

REACH Uganda

Worksheet: Work plan and timeline for policy brief and dialogue

Task	Who is responsible	Target date	Comments
Team to prepare policy brief and policy for authorship	Harriet, Delius (and Rhona whenever available from rapid response)	Mid-Oct 2010	
Problem description and diagnosis			
<ul style="list-style-type: none"> Outline problem and information needs 	Harriet, Delius	Jan 2010	Identify members of internal review group to participate in preparation of policy brief
<ul style="list-style-type: none"> Identification and appraisal of evidence and other information 	Harriet, Delius	Feb 2010	
<ul style="list-style-type: none"> First draft describing problem 	Harriet, Delius	5 Apr 2011	
<ul style="list-style-type: none"> Internal review and revision of problem description 	Harriet, Delius	27 Apr 2011	Meeting with internal review group
Policy options			
<ul style="list-style-type: none"> Identification of potential programmes or services and health systems arrangements to address problem, and information needs (particularly systematic reviews) 	Harriet and Delius, with external support from Oslo team	Apr-May 2011	Overviews of reviews
<ul style="list-style-type: none"> Identification and appraisal of evidence and other information 	Harriet and Delius, with external support from Oslo team	Apr-May 2011	

Task	Who is responsible	Target date	Comments
<ul style="list-style-type: none"> • Agreement on policy options (single elements or bundles of relevant programmes or services and health systems arrangements) 	Harriet and Delius	Apr-May 2011	
<ul style="list-style-type: none"> • First draft describing policy options 	Harriet, Delius	Mid-Jun 2011	
Implementation strategies			
<ul style="list-style-type: none"> • Identification of barriers to implementing policy options, strategies to address those, and information needs (particularly systematic reviews) 	Harriet, Delius	Apr-Jun 2011	
<ul style="list-style-type: none"> • Identification and appraisal of evidence and other information 	Harriet, Delius and Oslo team	Apr-Jun 2011	
<ul style="list-style-type: none"> • First draft describing implementation strategies 	Harriet, Delius	Mid-Jun 2011	
<ul style="list-style-type: none"> • Internal review and revision of implementation strategies 	Harriet, Delius	End-Jun 2011	Meeting with internal review group
Completion of the full policy brief			
<ul style="list-style-type: none"> • Draft title, cover page, key messages, executive summary, references, description of methods, acknowledgements (including funders), conflicts of interests 	Harriet, Delius	Early July 2011	

Task	Who is responsible	Target date	Comments
<ul style="list-style-type: none"> External review of draft policy brief 	Harriet, Delius, Nelson, Andy	Mid-July 2011	2 weeks
<ul style="list-style-type: none"> Revision of full policy brief 	Harriet, Delius, Andy	Early Aug 2011	Start revision mid-July as reviews come in
Policy dialogue			
<ul style="list-style-type: none"> Decide on categories of participants and individuals within each category 	Harriet, Delius	Early Aug 2011	
<ul style="list-style-type: none"> Draft invitation 	Harriet, Delius	Early Aug 2011	
<ul style="list-style-type: none"> Draft agenda 	Harriet, Delius,	Early Aug 2011	
<ul style="list-style-type: none"> Decide who will facilitate the discussion 	Harriet, Delius, Nelson	Early Aug 2011	
<ul style="list-style-type: none"> Decide how best to conduct discussion (e.g. using the Chatham House rule) 	Harriet, Delius, Nelson	Early Aug 2011	
<ul style="list-style-type: none"> Invite people 	Harriet, Delius, Nelson	Early Aug 2011	
<ul style="list-style-type: none"> Practical arrangements (venue, travel, food, etc.) – Policy Dialogue Meetings 	Harriet, Delius	21-23 Aug 2011	One meeting for mid-level policymakers, health managers, researchers and members of civil society, and the other for parliamentarians and upper management [and leaders?] in the Ministry of Health
<ul style="list-style-type: none"> Evaluation of policy brief 	Harriet, Delius	21-23 Aug 2011	

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<ul style="list-style-type: none"> Evaluation of policy dialogue 	Harriet, Delius	21-23 Aug 2011	
Evaluation and publication of policy brief			
<ul style="list-style-type: none"> Finalise and publish policy brief 	Harriet, Andy	Nov-2011	
Informing and engaging stakeholders			
<ul style="list-style-type: none"> See Worksheet for planning how to inform and engage stakeholders (Additional resource in Guide 8 :Informing and engaging stakeholders) 			
<ul style="list-style-type: none"> Agree on team to plan and monitor efforts to inform and engage stakeholders 	Harriet, Delius	Oct-2011	
<ul style="list-style-type: none"> Decide which key stakeholders should be informed and engaged in the preparation and use of policy brief 	Harriet, Delius	Oct-2011	
<ul style="list-style-type: none"> Evaluation of SURE guide on informing and engaging stakeholders 			