



HIV Medicine Access Workgroup Mtg #1 August 23, 9:20am to 2:30pm

*** The Zoom meeting link will be sent to you in an email from Omar Santana on Friday August 20.***

*** Please review and become familiar with documents and links listed in the email that included this agenda.***

*** Please be logged on and ready to go at 9:20am; this is 10 minutes before we will begin.***

PURPOSE OF THE MEETING: Orient everyone to the work ahead; learn about and share information on people and issues; review and confirm schedules, norms for working together and expected products.

ABOUT *YOUR* PARTICIPATION: Please be ready to share your one-minute response to this scenario: Imagine it is late October, and the close of this four-month process. You are considering what transpired. You're thinking: 'That was pretty successful effort, all things considered.'

1. What was the key thing you saw accomplished?
2. What was *your* contribution to the success of the effort?

TIME¹	ACTIVITY
-00:10 <i>10 min</i>	SETTLE IN Please log in, think about the how you will answer the questions above, and settle in.
9:30 <i>10 min</i>	WELCOME AND CHARGE – Manny Santiago and Omar Santana <ul style="list-style-type: none"> • Charge for the HIV Medicine Access Workgroup: What, How and Why • Housekeeping: what it means that this is a Washington State process
9:40 <i>60 min</i>	WHO WE ARE – All Introductions; look ahead to a success process.
10:40 <i>15 min</i>	ORIENTATION – Martha Bean <ul style="list-style-type: none"> • Walk through today's agenda and how each segment will be accomplished; roles • Review How We Operate document and a suggested blueprint for how input from the Workgroup can be organized and transmitted.
10:55 <i>15 min</i>	BREAK
11:10 <i>60 min</i>	FACTS, ISSUES, CONUNDRUMS Overview; background [30 min] – <i>Manny Santiago</i> Q & A [30 min] – <i>All, facilitated by Martha Bean et al</i>

¹ Time; duration

TIME¹	ACTIVITY
12:10 <i>30 min</i>	LUNCH Please use this time to connect with others in your organization to discuss your responses to and ideas for refining information presented thus.
12:40 <i>2 sessions of ~35 min each</i>	DISCUSSION – <i>All, facilitated by Martha Bean et al</i> There will be three breakout rooms, each focused on a separate topic. The rooms will close after 20 minutes, followed by full group discussion. We will repeat the process after 35 minutes; each participant can be a part of two discussions. As of this writing, we anticipate these topics: <ul style="list-style-type: none"> • Breakout Room 1- Facts and Info: Are there other facts, issues and conundrums we should all have in order to have a common understanding as we do this work? Why? How and where might we acquire this information? If we are unable to get the information, are there alternatives? • Breakout Room 2 – The Product of the Workgroup: What do you think of the blueprint for the final product for this Workgroup presented earlier in this meeting? Do you have improvements/refinements to suggest? • Breakout Room 3 – Town Halls: How best can we reach a broader community through Town Halls? What is the role of each Workgroup participant in the Town Halls?
1:50 <i>10 min</i>	BREAK
2:00 <i>25 min</i>	WRAP UP – <i>Manny Santiago w/ Martha Bean</i> Key points and ‘take home’ messages from discussion. Next steps and commitments.
2:25 <i>5 min</i>	CLOSE