

HEPA PAT dissemination template

User Guide

General guidelines

- This dissemination template has been created as an additional product to more easily communicate the PAT results to relevant stakeholders. The main target audience are medium to high-level administrators of different sectors of national and sub-national governments.

Thus, it is intended to summarize the key points from the long version of the PAT. Please bear this in mind when writing your text sections. Have a look at the provided example dissemination template for guidance.

- Please save the package to your local drive and start with the empty word template. Look at existing dissemination template for comparison.
- Please be very specific in your answers. Instead of leaving fields blank, please specify if the answer is "not known", "not applicable" or "zero" etc.
- If your country is in a very specific situation regarding a certain question, please specify by leaving a short text note below the corresponding section. Use Calibri 9pt font or the corresponding format from the document.
- After inserting the corresponding answers and finishing the text work, please go over the document again and insert page or line breaks to prevent content blocks from being broken. Please bear in mind that the layout of the document is partly based on (invisible) tables.

Notes on the document

Physical activity in country: key facts and policies



The WHO's Global Action Plan for the Prevention and Control of Noncommunicable Diseases calls for a 10% reduction in physical inactivity by 2025. To achieve this target, the Physical activity strategy for the WHO European Region (2016–2025) calls upon all countries to develop intersectoral strategies to address physical inactivity across the life course.

This document presents key information on the physical activity policy situation in [Country]. It is based on a wider policy audit using the HEPA Policy Audit Tool (PAT) of the WHO/Europe.
www.euro.who.int/hepapat

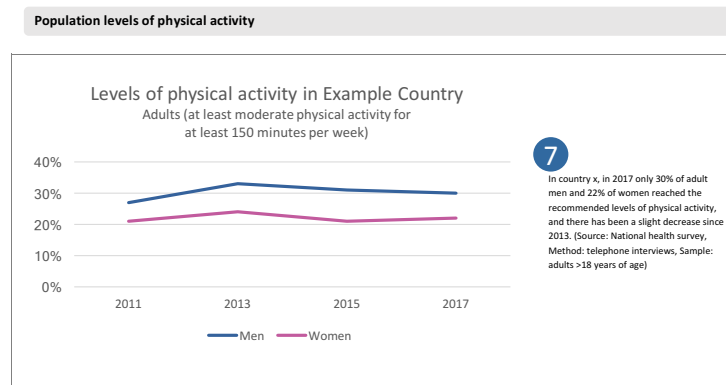
The promotion of physical activity is beneficial for noncommunicable diseases such as type 2 diabetes, stroke, cardiovascular diseases, cancers, and poor mental health. It also has positive effects in many other policy areas, for example: by promoting social; by contributing to reducing air pollution and greenhouse gas emissions; reducing congestion; by promoting a healthy workforce; and through effective return on investments in sectors such as transport and tourism.

Summary (Placeholder): This country has been following the physical activity strategy and established an intersectoral strategy. NOTE: This field is designed to hold only two lines of text.	
Authors and institutions John Doe (Institute), Richard Roe (Another Organization), Joanna Doe (Institute), Martin Placeholder (Another Organization), Thomas Toe (Organization)	A full version of this PAT is available at: www.someurl.com/placeholder Publication date: March 2017 To find out more about HEPA promotion [Country], please visit www.someurl.com .

- 1 Insert the country's name in the headline.
- 2 Insert the country's flag by right-clicking on the image and selecting "Change Picture...". Replace the old image with the corresponding image file from the "flag"-directory, which is provided with the template. Also insert the country name in the right-hand side column below. In case the resources-folder is not directly accessed when right-clicking, close the window and use the insert-function from the word-menu bar, then → picture and selected the corresponding folder from the package.

