Multilateral National International Health Regulations Focal Point Strengthening Workshop Toolkit

Developed on June 2017

The purpose of this document is to provide States Parties to the International Health Regulations (IHR), including all World Health Organization (WHO) Member States, with a general outline of the planning and execution of a multilateral National IHR Focal Point (NFP) strengthening workshop. This document is based on the experiences of the WHO IHR Regional Contact Point for the Americas and the NFPs of Canada, Dominica, Mexico, and the United States of America, and was developed to assist with operationalizing the mandatory functions of the NFP and, as such, does not provide a strict legal interpretation of the IHR. **This document does not serve as an IHR NFP capacity assessment tool or a monitoring and evaluation tool, but encourages peer-to-peer and WHO engagements on strengthening NFP capacity.**

Concept Note: Multilateral IHR NFP Strengthening Workshop Toolkit

This workshop toolkit is structured into the following five general sections:

1. General purpose and structure
2. Pre-workshop planning activities
3. Workshop proposed agenda
4. Post-workshop proposed activities
5. Materials and templates

While this workshop toolkit provides materials (presentations, templates, and examples), some materials will have to be developed by the host country and international participants prior to and during the workshop.

This workshop toolkit does not serve as an IHR NFP capacity assessment tool nor as a monitoring and evaluation tool, and only aims to encourage peer-to-peer and WHO engagements on strengthening NFP capacity.

This toolkit will be reviewed every two years by the WHO Regional Office for the Americas and IHR NFPs of Canada, Dominica, Mexico, the United States, and other interested IHR NFPs, to ensure that the processes and recommendations contained herein remain accurate and relevant. Subsequent to bi-annual reviews, updated versions will be shared with States Parties accordingly.

Toolkit Development

Recognizing that many States Parties are expanding their collaboration and IHR implementation support efforts, the WHO Regional Office for the Americas, along with the IHR NFPs of Canada, Dominica, Mexico, and the United States, have consolidated resources, examples, and templates based on NFP best practices into a single toolkit. The toolkit utilizes a workshop platform to encourage peer-to-peer exchanges between States Parties to support efforts to specifically strengthen NFP communication and coordination capacities.

Acknowledgements *(listed alphabetically by last name)*

Contents

Glossary

Note: Several terms and definitions were taken or adapted from the following documents:

1. International Health Regulations (2005), 3rd ed. Geneva: World Health Organization. 2016 (http://apps.who.int/iris/bitstream/10665/246107/1/9789241580496-eng.pdf Accessed 10 May 2017).

2. Early Detection, assessment and response to acute public health events: Implementation of Early Warning and Response with focus on Event-based surveillance. World Health Organization 2014. (WHO/HSE/GCR/LYO/2014.4 http://apps.who.int/iris/bitstream/10665/112667/1/WHO_HSE_GCR_LYO_2014.4_eng.pdf?ua=1 Accessed 10 May 2017).

3. Rapid risk Assessment of Acute Public Health Events. World Health Organization 2012. (WHO/HSE/GAR/ARO/2012.1; http://whqlibdoc.who.int/hq/2012/WHO_HSE_GAR_ARO_2012.1_eng.pdf?ua=1 Accessed on 10 May 2017).

Alert: The first notification that a public health event with adverse consequences may occur or may be occurring.

Disease: An illness or medical condition, irrespective of origin or source, that presents or could present significant harm to humans (IHR, Article 1).

Duty officer: A staff member who is available or on-call to receive, disseminate, and potentially respond to public health communications.

Early warning and response (EWAR): The organized mechanism to detect as early as possible any abnormal occurrence or any divergence from the usual or normally observed frequency of phenomena.

Event: Means a manifestation of disease or an occurrence that creates a potential for disease (IHR, Article 1) This can include events that are infectious, zoonotic, food safety, chemical, radiological, or nuclear in origin and whether transmitted by persons, vectors, animals, goods/food, or through the environment. In the context of *event-based surveillance*, an "event" also includes those of unknown origin and refers to "a *signal*" that has been "verified" (see *signal* and *alert*).

