DATA COLLECTION FORM

Date:

Evaluation question:

Definition of the boundaries of the surveillance system under evaluation (in terms of hazards, population/commodities, geographical areas):

Rationale behind the evaluation:

Evaluators (name and institution):

Source of information you can refer to fill the questionnaire are mentioned in orange for each section.

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| Contextualisation of the multisectoral surveillance system (MSSS) | | | | | |
| **1. Name the object(s) (hazard, symptom, etc.) under surveillance.** | | See data collection file, sheet “surveillance components”, column “surveillance object”. | | | |
| **2. Describe the geographical area under surveillance.** | | Desktop review | | | |
| **3. Describe the main elements of the epidemiological, socio-political and economic context related to the MSSS.** | | Desktop review | | | |
| **4. Identify the international/regional guidance related to the object under surveillance that may influence the establishment and operation of surveillance: regulations, recommendations, standards, guidelines, etc.** | | Desktop review | | | |
| Collaboration for the governance of the MSSS | | | | | |
| Collaborative strategy (including resources and surveillance coverage) For all the following sections, quote the document or informants’ narrative and record into brackets the source of the information. | | | | | |
| **1. Identify the rationale behind the willingness to collaborate for the surveillance of the object.** | | Desktop review/Interviews of informants | | | |
| **2. Identify the objective(s) of collaboration for surveillance**  WarningCollaborative objective(s) might be different from a surveillance component/actor to another.  WarningCollaborative objective(s) might be different from surveillance objective(s) | | Desktop review/Interviews of informants | | | |
| **3. Identify the purpose(s) of collaboration for surveillance**  WarningCollaborative purpose(s) might be different from a surveillance component/actor to another.  WarningCollaborative purpose(s) might be different from surveillance purpose(s) | | Desktop review/Interviews of informants | | | |
| **4. Identify the areas of action of the main actors involved in the governance of the MSSS, i.e. role in steering, coordination, or technical/scientific support of a surveillance component or of collaboration across components**  WarningAn actor may have a role in the governance of sectoral component(s) and any in the governance of collaboration, and *vice-versa*.  Refer to the data collection file, sheet “Actor” and apply filter to column “role in the surveillance component(s)” to select actors only involved in steering, coordinating or technically/scientifically supporting a surveillance component, then apply filter to column “collaboration with actor(s) involved in other surveillance component(s)” to select actors involved in mechanisms for steering, coordinating, or technic/scientific support the MSSS. | | Name of the actor | Role in the governance of a sectoral component | Role in the governance of collaboration | |
| *Ex: Ministry of health – Medical service administration* | *Ex: Coordination of the surveillance of clinical isolates in hospital* | *Ex: Chairman of the National Steering Committee in charge of delivering the national action plan to combat antibiotic resistance* | |
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| **5. Identify, if any, the mechanism for the allocation of financial, human, material resources to collaboration**  The aim of this section is to assess if there are some specific mechanisms which have been elucidated to allocate relevant resources for collaboration (ex: a national specific budget, a specific budget within each institution involved in collaboration, etc.) | | Desktop review/Interviews of informants | | | |
| **6. List all documents you referred to in the previous sections (II.A.1 to II.A.5) and mention the name of the actors who endorsed them or who were consulted during their development.**  The aim of this section is to summarize all the documents that frame the collaborative strategy and to record their signatories | |  | | | |
| **7. Identify all dimensions of collaboration covered by the MSSS** | | **Sectors:** See the data collection file, sheet “actors”, column “activity sector”  **Profession and mandate (both for public and private actor):** See the data collection file, sheet “actors”, columns “activity domain” and “type of institution”  **Disciplines:** See the data collection file, sheet “actors”, column “discipline”  **Decision making scales:** See the data collection file, sheet “actors”, column “activity scale” | | | |
| **8. Identify all the surveillance components covered by the MSSS and fill in the table with the relevant information.**  This table summarises information about the structure of the MSSS under evaluation. It also aims at capturing potential missing data sources. If you have identified additional surveillance components, which are not considered in the MSSS, list them here and specify that they are not included.  You can either fill this table using information available in the data collection file (sheet “surveillance components”) or produce a table in a spreadsheet using the data collection file as a starting point and applying relevant filters. | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name of the surveillance component | Surveillance object | Population or commodities | Coordinating unit | Status | Inclusion in the MSSS (Yes/No) | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | | | |
