

Consultant – DROPS and PMT Rapporteur

Work Schedule:

Date	Number of working days	Tasks	Venue
8-10 June 2022	2.5 days	Act as Rapporteur during the DROPS meeting and capture all discussions, quotes, proper documentation of the event etc.	Meeting Venue
By 14 June 2022	1.5 day	Compile the DROPS report with key points of discussion and action points	Home based
Q2-Q4 in 2022 (dates TBD)	12 days	Act as Rapporteur during the PMT meetings (1.5-2 days in each meeting) and capture all discussions, quotes, proper documentation of the event etc. Compile PMT report with key points of discussion and action points within 2 days after each meeting	Meeting venue and/or Home-based
Total	16 days		