DELIVERABLE

Project Acronym: AFE INNOVNET

Grant Agreement number: 620978

Project Title: Thematic Network for age-friendly environments in the European Union

D5.7 – Practical guide for local/regional stakeholders to strategic business case analysis, societal cost benefit analysis and successful transfer of innovations

Practical Guide to undertake a social-economic and environmental impact assessment

Revision: Final version

Authors:

- Leanthe van Harten, TNO
- Menno Hinkema, TNO

Dissemination level: Public

Revision History

Revision	Date	Author	Organisation	Description
1	24-06-2015	Leanthe van Harten	TNO	1st draft
2	13-07-2015	Mireia Ferri	Polibienistar	Comments to 1st draft
3	05-08-2014	Marlène Siméon Nhu Tram	CEMR	Comments to the 1st draft with questions
4	05-08-2014	Ophelie Durand	Age Platform	Comments to 1st draft
5	02-12-2015	Leanthe van Harten Menno Hinkema	TNO	2nd draft
6	18-12-2015	Nhu Tram	CEMR	Comments to 2nd draft
7	18-12-2015	Leanthe van Harten Menno Hinkema	TNO	Final version

Project funded under the ICT Policy Support Programme (ICT PSP), grant agreement n° 620978

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

Practical Guide to undertake a social-economic and environmental impact assessment

CONTENTS

ICTPSP

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

1. How to use this guide

This guide is meant as a practical, short handbook for people who wish to investigate socio-economic and environmental impacts of age-friendly initiatives. The guide is a companion volume to the document “A protocol for European Regions, Local Authorities, and Communities: Social, Economic and Environmental Impact Tool (SEE-IT)”[i]. Where the SEE-IT is a high-level instrument aimed at policy and decision makers, this practical guide is meant as a reference for policy workers on the ground doing the actual assessment of actual initiatives.

The guide takes the reader through the different stages involved in performing a socio-economic and environmental impact assessment. By following the steps in this guide, the user is sure of taking a structured approach to impact analysis and minimizes the risks of leaving out crucial steps. Additionally, the guide provides links to useful background documents that will further help the reader get to grips with the broad and complicated field of social, economic and environment impact assessments.

ICTPSP

This project is funded under the ICT Policy Support Programme (ICT PSP),
grant agreement n°620978

2. Social economic environmental impact assessment

The term “socio-economic and environmental impact analysis” when used in the field of age-friendly environments is a broad and generalist term. It encompasses multiple types of analysis that are described separately in academic literature, such as:

- Environmental impact analysis
- Social impact analysis
- Health impact assessment
- Cost-benefit analysis

Of the various types of impact analysis, environmental and social impact analysis have the longest pedigree.[1] They came to prominence in the United States in the early 1970s, on the back of the 1969 National Environmental Policy Act, itself an outcome of a growing concern about potential environmental disasters and adverse environmental effects that began to emerge in the 1950s. The NEPA required that for all major land use decisions, an Environmental Impact Statement must be compiled. The link to social impact analysis was established through court decisions and additional legislation which clarified that managers must analyze “reasonable and foreseeable” impacts to not only environmental concerns, but also to social and economic attributes. From this, a formalized set of practices and procedures called Social Impact Assessment (SIA) emerged.

Although the momentum of social impact analysis for land use decisions waned in the United States, the field of study developed rapidly, to the point that, in 1994, a seminal handbook was published by the Interorganizational Committee on Principles and Guidelines for Social Impact Assessment (ICGP): *The Guidelines and Principles for Social Impact Assessment.*

The 10 steps identified by the ICGP as necessary for the proper conduct of a SIA in the USA NEPA framework gives an idea of the logic and sequential approach that informs most impact assessment instruments and methods in use today.