| Collaborative mechanism(s) for steering the MSSS For all the following sections, quote the document or informants’ narrative and record into brackets the source of the information. | | | | | |
| **1. Describe the collaborative mechanism(s) for steering the MSSS, in terms of organization and functioning.** | | Desktop review/Interviews of informants  See the data collection file, sheet “actors”, column “Organization and functioning of collaboration” and “Formalization and endorsement of collaboration” after applying filter on “steering” in the column “Collaboration with actor(s) involved in other surveillance component(s)” | | | |
| **2. List all the actors and end-users taking part in the collaborative mechanism(s) for steering the MSSS and include information about their respective voice.** | | Desktop review/Interviews of informants  See the data collection file, sheet “actors”, column “Collaboration with actor(s) involved in other surveillance component(s)” after applying filter on “steering” | | | |
| **3. Identify if the collaborative mechanism(s) for steering the MSSS is operational (frequency of meetings, participation rate, relevance of the topics addressed, evidence of production of clear guidance for collaboration, etc.)** | | Desktop review/Interviews of informants  See the data collection file, sheet “actors”, column “Operationality of collaboration” after applying filter on “steering” in the column “Collaboration with actor(s) involved in other surveillance component(s)” | | | |
| **4. Identify if there is a functional feedback loop for the steering mechanism(s)**  This question aims at addressing if information is routed back to the collaborative steering mechanism(s) and is used as input by this/these mechanism(s) to take decisions and to adapt to changes. | | Desktop review/Interviews of informants  See the data collection file, sheet “actors”, column “Operationality of collaboration” after applying filter on “steering” in the column “Collaboration with actor(s) involved in other surveillance component(s)” | | | |
| **5. List the available financial, human, material resources to support the collaborative mechanism(s) for steering the MSSS.** | | Desktop review/Interviews of informants  See the data collection file, sheet “actors”, column “Operationality of collaboration” after applying filter on “steering” in the column “Collaboration with actor(s) involved in other surveillance component(s)” | | | |
| Collaborative mechanism(s) for coordinating the MSSS For all the following sections, quote the document or informants’ narrative and record into brackets the source of the information. | | | | | |
| **1. Describe the collaborative mechanism(s) for coordinating the MSSS, in terms of organisation and functioning.** | | Desktop review/Interviews of informants  See the data collection file, sheet “actors”, column “Organization and functioning of collaboration” and “Formalization and endorsement of collaboration” after applying filter on “coordination” in the column “Collaboration with actor(s) involved in other surveillance component(s)” | | | |
| **2. List all the actors and end-users taking part in the collaborative mechanism(s) for coordinating the MSSS and include information about their respective voices.** | | Desktop review/Interviews of informants  See the data collection file, sheet “actors”, column “Collaboration with actor(s) involved in other surveillance component(s)” after applying filter on “coordination” | | | |
| **3. Identify if the mechanism(s) for coordinating collaboration is operational (frequency of meetings, participation rate, relevance of the topics addressed, evidence of clear coordination of collaboration, etc.)** | | Desktop review/Interviews of informants  See the data collection file, sheet “actors”, column “Operationality of collaboration” after applying filter on “coordination” in the column “Collaboration with actor(s) involved in other surveillance component(s)” | | | |
| **4. Identify if there is a functional feedback loop for coordinating collaboration** | | Desktop review/Interviews of informants  See the data collection file, sheet “actors”, column “Operationality of collaboration” after applying filter on “coordination” in the column “Collaboration with actor(s) involved in other surveillance component(s)” | | | |
| **5. List the available financial, human, material resources to support the mechanism(s) for coordinating collaboration** | | Desktop review/Interviews of informants  See the data collection file, sheet “actors”, column “Operationality of collaboration” after applying filter on “steering” in the column “Collaboration with actor(s) involved in other surveillance component(s)” | | | |
| Collaborative mechanism(s) for supporting scientifically and technically the MSSS For all the following sections, quote the document or informants’ narrative and record into brackets the source of the information. | | | | | |
| **1. Describe the collaborative mechanism(s) for supporting scientifically and technically the MSSS, in terms of organisation and functioning.** | | Desktop review/Interviews of informants  See the data collection file, sheet “actors”, column “Organization and functioning of collaboration” and “Formalization and endorsement of collaboration” after applying filter on “scientific and technical support” in the column “Collaboration with actor(s) involved in other surveillance component(s)” | | | |
