**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 Unit  All |
|  | **Agreement of action plans for 20[year]**   * Discussion of proposed priorities, actions and follow up activities * UCD support required in next year | Chair  International 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 |