

# FACILITATING EFFECTIVE VIRAL HEPATITIS ELIMINATION PLANNING MEETINGS: AGENDA TEMPLATES AND TOPIC GUIDANCE

There are many options for how to bring people with varied expertise together to drive viral hepatitis elimination planning. The following proposed agenda templates are intended to support initial elimination planning meetings. These agendas should help ground participants in the reason and purpose for their work, and to define ways of working together. Please use whatever pieces feel helpful to your efforts—this is just a starting point, and can be modified and adapted as needed.

## FIRST MEETING

TOPIC	TIME	PURPOSE	DESCRIPTION
<b>INTRODUCTIONS</b>	10 minutes	<ol style="list-style-type: none"> <li>1 Familiarize meeting attendees with each other</li> <li>2 Share examples of the various roles, skills, and perspectives that contribute to hepatitis elimination</li> </ol>	<p>Facilitator explains that in order to eliminate hepatitis, we have to approach the work from a variety of angles and disciplines. Hepatitis elimination is possible only when our work is mutually reinforcing. Each meeting attendee will introduce themselves, making certain to share:</p> <ul style="list-style-type: none"> <li>• Name and preferred pronouns</li> <li>• Affiliation/organization (if they have one, it may be helpful to offer “community advocate” as an option for participants who aren’t attending as a representative of a particular agency or clinic)</li> <li>• Your role/interest in hepatitis elimination</li> </ul>
<b>WORK AGREEMENTS</b>	10 minutes	<ol style="list-style-type: none"> <li>1 Set expectations and agreements for how participants will engage with each other during meetings</li> </ol>	<p>How will we engage with each other in these meetings? Facilitator guides discussion about logistics and principles, noting the importance of being intentional that everyone has a voice in meetings that combine clinicians, policymakers, frontline staff, and community advocates as participants. When discussing logistics (e.g., meeting time, location, frequency), consideration should be given to how to make meetings inclusive and welcoming of people who have limited ability to or experience with participating in traditional meeting and planning group structures. Suggested principles might include:</p> <ul style="list-style-type: none"> <li>• Step up/step back</li> <li>• Be mindful of balancing expertise gained through both academia and lived experience</li> <li>• Offer alternatives if you veto an idea</li> </ul> <p>The facilitator can offer these or others as a starting point, and can ask group members if they can agree to principles and/or if they have additional principles to add. Once principles are agreed upon, they can be added to the top of every meeting agenda.</p>

## FIRST MEETING

TOPIC	TIME	PURPOSE	DESCRIPTION
HEPATITIS ELIMINATION—WHERE ARE WE?	30 minutes	<ol style="list-style-type: none"> <li>1 Move the group toward a shared understanding of the local aspects of their hepatitis burden</li> <li>2 Gain a shared awareness of examples of approaches to hep elimination plans from around the country</li> </ol>	<p>Facilitator will tell meeting attendees that they will learn about hepatitis locally, as well as what initiatives in other regions are doing or have done in their pursuit of hepatitis elimination.</p> <p>The local hep data expert—this could be Health Department staff or epidemiologist, a data manager at a CBO that offers hep testing, or a local clinical provider who can speak to hep prevalence in their practice—will share a brief presentation that covers:</p> <ul style="list-style-type: none"> <li>• Data/information about local hep epidemics (Health Department and/or clinical data, snapshots from community-based organizations serving high risk populations, etc.)</li> <li>• Examples of hepatitis elimination initiatives or plans from other states/regions in the US</li> </ul>
WHO IS AT THE TABLE AND WHO ARE WE MISSING?	30 minutes	<ol style="list-style-type: none"> <li>1 Ensure local hepatitis elimination work has the broadest possible representation</li> </ol>	<p>Note: if this meeting is in-person, use newsprint/large post-it notes pasted around the room for brainstorming. If doing this meeting online, use an online platform (e.g., Jamboard, Mural) that can function similarly for group brainstorms.</p> <p>Label 7 sheets of newsprint or seven columns on a Mural Board with the following labels—(1)Prevention, (2)Policy/advocacy, (3)Education, (4)Testing, (5) Linkage, (6)Treatment, (7)Data/research</p> <p>The facilitator will guide participants around the room (or virtual board) in answering the following 3 questions in 3 separate rounds (6-7 minutes per question)</p> <ol style="list-style-type: none"> <li>1. What roles do we need?</li> <li>2. What specific people should attend?</li> <li>3. How might they be involved/advance the work of HCV elimination if they are unable to attend meetings due to clinic schedules, etc.?</li> </ol>

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## FIRST MEETING

TOPIC	TIME	PURPOSE	DESCRIPTION
<b>WHO IS AT THE TABLE AND WHO ARE WE MISSING?</b>  <i>Continued from previous page</i>	30 minutes	<ol style="list-style-type: none"> <li>1 Ensure local hepatitis elimination work has the broadest possible representation</li> </ol>	After the brainstorm, the facilitator will guide an action item-focused discussion about who specifically will conduct outreach to additional folks to request their involvement/expertise in the meetings.
<b>WRAP UP</b>	10 minutes	<ol style="list-style-type: none"> <li>1 Express appreciation for participation.</li> <li>2 Set expectations for next meeting.</li> </ol>	Facilitator thanks participants for their time and contributions. Facilitator reviews what was accomplished/decided in the meeting and any action items, and lets participants know that the next meeting will involve deciding on Mission, Vision, and Values of the hepatitis elimination work.

