**Mosaic Respiratory Surveillance Framework Workshop**

**Guide for Agenda Development**

This document guides workshop organizers and facilitators in developing an agenda that addresses the core components of the Mosaic Framework while allowing customization for priority Mosaic topics identified for the country. The number of days required for the workshop will depend on whether the country chooses to discuss all three Mosaic Domains or prioritize certain Domains. Start and end times, as well as the timing and length of coffee and lunch breaks, should be adjusted to fit the local context. Furthermore, workshop organizers and facilitators should include any sessions required by national workshop protocols, such as registration, opening and closing remarks, and participant introduction.

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# Introductory Session

This introductory session is an opportunity for workshop organizers to introduce the Mosaic Framework and workshop objectives and proceedings. It is also an opportunity to secure engagement and support from senior Ministry of Health (MOH) leadership and key partners in the country (and region, where applicable).

Workshop organizers may schedule the introductory session in the morning, followed by the Domain I session. Alternatively, they may dedicate a half day to hold the introductory session and use the other half day for a working session with workshop facilitators.

## Participants

National partners from all technical areas, external partners and stakeholders, key senior stakeholders, including MOH leadership

## Sessions

***Total suggested duration:*** *2h 15 minutes*

* **OPENING OF THE WORKSHOP AND INTRODUCTIONS**

***Suggested duration:*** *30 minutes*

Senior MOH stakeholders and workshop organizers lead this section to facilitate the official start of the workshop and participant introductions.

* **PRESENTATION OF THE MOSAIC FRAMEWORK, WORKSHOP OBJECTIVES, REGIONAL STRATEGY (WHERE APPLICABLE), AND AGENDA**

***Suggested duration:*** *90 minutes*

Workshop organizers present the Mosaic Framework and workshop objectives to all participants. This is also an opportunity to review the agenda and remind technical leads of the specific days their presence is required. If the workshop is conducted in collaboration with WHO Regional Offices (ROs) or other partners engaged in a regional strategy, representatives from these groups may wish to present on how the Mosaic Framework aligns with the regional strategy.

* **CALL TO ACTION FROM SENIOR LEADERSHIP**

***Suggested duration:*** *15 minutes*

Senior MOH leadership uses this time to call workshop participants to action to actively engage during the workshop and ensure key workshop objectives are met. Ideally, this call to action occurs on the opening day to motivate and focus participants. If senior leadership cannot attend both the opening and closing days, workshop organizers should thoroughly brief them beforehand on the workshop objectives and deliverables. Senior leadership should then attend on the closing day when the final Mosaic, needs, and actions are presented. If senior leadership can only attend on the closing day, their call to action should be given prior to the plenary session.

## Example

|  |  |  |
| --- | --- | --- |
| Time | Activity | Presenters |
| 30’  | Opening of the workshop and introductions | Senior MOH leadership, workshop organizers |
| 75’  | Presentation of the Mosaic Framework, workshop objectives, and agenda | Workshop organizers |
| 15’  | How Mosaic fits into regional strategy (*optional*) | WHO RO or other partner engaged in regional work |
| 15’  | Call to action  | Senior MOH leadership |

# Domain I Session: Detection and assessment

This session addresses Domain I workshop objectives and is organized to: 1) probe the surveillance approaches used for the early detection and assessment of an emerging or re-emerging respiratory virus and their functionalities through scenarios and questions, and 2) use these discussions to inform the country’s priority needs and actions to meet early detection and assessment objectives. Given the length of this session, workshop organizers may choose to split it between an afternoon (e.g., following the introductory module) and the following morning or allocate an entire day to it.

## Participants

Workshop organizers and facilitators, Domain I surveillance technical leads, national and subnational staff (e.g., regional/local program or surveillance officers, clinicians, etc.) from Domain I technical areas

## Sessions

**Total suggested time:** *5 hours 20+ minutes for all participants; Additional 1 hour 30 minutes for session facilitators only*

* **DETECTION AND ASSESSMENT OF AN EMERGING OR RE-EMERGING RESPIRATORY VIRUS: INTRODUCTION AND DRAFT MOSAIC DESIGN**

***Suggested duration:*** *20 minutes*

Domain I facilitators introduce the domain using slides to orient participants on core surveillance approaches (e.g., event-based surveillance, investigations and studies, and targeted population surveillance). Facilitators also present the country’s Mosaic design as developed during pre-workshop activities.

