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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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