**BBF Meeting 1 Agenda TEMPLATE**

**Becoming Breastfeeding Friendly**

**Country Committee Meeting**

Date

Location

**Agenda**

**Day 1: Day, date**

**8:00-9:00:am Arrival and check-in**

**9:00-9:15am Welcome, Introductions, and plan for meeting**

*(Put name of individual and title/organization, if applicable)*

**9:15-9:30am** **Breastfeeding Program Delivery (BFHI, Code, Global Strategy, Services)**

*(Put name of individual and title/organization, if applicable)*

**9:30am-9:45pm BBF Introduction and Methodology**

*(Put name of individual and title/organization, if applicable)*

**9:45-10:05pm** **Country’s Current Breastfeeding Situation (In the context of the BFGM)**

*(Put name of individual and title/organization, if applicable)*

**10:05-10:30pm** **Questions/Discussion**

**10:30-10:45pm Morning Break**

**10:45-11:10pm** **Advocacy Gear**

*(Put name of individual and title/organization, if applicable)*

**11:10-11:30pm** **Political Will Gear**

*(Put name of individual and title/organization, if applicable)*

**11:30-12:10pm Legislation & Policy Gear**

*(Put name of individual and title/organization, if applicable)*

**12:10-1:00pm**  **Lunch**

**1:00-1:20pm Funding & Resources Gear**

*(Put name of individual and title/organization, if applicable)*

**1:20-2:20pm** **Training & Program Delivery Gear**

*(Put name of individual and title/organization, if applicable)*

**2:20-2:40pm** **Promotion Gear**

*(Put name of individual and title/organization, if applicable)*

**2:40-3:00pm** **Questions/Discussion**

**3:00-3:25pm Research & Evaluation Gear**

*(Put name of individual and title/organization, if applicable)*

**3:25-3:45pm** **Coordination, Goals & Monitoring Gear**

*(Put name of individual and title/organization, if applicable)*

**3:45-4:00pm Questions/Discussion/ Closing**

**Day 2: Day, Date**

**8:30-8:40am Review of Day 1/ Preview of Day 2**

*(Put name of individual and title/organization, if applicable)*

**8:40-9:00am Next steps: Gear Teams and Deliverables for Next Meeting**

*(Put name of individual and title/organization, if applicable)*

**9:00-10:30am Gear Team Break-out Groups- *committee leaders selected and work plan development***

**10:30-10:45am** **Morning Break**

**10:45-1:00pm** **Gear Team Break-out Groups- *work plan completed***

**1:00-2:00pm** **Lunch**

**2:00-2:30pm Next Steps- drop box; support**

*(Put name of individual and title/organization, if applicable)*

**2:30pm Closing, checkout and departure**