**SPIRITS CHECKLIST**

(Version 2021)
(Awards Committee of the Alliance for Healthy Cities)

The Alliance for Healthy Cities model for evaluation based on the **SPIRIT** approach

**S**etting approach, **S**ustainability,

**P**olitical commitment, **P**olicy & community **P**articipation

**I**nformation, **I**nnovation,

**R**esources, **R**esearch

**I**nfrastructure, **I**ntersectoral

**T**raining

Section 1: Basic information of the City/Province/district

(1). Country：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2). Name of City：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3). Year of establishment：\_\_\_\_\_\_\_\_\_\_

(4). Size of City：\_\_\_\_\_\_\_\_\_\_\_Km2

(5). Population：\_\_\_\_\_\_\_\_\_\_\_\_

**The time framework for evaluation is three years prior to assessment**.

Section 2: Healthy **Setting** Approach

(6). Has the City initiated health promotion activities through setting approach?

If yes, please list the detail information in **less than 200 words** on types of activities, the contents of activities and also the time schedule over the past three years.

***Preferably in three settings with one setting showing wide involvement of all stakeholders***

(a). School setting Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

(b). Hospital/Healthcare Organisation setting Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

(c). Workplace setting Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

(d). Eating Place setting Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

(e). Market/Shopping Mall Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

(f). Garden/Park/Recreational spaces Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

(g). Villages/Neighbourhood/communities within a city Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

(h). Housing complex/Housing estate Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

(i). Others: (please specify)

(7). Please describe (by giving concrete examples) **in less than 300 words** how those activities related to Healthy City in terms of (i) their role and (ii) their impact, for each of the settings and how the different settings can exert the synergistic effect?

|  |
| --- |
|  |

Section 3: **S**ustainability

(8). Describe in **LESS than 300 words and one diagram if needed**, the City’s strategic plan ***to sustain the development of HCP? A strategic plan may vary from city’s master plan,*** development plan, healthy city programme, to city health plan, that clearly state the role and responsibilities of Healthy City project/programmes.

|  |
| --- |
|  |

Section 4: **P**olicy makers commitment

(9). Describe in **less than 400 words** how the City leader has committed the City government to develop Health in All policies putting health high on agenda for all policies, and translating the Healthy City policies in practice across different departments.

|  |
| --- |
|  |

**Section 5: Community Partnership**

(10). Describe in **less than 400 words** how the City has engaged active participations from key stakeholders and community partners, professionals and academic with expertise in Healthy City in formulating healthy public policies? How the city encourage communities to participate in urban development for better health and quality of life as well as ecological conservation?

|  |
| --- |
|  |

Section 6: **I**nformation

(11). Has the City created a City Health Profile on? ***Covering at least three areas as listed below***

(a). The major health problems of the City Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

**Examples and evidence in less than 100 words with maximum 2 tables**:

(b). Physical health supportive environment in the City Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

**Examples and evidence in less than 100 words with maximum 2 tables**:

(c). Analysis *of economic and social determinants of health for the city*

Yes \_\_\_\_\_\_\_\_No \_\_\_\_\_\_\_

**Examples and evidence in less than 100 words with maximum 2 tables**:

(d). *Health care delivery system of the city*

Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

**Examples and evidence in less than 100 words with maximum 2 tables**:

(e). Special population group at risk Yes \_\_\_No \_\_\_\_

**Examples and evidence in less than 100 words with maximum 2 tables**:

(f). *Existing health promotion programmes organised by different parties*

Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

**Examples and evidence in less than 100 words with maximum 2 tables**:

(g). *Community perception of health*

Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

**Examples and evidence in less than 100 words with maximum 2 tables**:

(h). *Level and standards of primary health care in the city*

Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

**Examples and evidence in less than 100 words with maximum 2 tables**:

1. Others, please specify

**Examples and evidence in less than 100 words with maximum 2 tables**:

Section 7: **I**nnovation/ tackling new agenda

(12). Describe in **less than 200 words** how the City developed new initiatives based on the analysis of City Health Profile or the results of monitoring and evaluation?

|  |
| --- |
|  |

(13). Is the City taking strong initiatives in valuing cultural/social diversities? Please provide examples in **less than 100 words.**

|  |
| --- |
|  |

(14). Describe **in less than 100 words** how the City explores means to promote health such as involving private sectors and non-health sector in the development of healthy lifestyle for the citizens?

|  |
| --- |
|  |

(15). Does the City had developed new ordinances to promote Healthy City in general or specific initiatives related to Healthy City? If yes, give an outline of such ordinances.

