



Agenda

As at 17th July 2013

Start	End		
Day 1 – Sunday 6th October 2013			
18.00	21.00	Welcome Reception and Early Registration at the Hotel <i>(Colombo, Sri Lanka)</i>	Sri Lanka Team (SLT)
Day 2 – Monday 7th October 2013			
07.00	07.30	Breakfast <i>(At hotel)</i>	
07.30		Shuttle Bus leaves to Conference Venue	SLT
08.00	08.45	Opening Ceremony (Agenda will confirm later)	SLT
09.00	09.30	Boot Camp Objectives / House rules	Louise / Caroline
09.30	09.45	Tea Break	
09.45	12.30	Beneficiary Communications Training	Responsible for planning: Nancy Claxton- Will to do planning will have one of the BC team to deliver training (potentially Louise and Sharon)
12.30	13.30	Lunch	
13.30	15.30	Beneficiary Communications Training	Responsible for planning: Nancy Claxton- Will to do planning will have one of the BC team to deliver training
15.30	15.45	Tea	
15.45	17.30	Beneficiary Communications Training	Responsible for planning: Nancy Claxton- Will to do planning will have one of the BC team to deliver training
17.30	17.45	Day wrap up & briefing	Enrique/ Mahieash



Day 3 – Tuesday 8th October 2013

07.00	07.30	Breakfast – At hotel	
07.30		Shuttle bus leave to conference venue	
08.00	08.30	Refresher – Designated group to creatively present previous day's events	Louise / Caroline
08.30	09.30	Beneficiary Communications Training	Responsible for planning: Nancy Claxton- Will to do planning will have one of the BC team to deliver training
09.30	09.45	Tea	
09.45	12.30	Beneficiary Communications Training	Responsible for planning: Nancy Claxton- Will to do planning will have one of the BC team to deliver training
12.30	13.30	Lunch	
13.30	15.30	Beneficiary Communications Training	Responsible for planning: Nancy Claxton- Will to do planning will have one of the BC team to deliver training
15.30	15.45	Tea	
15.45	17.30	Beneficiary Communications Training	Responsible for planning: Nancy Claxton- Will to do planning will have one of the BC team to deliver training
17.30	17.45	Day wrap up & briefing	Enrique/ Mahieash



Start	End		
Day 4 – Wednesday - 9th October 2013			
07.00	07.30	Breakfast – At hotel	
07.30		Shuttle Bus leaves to Conference Venue	SLT
08.00	08.30	Refresher – Designated group to creatively present previous day's events	Sharon/Mandy
08.30	09.30	Beneficiary Communications Training	Responsible for planning: Nancy Claxton- Will to do planning will have one of the BC team to deliver training
09.30	09.45	Tea Break	
09.45	12.30	Beneficiary Communications Training	Responsible for planning: Nancy Claxton- Will to do planning will have one of the BC team to deliver training
12.30	13.30	Lunch	
13.30	14.00	Ignite Sessions – 5 minute presentations on NS work from all regions	Enrique/ Mahieash
14.00	15.30	Simulation Briefing	Sharon, Mahieash- and Mandy to organize
15.30	15.45	Tea	
15.45	17.30	Simulation Briefing	Sharon, Mahieash- and Mandy to organize
17.30	17.45	Day wrap up & briefing	Enrique/ Mahieash
Day 5 – Thursday -10th October 2013			
07.00	07.30	Breakfast – At hotel	
07.30		Shuttle bus leave to Simulation site	SLT
08.00	11.00	Simulation – Live on site	Sharon, Mahieash- and Mandy to organize
12.30	13.30	Lunch	
13.30	15.30	Simulation Training	Sharon, Mahieash- and Mandy to organize
15.30	15.45	Tea	
15.45	17.30	Simulation Training	Sharon, Mahieash- and Mandy to organize
17.30	17.45	Day wrap up & briefing	Enrique/ Mahieash



Start	End		
Day 6 –Friday - 11th October 2013			
07.00	07.30	Breakfast – At hotel	
07.30		Shuttle Bus leaves to Conference Venue	SLT
08.00	08.30	Refresher – Designated group to creatively present previous day's events	Louise / Caroline
08.30	09.30	Programme Integration	Mandy / Sharon
09.30	09.45	Tea Break	
09.45	12.30	BC – What are the barriers to moving forward with Beneficiary Communications, how is the NS set up to take feedback from communities, is there a culture of engagement within the NS?	Enrique -Will- Louise – leading the discussion with others input
12.30	13.30	Lunch	
13.30	15.30	BC Ahead – Planning – An opportunity for National Societies to feed into the process of planning. What are NS needs, what support do they need when they get back to their respective countries, how will they move forward	Enrique -Will- Louise – leading the discussion with others input
15.30	15.45	Tea	
15.45	16.45	Q & A	All
16.45		Closing Ceremony	SLT

For further information on the agenda and its sessions please contact

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