

**First Face-to-Face Meeting of the
UHC2030 Working Group on Support to Countries with Fragile or Challenging
Operating Environments
8-9 November 2017
Mövenpick Hotel, 20 route de Pré-Bois, 1215 Geneva, Switzerland**

Draft Agenda

The **objectives** of this meeting are to:

- Draft revised ToRs identifying the clear added value of the Working Group
- Update the workplan of the Working Group
 - Reflect on the findings of the literature review to inform this process and identify feedback for ITM to take on board for the final iteration of their report
 - Agree on the scope, objectives, format, approach and timeline for the development of the guidance document, and any related deliverables required (e.g. case studies, tools)
 - Identify other potential deliverables
 - Explore ways of working
- Agree a process for finalising the updated ToRs and workplan

The **outcomes** of this meeting will be draft revised ToRs and an updated draft workplan for 2018-19. A short summary meeting report will be produced, synthesising the main areas of agreement, outstanding issues, and priority actions.

Organising team:

- Working Group Co-chairs: Amelia Peltz, Kaosar Afsana
- Overall facilitator: Godelieve van Heteren
- Meeting organisers: Kaosar Afsana, Lara Brearley, Andre Griekspoor, Enrico Pavignani, Amelia Peltz, Egbert Sondorp, Godelieve van Heteren
- Meeting logistics: Victoria Reyes-Pascual
- Note takers: Button Ricarte, Clara Affun-Adegbulu

Day 1: 8 th November		
Time	Session	Session outcome
08.30-09.00	Registration & welcome refreshments	
09.00-12.30	Welcome & updates: Who is doing what?	
09.00-09.15	Welcome & opening remarks	Agreed meeting objectives
09.15-10.30	Populating the landscape; where are the gaps?	Clarity on the current status & priorities of UHC2030 & other relevant initiatives, to inform the fit & added value of our WG
10.30-11.00	Refreshments	
11.00-12.30	What do we know & what don't we know?	
11.00-12.30	Findings of the literature review	Clarity on the findings of the literature review & feedback to ITM for the final iteration
12.30-13.30	Lunch	
13.30-17.30	What does this mean for the Working Group?	
13.30-15.00	Revisiting our objectives	Clarity on our added value & refined ToRs for WG
15.00-15.30	Refreshments	
15.30-17.30	Identifying themes for guidance & critical knowledge gaps, informed by the literature review	Mapping of key themes to be included in any guidance & critical knowledge gaps
17.30-18.30	Welcome reception	
Day 2: 9 th November		
Time	Session	Session outcome
09.00-09.15	Welcome remarks from WHO	
09.15-12.30	Focusing in: selecting priorities for the WG	
09.15-09.30	Summary from day 1 & focus for day 2	Clarity on outcomes expected from the day
09.30-11.00	Prioritising themes & gaps for the Working Group	Agreed priorities, amended ToRs
11.00-11.30	Refreshments available	
11.30-12.30	Defining deliverables (guidance, focused country work, research, advocacy etc.)	Agreed deliverables/activities
12.30-13.30	Lunch	
13.30-17.00	Implementation: how & who?	
13.30-16.00	Revisiting the guidance – objectives, scope, format & approach	Agreed approach for the guidance
15.00-15.30	Refreshments available	
16.00-17.00	Revisiting the membership of the group & ways of working	Potential members identified & agreed ways of working
17.00-17.30	Next steps & close of meeting	
		Agreed next steps