| **2. List all the actors and end-users taking part in the collaborative mechanism(s) for supporting scientifically and technically the MSSS and include information about their respective voices** | | Desktop review/Interviews of informants  See the data collection file, sheet “actors”, column “Collaboration with actor(s) involved in other surveillance component(s)” after applying filter on “scientific and technical support” | | | |
| **3. Identify if the collaborative mechanism(s) for supporting scientifically and technically the MSSS is operational (frequency of meetings, evidence of clear technical and scientific support to collaboration, etc.)** | | Desktop review/Interviews of informants  See the data collection file, sheet “actors”, column “Operationality of collaboration” after applying filter on “scientific and technical support” in the column “Collaboration with actor(s) involved in other surveillance component(s)” | | | |
| **4. Identify if there is a functional feedback loop for the collaborative mechanism(s) supporting scientifically and technically the MSSS** | | Desktop review/Interviews of informants  See the data collection file, sheet “actors”, column “Operationality of collaboration” after applying filter on “scientific and technical support” in the column “Collaboration with actor(s) involved in other surveillance component(s)” | | | |
| **5. List the available financial, human, material resources to support the mechanism(s) for scientifically and technically supporting collaboration** | | Desktop review/Interviews of informants  See the data collection file, sheet “actors”, column “Operationality of collaboration” after applying filter on “steering” in the column “Collaboration with actor(s) involved in other surveillance component(s)” | | | |
| Collaborative modalities for surveillance activities For the following section, quote the document or informants’ narrative and record into brackets the source of the information. | | | | | |
| **1. Describe, if any, the collaborative modalities which are planned for surveillance activities.**  The aim of this section is to describe the collaborative modalities for surveillance activities, i.e. the areas of collaboration and the degree of integration, as well as the role and responsibilities of the actors involved. It only focuses on the surveillance process. Collaboration related to steering and coordination have been assessed previously and are not addressed here.  Attention should be paid to the quality of the formalization and of the endorsement by actors involved.  All the necessary information can be retrieved from the columns “Collaboration(s) with actor(s) involved in other surveillance component(s)” and “Formalization and endorsement of collaboration” of the data collection file, sheet “Actors”.  You can refer to Table 1 of the guidance to help describing the modalities.  **2. For each collaborative modality, identify the financial, material and human resources allocated to planned collaborative activities**  The aim of this section is to assess if institutions benefit from appropriate resources to implement the planned collaborative modalities  All the necessary information can be retrieved from the column the data collection file, sheet “actors”, column “Operationality of collaboration” after applying filter on collaboration for surveillance activities in the column “Collaboration with actor(s) involved in other surveillance component(s)” | | **-  Surveillance design:**  **-  Sampling:**  **-  Laboratory testing:**  **-  Data management and storage:**  **-  Data sharing:**  **-  Data analysis and interpretation:**  **-**  **Results sharing:**  **-  Internal communication to surveillance actors:**  **-  External communication to potential end-users of the surveillance results:**  **-  Dissemination of the surveillance results to decision-makers and policy-makers:** | | | |
| Training to support collaboration *If you consider that training is not necessary because the collaborative modalities do not require specific skills from operational actors, justify it and skip to part G.* | | | | | |
| **1. Describe briefly the training content and format for actors involved in collaborative modalities for surveillance activities.** | | Desktop review/Interviews of informants | | | |
| **2. List the actors involved in collaborative modalities for surveillance activities who have access to the training and specify if the timeframe is appropriate.** | | Desktop review/Interviews of informants | | | |
| Performance and evaluation of collaboration | | | | | |
| **1. Describe performance indicators that are used to monitor collaboration. Mention if they are routinely used.**  **Describe corrective measures that have been implemented, when relevant.** | | Desktop review/Interviews of informants | | | |
| **2. List all the external evaluations of collaboration that have been conducted and specify their frequency and the methodology used.**  **Describe corrective measures that have been implemented, when relevant.**  The evaluation can be specific to collaboration or conducted for the entire MSSS (including collaboration). | | Desktop review/Interviews of informants | | | |
| **3. List all the internal evaluations of collaboration that have been conducted and specify their frequency and the methodology used.**  **Describe corrective measures that have been implemented, when relevant.**  The evaluation can be specific to collaboration or conducted for the entire MSSS (including collaboration). | | Desktop review/Interviews of informants | | | |