Event Information Site: A WHO-developed website to facilitate secure communications with IHR NFPs as part of the implementation of the IHR (2005). Information on this site is provided by WHO to NFPs, in confidence. (IHR, Article 11.1).

Event-based surveillance: The organized collection, *monitoring*, assessment, and interpretation of mainly unstructured ad hoc information regarding health events or risks, which may represent an acute risk to human health. Event-based surveillance is a functional component of *EWAR*; also see *indicator-based surveillance* & *epidemic intelligence*.

Health measure: Procedures applied to prevent the spread of disease or contamination; a health measure does not include law enforcement or security measures.

Host country: For the purpose of this toolkit, this is the country that will be receiving international partners in regards to the multilateral NFP strengthening workshop.

Indicator-based surveillance: The systematic (regular) collection, *monitoring*, analysis, and interpretation of structured data, i.e., of indicators produced by a number of well-identified, mostly health-based, *formal sources*.

Monitoring: In the context of surveillance and response, this is the routine and continuous tracking of the implementation of planned surveillance activities (monitoring the implementation of the plan of action) and of the overall performance of surveillance and response systems.

National IHR Focal Point: The national centre, designated by each State Party, which shall be accessible at all times for communications with WHO IHR Contact Points under the IHR. (IHR, Article 1).

Notification:
- Notification: The formalized mandatory communication process through which reportable diseases and events (all hazards) are communicated within national or international surveillance systems.
- IHR Notification: In the context of the IHR, notification is the communication by a State Party to WHO concerning an event arising within its territory as stated in IHR, Article 6 *Notification*: "Each State Party shall notify WHO, by the most efficient means of communication available, by way of the National IHR Focal Point, and within 24 hours of assessment of public health information, of all events which may constitute a public health emergency of international concern within its territory in accordance with the decision instrument in Annex 2 of the IHR, as well as any health measure implemented in response to those events. […]" (IHR, Article 6.1)

Participant countries: For the purpose of this toolkit, it refers to countries going to the host country in regards to the multilateral NFP strengthening workshop.

Personal data: Any information relating to an identified or identifiable natural person. (IHR, Article 1).

Public health emergency of international concern (PHEIC): An extraordinary event which is determined, as provided in these Regulations [i.e., IHR] (i) to constitute a public

health risk to other States through the international spread of disease and (ii) to potentially require a coordinated international response. (IHR, Article 1). In the context of a public health emergency of international concern, a number of extraordinary provisions in the IHR apply in order to minimize risks of international spread and to avoid unnecessary interference with international traffic. Only the Director-General of WHO determines if an event constitutes a public health emergency of international concern. States Parties report potential public health emergencies of international concern to WHO under the IHR.

Public health risk: The likelihood of an event that may affect adversely the health of human populations, with an emphasis on one which may spread internationally or may present a serious and direct danger. (IHR, Article 1).

Risk assessment: A systematic process for gathering, assessing, and documenting information to assign a level of risk to human health to an event. A risk assessment includes three components: hazard assessment, exposure assessment, and context assessment. A risk assessment provides the basis to inform the action to be taken in order to manage and reduce the negative consequences of acute public health events. A risk assessment is a continuous process from the detection of the signal to the response to the event. Under the IHR, a risk assessment can include assessment of the risk to human health, of the risk of international spread of disease, and of the risk of interference with international traffic. The risk assessment capacities required for all countries are described in IHR Annex 1.

Risk management: The process of weighing policy options in the light of a risk assessment and, if required, selecting and implementing appropriate intervention options, including regulatory measures. With respect to acute public health events, risk management is the process by which appropriate actions are taken to manage and reduce the negative consequences of acute public health risks.

State Party: WHO Member States that have agreed to be bound by the IHR (2005) (IHR, Appendix 1, States Parties).

Standard operating procedure: A step-by-step process utilized by an organization detailing the process for accomplishing a task.

