

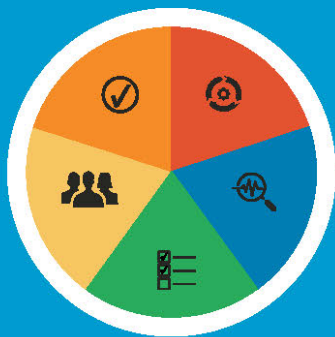


World Health
Organization

Toolkit

for developing a

multisectoral action plan for noncommunicable diseases



Template and forms

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Introduction

The template and forms in this document have been developed by the NCD Department of WHO for use when carrying out the actions specified in the *Toolkit for developing a multisectoral action plan for noncommunicable diseases*.

The development of a multisectoral action plan for prevention and control of noncommunicable diseases aligns with WHO global strategies, WHA resolutions and decisions, the *Global action plan for the prevention and control of noncommunicable diseases 2013–2020*, now extended to 2030, and the *Noncommunicable diseases global monitoring framework*.

Strategic action areas and objectives		
<i>Strategic areas</i>	<i>Strategic objectives</i>	<i>Key components</i>

IMPLEMENTATION PLAN

Strategic objective 1					
Priority interventions	Activities	Lead agencies and relevant sectors	Timeframe	Milestones/outputs	Indicators

Strategic objective 2					
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Priority interventions	Activities	Lead agencies and relevant sectors	Timeframe	Milestones/outputs	Indicators

Strategic objective 3					
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Priority interventions	Activities	Lead agencies and relevant sectors	Timeframe	Milestones/outputs	Indicators

Strategic objective 4					
Priority interventions	Activities	Lead agencies and relevant sectors	Timeframe	Milestones/outputs	Indicators

Strategic objective 5					
Priority interventions	Activities	Lead agencies and relevant sectors	Timeframe	Milestones/outputs	Indicators

Dissemination of findings

Target audience	Message to be conveyed	Format/channel	Notes on timing, style, tone

Utilization of results to improve the MSAP

Person responsible for recording efforts to implement improvement recommendations:

Date	Department	Contact	Review	Action

Forms for gathering information for the multisectoral action plan

Form 1.1: Situation analysis template

Key elements	Type of information required	Specific information required	Obtained (Y/N)	Main findings	Proposed actions
Profile of country/region/city	Sociodemographic information	Population and health indicators			
		Economic and health expenditure indicators			
Status and trends of NCDs and their determinants	All-cause mortality rate	Age-standardized mortality			
	Mortality rate attributable to each NCD	Cardiovascular diseases			
		Diabetes			
		Cancer			
		Chronic respiratory diseases			
	Premature NCD mortality	Overall NCDs			
	Prevalence and trends of risk factors	Tobacco			
		Alcohol			
		Diet			
		Physical activity			
Impacts of NCDs on development and social burden	Impacts of NCDs on development				
Current responses	Current policies, plans and programmes related to NCD prevention and control	Information on integrated and multisectoral action plans			
		Responses to specific diseases or risk factors			
	Integration of NCDs and risk factors in a master	Integrated in other health plans (such as a master health plan)			

Key elements	Type of information required	Specific information required	Obtained (Y/N)	Main findings	Proposed actions
	health plan or other individual health plans	Synergized with HIV and TB plans			
	Responses of relevant sectors to NCDs	Relevant sectors' work plans			
		Joint activities with relevant units within health sector			
	Existing policy directions	Integrated in development plan			
		Anchored in sustained national commitments			
Summary and proposals for action	Rationale for action	Main risk factors to be addressed			
		Barriers and challenges			
		Gaps in existing policies/actions/research			
		How plan will address risk factors			
		Proposals for ways of reducing premature mortality and increasing the health of the population			

Form 3.1 Setting NCD targets and establishing baselines

Global Monitoring Framework element	Baseline	Target year:	Target year:
OUTCOME			
Premature mortality from NCDs			
BEHAVIOURAL RISK FACTORS			
Harmful use of alcohol			
Physical inactivity			
Salt/sodium intake			
Tobacco use			
BIOLOGICAL RISK FACTORS			
Raised blood pressure			
Diabetes and obesity			
NATIONAL SYSTEMS RESPONSE			
Drug therapy to prevent CVD			
Essential medicines and basic technologies to treat major NCDs			

Form 3.2 Setting strategic objectives and key components

Strategic area	Strategic objective	Key components of each area
Governance		
Reduction of risk factors		
Management of NCDs		
Surveillance, monitoring and evaluation		
NCD research		

Form 4.6 Costing sheet

Strategic areas	Category of activity	Activity	Year 1			Year 2			
			National/ provincial/ district level	Frequency per year	Unit cost estimate	National/ provincial/ district level	Frequency per year	Unit cost estimate	
			National						
			Provincial						
			District						
				National					
				Provincial					
				District					
				National					
				Provincial					
				District					
				National					
				Provincial					
				District					
			National						
			Provincial						
			District						
TOTAL per year									

Form 5.1 Evaluation questions

Potential areas for consideration	Evaluation questions	Indicators
Overall review of process		
Coordination/partnership		
Inputs		
Capacity		
Integration		
Risk factor reduction		
NCD management		
NCD surveillance		
NCD research		
Impacts and outcomes		
Implications for future plan/programmes and policy		

Form 5.4 Checklist for successful communication of an evaluation

Provide interim and final reports to intended users in time for their use	<input type="checkbox"/> Yes <input type="checkbox"/> No
Include an executive summary	<input type="checkbox"/> Yes <input type="checkbox"/> No
Summarize the description of the stakeholders and how they were engaged	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe essential features of the NCD MSAP	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain the focus of the evaluation and its limitations	<input type="checkbox"/> Yes <input type="checkbox"/> No
Include an adequate summary of the evaluation plan and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide all necessary technical information (e.g., in appendices)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specify the standards and criteria for evaluative judgments	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain the evaluative judgments and how they are supported by the evidence	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organize the report logically and include appropriate details	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remove technical jargon	<input type="checkbox"/> Yes <input type="checkbox"/> No
Use examples, illustrations, graphics, and stories	<input type="checkbox"/> Yes <input type="checkbox"/> No
List both strengths and weaknesses of the evaluation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Discuss recommendations for action with their advantages, disadvantages, and resource implications	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verify that the report is accurate and unbiased	<input type="checkbox"/> Yes <input type="checkbox"/> No

Form 5.5 Dissemination of findings

Target audience	Message to be conveyed	Format/channel	Notes on timing, style, tone

