

Appendix 4: Researcher Interview Guide (tool 3)

Researcher interview guide

Interview participant(s):

Country:

Date:

Conducted by:

This guide is a complementary tool to the policy dialogue reporting form and aims to explore policy dialogue and roadmap-related indicators in more depth. Following items, based on implementation outcomes will be explored in depth:

- Adoption
- Stakeholders' support
- Implementation and scale-up dimensions
- Adaptation
- Policy dialogue environment-content-participants

Interview questions**A. Questions about the Roadmap****1. Roadmap adoption:**

Is a roadmap activity/action/strategy adopted? Yes/no/N-A? Which?

Does this policy dialogue lead to the roadmap element envisaged?

Make reference to the adopted action points.

Can you elaborate on why/how it got adopted?

2. Stakeholders' support:

Which/how many roadmap elements were discussed?

Who were the key stakeholders that gave feedback/critiqued certain roadmap elements?

Who was in full support of the roadmap element(s)?

Fill in for each discussed (roadmap) element for each key participant from resource and/or implementing organisations:

5-point scale:

1. No support or buy-in
2. Little support or buy-in
3. Neutral (towards the specific action/roadmap element)
4. Initial or moderate support and buy-in
5. Full support

3. Roadmap implementation:

Is a roadmap activity/action/strategy realised (implemented)? Yes/no/N-A? Which?

Does this policy dialogue lead to the implementation of a roadmap element envisaged (phase after adoption)?

Make reference to successful action points.

<p>Can you elaborate on why/how it got implemented?</p> <p>Have discussed proposals and solutions led to institutionalisation (already become part of the healthcare system)? Why and how? [scale-up dimension of integration]</p> <p>Have discussed proposals and solutions led to diversification, the expansion [scale-up dimension] of the ICP? Why and how?</p> <p>Have discussed proposals and solutions led to increased population or geographical coverage [scale-up dimension]? Why and how?</p> <p>What are sources of verification [for perceived scale-up dimensions]? Research findings? Organisational report? Database? News item? Word-of-mouth? From resource or implementing organisation(s)?</p>
<p>4. Adaptation/plasticity:</p> <p>Has the roadmap (or a certain activity) been adapted?</p> <p>Can you describe the way in which the roadmap (elements) have been adapted?</p> <p>Can you indicate how this (these) adaptation(s) came about or why it is (they are) appropriate.</p>
<p>5. Context/elasticity:</p> <p>How has the context evolved? How are contextual (political/financial/operational) barriers and facilitators to action plan/in roadmap evolving?</p>
<p>B. Questions about the previously organised Policy Dialogue(s)</p> <p>! : All questions need to be completed for big* policy dialogues (otherwise only questions 5–9 and 19, see green boxes)</p> <p>* when SCUBY is the organiser or when it is a multi-stakeholder dialogue</p>
<p><i>Please briefly comment on following items within 'Theme – Environment':</i></p>
<p>1. Suitability of room/location:</p> <p>Was the room/location suitable? Why (not)?</p>
<p>2. Moderation/facilitation:</p> <p>How was the moderation? Why good/bad?</p>
<p>3. Technical (material) conditions:</p> <p>How were technical/material conditions? (e.g. website/video/presentation/flyers/information package/catering etc. provided?) Why good/bad?</p>
<p>4. Other conditions:</p>
<p><i>Please briefly comment on following items within 'Theme – Content':</i></p>
<p>5. Was it a high-priority issue (for dialogue participants)? Why?</p>
<p>6. Were clear meeting objectives set? Clear how? If unclear, why?</p>
<p>7. Do you think that sufficient information was shared with participants (in advance, during and after policy dialogue)? (Why not?)</p>
<p>8. Was evidence used/presented in the meeting?</p> <p>If so, what kind (quant/qual/both) and what evidence specifically?</p>
<p>9. Was agreement reached on outcomes and action plan? How/why not?</p>
<p>10. Rules of engagement:</p> <p>Was there a formal or informal format?</p> <p>What was the set-up or rules?</p>

<i>(e.g. online meeting, Chatham House rules, stakeholders share their perspectives one by one, scientific presentation with comments, discussion in sub-groups or plenary session, expert panel, high-level policy maker meeting)</i>
11. Was the policy dialogue well-prepared?
12. Was there proper follow-up (on next actions, next meeting, evidence/information shared)?
<i>Please briefly comment on following items within 'Theme – Participants':</i>
13. Representation: Which stakeholder groups were represented? Which were excluded?
14. Participation: Was participation of stakeholders during the discussion equal? Who participated more? Who participated less?
15. Collaboration How was the collaboration between stakeholders? <ul style="list-style-type: none"> - Very poor/poor/neutral/good/very good - Can you use a word to describe your collaboration? E.g. top-down, bottom-up, organic, spontaneous, awkward, formal, informal, ... Why do you think it was good/bad?
16. Consensus Was consensus reached between stakeholders on a certain issue? How?
17. Trust Was there trust between stakeholders? How did you notice?
18. Mutual respect Was there mutual respect? How did you notice?
19. 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? What do you think drives them to implement? Why/what is the reason to implement? Is there one direct reason or many good reasons? 2) Specify type of political commitment (expressive/financial/institutional (i.e. policy))? 3) How has COVID influenced political will towards NCD/integrated care? How, positively? How, negatively? * Question only relevant if resource or implementing organisation(s) are participating
20. Leadership Which stakeholder displayed most leadership? + Why?
21. Urgency Which stakeholder displayed most urgency? + Why?
22. Legitimacy Which stakeholder displayed most legitimacy? + Why?
23. Ownership Which stakeholder had most ownership over the issue? + Why?