

The Role and Influence of Federally Established Health Policy Advisory Bodies in Canada

Rôle et influence des organismes consultatifs en matière de politiques de santé établis par le gouvernement fédéral au Canada

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APPENDIX 1. Semistructured interview guide

Part 1: Context

1. What led to the formation of the commission/advisory body?

Part 2: Commission/advisory body

2. What were the intended goals of the commission/advisory body and were they achieved?
 - a. What type of commission was it (agenda/info/political constellation)?
3. Were there any implicit goals?
4. How did the processes/approaches (e.g., public consultations in different provinces, visits to different countries) used by the commission/advisory body help meet the goals?
5. How did the commission/advisory body view its role in the implementation of the recommendations?
6. How was the commission/advisory body's implementation role reflected in the recommendations, report and/or another part of the process?

Part 3: Recommendations

7. Tell me about the recommendations from the commission.
 - a. How were they framed?
 - b. Were you trying to engage specific stakeholders?
 - c. Were you trying to write them in an implementable way (e.g., target specific organizations; timelines)?

Part 4: Implementation

8. Tell me about the implementation process.
9. Tell me about a successfully implemented recommendation.
10. Tell me about a recommendation that was not successfully implemented.
11. What factors contributed to the impact (or lack of impact) of the recommendations?
 - a. Report/policy characteristics:
 - i. Were your recommendations an appropriate fit for the problem?
 - ii. Were the topic and recommendations aligned with the context?
 - b. Report/recommendation process:
 - i. Who was responsible for formulating the commission?
 - ii. What was the commission's approach to identifying a policy recommendation?
 - iii. What was the legitimacy of the commission?
 - c. Vertical public administration and thickness of hierarchy:
 - i. What levels of government/healthcare administration were required to implement the recommendations?
 - ii. Describe the relationships between these levels of government/organizations.
 - d. Networks/interorganizational relationships:
 - i. Describe the relationships between the organizations and stakeholders needed to achieve effective implementation.
 - ii. Did these relationships exist before the report/recommendations?
 - e. Implementing agency responses:
 - i. What characteristics of the agencies facilitated or prevented implementation of the recommendations (e.g., control, level of change required, attitudes, resources, willingness, behaviour of staff)?
 - f. Attributes and responses from those affected:
 - i. What people/organizations would be affected by the implementation of the recommendations?
 - ii. Were they involved in the commission?
 - iii. How did they respond to the publication of the report?
 - iv. Were there other stakeholders affected?
 - g. Timing/sequencing:
 - i. How did timing/sequencing impact the policy development and implementation process?
 - ii. How was the implementation process aligned (or not) with policy windows/window of opportunity (e.g., government changes, cultural awareness)?

- h. External environment or policy context:
 - i. What was the role of ideas (e.g., values, evidence, beliefs), interests (e.g., political, social, cultural), institutions and external factors (e.g., economic forces, stability, technology)?
 - ii. What was the role of healthcare and social system arrangements (e.g., governance, financial, delivery)?
 - iii. What was the political/social climate at the time the commission began?
Was this different from when the report was published?
- i. Interactions:
 - i. How did these factors interact to lead to implementation or lack of implementation of your report's recommendations?

Part 5: Outcomes

- 12. What were the key outcomes of this commission/advisory body?
 - a. Was this a specific recommendation or a broad policy/system impact?
- 13. What implementation tracking (e.g., a follow-up report) was planned and whose responsibility was it ("Advisors" or "Implementers")?

Part 6: Policy process

- 14. What part of the policy process was the greatest facilitator of your report?
- 15. What part of the policy process was the greatest barrier to the impact of your report?
- 16. What would you do differently in the policy process?

Part 7: Closing

- 17. Anything else you would like to share with us?
- 18. Anything else I should be asking in future interviews?
- 19. Who else would you recommend we talk to ("Advisors" and "Implementers")?