

**Actions Required and Proposed Forward Steps**

1. Webinar 6 minutes
  - Helen Locher (HL) to circulate draft minutes to Webinar 6 participants by Monday 19 July
  - Webinar 6 participant comments due by Monday 26 July
  - Circulation of final Webinar 6 minutes on Wednesday 28 July
2. Recommended Final Draft Protocol
  - HL to circulate HSAP Draft4 Final to Forum members on Friday 23 July to check that Webinar 6 agreements are properly incorporated
  - Forum members have one week to raise any issues with HSAP Draft4 Final being the Recommended Final Draft Protocol from the Forum, with last date for comment being Friday 30 July.
  - Recommended Final Draft Protocol formally submitted by the Forum to the Forum member organisations for decisions on adoption and endorsement as soon as possible provided there are no comments on the HSAP Draft4 Final and no issues with the Webinar 6 minutes that relate to Protocol content. This could happen as early as Monday 2 August.
3. Protocol “plain English” editing review
  - Proposed to be undertaken in the Forum’s follow-up phase, prior to conducting any translations
4. Forum Responses to HSAF Consultation Phase 2 Issues
  - HL to circulate in draft form to Forum members on Friday 23 July
  - Forum member comments due by Friday 30 July
  - HL to circulate final version on Wednesday 4 August
5. Forum Knowledge Base
  - HL to circulate list of proposed headings and documents to be included to Forum members by no later than Friday 13 August
  - Forum members to add any other documents they believe should be included, and submit to Desmond Manful (DM) by no later than Monday 30 August
  - DM to post Knowledge Base on line by end September
6. Forum in-kind contributions
  - All Forum members who have not yet provided this information to ensure their contributions are provided to Kristin Schumann (KS) by no later than Friday 23 July
  - KS to circulate list to Forum members by Friday 30 July
7. Forum Statement of Conclusion
  - HL to circulate Draft Forum Statement of Recommendation of Final Draft Protocol to Forum members by Friday 30 July
  - Forum members to review and provide comment by Friday 6 August
  - HL to circulate final Forum Statement of Recommendation of Final Draft Protocol by Tuesday 10 August
8. Meeting of Forum members to discuss the way forward
  - This meeting would address the endorsement/adoption process and the Protocol launch
  - Richard Taylor to determine proposed date and venue, and send invitation to Forum members following closure on Protocol content.

9. e-shots to Forum stakeholder database

- Forum Closing E-Shot 1: Upon finalisation of Forum Webinar 6 minutes, circulation of a notice to advise availability of Webinar 5 and 6 minutes, and what happens next and when they will next get an update.
- Forum Closing E-Shot 2: Upon finalisation of Recommended Draft Final Protocol and formal submission to Forum member organisations, and finalisation of the Forum Responses to HSAF Consultation Phase 2 Issues, circulation of a notice to advise:
  - that the Recommended Draft Final Protocol has been submitted to Forum member organisations for consideration of adoption and endorsement;
  - of availability of Forum Responses to HSAF Consultation Phase 2 Issues; and
  - of completion of role of HL as Forum Coordinator, and that further communications will come from IHA.

This e-shot would follow the meeting of Forum members to discuss the way forward.