Standing recommendation: Non-binding advice issued by WHO for specific ongoing public health risks pursuant to [IHR] Article 16 regarding appropriate health measures for routine or periodic application needed to prevent or reduce the international spread of disease and minimize interference with international traffic (IHR, Article 1).

Surveillance: The systematic ongoing collection, collation, and analysis of data for public health purposes and the timely dissemination of public health information for assessment and public health response as necessary. (IHR, Article 1).

Temporary recommendation: Non-binding advice issued by WHO pursuant to [IHR] Article 15 for application on a time-limited, risk-specific basis, in response to a public health

emergency of international concern, so as to prevent or reduce the international spread of disease and minimize interference with international traffic. (IHR, Article 1).

Verification: The provision of information by a State Party to WHO confirming the status of an event within the territory or territories of that State Party. (IHR, Article 1).

WHO IHR Contact Point: The unit[s] within WHO which shall be accessible at all times for communications with the National IHR Focal Point. (IHR, Article 1).

Acronyms

DO	Duty Officer
DoH	Department of Health
EIS	Event Information Site
GPHIN	Global Public Health Intelligence Network
IHR	International Health Regulations
MoH	Ministry of Health
NFP	National IHR Focal Point
OGD	Other Government Departments
PHEIC	Public Health Emergency of International Concern
SIME	Event Monitoring System (Spanish - Sistema de Monitoreo de Eventos)
SOP	Standard Operating Procedure
WHA	World Health Assembly
WHO	World Health Organization

Workshop Purpose and Structure

Workshop Purpose

The workshop brings together IHR NFP representatives, led by the WHO Regional Office and country office representatives, and a host country to engage in a peer-to-peer exchange of experiences and best practices to strengthen IHR NFP communication and coordination capacities. This workshop directly supports IHR implementation at the national, regional, and global levels.

Workshop Scope

During the workshop, WHO and participants share experiences and best practices, review, revise, and develop IHR NFP management standard operating procedures (SOPs), and enhance public health information sharing protocols and processes. This workshop does not serve as an IHR NFP capacity assessment, nor a monitoring and evaluation activity, but encourages peer-to-peer and WHO engagements on strengthening IHR NFP capacity.

Workshop Stakeholders

Host Country Participants **-** These participants are IHR NFP personnel, including the IHR NFP responsible person. Recommended secondary participants may include, but are not limited to, key leadership in the host country and other national IHR-relevant stakeholders who work alongside IHR NFP personnel.

International NFP Participants **–** These participants are comprised of working level IHR NFP personnel who have operational and program/policy experience, as well as representation from the WHO IHR Regional Contact Point and, if available, the WHO sub-regional and country offices.

Workshop Methodology

Participants share best practices and lessons learned for the management of the IHR NFP through a series of presentation and discussion sessions. Participants will discuss and review IHR NFP-related documents that define authorities, structures, mechanisms, and protocols pertaining to mandatory and additional IHR NFP functions. Participants revise or draft IHR NFP SOPs as needed.

Workshop Objectives

1. Understand and ensure that government policy, regulation, law, etc. supports current IHR NFP structure and suggest ways to strengthen IHR NFP policy and operations, if needed.
2. Guide implementation and/or adaptation of best practices and established IHR NFP structures to match national policy and government structure (e.g. sharing current NFP best practices, models, and NFP manuals/guidance).
3. Share experiences and lessons learned in the management of IHR NFP processes and procedures.
4. Directly support the development/revision of IHR NFP SOPs.
5. Discuss opportunities to strengthen the IHR NFP network at the sub-regional, regional, and global levels.
6. Discuss early warning and response systems for unusual and unexpected public health events.
7. Share communication and coordination processes to detect, verify, assess, respond, and notify on public health events.
8. Discuss activities to increase awareness of IHR NFP and the respective roles and responsibilities of domestic public health stakeholders.
9. Discuss and share experiences in coordination and completion of the annual report on IHR implementation to the World Health Assembly (WHA) and other WHO IHR monitoring and evaluation activities.

