Aim: Introduce recordkeeping requirements guideline to participants and outline how it can be used

Objectives: By the end of the session, participants will be able to:

- understand the value of identifying recordkeeping requirements
- know how to conduct the exercise themselves
<table>
<thead>
<tr>
<th>Time</th>
<th>Content</th>
<th>Activity</th>
<th>Resources</th>
<th>Who</th>
</tr>
</thead>
</table>
| 1.00-1.10pm| • Overview of session  
• Why develop this guideline?  
• What is a recordkeeping requirement? | Presentation | PowerPoint | Talei |
| 1.10-1.30pm| • How to identify requirements  
Types of sources  
Recognising requirements  
Types of requirements | Presentation | PowerPoint | Talei |
| 1.30-1.45pm| • Documenting requirements | Presentation | PowerPoint | Talei |
| 1.45-2.05pm| • Group Activity – identifying your requirements | Group Activity | Handout    | Talei |
| 2.05-2.15pm | • Strategies for using the requirements  
• Identify immediate actions that you can pursue with regard to recordkeeping requirements after this training  
• Wrap up | Presentation  
Group discussion | PowerPoint | Talei |