# Guidance for support visits with DHMT

 **Who should attend?**

* CRT and RT members
* DHMT members – as many as possible

 **Length of meeting?**

* 1 day

 **Frequency?**

* Two review meetings are suggested per MSI cycle: one at 2 months following the start of implementation of the strategies and one after 6 months implementation (the inter district meetings can be held at 4 months following the start of implementation of the strategies, and at 8 months (at the end of the implementation in that cycle)

 **Location?**

* Within the district

 **Proposed agenda**

* Ask to see the DHMT diary and discuss recent entries
* Ask to see the workplan and ask the following questions about the design and implementation of the plan[[1]](#footnote-1):
	+ Check the relevance of the **strategies** against the identified problems. Has the problem changed? Have the strategies changed? If so, why? (columns A and B)
	+ Do the **activities** support the strategy sufficiently? e.g some only have one activity per strategy in the initial design.  What activities have been implemented?  What challenges have been met? How have the activities been changed? If so, why? (columns B and C).
	+ Are there suitable indicators to measure the changes and are they being monitored? (column E) Is there any baseline data available? Have you observed any effects of the bundles of strategies? Have these effects been measured by the indicators, or were the effects unintended? Is anyone making changes if the plan is not achieving intended effects?
	+ Have links to /conflict with other HR/HS strategies been identified (including for initiatives beyond the bundles) and are they being acted on (column F)?
	+ Has gender been considered in terms of implementation of the strategies and the effects of the strategies? (column G)
* What has worked well?
* What has worked not so well?
* What would you change next time?
* Have there been any changes in the environment that may affect the process of implementing the bundles and results?
* If appropriate, agree some actions for both CRT/RT and DHMT
* How easy or difficult has it been to use the diary?
* Is there anything that could make it easier for DHMT to use the diary?

Record all details in the Visit Report (template provided).

1. For references to the columns, please refer to the sample table at the end of this document [↑](#footnote-ref-1)