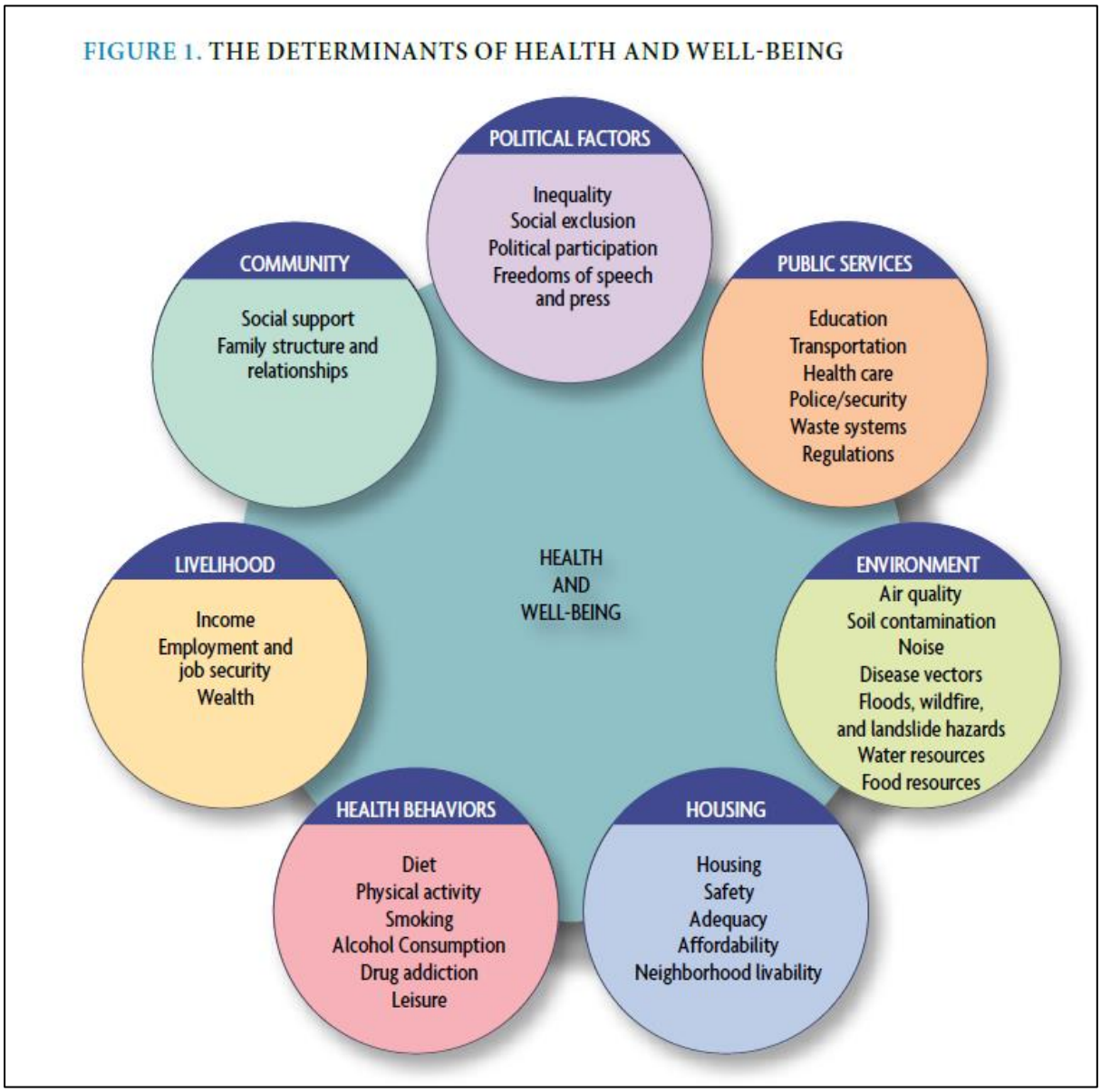
1. *Develop an effective public plan to involve all potentially affected publics.*
2. *Describe the proposed action or policy change and reasonable alternatives.*
3. *Describe the relevant human environment/area of influence and baseline conditions.*
4. *After obtaining a technical understanding of the proposal, identify the full range of probable social impacts that will be addressed based on discussion or interviews with numbers of all potentially affected.*
5. *Investigate the probable impacts.*
6. *Determine the significance of the identified social impacts.*
7. *Estimate subsequent impacts and cumulative impacts.*
8. *Recommended new or changed alternatives and estimate or project their consequences.*
9. *Develop a mitigation plan.*
10. *Develop a monitoring program.*

[1] This account of the emergence of environmental impact analysis and social impact analysis in the USA is based on: Jacquet J.B: A Short History of Social Impact Assessment. Department of Sociology and Rural Studies, South Dakota University. November, 2014.

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

Where SIA looks at the social and environmental impacts of land-use decisions, Health Impact Assessment (or HIA) a structured decision support practice to characterize the anticipated health effects, both adverse and beneficial, of societal decisions. It is predicated on an understanding that economic, environmental, and social conditions have powerful influences on population health. In fact the most important determinants of health and disease are subjects of policy-making in institutional sectors outside the authority of the public health sector[ii].

Figure 1: The Determinants of Health and Well-being. From Bhatia (2011)



On page 6 of his Guide for Practice, Bhatia provides a useful diagram documenting important milestones in the development of HIA. Readers are recommended to consult this diagram, as it gives them a quick overview of the field, including some seminal events.

