**GUIDANCE NOTES FOR EVALUATING AND RECORDING CASE-STUDIES ON HEALTH LITERACY**

Health literacy is a core theme for Belfast as a member of Phase VI (2014-2018) of the WHO European Healthy Cities Network. A health literacy working group was established and tasked with developing a health literacy project in Belfast.

Recognising that elements of existing initiatives in the city include aspects of health literacy, these guidance notes outline a method to record information from such initiatives and to identify how they contribute to the concept of health literacy. Completing this case study template will increase awareness of elements of health literacy within existing initiatives. The case studies will be collated in an online resource to provide a bank of information to aid replication through the adoption of models of work, influencing future work to enhance health literacy.

Please read the guidance notes carefully before completing the template.

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| **Case study details** | |
| **NAME** |  |
| **DATE** |  |
| **GEOGRAPHY** |  |
| **KEY WORDS** |  |
| **Context of initiation** | |
| **Aim, background to group, what happened** |  |
| **Context of community or target group** |  |
| **Influences on case study** |  |
| **Policy and other problems** |  |
| **Prior experience with health literacy across sectors** |  |
| **Concept of health and health literacy** |  |
| **Context of project implementation** | |
| **Prioritisation of issue** |  |
| **Formal processes** |  |
| **Availability of resources** |  |
| **Capacity-building activities** |  |
| **Social mechanisms, i.e. activities & actions** |  |
| **Main outcomes** | |
| **Acceptability** |  |
| **Feasibility** |  |
| **Sustainability** |  |
| **Other comments/ information** |  |
| **Headline message(s)** |  |
| **Evaluation** |  |
| **Further Information** |  |

For further information please contact Anne McCusker at Belfast Healthy Cities a[nne@belfastheatlhycities.com](mailto:nne@belfastheatlhycities.com) or 02890 328811.