Pre-Workshop Activities

WHO Regional or Country Office Representative

- Select workshop coordinator
  - WHO IHR Regional Contact Point or WHO Country Office is a recommended option
- Identify all WHO, host country, and international IHR NFP participants
- Determine funding and resource requirements
- Determine availability of host country and international IHR NFP participants
- Engage senior officials in host country to support IHR NFP workshop and any post-workshop actions
- Develop and review objectives and expected results with international IHR NFP participants
- Define responsibilities and expectations of the national and international participants
- Harmonize operational concepts and definitions, e.g.,:
  - IHR terms of reference (mandatory and additional IHR NFP functions)
  - Early warning and response systems

International NFP Participants

- Seek approval and funding for participation (e.g., travel, lodging, etc.)
- Prepare relevant presentation materials and shareable resources (e.g., IHR NFP overview, IHR NFP SOPs, practical examples, etc.)
- Share/discuss resources with workshop coordinator and/or WHO representative
- Coordinate and/or participate in preparatory meeting(s)

Host Country

- Seek approval and funding for hosting/participation
- Engage senior officials to support IHR NFP workshop and any post-workshop actions
- Coordinate approval and logistics for the workshop, surveillance or risk assessment meetings, other government department (OGD) meetings, and site visits
- Prepare relevant presentation materials and shareable resources (e.g., IHR NFP overview, IHR NFP SOPs, practical examples, etc.)
- Share/discuss resources with workshop coordinator and/or WHO representative
- Coordinate preparatory meeting(s)

The following agenda serves as a guiding framework for a multilateral IHR NFP strengthening workshop. Agendas should be tailored to the varying needs of each workshop and its participating stakeholders.

Proposed IHR NFP Workshop Agenda - Day 1

30 minutes	Welcome session with and briefing of senior official(s)		
30 minutes	Workshop participant introductions Review agenda, objectives, and expectations of the workshop		
30 minutes	Introduction and overview of IHR NFP functions		
	Objective	• Introduce WHO guidelines for designation of the IHR NFPs • Discuss mandatory and non-mandatory IHR NFP functions	
	Presenter	• WHO and/or international IHR NFP participants	
	Audience	• Host country IHR NFP • Ministry of Health (MoH) representatives • Other government departments (OGD) staff / partners	
	Method	• Lecture/Presentations • Discussion	
	Outcome	• Increased understanding of IHR NFP obligations • Strengthened and standardized regional interpretation of IHR NFP obligations	
	Materials	• WHO guidelines for designation of the IHR NFPs • WHO presentation – Introductions and overview of IHR NFP functions	
30 minutes	Discussion		
30 minutes	Overview of IHR information sharing mechanisms between the WHO IHR Regional Contact Point and IHR NFPs and between IHR NFPs		
	Objectives	• Present the WHO IHR Regional Contact Point information flow • Provide an overview of the types of IHR NFP communications (Articles 6-10, Article 44, others) • Highlight information sharing successes and challenges	
	Presenter	• WHO and/or international IHR NFP participants	
	Audience	• OGD staff / partners • MoH representatives	

	Method	• Presentations • Discussion of actual (current or past) events
	Outcome	• Increased understanding of IHR communication and coordination pathways • Incorporation or increased usage of IHR information sharing pathways • Strengthened and standardized interpretation of IHR NFP roles and functions
	Materials	• WHO presentation on IHR information sharing mechanisms
30 minutes	Discussion	
1.5 hours	Lunch break	
2 hours	Overview of the current structure and procedures of the IHR NFP in host country	
	Objectives	• Provide an understanding of where the IHR NFP is located in the governmental structure • Describe which legal, policy, or administrative frameworks are in place for the IHR NFP operations • Provide an overview of the structure, role, and function of the MoH/Department of Health (DoH)/IHR NFP, and its linkages to OGDs • Describe which mechanisms are in place for communication with the health sector and with other sectors • Share communication flowchart in the MoH and with OGDs • Discuss strengths and opportunities for improvement
	Presenter	• Host country
	Audience	• WHO • International IHR NFP participants
	Method	• Host country presentations
	Outcome	• Expanded understanding of the differences in structures, authorities, and practices • Identified best practices in IHR NFP management • Identified areas for strengthening IHR NFP management
	Materials	• Host country presentation - Template 1
1 hour	Discussion • Identify components to include in IHR NFP SOP(s) • Identify areas of revision in IHR NFP SOP(s)	
30 minutes	Review of Day 1, Set stage for Day 2	

