

HOW TO JOIN EVIPNet

WHO CAN JOIN?

Any country/sub-region meeting the following minimum criteria can join EVIPNet:

- A team has already been established (or steps have been taken to establish one) including at least i) one policy-maker and/or health system manager responsible for health policy formulation or health decision-making and ii) one researcher; and ideally iii) civil society representatives*
- The team is comprised of people with expertise in relevant areas such as systematic reviews, knowledge translation, and policymaking and program planning*
- The team is located in a policy environment (e.g. ministry of health) or in an intermediary organization located 'between' decision and policy-makers and those who generate relevant evidence (e.g. researchers)
- The team has the capacity to respond to current and emerging issues based on the needs of their country/sub-region
- The team has a lead who will act as the primary contact
- The team has a commitment letter (or a plan to acquire a letter) from the Ministry of Health (if not located within it).

research when gaps are identified and assist with the setting of research agendas for more policy-relevant research (informed by already prepared evidence briefs and rapid syntheses)

6. Provide at least one training opportunity in the first three years of operation to develop the capacity of decision and policy-makers to access and apply evidence
7. Promote sources of pre-appraised, synthesized research evidence to decision and policy-makers
8. Advocate for evidence-informed policy and EVIPNet, and fundraise to support your team's activities as part of the network.

HOW CAN I JOIN?

- Complete the EVIPNet application form.
- Identify your regional EVIPNet focal point:
 - WHO AFRO: *Martin Ota, otama@who.int*
 - WHO AMRO: *Ludovic Reveiz, reveizl@who.int*
 - WHO EMRO: *Ahmed Mandil, mandila@who.int*
 - WHO EURO: *Tanja Kuchenmüller, kuchenmullert@who.int*
- Send your application to your EVIPNet regional focal point, copying EVIPNet Secretariat: evipnet@who.int.

WHAT WILL I BE EXPECTED TO DO?

Any country/region joining EVIPNet will be expected to do the following activities:

1. Enhance partnerships among the producers and the users of research evidence
2. Produce at least one evidence brief for policy per year on locally relevant issues
3. Convene at least one policy dialogue per year on locally relevant issues
4. Prepare at least two rapid syntheses within the first three years of operation to make evidence available for policy makers within short time frames
5. Identify and communicate the need for new health

WHAT HAPPENS AFTER I SUBMIT?

The regional focal point and the corresponding WHO Head of Country Office, with support from the EVIPNet Secretariat, will review the information you provide and notify you of the outcome of the assessment. In this assessment, it will be considered whether the applicant team:

- Meets the minimum requirements
- Has proposed a work-plan that is aligned with the activities that are expected of every EVIPNet team
- Has the necessary expertise and track record to effectively implement the proposed work-plan.

*If this is not the case, please outline (in the 'workplan section' of the application form) how the multi-disciplinary expertise will be achieved in the first year of functioning as an EVIPNet team.

EVIPNet APPLICATION FORM

1) TEAM DETAILS

Country:

Region:

Contact person's name and email:

Contact person's telephone number (including international dialling code):

Team composition (complete the table below):

	First name (include title – e.g. Dr)	Last name	Role (select from the list below)	Affiliation	Full-time equivalent that will be dedicated to EVIPNet activities (e.g., 0.2 FTE)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Roles: public policymaker in the national government; public policy-maker in the sub-national government (e.g. province/state or a district if the latter has independent policymaking authority); policymaker-manager in a district/region (if it does not have independent policy-making authority); policymaker-manager in a healthcare institution (e.g. hospital); policymaker-manager in a non-governmental organization (NGO); staff/member of a civil society group/community-based NGO; staff/member of a health professional association or group; staff of a donor agency (e.g. European Community) or international organization (e.g. WHO); staff of a pharmaceutical or other biotechnology company; representative of another stakeholder group; researcher- in a national institution; researcher-in a university; researcher-in another institution; other.

2) COMMITMENT FROM COUNTRY

Letter from Ministry of Health indicating commitment to the team and the network attached: YES NO

Minister of Health name and title:

Address of Minister of Health:

EVIPNet APPLICATION FORM (ii)

3) DESCRIPTION OF 1-YEAR WORKPLAN

Please develop this description based on the 7 activities that you will be expected to undertake as an EVIPNet team (see section – Can I join EVIPNet?). In this section please also describe the nature of collaborations between different institutions, and stakeholder groups (e.g. general public, healthcare providers, patients, non-governmental organisations, educators) at various levels of government; key target audiences/stakeholders; and provide an overview of the process for determining the needs of decision- and policy-makers for evidence.

EVIPNet APPLICATION FORM (iii)

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EVIPNet APPLICATION FORM (iv)

4) TEAM MANAGEMENT STRUCTURE AND FUNDING INFORMATION

Please describe the governance structure of the team as well as the funding (including in-kind support) that will be made available or a description of the plan for fundraising that will be pursued to undertake the activities specified in the previous section. Please also describe the envisaged location of the team, indicating why it is suitable and sustainable.

5) BRIEF DESCRIPTION OF LONGER TERM PLANS

Please describe the future you envision for this EVIPNet team, including its vision and mission, as well as strategies for becoming self-sustaining.