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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

|  |  |
| --- | --- |
| **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.*

|  |
| --- |
| 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)