



SAMPLE FFT INVITATION

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You're invited.



Dear _____,

I am pleased to invite you to attend a one-day pause and reflection workshop being held in Goma on January 22, 2022. This workshop is entitled EFSP: Food for Thought, and is designed to allow team members to come together to discuss our work in terms of performance and quality, and to identify opportunities for improvement.

I know it is difficult to make the space for these types of events, working as hard as you do. But it is important to take time once in a while to 'pause and reflect' on what this work means, and how we get better, especially as we look ahead to future funding and new program cycles.

Below are some details about the session. Please respond to this email as soon as you are able to confirm your attendance and begin making travel arrangements, if necessary.

Date: January 22, 2022

Time: 8:30 am - 4:00 pm

Place: Juneau Palace, Goma City Center

Lunch and tea breaks will be provided.

Since an important part of this session is using data and evidence to discuss performance and quality, you may be asked to help prepare some data such as BVAs, survey results, CARM data, monitoring updates, work plans, or gender analysis. The planning team will contact you to let you know what is required and to support you in doing so.

Please come prepared to dedicate your time and attention to this session.

I look forward to seeing you there!

Sincerely,

Program Manager

You're invited.

