![WBTi - World Breastfeeding Trends Initiative]

Checklist of WBTi Country Reporting and Verification Process

Updated on: 1st May 2024

S.No.	Particulars	Checked by	
Coordination			
1.	Ask for list of partners with their emails, affiliation etc. as well as twitter Handles/FB links		
2.	Encourage the Country WBTi branding Website/twitter/fb/		
3.	Record concurrence on final report/card		
4.	Ask for testimony		
Verification			
5.	Check for all elements of the report, individual indicators, check scores taken and any discrepancy, sources of information, gaps/recommendations, conclusions, look for key gaps and recommendations of full report. Provide guidance on how to correct.		
6.	Check for completeness of Report card		
7.	Check Status with ICDC SOC, WHO Code report, WBA Maternity Protection, Global Breastfeeding Collective and ILO documents		
Internal Process			
8.	Input country data on the master file		
9.	Double check country data in the master file		
10.	Upload country findings into the web software on WBTi portal		
11.	Upload report and report on the country page.		
12.	Upload the country flag		
13.	Cross checkcountry data and reports on WBTi portal		
14.	Add country in world ranking where nations stand		
15.	Check country in world ranking where nations stand		
16.	Add country in World Map at Global Secretatriat		
17.	Develop infographics of country findings		
18.	Develop Infogarphic of global policy and programmes every 3-6 months		
19.	Add infographics on to country page		
20.	Add Global infographics on home page		
21.	Share info graphics with the country		
22.	Use WBTi portal to share findings with WBTi regional groups, global groups, Ocean, Lake, and others through a newswire like update.		
23.	Use the findings to share on Twitter tagging international groups like WHO WB UNICEF Collective Donors, WBTi Facebook etc		
24.	Add all partners to existing WBTi database		