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**Instructions for National Surgical, Obstetric, & Anesthesia Plan letter template to request financial and technical assistance from WHO**

Dear Member State Delegates,

The letter template for requesting technical and financial assistance is meant as a guide, and we leave it to you to add relevant details about your country to make the letter more personal.

This letter may be addressed to the staff at the WHO office in your own country, so that they may share it with the WHO regional office and WHO headquarters.

* To do so, please change the underlined letter heading (bold text at the top)

To add information and relevant details or challenges in your country, please change all parts that are underlined. If you wish to add more information, here are some questions to think about when filling in the letter:

* Is there any country data on how many procedures are being done?
* In which regions and hospitals are procedures being done? Why do other regions/hospitals not perform these procedures?
* Is there any country data on how many surgeons, nurses, anesthesiologists, and obstetricians/gynecologists there are?
* How many extra surgeons, nurses, anesthesiologists are needed to provide adequate coverage for your country?
* Is there any country data on infrastructure, hospitals, and equipment?

If you do not have enough information to answer these prompts, these will be answered during the data collection phase of the NSOAP process.

Please feel free to contact us with any questions or if there is anything we can do to assist you.

Once you have written the letter, please send us a copy at [pgsscboston@gmail.com](mailto:pgsscboston@gmail.com) in addition to the letter mailed to your WHO country office.

Sincerely,

Program in Global Surgery & Social Change

Boston, MA