommended course of action is implemented.
- The Ministry has the overall responsibility for policy implementation. If a Ministry has a problem with policy implementation, it is free to involve other stakeholders and if necessary an IMCO may be re-constituted.

# STAGES IN THE POLICY PROCESS

## (Monitoring and Evaluation)

- This stage refers to the process of checking progress in order to ensure that the planned activities are being implemented within the approved plan period and the process of assessing the impact of the decisions being implemented.
- The key players are the Ministry, PAC and Cabinet.
- The Ministry has to submit policy implementation progress reports to PAC

# STAGES IN THE POLICY PROCESS

## (Monitoring and Evaluation Cont.)

- PAC has the responsibility to request from the Ministries quarterly reports on the progress in the implementation of the policy, receive and appraise the implementation report before it is submitted to Cabinet for consideration.
- It is the responsibility of Cabinet to ensure that its decisions are implemented as conveyed by the Secretary to the Cabinet and their impact evaluated.



# NATIONAL HEALTH POLICIES

- The following policies have been adopted by Cabinet: National Drug Policy, National Food and Nutrition Policy, National HIV/AIDS/STI/TB Policy, National Medical Laboratory Policy, National Mental Health Policy, National Child Health Policy and National Reproductive Health Policy
- Some of the policies in formulation stage include the following: draft health research policy, draft national environmental health policy, draft Oral Health Policy, draft health financing policy, draft medical equipment and infrastructure policy, draft non-communicable diseases policy, draft alcohol policy

# CHALLENGES IN POLICY PROCESS

- Its time consuming (extensive consultations both internally and externally)
- Political will required.
- Donor influence
- Global trends
- Inadequate resources
- Slow responses from key players
- Lack/inadequate legal framework

**THANK YOU FOR YOUR ATTENTION**