**NFP Phase 2 Annual Review Meeting: [Country]**

**[Date ]**

**AGENDA**

**Attendees:** [add here]

|  |  |  |
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|  | **Item**  | **Leadership**  |
|  | **Welcome and introductions**  | Chair |
|  | **Review of progress** from previous year’s Annual Report plans | Chair &International Consultant (IC) |
|  | **Annual report** * Presentation and reflections on the annual report [to include a brief summary presentation of key points from the report, including reflections on CME challenges and indicative outcomes]
* Discussion of learning gained, issues and themes emerging [specific areas of discussion can be agreed in advance by IC and Country chairperson]
 | Chair, National Unit/National Implementation TeamAll  |
|  | **Celebrating successes**Recognizing and celebrating successes of NFP in [Country] | Chair All  |
|  | **Client and family feedback** [ as available]* Presentation and discussion
 | National Unit  |
|  | **CME temporary Variances agreed [as necessary]*** Report of findings
* Discussion and agreement of next steps
 | National UnitAll  |
|  | **Agreement of priorities and action plans for 20[year]** * Discussion of proposed priorities, actions and follow up activities
* UCD support required in next year
 | ChairInternational Consultant |
|  | **Research update** * Feasibility and acceptability study
* Plans for RCT or comparable study
 | Chair/country research lead |
|  | **Feedback on the process of completing and submitting the annual report** | Chair |
|  | **Any other business**  | Chair |