**NFP Phase 3-4 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  |
|  | **Celebrating successes*** Sharing successes of NFP in [Country]
 | Chair All  |
|  | **Annual report** * Reflections on the annual report [to include a brief summary presentation of key points from the report, including reflections on CME challenges and reported client and child 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 Team  |
|  | **Client and family feedback** [ as available]* Presentation and discussion
 | National Unit (NU) |
|  | **CME temporary Variances agreed [as necessary]*** Report of findings
* Discussion and agreement of next steps
 | National UnitAll  |
|  | **Agreement of action plans for 20[year]** * Discussion of proposed priorities, actions and follow up activities
* UCD support required in next year
 | ChairInternational Consultant |
|  | **Research update [as necessary]** | Chair/ country research lead  |
|  | **Feedback on the process of completing and submitting the annual report** | Chair |
|  | **Any other business**  | Chair |