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

COUNTRY COVID-19 INTRA-ACTION REVIEW (IAR)

REPORT

[COUNTRY]

[LOCATION, DD/MM/YYYY]

* *This template should be used by the designated report writer to highlight the key findings and recommendations arising from the review, instead of a duplication of the content of the note-taking template.*
* *This report should preferably be kept as short and concise as possible. Additional background, contextual information, as well as tables from the note-taking templates. should be moved to the annexes.*
* *This report should be shared with participants for their comments to ensure information are accurately captured before validation by senior management.*

*Countries are encouraged to share their IAR findings through their final report by using this template or part of their IAR findings through their exemplar stories (see tool n°10).*

*We encourage countries to share their IAR final report or exemplar stories with other countries, WHO and partners to enable peer-to-peer learning of best practices or new capacities implemented in the country, via their own ministry website or others such as WHO’s COVID-19 Partners Platform, WHO’s Strategic Partnership Portal, etc.*

***Do not hesitate to contact your WHO country office or regional office for technical assistance.***

# EXECUTIVE SUMMARY

*Provide an overview of the* ***key findings, recommendations*** *and* ***way forward*** *for implementing the recommendations.*

# CONTEXT OF THE COVID-19 RESPONSE AND OBJECTIVES OF THE IAR

*2.1 Context of the COVID-19 situation and response*

*2.2. Objectives:*

*- overall objective*

*- specific objectives (if applicable)*

# METHODOLOGY OF THE IAR

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| **Date(s) of the IAR activity** | DD/MM/YYYY |
| **Location(s)** | Country: …………..……………….  Province/State: …………..……….  City: ……………………………..…. |
| **Set-up** | Online  Onsite  Mixed (online and onsite) |
| **Participating institutions and entities** | *(Please list the main participating institutions and entities here and attach the full list of participants to the Annex)* |
| **Total number of participants and observers (if applicable)** |  |
| **Period covered by the review** | (DD/MM/YYYY - DD/MM/YYYY) |
| **Response pillar(s) reviewed** | Country-level coordination, planning and monitoring  Risk communication, community engagement, and infodemic management  Surveillance, case investigation and contact tracing  Points of entry  National laboratory system  Infection prevention and control  Case management and knowledge sharing about innovations and the latest research  Operational support and logistics in the management of supply chains and workforce resilience  Strengthening essential health services during the COVID-19 outbreak  COVID-19 vaccination  Vulnerable and marginalized populations  National legislation and financing  Public health and social measures  Other possible topics and cross-cutting issues (please specify):   * …… * …… * …… |

# FINDINGS

*Present the key findings of the review and the prioritized course of actions to strengthen the response to the ongoing COVID-19 pandemic by extracting critical information from the note-taking template.*

*Focus on the root causes that led to the best practices and challenges observed. Actions should be recommended for institutionalizing and maintaining best practices, as well as for addressing challenges.*

*The structure of this final report template is based on the proposed pillars of WHO’s COVID-19 Strategic Preparedness and Response Plan (SPRP 2021)[[1]](#footnote-2) with additional pillars. Please adapt your report to the actual pillar(s) reviewed in your IAR. Findings can be presented as dot points in a tabular form (as below) or as a summary text based on your preference.*

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| Country-level coordination, planning and monitoring | |
| **Observations** | |
| Best practices | * …. * …. * …. * …. |
| Challenges | * …. * …. * …. * …. |
| **Prioritized actions** | |
| 1. For immediate implementation:    * ….    * ….    * …. 2. For mid to long-term implementation to improve the response to the ongoing COVID-19 outbreak:    * ….    * ….    * …. | |

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| Risk communication, community engagement, and infodemic management | |
| **Observations** | |
| Best practices | * …. * …. * …. * …. |
| Challenges | * …. * …. * …. * …. |
| **Prioritized actions** | |
| 1. For immediate implementation:    * ….    * ….    * …. 2. For mid to long-term implementation to improve the response to the ongoing COVID-19 outbreak:    * ….    * ….    * …. | |

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| Surveillance, case investigation and contact tracing | |
| **Observations** | |
| Best practices | * …. * …. * …. * …. |
| Challenges | * …. * …. * …. * …. |
| **Prioritized actions** | |
| 1. For immediate implementation:    * ….    * ….    * …. 2. For mid to long-term implementation to improve the response to the ongoing COVID-19 outbreak:    * ….    * ….    * …. | |

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| Points of entry | |
| **Observations** | |
| Best practices | * …. * …. * …. * …. |
| Challenges | * …. * …. * …. * …. |
| **Prioritized actions** | |
| 1. For immediate implementation:    * ….    * ….    * …. 2. For mid to long-term implementation to improve the response to the ongoing COVID-19 outbreak:    * ….    * ….    * …. | |

