

Next steps for national policy and research representatives of M-POHL:

- 1. Immediately:** (If necessary) **identify a policy or research representative** within the international action network for your country
- 2. Immediately:** Implement **National Steering Group**; including policy, research and citizens representatives; for a working period 2018-2020
- 3. Until April 25, 2018:** Collect national feedback to international open questions (questions will be provided soon together with the minutes of the Kickoff Meeting)
- 4. From now on:** Start fundraising and ensure financing
- 5. Until Autumn:** Decide on national participation
- 6. Until beginning of 2019:** Identify and contract a potential national study center & prepare national survey participation
- 7. End August 2018:** Report on national developments at next international meeting in Bern, Switzerland

1. (If necessary): Identify a policy or research representative to represent your country in M-POHL

- If your country does not yet have a policy AND a research representative in M-POHL, please identify and engage appropriate representatives:
 - Policy → somebody with decision powers or relations to decision powers in (public) health
 - Research → somebody with experience in population surveys, ideally in relation to health literacy
- The policy-research tandem should be jointly responsible for planning and deciding on division of labor, responsibilities and next steps in relation to the next HL survey!

2. Implement a national steering group

- **Tasks of the group:** link policy and research to support ...
 - preparing and conducting the national survey – including securing national funds and identifying a national survey coordination center
 - interpreting findings on national level, reviewing national study report / country profile
 - Selecting and implementing adequate interventions to improve HL nationally
- **Chairing of the group:** the group should best be co-chaired by the national policy and research representative (compare slide 2)
- **Composition of group:** Policy & research & citizen / patient representatives; relevant national stakeholders (for example, social insurance representatives)
- **Working period:** at least until 2020 – when findings will be available and next steps will have to be decided

3. Collect national feedback on international open questions

- Preliminary list of open international questions:
 - Measure for HL: short form Q16 or Q47?
 - What additional optional packages such as digital HL, would be of interest to your country?
 - Is there an interested in specific groups of the population (e.g. migrants, older people, chronically ill people)?
 - In which language(s) should the survey be conducted in your country?
 - What are your interests in relation to depth of data analysis – national level or also regional?
 - What sample size would therefore be necessary for your country (starting from 1000; please also consult national statisticians)?
 - Do you have national preferences in relation to the type of data collection (Personal /Tel./Online)?
 - Is there need to streamlining the statistical information to ensure compatibility with other surveys?
 - Are there any national legal, ethical regulations (data) the survey needs to be compatible with?
- You will get more detailed questions together with the minutes of the meeting!
- Please provide feedback to the open questions to Christina Dietscher and Jürgen Pelikan **until April 25**
 - Christina.dietscher@bmgf.gv.at
 - Juergen.pelikan@goeg.at

4. Start fundraising, ensure financing, estimate costs

- Identify relevant budgeting timelines
- investigate national prices for data collection and scientific analysis
- calculate national costs by using the excel calculation tool provided;
- Identify possible financiers (apply for national funds, ...)

5. Decide on national participation until Autumn

- Your timely decision on national participation in the survey 2019 is needed to
 - Determine number of participating countries
 - Determine amount of money available for funding the international survey coordination
 - Selecting one or more institutions to support the international survey

6. Identify and contract a potential national study center & prepare national survey participation

- Tasks of national study center:
 - National survey preparation (including translation of survey tool if needed)
 - Management / supervision of national data collection and data management
 - Detailed analysis of national data
 - Interpretation of national data
 - Prepare national report / country profile
 - formulating national and proposing international recommendations (in cooperation with national steering committee)

7. Report on national developments during next international meeting

- At Bern meeting in August 2018:
 - Report on national developments in relation to steps 1-6
 - Inform international group about chances of survey participation in 2019
 - Inform international group about open questions if any