## SECOND MEETING

TOPIC	TIME	PURPOSE	DESCRIPTION
<b>INTRODUCTIONS</b>	10 minutes	<ol style="list-style-type: none"> <li>1 Familiarize meeting attendees with each other</li> <li>2 Share examples of the various roles, skills, and perspectives that contribute to hepatitis elimination</li> </ol>	<p><i>(Repeat from meeting 1 in case there are additional attendees – this can be skipped if there are no additional attendees and everyone remembers each other.)</i></p> <p>Facilitator explains that in order to eliminate hepatitis, we have to approach the work from a variety of angles and disciplines. Hepatitis elimination is possible only when our work is mutually reinforcing. Each meeting attendee will introduce themselves, making certain to share:</p> <ul style="list-style-type: none"> <li>• Name and preferred pronouns</li> <li>• Affiliation/organization (if they have one, it may be helpful to offer “community advocate” as an option for participants who aren’t attending as a representative of a particular agency or clinic)</li> <li>• Your role/interest in hepatitis elimination</li> </ul>

## SECOND MEETING

TOPIC	TIME	PURPOSE	DESCRIPTION
<b>VISION STATEMENT</b>	25 minutes	<ol style="list-style-type: none"> <li>1 Ground the meeting participants in the purpose of the work</li> <li>2 Develop a vision statement for the hep elimination work.</li> </ol>	<p>Facilitator will review that a vision statement is aspirational and describes a future state when we have achieved hepatitis elimination in the state or local area. These statements are helpful in creating a shared sense of understanding about the purpose of the initiative and can create a “north star” that guides decisions about resource allocation for future work. Facilitator will share examples of vision statements from other health initiatives or organizations.</p> <p>Put participants in small groups (or breakout zoom groups if meeting online), and have them discuss the phrase “Wouldn’t it be fantastic if…” as it relates to hep elimination. Each group should have a notetaker.</p> <p>After the small breakout groups talk for 10 minutes, the facilitator brings the large group back together and has each group share their discussions while someone takes notes for everyone to see.</p> <p>The group can start to come to an agreement about which components that have been discussed should be part of a vision statement. The facilitator can do some light wordsmithing if time allows, but can also suggest that they can work on wordsmithing between meetings and can share back next meeting or over email for group approval.</p>
<b>MISSION STATEMENT</b>	25 minutes	<ol style="list-style-type: none"> <li>1 Develop an agreed upon mission statement for the hepatitis elimination work</li> </ol>	<p>Facilitator will explain that a mission statement is about a group’s core purpose. The mission statement defines the “why” behind what we do and the reason for doing it. The facilitator will share examples of mission statements from other health initiatives or agencies.</p> <p>The facilitator asks the group why they are coming together as a new initiative to try to eliminate hepatitis. What is the group’s reason for existence? The facilitator will take notes on everyone’s feedback.</p>

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## SECOND MEETING

TOPIC	TIME	PURPOSE	DESCRIPTION
<b>MISSION STATEMENT</b> <i>Continued from previous page</i>	25 minutes	1 Develop an agreed upon mission statement for the hepatitis elimination work	<p>The facilitator then asks the group “Who do we serve, and how?” The facilitator will take notes based on the group’s feedback.</p> <p>Again, if time allows, some light wordsmithing as a group can be helpful. It is often helpful to wordsmith separately (outside of the meeting) and bring a draft mission statement to the larger group in a subsequent meeting or share via email for approval.</p>
<b>VALUES*</b>	25 minutes	1 Develop agreed upon values underlying the hepatitis elimination work	<p><i>(Can be done a as a large group brainstorm/conversation, or in breakout groups)</i></p> <p>The facilitator explains that values are important principles and beliefs that will help guide meaningful engagement with the world. They represent the how we go about our work. The facilitator shares examples of value statements from other health initiatives or agencies.</p> <p>The facilitator reviews what has already been said about the proposed vision and mission statements. The facilitator asks participants to think about how this work will be accomplished and what values they could uphold that would prevent inequitable distribution of resources and services.</p> <p>Guiding questions:</p> <ul style="list-style-type: none"> <li>• How can we ensure adequate coverage for the populations most impacted by hepatitis-related disparities?</li> <li>• What are our agreements about representation of people with lived experience in this planning group?</li> <li>• How will we ensure a balance of voices and perspectives in this planning group?</li> </ul> <p>The facilitator will guide this conversation and record agreements about what values the group will uphold.</p>

\* Note that it may be difficult to complete the vision, mission, and values brainstorms all in the same meetings. Alternatively, the facilitator may elect to focus on vision and mission conversations, and move the values brainstorm to a third meeting.

## SECOND MEETING

TOPIC	TIME	PURPOSE	DESCRIPTION
WRAP UP	5 minutes	1 Close this meeting and prepare participants for the next meeting	<p>The facilitator reviews the accomplishments for the day and thanks everyone for their participation and thoughtfulness. The facilitator suggests that the next meeting will involve a discussion of the organization of the planning group. Some questions to help guide said discussion will be, “Will the planning group be state-led or community-led? Will the planning group be led by a steering committee? Will there be work groups, and if so, how will they be organized? Will they rotate facilitation or have a single facilitator?”</p> <p>Consideration should also be given to defining the scope of the elimination plan in a future meeting—Will the plan be a syndemic, viral hepatitis, or HCV plan? What framework will the plan follow (e.g., HHS Viral Hepatitis National Strategic Plan, HIV Ending the Epidemic pillars, etc.)? What’s the target plan development timeline?</p>