

**National Diabetes Education Program
Partnership Structure
February 2014**

This document is provided to help organizations understand the operational structure of the NDEP to make clear the opportunities available to collaborate with NDEP.

NDEP Partnership Network

What: The Partnership Network consists of all of NDEP's varied partner organizations and individuals. Partners are the key to NDEP's success and work with NDEP in a variety of ways to identify needs for collaboration and synergistic opportunities for win-win projects and initiatives. The NDEP provides partners with accurate, evidence-based messages, and culturally and linguistically appropriate messages and materials that facilitate partner outreach and interaction with health care professionals of all disciplines, people with diabetes, people at risk for diabetes, and social and community groups. These materials are copyright-free, low- or no-cost, and support people seeking to make behavior changes needed to improve diabetes health outcomes. NDEP also offers training and technical assistance to help increase capacity to develop interventions that meet partner and NDEP needs and contribute to behavior, social, policy, and environmental change. As a national program, NDEP provides partners with a community for networking and exchanging ideas with and learning from a diverse group of other organizations (community, business, clinical, governmental, etc.) and also opportunities for each partner organization to expand its activities and have a greater impact by combining efforts and resources with NDEP and other partner organizations. Members of NDEP's Partnership Network also have the opportunity to give input to the direction and approaches, and participation in the initiatives of a national program.

Who: All organizations and individuals that share NDEP's mission, goals, and strategies to improve the health outcomes of people with diabetes and people at risk for diabetes.

How: *News & Notes* e-newsletter, emails about upcoming releases or promotions, NDEP's social media channels, quarterly promotions teleconferences, the NDEP website, the NDEP Partnership Network Meeting, participation on committees and groups, collaboration on projects, presentations and exhibits by NDEP volunteers and staff at conferences and meetings and through support of the networks and outreach of NDEP partner organizations.

NDEP Executive Committee

What: The Executive Committee (EC) is a standing committee that guides all NDEP activities, with input from the NDEP Partnership Network and NDEP Staff. Activities include:

- Communicating with and seeking input and recommendations from Stakeholder Groups and Task Groups on priorities related to NDEP's strategic plan and yearly action plans.
- Setting NDEP's 5-year strategic plan, yearly action plans, and program priorities.
- Reviewing, guiding, and allocating resources (human and fiscal) for all NDEP activities.
- Appointing members and leaders of all committees and groups.
- Providing guidance and counsel to NDEP staff on a regular basis.
- Representing NDEP in discussions with partner organizations and at major scientific meetings.

Who: The EC includes the leadership of NDEP at NIH and CDC, a volunteer chairperson, the immediate past chairperson of the EC, and the chair-elect. The volunteer leaders are appointed by NIH and CDC and serve staggered, two-year terms.

NDEP Stakeholder Groups

What: NDEP Stakeholder Groups are comprised of representatives of organizations and/or individuals who share mutual interests and goals with NDEP and have capacity to identify and address the needs of high-risk and other priority populations. They are regularly informed about NDEP's activities and provide input and feedback to NDEP. Activities may include:

- Working with NDEP, with each other, and with other Stakeholder Groups to ensure that the needs and priorities of high-risk populations and/or major stakeholder groups are addressed in NDEP's plans and initiatives.
- Sharing information and providing input on an ongoing basis to the NDEP to ensure that NDEP messages, materials, and initiatives are audience-appropriate and culturally-sensitive.
- Reviewing proposed strategies, messages, materials, and tools in development by NDEP..
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- Recommending nominees for participation on Task Groups.
- Serving on relevant Task Groups.
- Assisting NDEP in identifying and engaging new partners to ensure a wide diversity of traditional and non-traditional partners.
- Collaborating with NDEP to ensure greater reach to high-risk and other priority populations.

Who: Members of organizations and experts who share mutual interests and goals with NDEP and address diabetes/chronic diseases in high-risk populations (e.g., ethnic minority groups, age-related groups) or with relevant intermediaries (e.g., health care providers, policymakers, business and industry, community-based organizations). The groups and their membership may change with changes in NDEP's strategic plan or priorities, partner interest, and opportunities for synergistic activities.

How: Communication and engagement processes may vary, depending on the group. Options include: one-on-one meetings with NDEP leadership and the organization; NDEP attendance via exhibits and presentations at stakeholder organization meetings; individual Stakeholder Group meetings, conference calls and video conferences; ongoing telephone, email, electronic and social media communications; other networking opportunities; cross-stakeholder calls to address common issues; and presentations (webinars) to all stakeholder groups on issues of interest.

NDEP Task Groups

What: NDEP Task Groups are small groups of partners convened to accomplish specific projects or tasks in a specified period of time in support of NDEP's strategic plan. As Task Groups complete their charge, Task Group members remain as members of the NDEP Partnership Network. As new Task Groups are developed to advance other NDEP strategic plan priorities, interested partners will have opportunities to participate on these new groups. Recommendations for Task Groups can be initiated by any NDEP body, including Stakeholder Groups, an existing Task Group, the Executive Committee, or the Partnership Network. Task Groups and members will be appointed by the NDEP Executive Committee. Task Groups will be led by a volunteer chairperson, supported by NDEP staff and will report to the Executive Committee. Examples of activities include:

- Updating and revising existing or creating new NDEP resources.

- Packaging existing materials for specific audiences.
- Ensuring cultural and linguistic appropriateness in all products and initiatives.
- Planning and conducting specific diabetes-related promotional activities.
- Developing technical assistance and training resources.
- Planning and developing a compendium of case studies or success stories of the work of NDEP and its partners.
- Planning and implementing overarching evaluation activities.

Who: NDEP partners and other external experts with experience and interest in the projects/tasks identified as priorities. As much as possible, and as appropriate, each Task Group will include “translating science,” “communication & promotion,” “community intervention,” “evaluation” and “multicultural engagement” representation as well as topic experts.

How: Conference calls; email; electronic blackboards.