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| **Preparation Actions**  **Faith for Social and Behaviour Change Workshop** | | |
| **What** | **Action Required** | **Who by When** |
| **Letter of Invitation** | Please have this signed by your Representative or anyone else you deem appropriate and sent to both your FBO partner and government counterpart that you plan on bringing to the workshop. Please urge them to begin the visa application process as soon as possible !! (Please see attached list of nationalities that require a visa for Thailand). | **All Focal Country teams**  Dispatch letters:  ***By Thursday 24 May***  *(Contact Caterina if anyone requires a Letter to support the visa application)* |
| **Confirmation of Countries** | Check the Matrix attached to ensure all COs to be associated with this initiative are on the list. We have agreed to engage two sets of COs: Those attending the Workshop and those who will not attend, but will remain associated with the initiative to participate in the mapping, share materials, benefit from the peer exchange. | **All RAs, especially LACRO, EAPRO, ECARO** to send names of COs (if any) to be included the the *“Faith for SBCC Remote Knowledge Exchange Group”. If agreed please send mapping instrument to the wider set of countries.*  ***By Friday 25 May*** |
| **Confirmation of UNICEF Workshop**  **Participants** | Provide names of UNICEF staff, who will be attending the Workshop | **All Focal Country teams** to send to Caterina names of UNICEF participants  ***By Monday 28 May*** |
| **Confirmation of External Workshop**  **Participants** | Provide names of FBO and Government Representatives who will be attending the Workshop.  Please let us know if any requirements for translation and the language required. | **All Focal Country teams** to send to Caterina names of external participants  ***By Friday June 1*** |
| **Mapping &**  **CO Exhibition Slides** | Complete Template below: “**Guidelines and Template for Mapping, Presentation Slides & Case Studies”**  with brief bullet points that HQ will collate to provide a landscape overview at the July workshop. If possible share this with partners coming to the meeting. | **All Focal Country teams** to send completed Template to Kerida & Antonia  ***By Friday June 1*** |
| **FBO Materials and any documentation of FBO work** | Send additional documentation for CO case study and any materials developed to enable the global review and analysis. | **All Focal Country teams**  to send FBO materials and documentation to Kerida & Antonia  ***By Friday June 1*** |