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| National laboratory system | |
| **Observations** | |
| Best practices | * …. * …. * …. * …. |
| Challenges | * …. * …. * …. * …. |
| **Prioritized actions** | |
| 1. For immediate implementation:    * ….    * ….    * …. 2. For mid to long-term implementation to improve the response to the ongoing COVID-19 outbreak:    * ….    * ….    * …. | |

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| Infection prevention and control | |
| **Observations** | |
| Best practices | * …. * …. * …. * …. |
| Challenges | * …. * …. * …. * …. |
| **Prioritized actions** | |
| 1. For immediate implementation:    * ….    * ….    * …. 2. For mid to long-term implementation to improve the response to the ongoing COVID-19 outbreak:    * ….    * ….    * …. | |

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| Case management and knowledge sharing about innovations and the latest research | |
| **Observations** | |
| Best practices | * …. * …. * …. * …. |
| Challenges | * …. * …. * …. * …. |
| **Prioritized actions** | |
| 1. For immediate implementation:    * ….    * ….    * …. 2. For mid to long-term implementation to improve the response to the ongoing COVID-19 outbreak:    * ….    * ….    * …. | |

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| Operational support and logistics in the management of supply chains and workforce resilience | |
| **Observations** | |
| Best practices | * …. * …. * …. * …. |
| Challenges | * …. * …. * …. * …. |
| **Prioritized actions** | |
| 1. For immediate implementation:    * ….    * ….    * …. 2. For mid to long-term implementation to improve the response to the ongoing COVID-19 outbreak:    * ….    * ….    * …. | |

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| Strengthening essential health services during the COVID-19 outbreak | |
| **Observations** | |
| Best practices | * …. * …. * …. * …. |
| Challenges | * …. * …. * …. * …. |
| **Prioritized actions** | |
| 1. For immediate implementation:    * ….    * ….    * …. 2. For mid to long-term implementation to improve the response to the ongoing COVID-19 outbreak:    * ….    * ….    * …. | |

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| COVID-19 vaccination | |
| **Observations** | |
| Best practices | * …. * …. * …. * …. |
| Challenges | * …. * …. * …. * …. |
| **Prioritized actions** | |
| 1. For immediate implementation:    * ….    * ….    * …. 2. For mid to long-term implementation to improve the response to the ongoing COVID-19 outbreak:    * ….    * ….    * …. | |

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| Vulnerable and marginalized populations | |
| **Observations** | |
| Best practices | * …. * …. * …. * …. |
| Challenges | * …. * …. * …. * …. |
| **Prioritized actions** | |
| 1. For immediate implementation:    * ….    * ….    * …. 2. For mid to long-term implementation to improve the response to the ongoing COVID-19 outbreak:    * ….    * ….    * …. | |

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| National legislation and financing | |
| **Observations** | |
| Best practices | * …. * …. * …. * …. |
| Challenges | * …. * …. * …. * …. |
| **Prioritized actions** | |
| 1. For immediate implementation:    * ….    * ….    * …. 2. For mid to long-term implementation to improve the response to the ongoing COVID-19 outbreak:    * ….    * ….    * …. | |

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| Public health and social measures | |
| **Observations** | |
| Best practices | * …. * …. * …. * …. |
| Challenges | * …. * …. * …. * …. |
| **Prioritized actions** | |
| 1. For immediate implementation:    * ….    * ….    * …. 2. For mid to long-term implementation to improve the response to the ongoing COVID-19 outbreak:    * ….    * ….    * …. | |

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| Other possible topics and cross-cutting issues | |
| **Observations** | |
| Best practices | * …. * …. * …. * …. |
| Challenges | * …. * …. * …. * …. |
| **Prioritized actions** | |
| 1. For immediate implementation:    * ….    * ….    * …. 2. For mid to long-term implementation to improve the response to the ongoing COVID-19 outbreak:    * ….    * ….    * …. | |

# THE WAY FORWARD

*Describe the* ***strategy for implementing the activities*** *identified during the IAR, such as:*

* *Establishing an IAR Follow-up Team and designating their roles and responsibilities;*
* *Outlining the process to document and monitor progress in implementing the IAR recommendations;*
* *Describing approaches to best engage the senior leadership team throughout the entire process.*

# ANNEXES

* *Annex 1: List of participants and Intra-Action Review (IAR) team*
* *Annex 2: Agenda of the review*
* *Annex 3: Completed note-taking template*

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1. <https://www.who.int/publications/m/item/covid-19-strategic-preparedness-and-response-plan-operational-planning-guideline> [↑](#footnote-ref-2)