

## Example of a completed work plan for a policy brief in Zambia

\*Please note that the primary person responsible is the name indicated first

| Task   | Who is responsible   | Target date | Comments  |
|--|--|-------------|---|
| Agree on team to prepare policy brief and on authorship policy   | Mrs Alice Hazemba; Mrs Chanda; Dr Nambao and Ms Nkunda Vundamina | 7 Jun 2011  | RAG needs to meet at earliest opportunity to finalise |
| <b>Problem description and diagnosis</b>   |  |             |   |
| <ul style="list-style-type: none"> <li>Outline of the problem and information needs</li> </ul>   | Ms Nkunda Vundamina and Mrs Chanda                               | 7 Jun 2011  |   |
| <ul style="list-style-type: none"> <li>Identification and appraisal of evidence and other information</li> </ul>   | Dr Nambao (local evidence)<br>Mrs Chanda and Ms Nkunda Vundamina | 7 Jun 2011  |   |
| <ul style="list-style-type: none"> <li>First draft describing the problem</li> </ul>   | Ms Nkunda Vundamina and Mrs Chanda,<br>Mrs Hazemba and Dr Nambao | 7 Jun 2011  |   |
| <ul style="list-style-type: none"> <li>Internal review and revision of the problem description</li> </ul>  | Dr Lonia Mwape   | 15 Jun 2011 |   |
| <b>Policy options</b>  |  |             |   |
| <ul style="list-style-type: none"> <li>Identification of potential programmes or services and health system arrangements to address the problem and information needs (particularly systematic reviews)</li> </ul> | Mrs Chanda, Mrs Hazemba, Dr Nambao and Ms Nkunda Vundamina       | 7 Jun 2011  | Clarify what the 3 options are                        |
| <ul style="list-style-type: none"> <li>Identification and appraisal of evidence and other information</li> </ul>   | Dr Nambao (local evidence)<br>Mrs Chanda and Ms Nkunda Vundamina | 15 Jun 2011 |   |

| <b>Task</b>  | <b>Who is responsible</b>   | <b>Target date</b> | <b>Comments</b>   |
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| <ul style="list-style-type: none"> <li>Agreement on policy options (single elements or bundles of relevant programmes or services and health systems arrangements)</li> </ul>                              | Ms Nkunda Vundamina   | 20 Jun 2011        | Meet all members to discuss all options   |
| <ul style="list-style-type: none"> <li>First draft describing policy options</li> </ul>  | Mrs Hazemba, Mrs Chanda, Dr Nambao and Ms Nkunda Vundamina  | 20 Jun 2011        |   |
| <ul style="list-style-type: none"> <li>Internal review and revision of policy options</li> </ul>   | Dr Lonia Mwape  | 27 Jun 2011        |   |
| <b>Implementation strategies</b>   |   |                    |   |
| <ul style="list-style-type: none"> <li>Identification of barriers to implementing policy options, strategies to address these barriers, and information needs (particularly systematic reviews)</li> </ul> | Mrs Chanda, Dr Nambao and Ms Nkunda Vundamina (with assistance from Mrs Hazemba)                            | 30 Jun 2011        | All members need to meet to identify external reviewers – consult Dr Andy Oxman |
| <ul style="list-style-type: none"> <li>Identification and appraisal of evidence and other information</li> </ul>   | <ul style="list-style-type: none"> <li>Dr Nambao (local evidence)</li> <li>Mrs Chanda and Nkunda</li> </ul> | 30 Jun 2011        |   |
| <ul style="list-style-type: none"> <li>First draft describing the implementation strategies</li> </ul>   | Mrs Chanda, Dr Nambao and Ms Nkunda Vundamina (with assistance from Mrs Hazemba)                            | 30 Jun 2011        |   |
| <ul style="list-style-type: none"> <li>Internal review and revision of the implementation strategies</li> </ul>  | Dr Lonia Mwape  | 8 Jul 2011         |   |

