Appendix A: Key informant interview guide

BCPS Interview Guide

(approx. 30-60 minutes; check with participant on time available when scheduling each interview)

Introduction of study:
This is a study commissioned by Pan American Health Organization (PAHO) on non-communicable disease (NCD) policies in Barbados and in what way Barbados can serve as an example for other Caribbean islands. We aim to determine the present scope and content of NCD policies in Barbados and are particularly interested in the process of implementation of policy measures, lessons learned, and ways forward. For the study, we are using a mix of methods, including quantitative data available, a document review and these key informant interview.

Interview procedure:
This is meant to be a flexible semi-structured expert interview. By that we mean that there are general areas we would like to cover; however, this is meant to be just a guide. As you are the expert you should be able to put emphasis on particular topics and add topics if you feel we have not covered everything important.

Just to let you know about the rough structure: We could first talk about:
1) Your personal involvement in the policy implementation in Barbados (the operational side)
2) Some questions on the regional NCD policies development and implementation into Barbados
3) The current scope and content of policy measures in Barbados
4) Lessons learned
5) Any other key informants or documents you would recommend for us to include

You can appreciate that this is a lot to cover, so let me just double check with you how much time you have available for this interview. The interview is being tape-recorded.

Consent procedure:
Did you read and understand the information sheet and consent form? Can I explain anything? Do you have any questions? We would like to stress that we would not identify the specific source of comments in the report or other write ups. You will be able to review the final draft of the report before submission.

(Review participant information sheet and consent form and sign consent forms)

<table>
<thead>
<tr>
<th>Main questions</th>
<th>More detailed follow-up questions/prompts</th>
<th>Clarifying questions</th>
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<tr>
<td>Questions on the operational side of policy implementation in Barbados:</td>
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<td>Please tell me how you are, and have been, involved in helping to come up with and implement measures to prevent and control NCDs in Barbados</td>
<td>What is your role, remit, scope of your role or activity? In what way does this address the PoS commitments? How did you get involved? Since when? Who got you involved? Can you tell us about particular programmes? Which ones were particularly successful, which ones did not work?</td>
<td>Can you give me some examples? What did you mean when you said...? Can you expand a little on this?</td>
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<td>Please tell me about the support and resources that you gained, or were provided with, for this work</td>
<td>What international organizations, regional/national government support do you have? What resources are essential (human, financial, organizational, structural)? What resources are available to you? Who is ensuring these resources?</td>
<td>Can you expand a little on this? Is there anything else on the topic of support and resources that you would like to address?</td>
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<td>What are future plans in moving forward?</td>
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Questions on regional NCD policies development and implementation into Barbados [not for all key informants]:

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<th>Taking a step back: Can you describe the processes through which policy on NCD prevention has been and is drafted, agreed and implemented?</th>
<th>What is/was the regional process? In what way is Barbados involved?</th>
<th>Can you expand a little on this?</th>
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Who is/was involved, instrumental in realizing NCD policy agenda in Barbados?
Can you tell us about particular people, organisations?
Can you tell us about the involvement of the private sector, civil society, NGOs, and non-health ministries?
We already talked about your own involvement. Is there anything you would like to add – eg, how you are linked to these?

Questions on current scope and content of policy measures in Barbados [not for all key informants]:

What is the current scope and content of policy measures in Barbados aimed at a population wide reduction of risk factors?
Tell me in particular about:
- unhealthy diet
- harmful use of alcohol
- physical inactivity
- and tobacco smoking
Are there essential documents on this we should review?
Can you give me some examples?
Can you expand a little on this?

What is the current content of policy measures in Barbados aimed at the integrated management/treatment of NCDs?
Tell me in particular about:
- drugs for NCDs
- monitoring and auditing care at population level (infrastructure of reporting)
- target population; % of people who are controlled
- involvement of the private sector (eg, regarding compliance of reporting) and civil society
The Strategic plan 2011-2015 mentions the scaling up of evidence-based treatment- Strategic Plan 2011-2015); Is this relevant to Barbados, is this happening?
Anything else?
Are there essential documents on this we should review?

Questions on policy implementation lessons from Barbados:

What has worked well in terms of drafting and implementing policy in Barbados?
Why do you think it has worked well?
Can you expand a little on this?

What has NOT worked well in terms of drafting and implementing policy in Barbados?
Why do you think it has not worked well?
(Still missing according to score card:) What about: transfat free foot supply, trade agreements supporting food security and health agenda, mandatory food labeling, PA programmes in public and private institutions
Can you expand a little on this?

What in your view are the gaps in both current policy and the ability to evaluate its impact?
How would you recommend that these gaps are filled?
Can you in particular comment on reporting systems and data quality/data gaps?
Can you give me some examples?

What in your view are the barriers to driving the NCD agenda forward?
Any particular organisations, individuals, structures, sectors?
Can you give me some examples?

What in your view are the lessons learned from the experience in Barbados?
And how can the lessons learned from Barbados assist guiding activities in other CARICOM countries, and beyond?

Final questions on further key informant and document suggestions:

Can you direct us to available data on NCD risk factors, management, incidence and mortality?
Can you as far as possible describe recent trends in these (eg, over the past 5 to 10 years)?

Which other individuals (and their organisations) have been key in making progress to move the NCD agenda forward?
Why do you think so?
Who else do you think we should interview as a key informant?
Why would you recommend this person?

Thank you very much. These are our questions. Is there anything else you would like to add you think we forgot to discuss today?

Appendix B: List of documents identified

Core policy documents included for systematic document abstraction (Box 2 of main text)
Declaration of the Port of Spain:Uniting to Stop the Epidemic of Chronic NCDs (2007)
Strategic Plan 2009-2012 for the National Chronic Non-communicable Disease Commission (2008)
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<th>Document Title</th>
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<tr>
<td>Health and Family Life Education 2002 (UNICEF)</td>
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<td>Behavioural Risk Factors Survey 2007</td>
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<td>National NCD Commission Mandate</td>
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<td>Health Systems Profile Barbados, PAHO/WHO HSS December 2008</td>
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<td>Reports of the Chief Medical Officer</td>
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<td>Report of the BNR (CDRC) 2010</td>
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<td>Nutritious and Healthy Foods in Schools: Nutritional and practical guidelines for Barbados 2010</td>
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<td>Protocol IV of the Social Partnership 2011-2013</td>
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<td>Ministry of Health Submission Economic and Social Report 2012</td>
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<td>PAHO/CARICOM Strategic Plan of Action on NCDs 2011</td>
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<td>WHO Global NCD Action Plan 2013-2020</td>
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