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| **Country COVID-19 intra-action review (IAR)**  **Note-taking template**  **28 April 2021** |  |

**Note-taking template for Country COVID-19 Intra-Action Review (IAR)**

**[COUNTRY]**

**Date(s) of Intra-Action Review: [DD/MM/YYYY**]

*Instructions:*

* *This template will be used by the notetaker during the IAR.*
* *The table below should be duplicated, so one table can be completed for each of the technical function/pillar reviewed.*
* *In the table, the sections on “Best practices” and on “Challenges” should be completed during the session “STEP 1”. The section on “Prioritized actions” should be completed during the session “STEP 2”.*

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| **PILLAR :** | |  | | |
| **BEST PRACTICES** | | | **IMPACT(S)** | **ENABLING FACTORS** |
| 1. | *Best practice 1:* | | *Impact 1:*  *Impact 2:* | *Enabling factor 1:*  *Enabling factor 2:*  *Enabling factor 3:* |
| 2. | *Best practice 2:* | | *Impact 1:*  *Impact 2:* | *Enabling factor 1:*  *Enabling factor 2:*  *Enabling factor 3:* |
| 3. | *Best practice 3:* | | *Impact 1:*  *Impact 2:* | *Enabling factor 1:*  *Enabling factor 2:*  *Enabling factor 3:* |
| … | … | |  |  |

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| --- | --- | --- | --- |
| **CHALLENGES** | | **IMPACT(S)** | **LIMITING FACTORS** |
| 1. | *Challenge 1:* | *Impact 1:*  *Impact 2:* | *Limiting factor 1:*  *Limiting factor 2:*  *Limiting factor 3:* |
| 2. | *Challenge 2:* | *Impact 1:*  *Impact 2:* | *Limiting factor 1:*  *Limiting factor 2:*  *Limiting factor 3:* |
| 3. | *Challenge 3:* | *Impact 1:*  *Impact 2:* | *Limiting factor 1:*  *Limiting factor 2:*  *Limiting factor 3:* |
| … | … |  |  |

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| **PRIORITIZED ACTIONS** | | **DESIRED DATE FOR COMPLETION** | **RESPONSIBLE FOCAL POINT** | **REQUIRED SUPPORT** | **INDICATORS** |
| 1. For immediate implementation: | | | | | |
| 1. |  |  |  |  |  |
|  |  |
|  |  |
| 2. |  |  |  |  |  |
|  |  |
|  |  |
| 3. |  |  |  |  |  |
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|  |  |
| … | … |  |  |  |  |
|  |  |
|  |  |
| 1. For mid to long-term implementation to improve the ongoing response to COVID-19 outbreak (including for next waves): | | | | | |
| 1. |  |  |  |  |  |
|  |  |
|  |  |
| 2. |  |  |  |  |  |
|  |  |
|  |  |
| 3. |  |  |  |  |  |
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|  |  |
| … |  |  |  |  |  |
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