

Section 7: The Outcomes of Decision-Making

Summary of Tasks for The Outcomes of Decision-Making

- ◆ Reporting which recommendations have been accepted ~ Task 7.1
- ◆ Recording which of the recommendations accepted have been implemented ~ Task 7.2

A Summary Table for Section 7 lists the inputs needed to complete each task, and the destination for, or use of, outputs from each task.

Summary Table for Section 7: Inputs needed to complete each task, and the use of outputs from each task

Inputs needed to complete task	Tasks	Destination for/use of outputs from task
Report - the output of the combination of Tasks in Section 6	7.1	Notification sent to Steering Group, assessor(s), and evaluator; assessor(s) to circulate information to all stakeholders
Outputs from Task 7.1	7.2	Notification sent to decision-makers, Steering Group, assessor(s), evaluator, and personnel responsible for monitoring and evaluation

Task 7.1: Reporting which recommendations have been accepted

Why	<p>It is essential to give <i>all</i> stakeholders feedback on which of the recommendations to change the proposal were accepted by decision-makers. This task is an important part of the process of introducing transparency and accountability into the decision-making process. It will also demonstrate to participants the effectiveness of the rapid appraisal in changing the proposal to protect and improve the health of the population.</p>
What	<p>There are two main options for reporting which recommendations have been accepted by decision-makers:</p> <ul style="list-style-type: none">• Providing a list of the recommendations accepted as an addendum to the report of the participatory stakeholder workshop.• Providing a list of the recommendations accepted separate to the report of the participatory stakeholder workshop. <p>The option selected depends on when the decisions about the proposal are due to be taken:</p> <ul style="list-style-type: none">• If decision-making is to take place 3-4 weeks (or more) after the report of the workshop has been submitted, it is best to send the recommendations as a separate list.• If decision-making is to take place within 2 weeks of the report of the workshop having been submitted, it will be helpful for stakeholders if the list of accepted recommendations is incorporated into the workshop report.
When	<p>The report of which recommendations have been accepted by the decision-makers should be made as soon as possible after the meeting at which the decisions were taken.</p>
Who	<p>Personnel involved in this task:</p> <ul style="list-style-type: none">• decision-makers• Steering Group• assessor(s)
How	<p><i>If the Steering Group is responsible for decision-making:</i> notification of which recommendations were accepted should be sent to the assessor(s), who is responsible for compiling the list for dissemination to stakeholders (either as a separate entity or as part of the workshop report).</p> <p><i>If personnel other than the Steering Group are responsible for decision-making:</i> notification of which recommendations were accepted should be sent to the Steering Group, and then passed on to the assessor(s) who is responsible for compiling the list for dissemination to stakeholders (either as a separate entity or as part of the workshop report).</p>
Advice	<p>If some of the recommendations were not accepted, try to obtain from the decision-makers the reasons why these recommendations were not accepted, and put this information in the feedback to stakeholders.</p>

Task 7.2: Recording which recommendations were implemented

<i>Why</i>	<p>It is important to record which of the recommendations accepted by decision-makers were implemented for two reasons.</p> <ul style="list-style-type: none">• This record will comprise a baseline against which the outcomes of proposal implementation can be evaluated. If recommendations were accepted but <i>not</i> implemented, it is essential that those responsible for outcome evaluation are aware of this. If it is assumed in the evaluation that recommendations which were accepted were implemented when they were not, this will distort the results and give a false picture, not only of the outcomes of proposal implementation but also of the effectiveness of HIA as a method of enhancing proposals to protect and improve health.• The reasons for non-implementation of certain recommendations need to be investigated and addressed, as appropriate. There may be implications for accountability in this situation.
<i>When</i>	<p>The recommendations accepted by the decision-makers that are actually implemented should be recorded during proposal implementation as part of Monitoring and Evaluation.</p>
<i>What</i>	<p>The Steering Group for the HIA will have established, in co-operation with the proposal developer(s) and those responsible for decision-making about the proposal, the requirements for this process during Scoping (see Task 1.13). The process should include:</p> <ul style="list-style-type: none">• a system for recording which of the recommendations accepted by decision-makers were implemented• a system of dissemination for the record of which recommendations accepted by decision-makers were implemented