* **DETECTION AND ASSESSMENT OF AN EMERGING OR RE-EMERGING RESPIRATORY VIRUS: SCENARIO DISCUSSION**

***Suggested duration:*** *4 hours*

Domain I facilitators lead the scenario discussion and questions, engaging national and subnational staff involved in early detection and assessment surveillance activities. Facilitators should document any needs and actions that arise from these discussions and any required modifications to the Domain I Mosaic.

* **REVIEW OF DOMAIN I MOSAIC AND PRIORITIZATION OF NEEDS AND ACTIONS**

***Suggested duration:*** *90 minutes*

*THIS IS A FACILITATOR-ONLY SESSION that should ideally be held at the end of the day, immediately following the Domain I scenario discussion.* Domain I facilitators use this time to refine and prioritize the needs and actions identified during the Domain I scenario discussion.They also use this session to make any necessary revisions to the country’s Domain I Mosaic.

* **RECAP AND CONSENSUS OF NEEDS AND ACTIONS FOR DOMAIN I SURVEILLANCE OBJECTIVES**

***Suggested duration:*** *60 minutes, ideally the day following Domain I scenario discussions*

Domain I facilitators use this time to present the refined needs and actions identified during the scenario discussions and ensure consensus among Domain I technical leads and participants. This session should ideally take place the morning following the Domain I scenario discussion, allowing facilitators time the previous day to refine the needs and actions and giving participants time to reflect on the scenario discussions.

## Example

|  |  |  |
| --- | --- | --- |
| Time | Activity | Presenters  |
| 10’  | Introductions for new participants (*optional*) | Workshop organizers/facilitators |
| 20’  | Detection and assessment of an emerging or re-emerging respiratory virus: introduction and draft Mosaic design | Workshop facilitators |
| 4 hours  | Detection and assessment of an emerging or re-emerging respiratory virus: scenario discussion*Note: this session should be split up with a lunch or coffee break at the organizers’ and facilitators’ discretion* | Workshop facilitators |
| 90’  | Review Domain I needs and actions and their prioritization*Note: this session is only for workshop facilitators and is ideally scheduled at the end of the day of the Domain I Session* | Workshop facilitators  |
| 60’ | Recap and consensus of needs and actions for Domain I*Note: this session ideally occurs the day following the Domain I scenario discussion* | Workshop facilitators |

# Domain II Session: Monitoring epidemiological and virological characteristics

This session addresses Domain II workshop objectives and is organized to: 1) probe the surveillance approaches used for monitoring epidemiological and virological characteristics of respiratory viruses in interpandemic periods and their functionalities through scenarios and questions and 2) use these discussions to inform the country’s priority needs and actions to meet routine monitoring objectives. This module is lengthy, so workshop organizers may choose to split it between an afternoon and the following morning or devote an entire day to it.

## Participants

Workshop organizers and facilitators, Domain II surveillance technical leads, national and subnational staff (e.g., regional/local program or surveillance officers, clinicians, etc.) from Domain II technical areas

## Sessions

**Total suggested time:** *5 hours 20+ minutes for all participants; Additional 1 hour 30 minutes for session facilitators only*

* **MONITORING EPIDEMIOLOGICAL AND VIROLOGICAL CHARACTERISTICS OF RESPIRATORY VIRUSES IN INTERPANDEMIC PERIODS: INTRODUCTION AND DRAFT MOSAIC DESIGN**

***Suggested duration:*** *20 minutes*

Domain II facilitators introduce Domain II using slides to orient participants on core surveillance approaches (e.g., sentinel surveillance, national notifiable disease surveillance, and healthcare capacity monitoring). Facilitators also present the country’s Mosaic design as developed during pre-workshop activities.

* **MONITORING EPIDEMIOLOGICAL AND VIROLOGICAL CHARACTERISTICS OF RESPIRATORY VIRUSES IN INTERPANDEMIC PERIODS: SCENARIO DISCUSSION**

***Suggested duration:*** *approximately 4 hours*

Domain II facilitators lead the scenario discussion and questions, engaging national and subnational staff involved in surveillance activities for monitoring epidemiologic and virologic characteristics of respiratory viruses. Facilitators should document any needs and actions that arise from these discussions and any required modifications to the Domain II Mosaic.

