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| **HIIA step** | **Action to assess** [Title of policy/project/plan] | **Timescale** | **Owner initials** |
| 1 Preparation | * Initial meeting with HIIA steering group, agreeing timescales and scope * Identify attendees for scoping workshop, scribe and facilitator |  |  |
| * Book venue and send save-the-date invitation |  |  |
| * Draft HIIA introductory briefing paper (with template) and agenda and send out |  |  |
| * Draft introductory presentation for workshop (with template) |  |  |
| * Pre-meeting preparing for workshop (optional) |  |  |
| 2 Scoping | * Workshop to identify affected populations and potential impacts |  |  |
| * Produce draft scoping report (with template) |  |  |
| * Participants review scoping report, sending comments and evidence sources |  |  |
| 3 Prioritisation | * Meeting to consider scoping report and potential recommendations, with HIIA steering group (plus one or two other volunteers from workshop) |  |  |
| 4 Appraisal | * Evidence gathering for prioritised list of impacts/research questions |  |  |
| * Consult on scoping report with advocacy groups/other stakeholders including opportunity to submit evidence |  |  |
| 5 Recommendations | * Finalise recommendations, based on answers to research questions |  |  |
| * Publish final report (with template) |  |  |
| 6 Taking action | * Agree six month follow-up to monitor actions taken |  |  |
| * Take action as a result of the assessment |  |  |
| * Establish monitoring arrangements and review of practice |  |  |

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