Annex VIa: Program for Task Team Meeting 1

Specifics

A successful initial workshop was hosted on _____, using PAR & 'system in the room' methodology that involved Friendly Consulting, root cause analysis and other techniques. Key outputs of the workshop were:

- Identification of program management challenges
- Formation of in-country cross- functional, cross hierarchical Task Team
- Task Team balance – balanced member representation for the two districts

The role and function of the Task Team is to:

- Review and refine the challenges from the initial workshop held on _____.
- Propose actions to address challenges and assign tasks and responsibilities.
- Identify obstacles and enablers to the implementation of the action plan.
- Identify metrics (including NMCP indicators), set targets, and gather data.
- Monitor progress and provide feedback on the implementation of the actions.

Objectives

With expert assistance and ongoing client relationship management from OD and QI facilitators, expected outputs for the Task Team Meeting include but are not limited to providing solutions to identified challenges, aligning actions to measurement indicators and timelines for implementation of agreed strategies.

In view of the above, the first Task Team workshop focus will be to:

1. Review and refine each of the main challenges from the initial workshop. Top priority challenges selected by the Task Team will be taken to the next stage.

2. Propose actions to address challenges and assign tasks and responsibilities. Identify obstacles and enablers to the implementation of the action plan.

3. Identify metrics (including NMCP indicators), set targets and gather baseline data. After the 1st Task Team meeting monitor progress and provide feedback on the implementation of the actions.

CHALLENGES AND ACTIONS

Day 1		Facilitators
0830-0900	Participant registration and housekeeping issues Facilitators' meeting	All Facilitators
0900-0930	Formal welcome, introductions and workshop objectives	
0900-1030	Clarifying/confirming priority challenges	Task Team

	Decision Matrix feedback from Task Team Assist team with deciding who will present	coordinator or representative
1030-1045	Tea Break	
1045-1115	Introduction to Action Plan: Show/present links between challenges, actions/solutions, targets and measures.	
1115-1400	Action planning: Priority challenges - Techniques are selected, explained/recapped and applied as and when needed. Root cause analysis - cause and effect diagram, brainstorming, process maps, prioritization, Pareto charts and decision matrices. Facilitators, together with group, decide whether to work in districts, small groups or whole task team.	
1300-1400	Lunch Break	
1400-1530	Action planning: priority challenges	
1645-1700	Closing remarks day one	
1700-1730	Staff meeting to review and plan	All

CHALLENGES AND ACTIONS

Day 2		**Facilitators**
0830-0900	Recap/reflections of day one	Task Team Representative & Facilitator
0900-0930	Introduction to Measuring: Short presentation on importance of measuring	

0930-1100	Identify key performance indicators and baseline data and set targets. Revise actions and assign tasks. Task assignment should include what, how, who, when.	All
1100-1115	Tea Break	
1115-1300	Continue working on key performance indicators, baseline data, setting targets and assigning tasks	All
1300-1345	Lunch Break	
1345-1430	Finalizing work plan	
1430-1445	Reflections on Task Team 1 (TT1) meeting (plenary)	All
1445-1530	Planning: Mapping Way Forward Task team activities between TT1 and TT2: Leaders/coordinators, documentation, meeting dates, venues and times, communication, logistical support	
1530-1545	Closing Remarks-Evaluation to be done before closing remarks	
1545-1615	Tea Break	
1545-1615	Staff meeting to review and plan for TT2	All