**Insert the logo(s) of the organizing institution(s)**

**TENTATIVE AGENDA**

**COUNTRY COVID-19 INTRA-ACTION REVIEW (IAR)**

**Insert country name**

**Date(s)**

 **Location**

*This is a tentative agenda to be adjusted and adapted based on the format of the IAR (online or on-site) and the number of technical areas/pillars to be reviewed.*

*Ideally, the IAR should take a minimum of 0.5 to a maximum of 2 days.*

**Date: Day/Month/Year** **Location: online login details or venue**

|  |  |  |
| --- | --- | --- |
| **TIME** | **SESSION** | **RESPONSIBLE PERSON** |
| 08:30-09:00 | Registration and administrative formalities and instructions | Admin |
| 09:00-09.15 | Introduction of the participants |  |
| 09:15-09:45 | Intra-Action Review methodology  |  |
| 09:45-10:15 | **Introduction:** **Response plan and actual timeline of the response**  |  |
| 10:15-10:45 | Coffee break | Admin |
| 10:45-12:30 | **Session 1 -** **What worked well? What worked less well? And why?** *Participants work to identify the challenges and best practices of the response.* |  |
| 12:30-13:30 | Lunch | Admin |
| 13:30-15:00 | **Session 1** *(continued)* **-** **What worked well? What worked less well? And why?** *Participants work to identify the challenges and best practices of the response.* |  |
| 15:00-15:15 | Coffee break | Admin |
| 15:15-16:45 | **Session 2 -** **What can we do to improve the COVID-19 response?***Participants work to identify what can be done to strengthen the ongoing COVID-19 response.*  |  |
| 16:45-17:15 | **Session 3 – The Way Forward:** *discussion on the best way to implement these activities moving forward.* |  |