

Annex 2
After-Action Review Agenda

	Activity	Notes
1	Introduction of participants	Each participant briefly describes role in the event
2	Ground rules	Honesty, confidentiality, solution-oriented, constructive, propositional, respectful, etc.
3	Review of AAR objectives	
4	Review Benchmarking Standards	Contingency plan, incident management plan, SOP (What was supposed to happen?)
5	Chronology of events	Day-by-day events, decision, and actions supported by selected documentation to summarize and remind participants of key moments. (What actually happened?)
6	Plus - Delta	What worked well? What should be done differently (next time)? Explore the strengths and weaknesses of systems and functions. This session should have adequate time and active facilitation.
7	Recommendations	What specific changes need to be made to improve performance? Build on strengths.
8	Follow-up actions	What actions need to be taken? By whom? When?
9	Closing comments/summary	Focus on process and outcomes. Review action plan. Stay positive.