While HIA is a constantly evolving field of study, elaborate and well-defined methodologies, methods and instruments exist (see for instance Mindell, Boltong and Forde, 2008[iii]). What they share with each other and with SIA methodologies is a systematic emphasis on evidence, baseline assessment, weighing of alternatives against each other and against

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

baseline scenarios, and the systematic incorporation of monitoring and analysis of actual effects, to build up ever more sophisticated understandings of complex causal relationships and networks.

A thorough analysis of costs, benefits and risks is of vital importance for responsible expenditure of all public funds, but especially in situations where funding streams are directed across very different economic, social and cultural contexts. Accordingly, the European Commission sets great store by Cost Benefit Analysis to offer guidance on project appraisals, as embodied in the regulations of the Structural Funds (SF), the Cohesion Fund (CF), and Instrument for Pre-Accession Assistance (IPA). More broadly, Cost Benefit Analysis should contribute to a shared European-wide evaluation culture in the field of project appraisal. The most recent edition of the EC's *Guide to Cost-Benefit Analysis* dates from 2014[iv].

Whatever specific type of impact analysis is being attempted, part of the complexity is that costs and benefits of interventions tend to vary wildly between different societal groups involved in or affected by the intervention. There are, in other words, usually multiple stakeholders, each with their own interests and value systems. This is especially true of age-friendly environments interventions, which tend to address a multitude of societal domains, and – in any case – are introduced into a complex physical and social environment. The emphasis in impact assessment tends to lie with the effects of interventions on citizens and on institutional public sector actors. An interesting, easy to read guidelines document detailing the perspective of industry on (in this case) socio-economic impact assessment was published by the World Business Council for Sustainable Development in 2013[v].

2.1. Why undertake a social-economic and environmental impact assessment?

Performing a social-economic and environmental impact assessment will help you:

- plan your initiative in such a way that it reaches the most positive impact for your city or region;
- guide investment;
- implement the most appropriate strategy, involving the right stakeholders at each stage;
- monitor and evaluate your initiative;
- build consensus about a vision and measure the impact of the implemented policies;
- track the progress and success of policy strategies and trace the impact of policies implemented in ageing cities over the long term;
- ensure consistency of policies and programmes, identify precise goals and guarantee that policy makers do not overlook avenues that are worth exploring.

2.2. Key terms

AFE-INNOVNET: Thematic Network on Innovation for Age-Friendly Environments
AFE: Age-Friendly Environments
LRA: Local and Regional Authorities
SEE-IT: Social, Economic and Environmental Impact Tool

ICTPSP
This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

3. Planning and executing the impact assessment

3.1. Stage 0: Is an impact assessment the way to go?

The first question to ask when thinking of an impact assessment is: is an impact assessment really the way to go?

Several factors influence the decision to perform an impact assessment. The questions below will help you determine if performing an impact assessment is the right thing for you.

- What is your aim?

Think about what you want to achieve with an impact assessment. Maybe you want to convince someone that the initiative is useful. Or you want to show investors what was achieved with their money. It might not be necessary to perform a full-blown impact assessment; depending on your aim it could be enough to provide a thorough description of the initiative or to show the theoretical background of the initiative. Keep in mind that an assessment can have different levels of evidence, depending on the methodology. Which level of evidence do you need to reach your goal? Is it enough to give first indications of effectiveness, or do you want to provide strong support for your initiative?

- What will you do with the outcome?

Are you willing to change or maybe stop your initiative if the results of your impact assessment do not turn out positive? Consider all the possible outcomes and think about the consequences of these outcomes. Only if you really want to know the outcome of the impact assessment, and are willing to draw concomitant conclusions from them, does it make sense to start with an impact assessment.

- How much time and resources are available?

It can be time-consuming and costly to show the effectiveness of your initiative. The available resources not only influence your decision whether or not to perform an impact assessment, but also which design and what data collection methods to employ. Overall it can be said that it will cost more time and money to show higher levels of evidence than to show lower levels of evidence. Likewise, desk research is cheaper than an experimental set-up.

- What will you in- and exclude in the impact assessment?

In an impact assessment you will never be able to include all the relevant variables. Think about whether an impact assessment is still useful if you only take certain factors into account. Which factors do you want to study? Does it make sense to study those factors in isolation or do you need to include others?