* **REVIEW OF DOMAIN II MOSAIC AND PRIORITIZATION OF NEEDS AND ACTIONS**

***Suggested duration:*** *90 minutes*

*THIS IS A FACILITATOR-ONLY SESSION that should ideally be held at the end of the day, immediately following the Domain II scenario discussion.* Domain II facilitators use this time to refine and prioritize the needs and actions identified during the Domain II scenario discussion.They also use this session to make any necessary revisions to the country’s Domain II Mosaic.

* **RECAP AND CONSENSUS OF NEEDS AND ACTIONS FOR DOMAIN II SURVEILLANCE OBJECTIVES**

***Suggested duration:*** *60 minutes, ideally the day following Domain II scenario discussions*

Domain II facilitators use this time to present the refined needs and actions identified during the scenario discussions and ensure consensus among Domain II technical leads and participants. This session should ideally take place the morning following the Domain II scenario discussion, allowing facilitators time the previous day to refine the needs and actions and giving participants time to reflect on the scenario discussions.

## Example

|  |  |  |
| --- | --- | --- |
| Time | Activity | Presenters  |
| 10’  | Introductions for new participants (*optional*) | Workshop organizers/facilitators |
| 20’ | Monitoring epidemiological and virological characteristics of respiratory viruses in interpandemic periods: introduction and draft Mosaic design | Workshop facilitators |
| 4 hours  | Monitoring epidemiological and virological characteristics of respiratory viruses in interpandemic periods: scenario discussion*Note: this session should be split up with a lunch or coffee break at the organizers’ and facilitators’ discretion* | Workshop facilitators |
| 90’ | Review Domain II needs and actions and their prioritization*Note: this session is only for workshop facilitators and is ideally scheduled at the end of the day of the Domain II Session* | Workshop facilitators  |
| 60’ | Recap and consensus of needs and actions for Domain II*Note: this session ideally occurs the day following the Domain II scenario discussion* | Workshop facilitators |

# Domain III Session: Informing the use of human health interventions

This session addresses Domain III workshop objectives and is organized to: 1) probe the national surveillance approaches and other regional or global data used for informing public health interventions and policies through an objective-driven discussion and 2) use these discussions to inform the country’s priority needs and actions to meet data for policy objectives.

While countries are encouraged to allocate time for Domain III objectives, organizers may prioritize Domain I and II discussions, potentially abbreviating or omitting the Domain III discussion or scheduling it for a separate meeting. This session is typically held the day before the final presentation to MOH leadership and key stakeholders. Thus, facilitators should ensure that consensus on needs and actions is reached during the objective-driven discussion rather than scheduling a later session, as done with Domain I and II.

Some countries may wish to add discussion on how their inter-pandemic national mosaic would be adapted to prepare for surveillance in a pandemic.

These decisions are at the discretion of workshop organizers and country partners.

## Participants

Workshop organizers and facilitators, Domain III technical leads, national and subnational staff (e.g., regional/local program or surveillance officers, clinicians, etc.) from Domain III technical areas

## Sessions

**Total suggested time:** *2 hours 20+ minutes for all participants; Additional 30 minutes for session facilitators only*

* **INFORMING THE USE OF HUMAN HEALTH INTERVENTIONS: INTRODUCTION AND DRAFT MOSAIC DESIGN**

***Suggested duration:*** *20 minutes*

Domain III facilitators introduce Domain III using slides to orient participants on core approaches (e.g., investigations and studies, enhanced clinical surveillance, sentinel surveillance). Facilitators also present the country’s Mosaic design as developed during pre-workshop activities.

* **INFORMING THE USE OF HUMAN HEALTH INTERVENTIONS: OBJECTIVE-DRIVEN DISCUSSION AND IDENTIFICATION OF POTENTIAL NEEDS AND ACTIONS**

***Suggested duration:*** *120 minutes*

Domain III facilitators lead the objective-driven discussion and questions, engaging national and subnational staff that participate in relevant activities. Facilitators should document any needs and actions that arise from these discussions and any required modifications to the Domain III Mosaic. Facilitators should ensure consensus among participants on any needs and actions during this session.

