

WHICH DISCUSSION GUIDE (DG) TO CHOOSE

Each DG includes a range of issues selected to prompt in-depth discussion.

OVERLAP AMONG DGS

Most NPHIs will only use a subset of the DGs. Therefore, some ideas appear in more than one DG. For example,

- *DG 1, Organizational Management*, mentions issues related to human resources management (DG 2), sharing of organizational information (DG 4), and internal and external communication (DGs 7 and 8).
- *DG 8, External Communication about the NPHI and its Activities*, and *DG 10, Health Communication and Promotion*, also overlap, as both involve building trust in the NPHI and increasing the reach and impact of its messaging. *DG 20*.

DGS THAT CAN EASILY ADAPTED

Some DGs encompass many different ideas and are designed to be adapted to the needs of individual NPHIs.

- *DG 12, Surveillance*, can be adapted to address specific aspects of infectious disease surveillance, such as sentinel surveillance, or even surveillance for non-communicable conditions. NPHIs with roles that do not span all described in the DG can focus their discussions.
- *DG 14, Data-to-Action*, includes ideas about data collection and quality, data analysis, reporting and dissemination of recommendations, and enhancing recommendation uptake and use. An NPHI using this DG can choose which to focus on.
- *DG 19, Noncommunicable Diseases (NCDs)*, covers a range of topics, including surveillance, programs, research, and partnerships. NPHIs using this DG may want to focus on those aspects within their scope.
- *DG 20, Generic Discussion Guide*, provides ideas that can be used to create an external-facing DG that covers topics not included in the IANPHI set. Its structure is similar to that of other DGs, with the five Domains and gradations in stage going from left (Basic) to right (Leading Edge).

To help users choose which DGs might be most helpful, below are examples of ideas included in each of the DGs.

LIST OF DISCUSSION GUIDES

Internal-Facing Discussion Guides

1. Organizational Leadership and Management
 - Creating long-term goals and systems to achieve them
 - Engaging with partners
 - Ensuring adequate financial and human resources
2. Human Resources (HR) Management
 - Implementing systems for HR management
 - Supporting staff development and career progression
3. Financial Resources
 - Planning for resource needs
 - Ensuring good management of resources

4. Information Technology (IT) and Management of Organizational Information

- Establishing IT policies
- Ensuring adequate IT support
- Developing systems for information sharing

5. Health and Safety

- Ensuring safe working conditions
- Supporting employee health and wellness

6. Laboratory Safety

- Ensuring safe working conditions
- Meeting external management and quality standards

7. Internal Communication

- Ensuring all staff understand the NPHI's vision, mission, and goals
- Developing systems to ensure staff have access to the information they need

8. External Communication about the NPHI and Its Activities

- Implementing high-quality efforts to build recognition of the NPHI and use of its information
- Developing partnerships to enhance the visibility of the NPHI

External-Facing Discussion Guides

9. Population Health Status

- Using multiple data sources to report on population health
- Forecasting future population health issues
- Developing a public health data observatory

10. Health Communication and Promotion

- Developing and disseminating clear messages
- Using partners to amplify messages

11. Laboratory Systems

- Having needed infrastructure, reagents, and trained staff to conduct high-priority tests
- Contributing to improving quality of lab work nationally, for example, by supporting training and other assistance for subnational levels

12. Surveillance

- Conducting quality surveillance on high-priority conditions
- Ensuring surveillance results are disseminated and used

13. Emergency Preparedness and Response (EPR)

- Having well-documented responsibilities and authorities
- Identifying and responding to emergency events
- Contributing to capacities subnational levels and those of other key partners

14. Data-to-Action

- Using high-quality data to make recommendations for policies and programs
- Disseminating recommendations and working to enhance uptake

15. Public Health Workforce (WF) Development

- Assessing public health WF needs and working to fill gaps
- Building the pipeline of future public health workers

16. Public Health Research

- Having a written research agenda that aligns with the NPHI's strategic plan
- Conducting high-quality research
- Disseminating research findings

17. Multisectoral Collaboration

- Developing needed partnerships and agreements to address multisectoral issues
- Having adequate staff and other resources to invest in partnerships and other aspects of multisectoral work

18. Linkages with Subnational Public Health

- Conducting joint planning with subnational levels
- Investing in strengthening subnational capacity

19. Non-communicable Diseases (NCDs)

- Having strong partnerships with government and non-government groups with roles in NCD prevention and control
- Developing evidence-based interventions and guidance

20. Generic Discussion Guide

- Conducting long-term planning
- Having systems and resources to achieve NPHI goals
- Engaging with partners in ways that maximize impact