**Title of Meeting/ Workshop/ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department(s) Of CPHL Attending Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Venue/ Location of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of organizer/Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Target Audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**No. of Participants \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Officer and Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Narrative**

1. Objectives of meeting/ workshop:
2. Summary of Participants/and their nature and type (NGOs, Donors)
3. Summary of key issues/ deliberations
4. Position of CPHL/ contributions on issue/ Assess relevance to CPHL:

* Mention UNHLS contribution to meeting/event
* Describe relevance of UNHLS to this meeting and contributions.

1. Recommendations from meeting/ way forward

(As indicated by meeting/forum/event)

1. Recommended Action/ Follow up by CPHL:

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Reason for action** | **Person/s responsible** | **Timeline** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Ps:** Please include photos with related caption