**Team meeting: 27 Oct 2020**

**Participants: PB, SS, FG, Helena, DM, AB, MFL, JZ, SG**

**Chair: PB**

**Note taker: SS**

**Agenda:**

* **Introduction of Helena, Assistant to Facilitator Zambia**
* **Resource mobilization:**
  + **BMZ**
  + **GIZ**
* **FFF Retreat 2020**

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| **Team report** | **DESCRIPTION**  **(summary if discussion – main points only)** | **ACTION**  **(to be checked at next meeting)** |
| Introduction of new team member | Helena has joined the Zambian team as assistant to the facilitator. | - |
| FFF Retreat | FG shared draft agenda and almost all commented.  Remaining questions and challenges:   * If/How to include regional/global partners * How the presentations of the achievements by outcome/output will be structured * The role of DM and AB in this regard * How to allocate time for discussion * If/How to tackle cross-cutting issues   The ppt template is under preparation. | DM to provide comments to draft agenda  FG to share dates/time slots and everyone to confirm availability  FG to set meeting on Friday to finalize agenda |
| Resource mobilization | **FMM** have asked for information on Liberia, The Gambia and Tanzania for them to feature in their report. Potential for raising more funds for FFF. Presentation from FFF team member likely to be required – date 26th of November.  **BMZ** confirmed that FAO template can be used. Challenge is the updating of the logframe with new indicator and especially the setting of targets (by country categories). | MFL to follow-up on FFF participation  JZ to share draft logframe with DM and if needed set meeting for Friday to finalize logframe |
| **Next Chair:**  **Next Note Taker:** | * Grouwels * Simola |  |

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| **NEXT CHAIR**  Bolin  Buffle  DeRobert  Grouwels  Guarascio  MacQueen  Senesie  Simola  Zapata | **NEXT NOTE TAKER**  Bolin  Buffle  DeRobert  Grouwels  Guarascio  MacQueen  Senesie  Simola  Zapata |