| <b>Completion of the full policy brief</b>  |   |             |   |
|---|---|-------------|---|
| <ul style="list-style-type: none"> <li>Draft title, cover page, key messages, executive summary, references, description of methods, acknowledgements (including funders), conflicts of interest</li> </ul> | Mrs Hazemba, Mrs Chanda, Dr Nambao and Ms Nkunda Vundamina        | 15 Jul 2011 | Mrs Hazemba should be able to send the policy brief to the external reviewer during the week of 15 Jul 2011 |
| <ul style="list-style-type: none"> <li>External review of the draft policy brief</li> </ul>   | TBA   | 2 Aug 2011  |   |
| <ul style="list-style-type: none"> <li>Revision of the full policy brief</li> </ul>   | Nkunda in consultation with Mrs Chanda, Mrs Hazemba and Dr Nambao | 10 Aug 2011 |   |
| <b>Policy dialogue, informing and engaging stakeholders</b>   |   |             |   |
| <ul style="list-style-type: none"> <li>See Worksheet for planning and running a policy dialogue (Additional resource in Guide 7 on running policy dialogues)</li> </ul>                                     |   |             |   |
| <ul style="list-style-type: none"> <li>Agree on team to plan the dialogue</li> </ul>  | All the RAG members with Dr Kasonde as advisor                    | 7 Jun 2011  |   |
| <ul style="list-style-type: none"> <li>Decide on the objectives of dialogue</li> </ul>  | Refer to MH   |             |   |
| <ul style="list-style-type: none"> <li>Decide when dialogue will be held</li> </ul>   | All the RAG members with Dr Kasonde as advisor                    | 30 Jul 2011 | Suggest date for dialogue at the end of Aug   |
| <ul style="list-style-type: none"> <li>See Worksheet for planning how to inform and engage stakeholders (Additional resource in Guide 8: Informing and engaging stakeholders)</li> </ul>                    |   |             | Send policy brief to all stakeholders by 12 Aug 2011 (2 weeks before dialogue)                              |

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| <ul style="list-style-type: none"> <li>• Agree on team to plan and monitor efforts to inform and engage stakeholders</li> </ul>  | Ms Nkunda Vundamina, Mrs Hazemba, Mrs Chanda and Dr Nambao                                 | 30 Jul 2011        |   |
| <ul style="list-style-type: none"> <li>• Decide which key stakeholders should be informed and engaged in preparing and using policy brief</li> </ul>   | Mrs Hazemba, Ms Nkunda Vundamina, Mrs Chanda and Dr Nambao                                 | 30 Jul 2011        |   |
| <ul style="list-style-type: none"> <li>• Identify ways in which the context may affect how key stakeholders should be informed and engaged</li> </ul>  | Mrs Hazemba, Ms Nkunda Vundamina, Mrs Chanda and Dr Nambao                                 | 7 Jun 2011         | <ul style="list-style-type: none"> <li>• The focus of the brief is maternal mortality NOT misoprostol</li> <li>• Involve Ministry of Health in inviting participants</li> </ul> |
| <ul style="list-style-type: none"> <li>• Decide how to engage key stakeholders in preparing and using policy brief</li> </ul>  | Mrs Hazemba, Ms Nkunda Vundamina, Mrs Chanda and Dr Nambao                                 | 30 Jul 2011        | <ul style="list-style-type: none"> <li>• Involve them in selecting priorities</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Decide how to evaluate efforts to inform and engage stakeholders</li> </ul>   | Mrs Hazemba, Ms Nkunda Vundamina, Mrs Chanda and Dr Nambao – in consultation with Dr Mwape | 30 Jul 2011        | <ul style="list-style-type: none"> <li>• Evaluation questionnaire of the policy brief</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Complete a plan for informing and engaging stakeholders, including who is responsible, and target dates for key activities and plans for monitoring and reassessing plan</li> </ul> | Mrs Hazemba, Ms Nkunda Vundamina, Mrs Chanda and Dr Nambao – in consultation with Dr Mwape | 30 Jul 2011        | <ul style="list-style-type: none"> <li>• Media, policy dialogue, other meetings with stakeholders</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Follow-up on evaluating efforts to inform and engage stakeholders</li> </ul>  | Mrs Hazemba, Ms Nkunda Vundamina, Mrs Chanda and Dr Nambao – in consultation with Dr Mwape | End of August 2011 | <ul style="list-style-type: none"> <li>• Policy dialogue questionnaire administration</li> </ul>  |

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| <ul style="list-style-type: none"> <li>Follow up on evaluating guide</li> </ul>     | Mrs Hazemba, Ms Nkunda Vundamina, Mrs Chanda and Dr Nambao Mrs Hazemba – in consultation with Dr Mwape | End of August 2011 |  |
| <b>Evaluation and publication of policy brief</b>                                   |  |                    |  |
| <ul style="list-style-type: none"> <li>Finalise and publish policy brief</li> </ul> |  |                    |  |
| <ul style="list-style-type: none"> <li>M&amp;E of policy brief</li> </ul>           | Dr Lonia Mwape   |                    |  |
| <ul style="list-style-type: none"> <li>M&amp;E of policy dialogue</li> </ul>        | Dr Lonia Mwape   |                    |  |
| <ul style="list-style-type: none"> <li>Evaluations of SURE guides</li> </ul>        |  |                    |  |