* **REVIEW OF DOMAIN III MOSAIC AND PRIORITIZATION OF NEEDS AND ACTIONS**

***Suggested duration:*** *30 minutes*

*THIS IS A FACILITATOR-ONLY SESSION that should ideally be held immediately following the Domain III objective-driven discussion.* Domain III facilitators use this time to refine and prioritize the needs and actions identified during the Domain III objective-driven discussion.They also use this session to make any necessary revisions to the country’s Domain III Mosaic.

## Example

|  |  |  |
| --- | --- | --- |
| Time | Activity | Presenters  |
| 10’  | Introductions for new participants (*optional*) | Workshop organizers/facilitators |
| 20’ | Informing the use of human health interventions: introduction and draft Mosaic design | Workshop facilitators |
| 120’  | Informing the use of human health interventions: objective-driven discussion | Workshop facilitators |
| 30’ | Review Domain III needs and actions and their prioritization*Note: this session is only for workshop facilitators and is ideally scheduled after the Domain III Session* | Workshop facilitators  |

# Concluding Session

This concluding session allows workshop organizers and facilitators to review and finalize the country’s national surveillance Mosaic, prioritize needs and actions, and prepare a plenary presentation for senior leadership and stakeholders. Workshop organizers, in consultation with facilitators, should select one or more presenters to lead the plenary presentation.

Ideally, the concluding module is split over two days: facilitators and organizers finalize the Mosaic, priority needs and actions, and the associated presentation in the afternoon following a domain module, and the plenary is held the next morning as a standalone session. However, this schedule is at the discretion of the workshop organizers and facilitators. If senior MOH leadership could not deliver the call to action during the introductory module, they should do so during the concluding module, immediately before the plenary presentation.

## Participants

National partners from all technical areas, external partners and stakeholders, key senior stakeholders, including MOH leadership

## Sessions

**Total suggested time:** *3 hours 30+ minutes*

* **FINALIZATION OF NATIONAL MOSAIC AND NEEDS AND ACTIONS AND PREPARATION OF PRESENTATION FOR SENIOR STAKEHOLDERS**

***Suggested duration:*** *90 minutes*

Workshop organizers and domain facilitators use this session to review and finalize the national Mosaic and the country’s prioritized needs and actions. The session’s duration will depend on how much time during the week was dedicated to updating the Mosaic, finalizing and prioritizing needs and actions, and recapping discussions to build consensus after each Domain session. By the end of this session, all participants should feel ownership of their identified needs and actions and agree that they accurately reflect the workshop discussions.

* **PLENARY PRESENTATION OF NATIONAL MOSAIC AND ASSOCIATED NEEDS AND ACTIONS TO SENIOR MOH LEADERSHIP AND STAKEHOLDERS; DISCUSSION ON FINDINGS AND NEXT STEPS**

***Suggested duration:*** *90 minutes*

One or more national workshop participants, selected by the workshop organizers and facilitators, should present the final Mosaic and prioritized needs and actions to senior MOH leadership and stakeholders. Following the presentation, time should be allocated for questions, comments, and feedback from senior stakeholders. This session allows all participants, including senior leadership, to discuss the findings of the national Mosaic Framework workshop and foster consensus and commitment to addressing the priority needs and actions. With senior leadership and stakeholder engagement, workshop organizers should also outline the next steps for the post-workshop period, including drafting and finalization of a Mosaic report, integrating findings into existing action or pandemic preparedness plans, and establishing monitoring and evaluation indicators to track progress toward meeting priority needs and actions.

## Example

|  |  |  |
| --- | --- | --- |
| Time | Activity | Presenters  |
| 90’  | Finalization of national Mosaic and needs and actions and preparation of presentation for senior stakeholders | Workshop organizers and facilitators |
| 10’ | Introduction of senior leadership, stakeholders, and partners | Workshop organizers |
| 90’ | Plenary presentation of national Mosaic and associated needs and actions to senior MOH leadership and stakeholdersDiscussion on Mosaic Framework workshop findings and consensus-building on priority needs and actions with senior MOH leadership and stakeholders; discussion on next steps during the post-workshop period | National partner designees Workshop organizers and facilitators,senior MOH leadership and stakeholders |
| 30’ | Closing remarks and reflections | Workshop organizers, senior MOH leadership and stakeholders |