(16). What is the proudest achievement of your Healthy City? Please describe **in** TWO sentences.

Section 8: **R**esources, **R**esearch

(17) Please explain **in less than 300 words** framework of needs assessment for a Healthy City in your city

|  |
| --- |
|  |

(18) Describe the research framework in **less than 300 words with 1 or 2 diagrams if needed** in monitoring the progress towards the goals/targets defined by the city’s Healthy City project/programme and/or progress of specific project/initiatives towards the defined goals/targets.

(19) Describe and present the outcome measures (quantitative and qualitative) to show achievements or progress of your Healthy City? If yes, please describe it in detail.

(20) Please provide details of the budget of earmarked fund for research and development? ***Acceptable even if on ad hoc basis.***

(21) Is the City committing resources to support the secretariat and project coordinators for healthy city development? ***Please provide the details of support.***

Section 9: **I**nfrastructure and **I**ntersectoral

(22) Does the Steering Committee compose of representative from all the sectors and local stakeholders? Please list the membership and the sectors they represent and their ranks.

(23) Is there a designated office/secretariat specifically for HCP rather than integrated within existing department? Please enclose the organisation structure.

(24) Are there any mechanisms to transfer knowledge and skills accumulated in the office/secretariat of HCP of the city? If yes, please specify **in less than 200 words** how such transfers of knowledge and skills are done.

|  |
| --- |
|  |

(25). Please identify the roles the Healthy City coordinator of your city.

A central role to communicate with citizens Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

A central role to communicate with other departments Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

A central role to communicate with Mayor and/or Mayor’s office Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

A central role to communicate with partners outside of city office Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

A central role to communicate with AFHC office, chapter, national coordinator

 Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

A central role to disseminate information Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

A central role to collect information of activities Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

A central role of assessment, monitoring, and evaluation Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

A central role of planning and management Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

A change agent and catalyst Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

(26) Is the project coordinator part of the city administration?

 Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

(27). Does the City have any programme/scheme to enhance the residents’ understanding of the CONCEPTS of Healthy City? If so, please list the details of the programme/scheme and illustrate how it can facilitate better understanding of the concepts of Healthy City. It may include seminar/forum for the residents, campaigns, media involvement, others. ***At least one example***

Section 10: **T**raining

(28) Do the key players of HCP participate in conferences/seminars in Healthy Cities, Healthy Settings, and Health Promotion locally and internationally? Please provide details.

(29). Has the City shared with other cities (national and international) the experience of HCP through seminars and/or workshops? Please provide details

(30). Has the City joined any national and international organizations of Healthy City? If yes, please list the details.

(31). Has the City organized any seminars and/or workshop or continuing education programme to enhance knowledge and skills of government officers or staff members of Healthy City office to work in/for a Healthy City? The programme may include send the people to seminars and/or workshop organized by other institutions. ***Please describe in less than 200 words.***

|  |
| --- |
|  |

(33) Please submit five photos best reflecting the Healthy City movement in your city. Describe **in less than 100** words for each photo how the photo reflects the success of healthy city?

**For application as Healthy City expert, please supply at least two of the following information in LESS than 500 words:**

(1) evidence to show the progress since their receipt of previous award;

(2) evidence to show the progress of developing revised version of Healthy City Plan (including revision of city’s master plan or city’s development plan),

(3) evidence to show revised structure and infrastructure for a Healthy City to meet the city’s recent needs,

(4) evidence to work on new priority issues identified by the city with exact description of the work showing how Healthy City approach and Healthy City framework in the city contributed to a good work, and

(5) evidence of work to promote healthy cities in its countries, in the region, and beyond.

|  |
| --- |
|  |

This evaluation format was developed by the Awards Committee of the Alliance for Healthy Cities chaired by Professor Albert Lee, Centre for Health Education and Health Promotion, The Chinese University of Hong Kong and the Secretariat of the Alliance for Healthy Cities.