- 3 Please do not change the intro text unless you have a crucial need to do so, as it is meant to reflect the general background that is similar for all countries. If your country is in a very specific situation regarding a certain question, please specify by adding a short text note below the corresponding section. Please also feel free to amend existing footnotes, e.g. if you are not making the full PAT version available online (which is assumed in several sections, see below), or if you wish to provide further explanations. Use Calibri 9pt font or the corresponding format from the document.
- 4 Here the overall state of affairs in your country can be summarized in 1 sentence (max. 2 lines of text). Suggested sentences to use may be:
 - In country x, there are several policies that address physical activity promotion across a range of sectors, as recommended by the WHO.
 - In country x, there are several policies that address aspects of physical activity promotion but representing only a few relevant sectors.
 - In country x, there is one policy that addresses aspect[s] of physical activity promotion but not a complementary range of policies and interventions.
 - In country x, there are currently no national policies in any sector addressing physical activity promotion.
- 5 Insert the corresponding meta information on the document, such as publication date and authors. Provide the organization name in parenthesis if applicable and use italic font style to indicate the name. Have a look at the provided example dissemination template for guidance. You may also add the logo of your institution, university or department, but please make sure the size fits and the overall layout is preserved.
- 6 Here you can add a link to a government site, or somewhere credible and reliable if one exists, which acts as the place where somebody interested in advancing the policy on physical activity can go to find out more and to see how they can get involved. If there is no such website, remove this sentence. For example see: <http://www.healthyreland.ie/health-initiatives/national-physical-activity-plan-2>.

Here and in several other places, this summary template refers to the full version of the PAT, so ideally the full version should be made available online. Please replace the respective placeholder text (www.someurl.com/placeholder) with the respective link. If it cannot be made available online, replace with a reference to the paper version and, if available, where it can be ordered

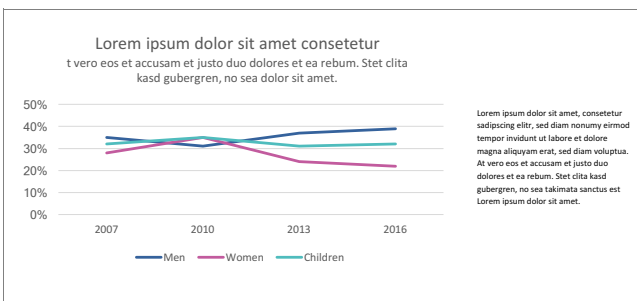
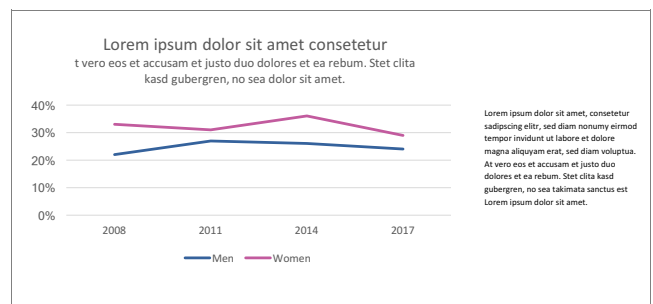
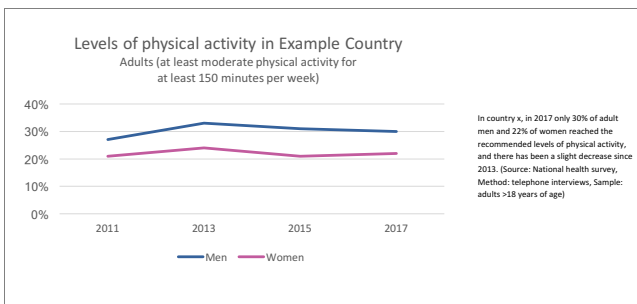


7 While the PAT does not collect data on physical activity levels, it was decided that for this dissemination template this can be useful. If no data is available or you prefer not to include it, remove this section. If you wish to use a graph, for reasons of comparability it is suggested to use data on adults (but more than one graph could be inserted by copying and pasting, if you so wish). To add another graph, simply select the initial one and duplicate it by copy&paste, then change it by following the instructions below. Make sure to paste the new graph below the initial one and the layout doesn't break.

This question has no direct reference to a section of the original PAT.

Provide a brief overview of the different levels of physical activities in a bar chart or line chart format (please edit separately in Excel). Insert a short description including: how active they are, method, age group, sample, etc. Please be brief.

To change the text labels, click or double-click on them. The type of chart can be switched by right-clicking on it and selecting "change chart type". To change the actual data of the chart, right-click on the graph and choose "Edit Data in Excel". Continue to edit the data in Microsoft Excel before saving and closing the document. If you have specific questions on the functionality of charts, you can refer to the official Microsoft Excel help. To add a new chart without duplicating the existing graph, in Word: select "insert" and "Chart".



Examples: it is possible to change the structure of the graph, e.g. in terms of demographic or age sub-groups.

