**TTF2 (Kingston, Jamaica) – Notes from Steering Committee Debrief**

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| **Issue***(Green = worked well; orange = needs improvement)* | **How to address at future TTF:** |
| **Worked Well:** |  |
| Time allocation (3 days rather than 2) | Keep 3-day time allocation |
| Framing in the introductory presentations (framework presented by Anne + learning journey presented by Blane) | Refer back to initial framework at the beginning of each day |
| “Three pillars” of TTF: technical; reflexive; relational | Keep this balance at future TTF events |
| Interactive facilitation techniques (e.g. knowledge clinic, open space) contributing to sharing experiences (“relational” pillar) | Continue to incorporate these less structured sessions into future TTFs—perhaps even devoting additional time to these Potentially increase diversity of energizers |
| **Requiring Improvement:** |  |
| Would like to have option of an outing/field trip to take advantage of being in location | Consider incorporating time for a related field trip |
| Technical presentations by invited experts: greater detail/more specifics needed in order to be useful for many participants; in some cases the individual presenting may not have been the right fit.Also need to manage any disparities in pre-existing experience with/understanding of some topics of different participants | Request greater depth/ detail in the presentations from invited expertsReview agenda with Steering Committee/ subset of members or participants in advance to get impression of level of content to coverReduce segmenting in the planning and facilitation process—e.g. ensure Secretariat can play an oversight role and request presentations by invited experts far enough in advance to facilitate review and potential implementation of any changes; leave role of plenary facilitation with the main facilitatorConsider in facilitation plan how content/presentations/exercises could be tailored to address different levels of experience and knowledge in the room |
| Presentations by country participants (“country spotlights”): focused a lot on the process they’ve gone through, but not always on specific challenges | Ensure clearer structure for country spotlights (e.g. specific guiding questions, put in touch with relevant invited expert well in advance, emphasize opportunity to share challenges not just process) |
| Scheduling of reception dinner—not all could attend since held the night before the event | Hold reception dinner on the evening of first official day of the workshop |

*Next Steps Identified:*

* Secretariat will share a draft agenda (session topics + proposed invited experts) for each TTF with the Steering Committee at least three months in advance of the event for feedback, and will consider results of participant survey and points discussed during this meeting in planning future TTF events