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