

Composante : Choose an item.

Modérateur	(Nom, Organization)
Rapporteur	(Nom, Organization)
Participants	1. 2. 3.

Guidelines for Notetaker:

1. Suggest the group start the meeting with a list of topic/ agenda items to be discussed:
 - i) Moderator can solicit and track these topics.
 - ii) Topics can be added to the list as the discussion continues – this avoids diversions from key topics and ensures all topics are tracked and addressed.
 - iii) See list of “Questions to USAID (RAAO)” Tracker as a starting point
 - iv) Consider covering the topics from Week 1 + Day 6 to ensure takeaways are “processed” with HPNO POCs.
2. Topics that cannot be covered by this group can be put in a “Parking Lot” list (see below) and can be raised at any convenient point with the Workshop facilitators, and/ or the end of the day with the “Equipe Coordinatrice”.
3. There are 2 sections to this template – add rows to each template as needed:
 - i) Notes Section:
 - to be completed first.
 - organized by topic of discussion.
 - **please take as full notes as possible of the discussion**, bearing in mind they will be shared with HPNO team members who are not able to attend the discussion.
 - ii) Key Decisions Section:
 - to be completed during or at the conclusion of the topic discussion, with notes from discussion captured in the Notes Section (below).
 - to summarize agreements and key conclusions.
 - **Can be used to record a few different types of decisions:**
 - i. Key activities that need to be completed (by ASA and or USAID, or other partner as relevant) following the co-creation workshop but as input for the RFA/ NOFO program description detail or ASA program proposal (e.g., follow up meetings with another ASA (describe the topic/issue), internal meetings of USAID leads to provide further clarification, etc.). Consider adding (due) dates where/as appropriate.
 - ii. Key decisions that imply a modification to the APS and/or ASA initial proposed approach: modifications include new, modified or reduced activities/ approaches/ directives;
 - iii. Agreements on clarifications to be provided in the program description (e.g., on implementation milestones, on roles and responsibilities)

Parking Lot (capture any topics to be addressed with other ASAs, other sections of USAID, etc. – to be shared with Workshop Facilitators and/or in debriefing with “Equipe Coordinatrice”)

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Notes Section: Capture Notes and Discussion points in as much detail as possible:

Topic	Notes
1. [Topic]:	
[Sub-topic]:	•
[Sub-topic]:	•
[Sub-topic]:	•
[Sub-topic]:	•
2. Coordination/Performance Monitoring	
[Sub-topic]:	•
[Sub-topic]:	•
[Sub-topic]:	•
[Sub-topic]:	•
3. Coordination/Performance Monitoring	
[Sub-topic]:	•
[Sub-topic]:	•
[Sub-topic]:	•
[Sub-topic]:	•
4. Coordination/Performance Monitoring	
[Sub-topic]:	•
[Sub-topic]:	•
[Sub-topic]:	•
[Sub-topic]:	•
5. Coordination/Performance Monitoring	
[Sub-topic]:	•
[Sub-topic]:	•
[Sub-topic]:	•
[Sub-topic]:	•

Key Decisions Section: Areas of Key Decisions/ Agreement/ Next Steps – See Notes Section for more detail:

Area/ Agreement	Role & Responsibility		
	ASA	USAID	Other (e.g., Other ASA, MOH)
1. [Topic]:			
1.1. [Issue]: [Summary Description]			
1.2. [Issue]: [Summary Description]			
1.3. [Issue]: [Summary Description]			
2. [Topic]			
2.1 [Issue]: [Summary Description]			
2.2 [Issue]: [Summary Description]			
2.3 [Issue]: [Summary Description]			
3. [Topic]			
3.1 [Issue]: [Summary Description]			
3.2 [Issue]: [Summary Description]			
3.3 [Issue]: [Summary Description]			
4. [Topic]			
4.1 [Issue]: [Summary Description]			
4.2 [Issue]: [Summary Description]			
4.3 [Issue]: [Summary Description]			

