**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 structureAsk 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?*
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| 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?*
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| 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. |