| System knowledge in the MSSS | | | | | |
| **1. Identify the documents (or other supports) describing the rationale of collaboration, as well as the organization and functioning of the MSSS (at the scale of the surveillance components and at the scale of collaboration) and its outputs. Briefly describe their content and their accessibility (where they are and who has access).** | | Desktop review/Interviews of informants  (Information have been already partly captured in II.A. | | | |
| **2. Identify the documents (or other supports) describing the information produced by the surveillance system. Briefly describe their content and their accessibility (where they are and who has access).** | | Desktop review/Interviews of informants | | | |
| **3. Describe the information being communicated internally (feedback to surveillance actors) and externally (end-users and decision-makers) by its content, format and intended recipient** | | Desktop review/Interviews of informants | | | |
| Implementation of collaboration for surveillance activities in the multi-sectoral surveillance system The aim of this part is to assess the activities implemented by surveillance actors to operationalize the planned collaborative modalities at the different steps of the surveillance process or to meet the collaborative objective(s) and purpose(s) (when activities are implemented even if no collaborative modalities were planned). | | | | | |
| Collaborative activities for surveillance design ***Check as non-relevant and skip this part if there is no collaborative activity implemented at this step of the surveillance process***  **Relevant  Non-Relevant** | | | | | |
| **1. Identify the collaborative activities implemented at this step of the surveillance process and their corresponding outputs** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” and “Operationality of collaboration” if collaboration for surveillance design is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”  Interviews of informants | | | |
| **2. Identify the available financial, human, material resources for the implementation of the collaborative activities at this surveillance step** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” if collaboration for surveillance design is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”.  Interviews of informants | | | |
| **3. Identify the elements of the context affecting the implementation and well-functioning of the collaborative activities at this surveillance step** | | See elements related to surveillance design in the data collection file, sheet “Surveillance components”, columns “Strengths of the surveillance component impacting collaboration”, “Weaknesses of the surveillance component impacting collaboration” and “Way of improvement “.  Interviews of informants | | | |
| Collaborative activities for sampling ***Check as non-relevant and skip the following question if it isn’t a defined modality and there is no collaborative activity at this step of the surveillance process***  **Relevant  Non-Relevant**  **Quote the document or informants’ narrative and state into brackets the source of the information** | | | | | |
| **1. Identify the collaborative activities implemented at this step of the surveillance process and their corresponding outputs** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” and “Operationality of collaboration” if collaboration for sampling is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”  Interviews of informants | | | |
| **2. Identify the available financial, human, material resources for the implementation of the collaborative activities at this surveillance step** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” if collaboration for sampling is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”.  Interviews of informants | | | |
| **3. Identify the elements of the context affecting the implementation and well-functioning of the collaborative activities at this surveillance step** | | See elements related to sampling in the data collection file, sheet “Surveillance components”, columns “Strengths of the surveillance component impacting collaboration”, “Weaknesses of the surveillance component impacting collaboration” and “Way of improvement “.  Interviews of informants | | | |
| Collaborative activities for laboratory testing ***Check as non-relevant and skip the following question if it isn’t a defined modality and there is no collaborative activity at this step of the surveillance process***  **Relevant  Non-Relevant**  **Quote the document or informants’ narrative and state into brackets the source of the information** | | | | | |
| **1. Identify the collaborative activities implemented at this step of the surveillance process and their corresponding outputs** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” and “Operationality of collaboration” if collaboration for laboratory testing is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”  Interviews of informants | | | |
| **2. Identify the available financial, human, material resources for the implementation of the collaborative activities at this surveillance step** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” if collaboration for laboratory testing is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”.  Interviews of informants | | | |