Proposed IHR NFP Workshop Agenda - Day 2

3 hours	Overview of current structure and procedures of the international IHR NFP participants	
	Objectives	• Provide an understanding of where the IHR NFP is located in the governmental structure • Describe which legal, policy, or administrative frameworks are in place for the IHR NFP operations • Provide an overview of the structure, role, and function of the MoH/DoH/NFP, and its linkages to OGDs • Describe which mechanisms are in place for communication with the health sector and with other sectors • Share communication flowchart in the MoH and with OGDs • Discuss strengths and opportunities for improvement
	Presenter	• International IHR NFP participants
	Audience	• Host country • OGD staff / partners • WHO
	Method	• Presentations • Discussion of actual (current or past) events
	Outcomes	• Expanded understanding of the differences in structures, authorities, and practices • Identified concepts/practices for potential adoption/adaptation

	Materials	• International IHR NFP participant presentations
		  o Template 1
		  o Template 2
		  o Template 3

1.5 hours	Lunch break	

1.5 hours	Discussion (Allocate 30 minutes per international IHR NFP participant)
	  o Identify components to include in IHR NFP SOP(s)
	  o Identify areas of revision in IHR NFP SOP(s)	

1 hour	Group discussion of common IHR NFP challenges and lessons learned	
30 minutes	Review of Day 2 Set stage for Day 3	

Proposed IHR NFP Workshop Agenda - Day 3

1.5 hours	Discuss or attend host country surveillance/risk assessment process/meeting, if appropriate	

	Objectives	• Understand surveillance/risk assessment meeting:
		    o Scope
		    o Participation
		    o Coordination
		• Discuss linkage between the IHR NFP and domestic surveillance
		• Identify how the process is linked to IHR reporting functions

	Presenter	• Host country surveillance representatives • Host country IHR NFP
	Audience	• WHO • International IHR NFP participants • Host country OGD staff / partners, if applicable
	Method	• Presentation
	Outcome	• Expanded understanding of the differences in structures, authorities, and practices • Identified best practices in linking national surveillance systems with IHR notifications • Identified potential linkages between IHR notifications/communications and national surveillance systems
	Materials	• Dependent on country format
30 minutes	**Discussion** • Identify components to include in IHR NFP SOP(s) • Identify areas of revision in IHR NFP SOP(s)	
1.5 hours	Meetings with host country OGD staff/partners involved in event detection and reporting (at least key representatives from food safety and animal sectors)	
	Objectives	• Discuss roles and responsibilities for event detection, verification, assessment, and international notification • Discuss communication flow and coordination mechanisms between OGDs and the IHR NFP
	Presenter	• Host country OGD staff/partners • Host country IHR NFP
	Audience	• WHO

		• Host country OGD staff/partners • International IHR NFP participants
	Method	• Presentation • Discussion
	Outcome	• Establish/strengthen relationships between host IHR NFP and OGDs • Clarify IHR NFP purpose and role in the context of OGD staff
	Materials	• Dependent on country format
30 minutes	**Discussion** • Identify components to include in IHR NFP SOP(s) • Identify areas of revision in IHR NFP SOP(s)	
1.5 hours	Lunch break	
1 hour	• Introduce WHO Health Security Learning Platform https://extranet.who.int/hslp/ • Complete one IHR course (recommend IHR Introduction or Annex 2) • Introduce WHO EIS website (log in, show location of IHR NFPs contact information, past reported events, etc.) http://apps.who.int/ihr/eventinformation/home	
	Objective	• Promote existing WHO IHR web-based teaching platforms • Familiarize workshop participants on event information available on WHO EIS website, if applicable • Training workshop participants on the use of Annex 2
	Presenter	• WHO or international IHR NFP participant
	Audience	• Host country • OGD staff/partners
	Method	• Interactive WHO Health Security Learning Platform tutorial
	Outcome	• Increased understanding of reporting criteria for event notification to WHO and the use of Annex 2 decision instrument • Understanding WHO EIS website structure, functionality, and IHR event information available to IHR NFPs for official use
	Materials	• Internet access

