Checklist
to policy change

The following questions help you to establish the 0-measurement in your country, based on the parameters in the overall project description (see WP5 application form) and the parameters as presented in the country comparison report 2017 (WP 3).

1. What do you want (to change)?
E.g. recruit more volunteers, finding informal caregivers, facilitate sustainable informal networks, a strong infrastructure for informal and formal care, create collaboration and connection between informal and formal care etc.

☐ **Describe the objective in tangible goals**

2. Who do you need (to innovate policies)?
Who's influence or participation do you need for great ideas, achieving your aims and decision power? Every partner has organized a stakeholder meeting or co creation session. Who were the most important partners that can make your method/policy change successful and sustainable?

☐ **Determine critical stakeholders**

3. How do you approach the challenge?
What tools, skills or activities do you use in order to achieve the policy change? E.g. raising awareness via multidisciplinary meetings, building a network for creating a support base, test a matching tool etc.

☐ **Describe the tools, skills or activities used**

4. Objectify your progress!
Identify measurable criteria by explicating your assumptions and finding ways to check them (can be quantitative and/or qualitative). A few tricks to find out how to monitor your policy change:
• Ask yourself the question: "What could be considered as evidence of success?"
• Keep it practical; monitoring is a means to an end.
• Be creative! There are as many ways to monitor as there are projects to organise change.

☐ **Describe your assumptions**
☐ **Describe how to monitor**
☐ **Determine a few measurement moments and stick to these**
☐ **Standard project indicator: What is the current stage of change?**

1. *Prepare (plans etc.)*
2. *Test (pilot phase)*
3. *Reflect (decision making stage)*
4. *Implement (make innovation part of the regular processes)*
5. *Develop*
6. *Consolidate and maintain*