

Laboratory Capacity Assessments; Example Agenda

PLANNING	
Month 1	Introductions and planning: determine number of sites and key stakeholders
	Prepare documents for MoH and stakeholders
	Draft budget and schedule
Month 2	Finalise documents and budget
	Start in country planning - flights, hotels, cars, meetings and other logistics
	Start planning international Visa, flights schedules and other logistics
Month 3	Finalise logistics
	Online discussions with MoH and MoH document sharing
	Online travel team initial meeting, expectations and introduction to assessment tools
Month 4	Follow up online meeting for MoH documents and travel teams,
	Internationals to arrive in country
	National stakeholder opening meeting and National checklist completion
	Conduct assessments and draft all laboratory reports
	Develop high level overview and recommendations with travel team
	National stake holder closing meeting
	Internationals to exit country
Month 5	Finalise laboratory reports
	Draft National assessment report and review by team members and MoH
Month 6	Finalise National level reports for distribution

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PLANNING	
Week 1	Internationals to arrive in country
	WHO meetings, security briefing etc.
	National stakeholder opening meeting and National checklist completion
	National checklist completion
	All team visits first laboratory 1 - 2 days, National laboratory
	All team visits first RDT site 0.5 days
Week 2	Travel on weekend
	Regional laboratory visit - culture + AST
	Urban RDT site *2
	Travel to next region * if team leads are well trained at this point, potential to split up into more teams
	Regional laboratory visit - culture + AST (per team)
	Rural RDT site 1 or 2 (per team)
Week 3	Travel on weekend
	Regional laboratory visit - culture + AST (per team)
	Regional laboratory visit - culture + AST (per team)
	Return for planning
	All team meeting, finalise checklists, scores and develop high-level recommendations
	National stake holder closing meeting with dissemination of high level finding draft
	Internationals exit country