

Appendix 2: Policy Dialogue Reporting Form (tool 1)

SCUBY Policy Dialogue Reporting Form

Policy Dialogue:

Country:

Date:

Completed by: [SCUBY team member(s)]

This sheet is used for **policy dialogue monitoring**. This document is based on the CHRODIS+ Policy Dialogue Reporting Form.

Please **also report more informal stakeholder meetings**, as we have adopted a very broad definition of policy dialogue. These reporting forms will help us keep track of the whole process.

Note: The first policy dialogue description table only needs to be **fully completed for a larger (multi-stakeholder!) dialogue** or when **SCUBY** is the organiser of the policy dialogue. Hence, for a meeting with one stakeholder group, e.g. a few policy makers, some questions do not need to be completed (as indicated in the table below).

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POLICY DIALOGUE description

General questions on Policy Dialogue	Complete fields underneath (when applicable; otherwise N/A)
1. "Title" or topic: What was the title or topic of the Policy Dialogue? [please write title between "... " to differentiate]	
2. Number of the Policy Dialogue	
3. Date: What date was the policy dialogue held on?	
4. Location: In what location did the policy dialogue take place?	
5. Main objective:	
6. Specific objectives: [please number them or use bullets]	
7. Number of participants:	
8. Members roles: Who was the <ul style="list-style-type: none"> • Organiser/coordinating team: • Moderator(s): • Keynote speaker(s): • Rapporteur(s)*: • Other Participants: <p>* mention if officially appointed in a meeting, otherwise N/A.</p>	<ul style="list-style-type: none"> • ... • ... • ... • ... • ...
9. Duration: (...h...min)	
10. Conclusions: (They should be aligned with the objectives)	

Questions about the Roadmap	Complete fields underneath (when applicable; otherwise N/A)
<p>1. Roadmap adaptation/plasticity: Has the roadmap (or a certain activity) been adapted based on the discussion(s) with stakeholders? Name all roadmap adaptations, briefly indicate how this (these) adaptation(s) came about or why it is (they are) appropriate.</p>	<p>Yes/no/N-A What/which? Why?</p>
<p>2. Context/elasticity: Please summarise (contextual) barriers to action plan/in roadmap</p>	
<p>Questions about the Policy Dialogue</p> <p>! : All questions need to be completed for big* policy dialogues (otherwise only questions 4–5 and 8, see green boxes)</p> <p>* when SCUBY is the organiser, or when it is a multi-stakeholder dialogue</p>	<p>Complete fields underneath (when applicable; otherwise N/A)</p>
<p><i>Please briefly comment on following items within 'Theme – Environment':</i></p>	
<p>1. Suitability of room/location: Was the room/location suitable? Why (not)?</p>	<p>Yes/no Why?</p>
<p>2. Moderation/facilitation: How was the moderation? Who was moderating? Why was this person selected?</p>	<p>Very poor/poor/neutral/good/very good (or N/A) Why?</p>
<p>3. Technical (material) conditions:</p> <p><i>Please briefly comment on following items within 'Theme – Content':</i></p>	<p>Which:</p>
<p>4. Information shared with participants in advance:</p>	<p>Yes/no Which:</p>
<p>5. Was evidence used/presented in the meeting? If so, what kind and what evidence specifically?</p>	<p>Yes/no? Qualitative/quantitative? Specify what:</p>
<p><i>Please briefly comment on following items within 'Theme – Participants':</i></p>	
<p>6. Representation: Which stakeholder groups were represented? Which were excluded?</p>	
<p>7. Participation:</p>	<p>Equal/unequal Who more?</p>

Was participation of stakeholders during the discussion equal? Who participated more? Who participated less?	Who less?
8. Will to implement of policy-makers and/or implementers* 1) Was there will to implement a discussed strategy or action? If yes, which strategy and who showed this will to implement? 2) Specify type of political commitment (expressive/financial/institutional (i.e. policy)? 3) How has COVID influenced political will towards NCD/integrated care? * Question only relevant if resource or implementing organisation(s) are participating	1) Yes/No/NA Which? Who? Comment why? 2) Expressive/financial/institutional commitment? Why? 3) How, positively? How, negatively?
9. Leadership Which stakeholder displayed most leadership?	Who?
10. Ownership Which stakeholder had most ownership over the issue?	Who?

Minutes of the Policy Dialogue

Narrative Minutes:

(Explain the points of discussion).

POLICY DIALOGUE ACTION PLAN

Action	Who is responsible?	When?	What Resources?	Identified Barriers	Success/Outcome indicator(s) → Objective reached? How?

Attachments to the Policy Dialogue Reporting form

1. Agenda/Schedule

Policy dialogues should last between two and four hours.

Example:

10 mins	Welcome/Tour de Table → Policy Dialogue rules, reporting, and introduction of moderator, rapporteur, and organizer/coordinating team.
15 mins	Keynote Speech (not mandatory)
3–5 mins	Opening Statements of each participant, reflecting the various views and perspectives concerning the defined problem and policy action
60–90 mins	Guided Discussion (including consensus building on actions/next steps)
30 mins	Optional slot on EU level declaration concerning chronic diseases (Consensus Statement)
15 mins	Conclusions

2. List of shared documents and (ppt) presentations used

The research team provides here an overview of the invitation, information package(s), report(s) etc. that were shared with the policy dialogue participants as well as presentations.