1. Institutions

The main government ministries with an active role in the promotion of Health-Enhancing Physical Activity

Federal

Mobility and Transport FPS: prepares and implements federal policy on mobility.

Social security FPS: sits at the crossroads of all legislation that contributes to the social protection of citizens.

French-speaking community

General Administration of Sport (ADEPS): promotes, organises and delivers physical activity and sport to the [Placeholder]-Region population.

General Administration of Education

(*Administration générale de l'enseignement obligatoire*): responsible of the elementary to higher education, including the curricula, organisation and management of school.

Birth and child office (Office de la Naissance et de l'Enfance): supports children's development, support pregnant women, parents and families medically and socially in order to ensure the global wellbeing of their children.

German-speaking community

Department of health and elderly (Fachbereich Gesundheit und Senioren): responsible for health promotion and elderly.

Department of sport, medias and tourism (Fachbereich Sport, Medien und Tourismus): works on the development of sport in terms of infrastructures, services, for amateur as well as high level, in leisure time as well as in school.

Department of pedagogy

(*Fachbereich Pädagogik*): works on the curricula of physical education

8

8 The PAT should be as short as possible. For this reason, text passages that seem rather fragmented can be set in a three column layout (such as this section). You can select the corresponding text and use the "Columns-drop-down" from the "Page Layout"-Ribbon. The selected text will be automatically laid out in the selected number of columns.

This question refers to section 1/1c of the original PAT.

	Agencies providing leadership for HEPA promotion	Mechanisms to ensure cross-sector collaboration regarding the delivery of HEPA policy
On the national level	In [region] there is no agency assuming officially the HEPA leadership. The HEPA policies are centered either on sport (without health risks), mobility or on physical activity among the multiple determinants of health. We note principally policies having an indirect effect on HEPA, but not this purpose.	There is no mechanism or agency organizing the collaboration of each sector to HEPA, despite a will of [community] to gather the different actors of sport together (declaration of intentions 2014-2019). Nevertheless, some cross-sectional collaboration takes place temporary either formal, for policy planning or specific questions, either informal through working group or informal discussions.
On the sub-national level	At the provincial and commune level, there is no agency playing a leadership role on HEPA. In the same way than at national level, the leadership varies between sectors and policies. Depending on the sector, the administrative subdivisions are not the same (e.g., between the health and youth aid), complicating the implementation of inter-sectorial approach.	There is no mechanism or agency organizing the collaboration of each sector to HEPA, rather some temporary collaboration.

9

Professional network or system linking and/or supporting professionals interested or currently working in physical activity or related areas

Nowadays, in [country], no specific network of system links professional working on physical activity. There are some networks or associations (1) on specific aims of HEPA, like slow mobility, health promotion, disabled integration... or (2) of old certificated of universities or (3) federations regrouping a profession.

10

9 Please fill in the grid regarding which agencies are providing leadership for HEPA promotions and which mechanisms ensure cross-sector collaboration on a national and sub-national level.

This question refers to section 1/2-5 of the original PAT.

10 If a professional network or system that links and/or supports professionals is available, please provide a brief description and possibly a web link. If there is no network available, please also state that.

This question refers to section 9/qu. 26 of the original PAT.

Funding specifically allocated or "ring-fenced" for the delivery of physical activity related policy or action plans

Sector	At national level (recurring)	Amount (€)	At sub-national level (recurring)	Amount (€)
Health	Yes, as part of national PA policy	unknown	Yes	unknown
Sport/Recreation	Yes	unknown	Yes	unknown
Education	Yes	unknown	Yes	unknown
Transport	Yes	unknown	Don't know	unknown
Environment	Don't know	unknown	Don't know	unknown
Urban Design/Planning	Don't know	unknown	Don't know	unknown
Social cohesion	Don't know	unknown	Don't know	unknown

Possible answers: ● Recurring ● Not Recurring ● Don't know



12









13

- 11 Please specify whether funding is specifically allocated or “ring-fenced” for the delivery of physical activity related policy or action plans at the national and sub-national level. Possible answers can be: “yes”, “no” or “don’t know”. You can alternatively also state the name of the ministry/funding pot/program/etc.
- 12 Provide an amount if known or write down “unknown”.
- 13 The illustration is for symbolic, visual purposes only, and does not require adaptation by the author.

This question refers to section 8/qu. 24 of the original PAT.

