[Country Name] - Coordination Forum (ICC/HSCC) Meeting Minutes

Call to Order

|  |  |
| --- | --- |
| **Date and location of the meeting**  |  |
| **Beginning time** |  |
| **Ending time** |  |
| **Chairman of the meeting** |  |

Attendees

|  |  |
| --- | --- |
| **Quorum (% of members attending meeting)** |  |
| **Presence of quorum (as defined in Terms of Reference)[[1]](#footnote-1)** |
|  Yes [ ]  |  No [ ]  |  Unsure [ ]   |

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| **Members in attendance** [list members here]1 |
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| **Members not in attendance** [list members who did not attend and reasons for absence, if available] |
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Agenda

*[List Agenda Items]*

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| **Agenda Items** | **Owner (if any)** | **Time allotted** |
| **1** | **review and adopt minutes from previous meeting** | [Name] | [x minutes] |
| **2** | **review Status of ACTION ITEMS FROM the previous meeting** |  |  |
| **3** | **[item 3]** |   |   |
| **4** | **[item 4]** |   |   |
| **5** | **[item 5]** |  |  |

2. Status of ACTION ITEMS FROM previous meeting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Topic** | **Key actions** | **Responsible**  | **Deadline** | **Overall status** | **Key activities****implemented**  |
| [Briefly describe the issue requiring follow up] | [List the key follow up actions to be taken] | [Name and organisation of the responsible individuals] | [MM/DD/YY] | Completed / In-progress / No Progress | [List the key activities that have been completed] |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
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|   |   |   |   |   |   |

3. [Item 3]

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| **Key decisions** |
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| **Key insights** (e.g., quotes, information) |
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| **Next steps:** Report actions to implement, with the related responsibility and deadline |
| **Actions** | **Responsibility** | **Deadline** |
| [List the key follow up actions to be taken] | [Name and organisation] | [MM/DD/YY] |
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4. [Item 4]

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| **Key decisions** |
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| **Key insights** (e.g., quotes, information) |
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| **Next steps:** Report actions to implement, with the related responsibility and deadline |
| **Actions** | **Responsibility** | **Deadline** |
| [List the key follow up actions to be taken] | [Name and organisation] | [MM/DD/YY] |
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5. [Item 5]

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| **Key decisions** |
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| **Key insights** (e.g., quotes, information) |
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| **Next steps:** Report actions to implement, with the related responsibility and deadline |
| **Actions** | **Responsibility** | **Deadline** |
| [List the key follow up actions to be taken] | [Name and organisation] | [MM/DD/YY] |
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Other notes & iNFORMATION

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| **Specify other** **important notes & information** (e.g., unresolved questions to solve during next meeting, key insights or questions on topics not related to the agenda) |
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|  |  |  |
| CF Secretariat Designate[Name and Organisation Name] | CF Chair[Name and Organisation Name] | Date of Approval |

1. This section is required by Gavi (*for more details see Gavi’s guidance on Coordination Forums (*[*www.gavi.org/support/coordination/*](http://www.gavi.org/support/coordination/)*)* [↑](#footnote-ref-1)