

Section 0: Preparation for Scoping

Scoping is the second main stage in the process of HIA - it follows Screening, the first main stage, during which it is decided whether a proposal should be subjected to HIA. However, before Scoping can take place, it is necessary to complete a couple of tasks preparatory to Scoping.

The person who has overall responsibility for health impact assessment in an organisation or partnership should undertake the tasks preparatory to Scoping.

Summary of Tasks for Preparation for Scoping

- ◆ Convening a Steering Group
- ◆ Preparing the agenda for the first Steering Group meeting

A Summary Table for Section 0 lists the inputs needed to complete each task, and the destination for, or use of, the outputs from each task.

Summary Table for Section 0: Inputs needed to complete each task, and the use of outputs from each task

Inputs needed to complete task	Task	Destination for/use of outputs from task
Decision from person/people responsible for Scoping to conduct an HIA	0.1	For circulation to Steering Group members
Refer to Section 1	0.2	For circulation to Steering Group members

Task 0.1: Convening a Steering Group

Why	To manage any HIA effectively, it is important to convene a Steering Group. The Steering Group is responsible for setting the boundaries for a particular HIA, and establishing the management arrangements. Both these will form the foundation for the future conduct of the HIA.
What	The Steering Group should comprise representatives from key stakeholder groups (for a definition of stakeholders, see Task 1.4, 'What?').
Who	The person (or people) who has overall responsibility for health impact assessment in an organisation or partnership is responsible for convening the Steering Group.
When	The Steering Group should be convened as soon as possible after those responsible for Screening have decided it is appropriate to conduct an HIA on a particular proposal.
How	<p>To define key stakeholder groups, it is important to consider:</p> <ul style="list-style-type: none">• the policy area of the proposal• the actual contents of the proposal• the services and/or facilities, whether public, private, or voluntary, involved in, or affected by, the proposal• the community or population affected by the proposal• the geographical area covered by the proposal <p>From this analysis, it may become apparent that certain stakeholder groups are key to the implementation of the proposal. For general guidance about key stakeholder groups, see Box 0.1.</p> <p>From the key stakeholder groups identified in relation to a particular proposal, it is advisable to select people who might serve on the Steering Group. The potential candidates for the Steering Group should be able to represent the views of their organisation or community, as relevant. Contact the people initially selected to see if they are willing to undertake this role; be prepared to explain in brief what tasks the Steering Group are expected to undertake during the HIA process. Initial contact is probably best undertaken by telephone.</p> <p>Once people have agreed to become a member of the Steering Group, find out when they might be available for the first meeting of the Steering Group ~ have a list of prospective dates available.</p>
Advice	To ensure that the Steering Group is as representative as possible of key stakeholder groups, give the Steering Group members the option of suggesting for consideration other people representing a particular organisation, agency, or community, who may also be suitable for the role.

Box 0.1: General guidance about key stakeholder groups from which Steering Group members can be selected

- certain community organisations or particular community representatives
 - certain public sector agencies
 - certain organisations from the voluntary sector
 - relevant organisations from the business and commercial sector
- If the Steering Group is not responsible for decision-making about the proposal:*
- representative from the decision-making group

Task 0.2: Preparing the agenda for the first Steering Group meeting

Why	As there are many tasks involved in Scoping, it is advisable to structure the first meeting of the Steering Group carefully, by means of the agenda, to ensure that the tasks critical to the early stages of the preparation for the participatory stakeholder workshop are fulfilled.
What	The agenda should include the following information: <ul style="list-style-type: none">• date, time, and venue for the first meeting• tasks to be completed at the first meeting (see Box 0.2) Owing to the number of tasks, it is best to allow 3 hours for the first meeting.
Enclosures	<ul style="list-style-type: none">• list of Steering Group members, including their affiliation• results of screening• copy of the proposal (the most up-to-date version)
Who	The person who has overall responsibility for HIA in the organisation or partnership prepares the agenda for the first meeting of the Steering Group.
When	The main part of the agenda can be composed as soon as the decision has been made to conduct an HIA on a particular proposal. The date, time, and venue for the first meeting can be added after Task 0.1 has been completed.
How	<p>It is important to include on the agenda <i>all</i> the tasks critical to the early stages of preparation for the participatory stakeholder workshop (see Box 0.2); these tasks relate to:</p> <ul style="list-style-type: none">• the boundaries/management arrangements for the HIA (Section 1)• workshop administration (Section 2)• information preparation (Section 3)• preparation for core workshop tasks (Section 4) <p>It is important to send a covering letter with the agenda, welcoming people to the Steering Group and thanking them for agreeing to participate. The covering letter should also include a listing and a brief explanation of the enclosures.</p> <p>It is also advisable to ask Steering Group members to read the enclosures, and come to the first meeting having thought about the following:</p> <ul style="list-style-type: none">• suggestions about a chairperson for the Steering Group• which elements or aspects of the proposal it is vital to assess• appropriate boundaries for the HIA• potential stakeholders involved in or affected by the proposal• suggestions about the information that needs to be prepared for workshop participants• suggestions about personnel who could undertake the roles of assessor, of main workshop facilitator, of small group facilitators, of workshop administrator, and information preparation

Box 0.2: Suggested structure for the agenda for the first meeting of the Steering Group

- Appointment of a chairperson for the Steering Group
- Brief Introduction to the Proposal, and Report of the Results from Screening
- Establishing the aims for the HIA (Task 1.1)
- Deciding which elements or aspects of the proposal are to be assessed (Task 1.2)
- Identifying the boundaries for the HIA (Task 1.3)
- Identifying the stakeholders (Task 1.4)
- Identifying key information necessary to undertake the HIA (Task 1.5)
- Establishing the management arrangements for the HIA (Task 1.6)
- Assigning responsibility for workshop administration (Task 1.7)
- Assigning responsibility for information preparation (Task 1.8)
- Assigning responsibility for leading the workshop (Task 1.9)
- Clarifying the process for decision-making about the proposal (Task 1.12)