2. Policies & key actions

Current key policy documents, legislation, strategies or action plans which outline the intention to increase national levels of physical activity

Sector	Key policies*	Web-Link
 Sport/Recreation 14	Decree on Sport Published in 2004 by the placeholder community	 Web-Link
	Decree regarding the subsidization to some investment in the matter of sports infra-structures Published in 1999 by the Government of Placeholder Region	 Web-Link
	Decree targeting the organization and subsidization of sport in French speaking community Published in 2007 by the placeholder community	 Web-Link
 Transport 17	Regional Cycling Plan Published in 2010 by the Government of Region	 Web-Link
		Introduction:  Web-Link Table of actions:  Web-Link

* A detailed version of the policy list can be found in the corresponding PAT at www.euro.who.int/hepapat

- 14 You can change the icon by right-clicking on the image and selecting “Change Picture...”. You can find further icons for other sectors in the provided “icons”-directory (“setting...-active.png”). In case the resources-folder is not directly accessed when right-clicking, close the window and use the insert-function from the word-menu bar, then → picture and selected the corresponding folder from the package.
- 15 List here those policy documents from PAT question 7 that were identified as the “most important” ones. If possible, list the policy documents in chronological order. Below the title of the policy, please provide the publication date (year) and the publisher.
- 16 If a link exists, please use the provided icons to link (ideally directly) to the corresponding policy. Do this by selecting the image and using the menu “insert” → “Hyperlink” (CTRL+K/CMD+K for Mac). If no Link exists, please state so and delete the corresponding button.
- 17 If there are different links, please differentiate by a simple text note (see example above).

This question refers to section 4/qu. 7 of the original PAT.

Settings that are included for the delivery of specific HEPA actions *

 Kindergarten	 Primary Schools	 High Schools	 Colleges, Universities	 Primary Health Care	 Clinical Health Care	 Workplace	 Older adult/ senior services
 Sport, Recreation	 Transport	 Tourism	 Environment	 Urban design and planning	 Community	Other (please specify): Social Affairs	

● Included ○ Not included

Referring to the full list of policy documents which can be found in the corresponding PAT at www.someurl.com/placeholder

18 Here all sectors that the full list of policy documents cover should be listed (not just the ones addressed in the “most important” policy documents shown above). See full PAT question 13.

This question refers to section 4/qu. 13 of the original PAT.

If no “other” sectors exist, please delete the respective box.

If the full PAT is not available online, replace the link in the footnote “which can be found in the full version of the PAT (see p. 1)”.

To change an icon from “yes” (green) to “no” (red), right-click on it and exchange the image. You can find all icons in the provided “icons”-directory (“setting-...png”). In case the resources-folder is not directly accessed when right-clicking, close the window and use the insert-function from the word-menu bar, then → picture and selected the corresponding folder from the package.

Population groups that are included for the delivery of specific HEPA actions					
Groups					
Early years	✔	Workforce/employees	✔	People with disabilities	✔
Children/young people	✔	Women	✔	Clinical populations/chronic disease	✔
Older adults	✔	Sedentary/the least active	✔	Low socio-economic groups	✔
Indigenous people	✔	Migrant populations	✔	Families	✔
General population	✔	Other (please specify):	19		

3. Recommendations, goals and surveillance

National recommendations on physical activity and health and on reducing sedentary behaviour *					
	Early years (pre-school age)	Children and young people (school-age)	Adults	Older adults	People with disabilities
Physical activity and health	not existing	Web-Link	not existing	not existing	not existing
Reducing sedentary behaviour	not existing	20 not existing	not existing	not existing	not existing

* For more information on the content of the recommendations see the full version of the PAT at www.someurl.com/placeholder.

19 Here all population groups that the full list of policy documents cover should be listed (not just the ones addressed in the “most important” policy documents shown above). See full PAT question 14.

This question refers to section 4/qu. 14 of the original PAT.

To change an icon, right-click on it and exchange the image. You can find all icons in the provided “icons”-directory (“pop-group...png”). In case the resources-folder is not directly accessed when right-clicking, close the window and use the insert-function from the word-menu bar, then → picture and selected the corresponding folder from the package.

20 If a link exists, please use the provided icons to link to the corresponding policy. Do this by selecting the image and using the menu “insert” → “Hyperlink” (CTRL+K/CMD+K for Mac). If there are different links, please differentiate by a simple text note.

