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| **Tool 6: Meeting Agenda Template** |
| **Meeting of National Logistics Working Group****(NLWG) held on [date] at the [xxx]****Chairman:****Secretariat:****Attendees:****1.** **2.** **3.**

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| **Timing** | **Items** | **Person in charge** |
| 8:15-8:30 | Registration | Secretariat |
| 8:30-8:45 | Opening | Chair |
| 8:45-9:00 | Confirmation of minutes from previous meeting | Secretariat |
| 9:00-9:30 | Pending from previous minutes | Secretariat |
| 9:30-10:30 | ISCL recommendations #1 to decision makers and practitioners | Sub-working group 1 |
| 10:30-11:00 | Implementing SC activities: Cold chain equipment/temperature monitoring | Sub-working group 2 |
| 11:00-11:15 | Tea-break |  |
| 11:15-11:45 | Implementing SC activities: SIA campaign | Sub-working group 2 |
| 11:45-12:15 | Monitoring IP progress | Sub-working group 3 |
| 12:15-12:30 | ISCL Funding gaps and fundraising | Sub-working group 4 |
| 12:30-12:45 | Wrap-up | Chair |
|  | End |  |

***Please RSVP to the secretary by inserting an RSVP date and contact details***\* One person is always assigned to take responsibility for a next step; the designated person must take action before the next NLWG meeting. |