**SAMPLE 7-1-7 ORIENTATION AND VALIDATION WORKSHOP AGENDA**

**Venue:**

**Time: 8:30am – 4:00pm**

**Date:**

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| **Time** | **Activity** | **Facilitator** |
| 8:30 – 9:00am | Arrival and registration | All |
| 9:00 – 9:15 am | Welcome remarks  | High-level government official |
| 9:15 – 10:00am | Introduction to 7-1-7: How 7-1-7 will improve health emergency preparedness and response | 7-1-7 Champion |
| 10:00-10:30am | Tea break | All |
| 10:30- 12:00 | Practice applying the 7-1-7 approach to a fictional event: EVD Scenario  | 7-1-7 Coordinating Unit |
| 12:00 -12:15 pm | Retrospective review event 1 presentation | TBD |
| 12:15 -12:30 pm | Retrospective review event 2 presentation | TBD |
| 12:30 -1:00 pm | Retrospective review discussion: Agree on remedial actions and lessons learned from applying the 7-1-7 approach | 7-1-7 Coordinating Unit |
| 1:00-2:00 pm | Lunch | Facilitator |
| 2:00-2:45 pm | Presentation of the 7-1-7 implementation plan | 7-1-7 Champion |
| 2:45-3:15 pm | Discussion and plan validation | All |
| 3:15-3:45 pm | Next steps, clarifying roles and responsibilities, any other business | 7-1-7 Coordinating Unit |
| 3:45-4:00 pm | Closing remarks | High-level government official |