**Table 1: Workplan sample for CAAP facilitators**

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| --- | --- | --- | --- | --- | --- | --- |
| Task Number | Location | Activity | Time and Date | To-do (by what time) | Person Responsible | Notes |
| 1 |   | Preparation  |    |    |    |    |
| 2 |   | Day 1: Morning session  |    |    |    |    |
| *Exercise 1*  |    |    |    |    |
| *Exercise 2*  |    |    |    |    |
| *Exercise 3*  |    |    |    |    |
| 3 |   | Day 1: Afternoon session  |    |    |    |    |
| 4 |   | Day 2: Morning session  |    |    |    |   |