**Template Agenda for Stakeholder Event**

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| **Time** | **Description** |
| 10 mins | **Welcome and introduction to the session**  Introduce background to the workshop, its aims and structure  Ask attendees to introduce themselves, giving their role and organisation |
| 10 mins each | **Inputs**  *E.g. Overview of immunisation coverage rates in the area; Challenges and opportunities to improving local coverage rates; Summary of innovative practices employed in the Covid-19 vaccination programme.* |
| 20 mins | **Small Group Discussion**  Have one overarching question with 2 or three sub-questions to guide the discussion.  The first discussion can be quite general so that everyone has an opportunity to contribute.   * *E.g.* *What inequalities in coverage across the routine immunisation schedule are there in the area (e.g. by vaccination, geographic area, or demographic group)? What can we do differently as a system to address them?* |
| 10 mins | **Feedback**  Facilitators feed back the themes of their respective discussions to the whole group |
| 10 mins | **Comfort break** |
| 20 mins | **Small Group Discussion**  The second discussion of the workshop can have a more targeted focus than the first, and the facilitator should prompt participants to develop specific suggestions to take forward.   * *E.g.* *What data exists in the area which has relevance for the immunisation programme, how is it currently used and how can it be more effectively and/or more widely used?* |
| 10 mins | **Feedback**  Facilitators feed back the themes of their respective discussions to the whole group |
| 15 mins | **Rounds Question**  Going around the whole group, ask each participant a question they can answer in one sentence. The aim is to have them articulate their most important takeaway from the event.  *E.g. “What is one thing you could do differently to improve coverage rates?”* |
| 10 mins | **Summary and Next Steps**  Summarise main themes of the workshop, and explain next steps regarding the write-up of the event and any actions to be taken forward or future meetings. |