| **3. Identify the elements of the context affecting the implementation and well-functioning of the collaborative activities at this surveillance step** | | See elements related to laboratory testing in the data collection file, sheet “Surveillance components”, columns “Strengths of the surveillance component impacting collaboration”, “Weaknesses of the surveillance component impacting collaboration” and “Way of improvement “.  Interviews of informants | | | |
| Collaborative activities for data management and storage ***Check as non-relevant and skip the following question if it isn’t a defined modality and there is no collaborative activity at this step of the surveillance process***  **Relevant  Non-Relevant**  **Quote the document or informants’ narrative and state into brackets the source of the information** | | | | | |
| **1. Identify the collaborative activities implemented at this step of the surveillance process and their corresponding outputs** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” and “Operationality of collaboration” if collaboration for data management and storage is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”  Interviews of informants | | | |
| **2. Identify the available financial, human, material resources for the implementation of the collaborative activities at this surveillance step** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” if collaboration for data management and storage is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”.  Interviews of informants | | | |
| **3. Identify the elements of the context affecting the implementation and well-functioning of the collaborative activities at this surveillance step** | | See elements related to data management and storage in the data collection file, sheet “Surveillance components”, columns “Strengths of the surveillance component impacting collaboration”, “Weaknesses of the surveillance component impacting collaboration” and “Way of improvement “.  Interviews of informants | | | |
| Collaborative activities for data sharing ***Check as non-relevant and skip the following question if it isn’t a defined modality and there is no collaborative activity at this step of the surveillance process***  **Relevant  Non-Relevant**  **Quote the document or informants’ narrative and state into brackets the source of the information** | | | | |
| **1. Identify the collaborative activities implemented at this step of the surveillance process and their corresponding outputs** | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” and “Operationality of collaboration” if collaboration for data sharing is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”  Interviews of informants | | | |
| **2. Identify the available financial, human, material resources for the implementation of the collaborative activities at this surveillance step** | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” if collaboration for data sharing is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”.  Interviews of informants | | | |
| **3. Identify the elements of the context affecting the implementation and well-functioning of the collaborative activities at this surveillance step** | See elements related to data sharing in the data collection file, sheet “Surveillance components”, columns “Strengths of the surveillance component impacting collaboration”, “Weaknesses of the surveillance component impacting collaboration” and “Way of improvement “.  Interviews of informants | | | |
| Collaborative activities for data analysis and interpretation ***Check as non-relevant and skip the following question if it isn’t a defined modality and there is no collaborative activity at this step of the surveillance process***  **Relevant Non-Relevant**  **Quote the document or informants’ narrative and state into brackets the source of the information** | | | | | |
| **1. Identify the collaborative activities implemented at this step of the surveillance process and their corresponding outputs** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” and “Operationality of collaboration” if collaboration for data analysis and interpretation is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”  Interviews of informants | | | |
| **2. Identify the available financial, human, material resources for the implementation of the collaborative activities at this surveillance step** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” if collaboration for data analysis and interpretation is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”.  Interviews of informants | | | |
| **3. Identify the elements of the context affecting the implementation and well-functioning of the collaborative activities at this surveillance step** | | See elements related to data analysis and interpretation in the data collection file, sheet “Surveillance components”, columns “Strengths of the surveillance component impacting collaboration”, “Weaknesses of the surveillance component impacting collaboration” and “Way of improvement “.  Interviews of informants | | | |
| Collaborative activities for results sharing ***Check as non-relevant and skip the following question if it isn’t a defined modality and there is no collaborative activity at this step of the surveillance process***  **Relevant  Non-Relevant**  **Quote the document or informants’ narrative and state into brackets the source of the information** | | | | | |
| **1. Identify the collaborative activities implemented at this step of the surveillance process and their corresponding outputs** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” and “Operationality of collaboration” if collaboration for results sharing is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”  Interviews of informants | | | |