This question refers to section 5/qu. 17 of the original PAT.

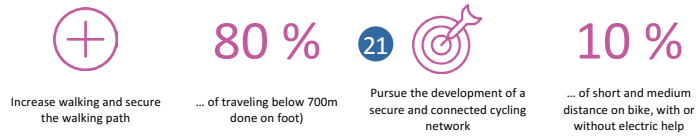
If no link exists, put “yes” into the cells were a recommendation exists and you can consider adding a footnote: “* For more information on the content of the recommendations see the full version of the PAT at www.someurl.com/placeholder”.

If the full PAT is not available online, replace the link in the footnote “which can be found in the full version of the PAT (see p. 1)”.

Otherwise use “not existing” or “don’t know”.

National goals and targets for population prevalence of physical activity

Decrees have in most cases no specific deadlines or timeframes, as well as specific indicators and objectives. We found mostly prevalence in plan/program, with specific timeframe, but not always measurable targets. Only the Master Plan of [Region] spatial development include **measurable targets for 2020**:



21 To illustrate the goals, use either a big number or one of the provided icons. Use „insert -> picture from file“, go to the “icons”-directory and select one of the corresponding icons (“goals-...png”). In case the resources-folder is not directly accessed when right-clicking, close the window and use the insert-function from the word-menu bar, then -> picture and selected the corresponding folder from the package.

This question refers to section 5/qu. 18 of the original PAT.

Other goals and targets that relate to physical activity promotion

The different decree or declarations of intentions are documents instituting the objectives and indirect goals for HEPA, but no deadline and concrete measurable indicators have been listed aside of those already presented.

For example, the Regional Cycling Plan has two main aims: strongly enhance the condition of cycling and increase

significantly its use in [Region] until 2020. The quinquennial program on health promotion targets the promotion of regular physical activity and good sport practices, but do not mention any measurable indicators.

22

Main surveillance and monitoring systems

Age Group	Type	Details of main surveys
Early years (pre-school age)	none	none
Children and young people (school-age)	Self-report	Health Behavior in school-aged children (HBSC) Frequency: every 4 years, starting 1986
	Self-report	Youth health in Region and Placeholder Frequency: every 7 years, starting 1997
	Objective measure	Barometer of physical condition Frequency: every 2 years, starting 2004
Adults	Self-report	Eurobarometer 412 Frequency: every 5 years, starting 2003
	Self-report	Diagnostic of travel between house-work Frequency: every 3 years, starting 2005
	Self-report	Health interviews survey Frequency: every 5 years, starting 2001
Older adults	none	none

23

22 Please briefly summarize the information from the PAT question 19, see the provided example-document for style and length.

This question refers to section 5/qu. 19 of the original PAT.

23 Please summarize the information from PAT question 20. If you have a large number of surveys, you may wish to choose the main ones. In this case please add a footnote below the table (e.g. “A full list of surveys can be found at www.someurl.com/placeholder”).

This question refers to section 6/qu. 20 of the original PAT.

4. Successes and challenges

Areas of greatest progress and greatest challenge in national HEPA promotion in recent years

Successes

1. The creation and integration of training in existing education of HEPA (benefits of PA for health, adapted physical activity, awareness on health for sport coaches).
2. The liberalization of the sport practice with an increased number of participants practicing outside sport clubs/structures.
3. A better awareness from the population of the benefits of physical activity and about the difference between sport and physical activity.

24

Challenges

1. To define HEPA in primary, secondary and tertiary prevention and promote it in different sectors and among actors (sports federations, communes, general practitioners, ...).
2. To create an intersectoral group/associations of actors involved in HEPA.
3. Encourage and better support the education and research on HEPA.

- 24 Please briefly summarize the information from the PAT question 27, see example for style and length.”

This question refers to section 10/qu. 27 of the original PAT.

Final checklist

After filling in the template, please do a complete check of the document.

- Search for the term “placeholder” and make sure that there is no placeholder content left.
- Check if all hyperlinks are set and working (including links on icons and buttons).
- Add page-breaks and spacing accordingly to keep sections together on the same page.
- Add additional footnotes wherever necessary.
- If you have question regarding the use of the template, please contact Sonja Kahlmeier, PhD, MSc ETH Environ. Sc. at sonja.kahlmeier@uzh.ch.