**Action Plan and Checklists: Takeaway Sheet**

**Topic of training:** Documenting NITAG work: Best Practices

* Formulate an action plan to help better the documentation process at your NITAGs
1. **Step one**

Self-assess and rate yourself on where you feel your NITAG stands on the below documentation processes:

* **Meeting Minutes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Verysatisfied | Somewhat satisfied | Neither satisfied nor dissatisfied | Somewhat dissatisfied | Verydissatisfied |
|  |  |  |  |  |

* **Reports to the MoH**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Verysatisfied | Somewhat satisfied | Neither satisfied nor dissatisfied | Somewhat dissatisfied | Verydissatisfied |
|  |  |  |  |  |

* **Your NITAG Website**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Verysatisfied | Somewhat satisfied | Neither satisfied nor dissatisfied | Somewhat dissatisfied | Verydissatisfied |
|  |  |  |  |  |

1. **Step two**

Refer to the below checklists and make notes of what items need to be worked on/adapted to help better the documentation process at your NITAG.

**Meeting Minutes: Checklist of items to include**

* Date and time of the meeting
* Names of participants, chair, and members unable to attend, and whether quorum was met
* Acceptance/corrections to previous meeting minutes
* List of agenda items or topics
* Assessment of the Declaration of Interests
* *Summary* of discussion for each agenda item, not verbatim, using a standard format
* Actions taken or agreed to be taken
* Next meeting date and time

**Create a standardized template for the minutes to ensure all items are covered in each of your NITAG meetings**

|  |
| --- |
| **Your NITAG Website: Checklist of potential items to include*** A short bio with the NITAG’s terms of reference
* List of the NITAG members and their background (helps show diversity in expertise)
* Declaration of interests (helps increase transparency)
* Current working groups
* Yearly workplan
* Meeting agenda and minutes if possible
* The NITAG’s recommendation reports (helps increase transparency)

**Host the website as a subsection under the website of the Secretariat** |

**Reports to the MoH: Checklist**

**Format:**

Clear and a logical flow. Should be less than 2-4 pages (1,500 words).

**Content flow:**

* Context of the question
* Brief description of the problem identified
* Explain the evidence search process
* Discuss the findings and the implementation considerations
* Discuss the evidence and propose recommendations clearly formulated and linked to the available evidence

**Suggested sections:**

* Policy question
* Disease burden
* Vaccine efficacy and risks
* Economics
* Programmatic considerations
* Values
* Recommendation specifying vaccine, age groups, number of doses and schedule, if relevant

**The language used to convey recommendations should be unambiguous and only strong recommendations must be provided.**

1. **Step three**

Reflect on the areas of documentation your NITAG needs to work on. Use the below action plan to formulate concrete steps that can help you reach your goals:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Medium** | **Tasks to achieve**  | **Resources available and/or needed to achieve the task** | **Who will record and archive this document? Where will it be archived?**  | **Remarks or****Notes** |
| **Meeting Minutes** | * Follow the checklist and make a note of what needs to be worked on
* Create a standardized template for all minutes
* Ensure minutes are reviewed, and endorsed by NITAGs within 60 days of the meeting
 |  |  |  |
| **Reports to the MoH** | * Clear, logical flow and ideally less than 2-4 pages (1,500 words)
* Develop a standard format for communicating recommendations to the MoH.
* Specify the MoH focal point and procedures of communications in the NITAG Charter.
* Follow the checklist and make notes of what needs to be worked on
 |  |  |  |
| **Your NITAG Website**  | * Follow the checklist and make a note of what needs to be worked on
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