| **2. Identify the available financial, human, material resources for the implementation of the collaborative activities at this surveillance step** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” if collaboration for results sharing is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”.  Interviews of informants | | | |
| **3. Identify the elements of the context affecting the implementation and well-functioning of the collaborative activities at this surveillance step** | | See elements related to results sharing in the data collection file, sheet “Surveillance components”, columns “Strengths of the surveillance component impacting collaboration”, “Weaknesses of the surveillance component impacting collaboration” and “Way of improvement “.  Interviews of informants | | | |
| Collaborative activities for internal communication to surveillance actors ***Check as non-relevant and skip the following question if it isn’t a defined modality and there is no collaborative activity at this step of the surveillance process***  **Relevant  Non-Relevant**  **Quote the document or informants’ narrative and state into brackets the source of the information** | | | | | |
| **1. Identify the collaborative activities implemented at this step of the surveillance process and their corresponding outputs** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” and “Operationality of collaboration” if collaboration for internal communication is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”  Interviews of informants | | | |
| **2. Identify the available financial, human, material resources for the implementation of the collaborative activities at this surveillance step** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” if collaboration for internal communication is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”.  Interviews of informants | | | |
| **3. Identify the elements of the context affecting the implementation and well-functioning of the collaborative activities at this surveillance step** | | See elements related to internal communication in the data collection file, sheet “Surveillance components”, columns “Strengths of the surveillance component impacting collaboration”, “Weaknesses of the surveillance component impacting collaboration” and “Way of improvement “.  Interviews of informants | | | |
| Collaborative activities for external communication ***Check as non-relevant and skip the following question if it isn’t a defined modality and there is no collaborative activity at this step of the surveillance process***  **Relevant  Non-Relevant**  **Quote the document or informants’ narrative and state into brackets the source of the information** | | | | | |
| **1. Identify the collaborative activities implemented at this step of the surveillance process and their corresponding outputs** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” and “Operationality of collaboration” if collaboration for external communication is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”  Interviews of informants | | | |
| **2. Identify the available financial, human, material resources for the implementation of the collaborative activities at this surveillance step** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” if collaboration for external communication is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”.  Interviews of informants | | | |
| **3. Identify the elements of the context affecting the implementation and well-functioning of the collaborative activities at this surveillance step** | | See elements related to external communication in the data collection file, sheet “Surveillance components”, columns “Strengths of the surveillance component impacting collaboration”, “Weaknesses of the surveillance component impacting collaboration” and “Way of improvement “.  Interviews of informants | | | |
| Collaborative activities for dissemination ***Check as non-relevant and skip the following question if it isn’t a defined modality and there is no collaborative activity at this step of the surveillance process***  **Relevant  Non-Relevant**  **Quote the document or informants’ narrative and state into brackets the source of the information** | | | | | |
| **1. Identify the collaborative activities implemented at this step of the surveillance process and their corresponding outputs** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” and “Operationality of collaboration” if collaboration for dissemination is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”  Interviews of informants | | | |
| **2. Identify the available financial, human, material resources for the implementation of the collaborative activities at this surveillance step** | | See the data collection file, sheet “Actors”, columns “Organisation and functioning of collaboration” if collaboration for dissemination is mentioned in column “Collaboration with actor(s) involved in other surveillance component(s)”.  Interviews of informants | | | |
| **3. Identify the elements of the context affecting the implementation and well-functioning of the collaborative activities at this surveillance step** | | See elements related to dissemination in the data collection file, sheet “Surveillance components”, columns “Strengths of the surveillance component impacting collaboration”, “Weaknesses of the surveillance component impacting collaboration” and “Way of improvement “.  Interviews of informants | | | |