3 hours	Presentation of generic IHR NFP SOP template and collaborative review, revision, and/or drafting of IHR NFP SOP	
	Objective	• Review existing SOP(s) • Revise/draft SOP content (as needed)
	Presenter	• WHO • International IHR NFP participants
	Audience	• Host country • OGD staff/partners • International IHR NFP participants
	Method	• Presentation • Discussion
	Outcome	• Stronger working relationships between IHR NFPs • Enhanced host country IHR NFP SOP
	Materials	• Generic IHR NFP SOP template • International NFP participants SOP(s), manuals, protocol guidance
30 Minutes	Review of Day 3 Set stage for Day 4	

Proposed IHR NFP Workshop Agenda - Day 4

3 hours	Continued discussion on generic NFP SOP template and collaborative review, revision, and/or drafting of NFP SOPs	
	Objective	• Review existing SOP(s) • Revise/draft SOP content (as needed)
	Presenter	• WHO • International IHR NFP participants
	Audience	• Host country • OGD staff/partners • International IHR NFP participants
	Method	• Presentation • Discussion
	Outcome	• Stronger working relationships between IHR NFPs • Enhanced host country IHR NFP SOP
	Materials	• Generic IHR NFP SOP template • International IHR NFP participants SOPs, manuals, protocol guidance
1.5 hours	Lunch break	
30 minutes	Presentation of National Early Warning and Response Systems	
	Objectives	• Provide overview of process and systems for early warning and response for assessing unusual and unexpected events • Provide overview of linkages between the responsible authorities for Early Warning and Response Systems and the IHR NFP • Understand how the IHR NFP engages health sector vs. non-health sector (agriculture, environment, etc.) • Discuss the challenges of reporting internally and internationally
	Presenter	• Host country IHR NFP
	Audience	• WHO • International IHR NFP participants
	Method	• Presentation

	Outcome	• Expanded understanding of the differences in structures, authorities, and practices between IHR NFPs and Early Warning and Response System • Identified best practices in linking Early Warning and Response System with IHR notifications • Identified potential linkages between IHR notifications/communications and Early Warning and Response System
	Materials	• Host country presentation on Early Warning and Response System
30 minutes	**Discussion** • Identify components to include in IHR NFP SOP(s) • Identify areas of revision in IHR NFP SOP(s)	
30 minutes	Discussion of IHR NFP event tracking tools	
	Objectives	• Understand process/methodology for host country IHR NFP event monitoring and information management (e.g., System of Monitoring Events [SIME]) • Discuss the use of tools to support national early warning (e.g., GPHIN) http://www.who.int/csr/alertresponse/epidemicintelligence/en/
	Presenter	• WHO • International IHR NFP participants
	Audience	• Host country IHR NFP • OGD staff/partners
	Method	• Presentation • Discussion
	Outcome	• Expanded access and use of new and existing tools to enhance IHR NFP activities
	Materials	• Event tracking tools to be provided by WHO Regional Office and international IHR NFP participants, as applicable • Presentations on tools used in the Americas are provided as a part of this Toolkit (Appendix 8 - SIME and GPHIN)
30 minutes	**Discussion** • Identify potential implementation support requirements for IHR NFP event tracking tools	

1 hour	Develop Senior Official Workshop briefing (Use Senior Official Briefing Template 1)
30 minutes	Review of Day 4 Set stage for Day 5

