**Global Health Supply Chain Maturity Model v8.0**

**Facilitator Checklist**

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| 1. Contact Ministry of Health (MoH) and key stakeholders to discuss potential Maturity Model (MM) supply chain candidates | 2 months before anticipated MM assessment date | 🞎 |
| 1. In conjunction with MoH and stakeholders, schedule “Hold” date(s) for supply chain assessment(s) | 6 weeks before first MM assessment date | 🞎 |
| 1. Working with MoH and stakeholders, identify individuals and supply chain entities required for the assessment team(s); compile contact information for team members. | 6 weeks before each MM assessment date | 🞎 |
| 1. Contact potential assessment team(s) members, requesting their participation in the designated assessments; offer multiple dates extending over a 2- to 3-week period to secure as many participants as possible. | 6 weeks before each MM assessment date | 🞎 |
| 1. Select assessment date based on team member availabilities, and share MM materials (e.g., Participant Guide, Glossary, assessment questionnaire) with those participants. | 4 weeks before each MM assessment date | 🞎 |
| 1. Secure/contract for logistics for MM assessment: location, hotel (if applicable), meals, videoconferencing capabilities (if applicable), etc.; identify team-member-specific needs (e.g., accessibility, dietary restrictions). | 4 weeks before each MM assessment date | 🞎 |
| 1. Send reminder email to MM assessment team(s) | 2 weeks before each MM assessment date | 🞎 |
| 1. Identify issues with member participation and seek replacements if necessary. | 1 week before each MM assessment date | 🞎 |
| 1. Conduct research on the supply chain to be assessed and team members; review in the context of the MM categories and plan how to secure accurate, insightful information from team members. | 1 week before each MM assessment date | 🞎 |
| 1. Print posters/flipcharts of MM v8.0 questions using the MM v8.0 poster PDF (if applicable). | 1 week before each MM assessment date | 🞎 |
| 1. Confirm all logistics details are as expected/contracted. | 3 days before each MM assessment date | 🞎 |
| 1. Send a “Welcome” email to team members; provide specific logistics details and directions for the assessment: in-person (e.g., room number, travel times) or virtual/remote (e.g., videoconference website, call-in numbers) | 1 day before each MM assessment date | 🞎 |
| 1. Plan for evaluation meeting, VOC, and commitments (applicable if these activities cannot be done the same day of assessment). | Within 1 week after MM assessment | 🞎 |