

Recommendations from participants on how to improve future meeting	Secretariat comments
Low number of PICTs participating at the meeting	
More participation from country members	Meeting Announcements are disseminated to HoH 3 months prior to the meeting. Global email is sent to HoH in the first instance with several follow up group emails as well as individual follow up emails. All efforts are undertaken to encourage HoH to attend, however the secretariat is cognisant of competing national priorities and sovereignty. The secretariat acknowledges attendance at virtual PHoH has dropped since hosting the first one in July 2020 in the midst of the pandemic response. This is opposed to 85-90% attendance at face-to-face meetings. The secretariat recognises HoH participation to some extent is driven by agenda items. This was evident in the level of country engagement and discussions generated by the COVID-19 Vaccine Certificate for Cross Border Travel agenda item; this is not surprising given its extreme relevance to the current environment.
Having more country delegates attend.	
Must have MUCH more involvement of members. Member attendance was poor, less than 1/3 of SPC members. This is not representative. Secretariat needs to pre engage	
Meeting papers & presentations	
Meeting papers to be sent in advance to participants and also copies of presentations given to participants. Member countries encouraged to present health issues affecting PICs.	Meeting conventions stipulate papers are circulated 2 weeks prior to the meeting dates, these are uploaded to the PHoH page on SPCs website. HoH and partners are advised and are provided registration and document links as per convention. Presentations require organisational sign off prior and are uploaded to the meeting link post event. Technical papers are circulated to Quints+ (ADB, DFAT, MFAT, WB, WHO, SPC) for review and input. There is an understanding WHO seeks UN sister agencies input on the papers, going forward SPC will ensure country and partner input is strengthened.
papers for meeting made available early	
Earlier access or immediate to presentations	
To coordinate with partners before sending out the working papers	
More country inputs	
Examples from countries	A fundamental premise of the regional health architecture is to facilitate and ensure countries set the agenda and lead discussions. For each technical paper the secretariat invites countries to participate in its development and ideally present and facilitate HoH discussions as well as encouraging feedback on country specific successes and challenges on the agenda item tabled. For this meeting Fiji presented progress on climate change and health and Tonga on its development of the National Surgical, Obstetrics and Anaesthesia Plans. By convention and in briefing the Chair rules are interventions from countries take precedence from partners and observers, hence the use of speaking rights to mitigate against the meeting becoming a discussion between partners/observers and the secretariat. In the event no country volunteers are received the secretariat delivers the presentation. Encouraging countries to attend virtual meetings and participate in discussions has been a challenge and we welcome suggestions to address this through breakout sessions and calling out countries by name to comment/respond.
I would like to hear more from the PICs colleagues	
More good practices and lesson learned from the countries	
More discussion by countries	
More involvement of country participants	
More country contribution	
More presentations from governments	
More input from PICT representatives.	
more countries share their success or even challenges	
Breakout sessions + more dialogue	
We found the meeting very useful at NZ Ministry of Health. Thank you to all involved. If time allows in future, breakout sessions could be useful to allow productive/informal debate and sharing of lessons learned.	The secretariat welcomes these suggestions and will endeavour to incorporate these in future meetings.
Possibly have pocket meetings around the papers facilitated by technical agencies/partners	

More dialogue and discussions.	
Running of the of meeting	
Have an introduction of participants and a photo session	In light of the feedback on low country attendance and the need for more country involvement a potential option is to undertake a HoH poll to invite agenda items, the agenda can then be shaped based on the most common items recommended as opposed to the standard agenda items as per ToR. The secretariat acknowledges the need to balance poll results against priorities approved by PHMM, international commitments and Pacific Forum Leaders.
Call countries by name to comment/respond	
General comments	
Looking forward to returning to in-person meetings when conditions allow	The secretariat appreciates the positive feedback which provides encouragement to improve the delivery of future meetings.
Virtual meetings in Pacific Island countries is a bit difficult because of the connectivity issues.	
Through hybrid and virtual.	
Face to face	
No much to add	
The format is suitable and the poll evaluation is very useful	
No comment - was good	
I just joined today but I really learn a lot and looking forward to future meetings.	
Not much to add	
Overall excellent.	
No comment - very well run	
Look forward to face-to-face meeting	