Proposed IHR NFP Workshop Agenda - Day 5

3 hours	Discussion on generic IHR NFP SOP template and collaborative review, revision and/or drafting of IHR NFP SOPs		
	Objective	• Review existing SOP(s) • Revise/draft SOP content (as needed)	
	Presenter	• WHO • International IHR NFP participants	
	Audience	• Host country • OGD staff/partners • International IHR NFP participants	
	Method	• Presentation • Discussion	
	Outcome	• Strengthened understanding of IHR NFP operations and workflow • Revised or draft host country IHR NFP SOP	
	Materials	• Generic IHR NFP SOP template • International IHR NFP participants SOPs, manuals, protocol guidance	
1.5 Hours	Lunch		
1.5 hour	Discuss challenges and lessons learned on policy and operational aspects of IHR NFP management		
	Objective	• Link challenges identified during the week to IHR NFP Workshop recommendations and shared best practices	
	Presenter	• WHO • Host country IHR NFP • International IHR NFP participants	
	Audience	• WHO • Host country IHR NFP • International IHR NFP participants	
	Method	• Discussion	
	Outcome	• Defined NFP priorities and areas for strengthening the policy and operational aspects of IHR NFP management for staff and senior leadership • Clarified IHR NFP role and functions in the context of national structures	

	Materials	• Dependent on discussion
1 Hour	Senior officials debriefing	
	Objectives	• Present IHR NFP workshop outcome, outputs, and product(s) • Observations, strengths, opportunities, and recommendations • Next steps
	Presenter	• WHO • Host country IHR NFP
	Audience	• Host country senior official • Host country IHR NFP • OGD staff/partners • International IHR NFP participants
	Method	• Presentation • Discussion
	Outcome	• Summary of workshop activities • Establish/strengthen IHR NFP prioritization by senior leadership • Reiterate IHR NFP obligations, function, and opportunities • Empowered host IHR NFP in the context of national structures and system
	Materials	• Senior official debrief template
30 minutes	IHR NFP workshop closeout meeting	

Post-Workshop Activities

WHO Activities

- WHO to draft post-workshop report and/or list actions items for distribution to IHR NFP participants (host and international)
- Circulate drafted post-work shop report for review, comment, and approval by IHR NFP participants
- Finalize and share post-workshop report with IHR NFP participants
- Follow-up with host country on activities and additional support as needed

Host Country Participants

- Review post-workshop report and/or list actions items drafted by WHO to confirm action items
- Complete revisions or complete draft of IHR NFP SOP(s)
- Operationalize IHR NFP SOP(s)
- Address other opportunities identified during workshop
- Discuss potential follow-up technical cooperation

International NFP Participants

- Review post-workshop report drafted by WHO
- Support ongoing technical exchanges to assist host country in revisions/completion of draft IHR NFP SOPs
- Discuss potential follow-up mission(s)

References

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6. WHO event management for international public health security. Operational Procedures. Working Document. June 2008. WHO/HSE/EPR/ARO/2008.1 Available at: http://www.who.int/csr/HSE_EPR_ARO_2008_1.pdf

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Materials and Templates

Workshop Materials Table

The materials and generic templates developed and provided in this Toolkit are to assist the IHR NFP workshop coordinators and workshop participants. The individual materials and templates can be located in the appendices that are referenced in the table below.

Required Materials for Workshop	Materials	Appendix
WHO guidelines for designation of the IHR NFPs	Provided in Toolkit http://www.who.int/ihr/nfp/en/	1
WHO presentation – Overview of NFP functions and operational framework	Provided in Toolkit	2
WHO presentation – IHR NFP information sharing mechanisms	Provided in Toolkit	3
Host country IHR NFP presentation	**To be developed by host country** *Template provided*	4
International IHR NFP participant presentations	**To be developed by international NFP participants** *Template provided*	5
Generic IHR NFP SOP	Provided in Toolkit	6
International IHR NFP participants example – U.S. IHR NFP Action Officer Manual	**To be provided by international NFP participants** *Example provided*	7
Host country presentation on Early Warning and Response System	**To be provided by host country**	not applicable
WHO presentation – SIME and GPHIN presentation	Provided in Toolkit	8
Senior official debrief	**To be developed during workshop** *Template provided*	9