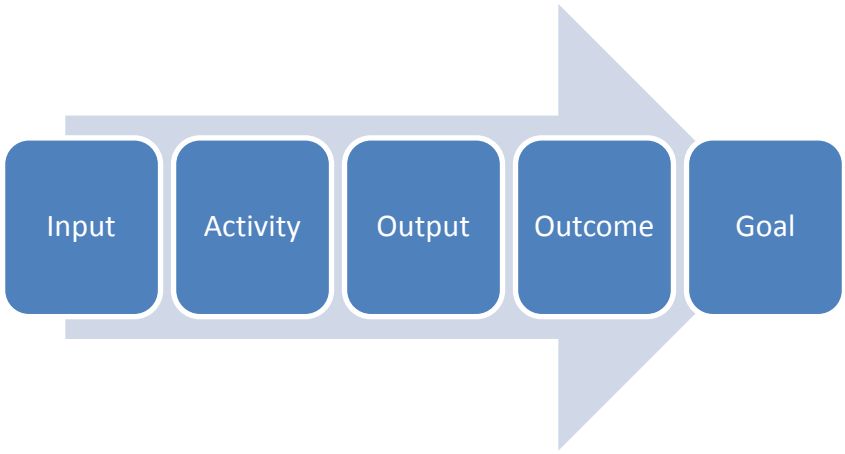
3.2. Stage 1: *Setting goals*

Setting up the outcomes model

An outcomes model is a visual representation of the goals, activities and outcomes related to the AFE initiative. Setting up the outcomes model will help you map all the important steps from where you are now to the outcomes you want to achieve.

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

Figure 2. Graphical representation of an outcomes model



In building the model, it is important to differentiate between **input**, **activity**, **output**, **outcome** and **goal**.

Input: refers to the financial, human, and material resources that are used for performing activities;

Activity: the execution of actions. What exactly is done that will bring about change?

Output: the immediate results of the actions;

Outcome: the effects of the outputs; what changes occurred because of the output?

Goal: the long-term final outcomes that is intended with the AFE initiative.

When setting up the outcomes mode, the first step is to include stakeholders. This ensures comprehension and buy-in by the different parties involved. Stakeholders include, but are not limited to, end-users, policy makers, community members, urban planners, advocacy groups and architects. Consultations with stakeholders may take the form of one or more workshops.

One way to structure the workshops is by filling out the Business Model Canvas together (see Figure 3; http://www.businessmodelgeneration.com). This tool helps to think about the value proposition of the initiative and can structure the dialogue between stakeholders on how you want to reach what for whom.

Topics of the workshops should include:

1. **The outcomes: What goals are we trying to achieve?**

In the Business Model Canvas, this is called *value proposition*. What benefits does the initiative offer? Think about societal and economic benefits.

2. **The activities: How do we reach those goals?**

Which *key activities* do you undertake to reach the societal and economic benefits? What is the core of your AFE initiative? Think about how performing these activities contributes to the value proposition.

3. **The beneficiaries: Who are involved?**

The *customers*. Think about who will benefit from your initiative and about who you want to convince with your impact assessment (refer back to stage 0: why do you want to undertake an impact assessment?). Are you limiting damages for someone or are you creating value?

ICTPSP

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

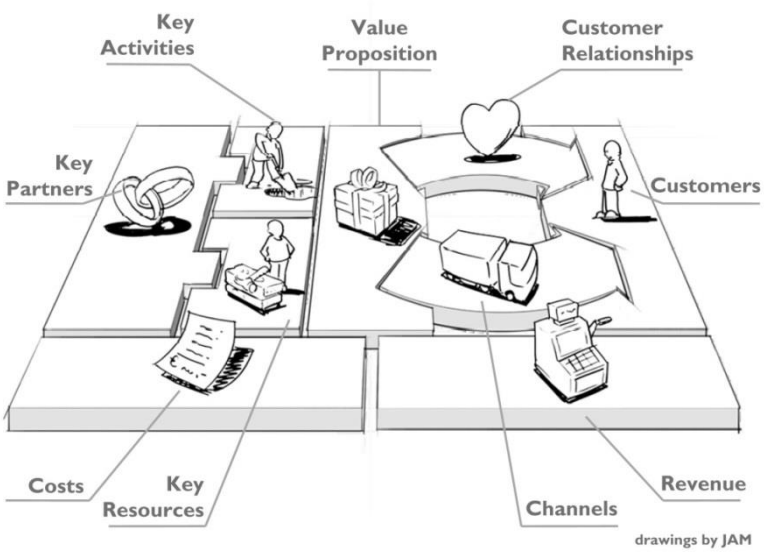


Figure 3. Business Model Canvas (Osterwalder & Pigneur, 2010[vi])

3.3. Stage 2: *Defining indicators*

Once you have defined the outcomes model, the next step is to come up with indicators that show the benefits of your initiative.

Indicators are specific, observable and measurable characteristics that can be used to show changes or progress.

Both **process** and **outcome indicators** might be relevant: process indicators show how well you are performing the activities, whereas outcome indicators show how well you are achieving your goals.

The document "Best practice guidelines for mental health promotion programs: Older adults 55+" from the Centre for Addiction and Mental Health in Canada[vii] provides examples of the two types of indicators:

Examples of process indicators include:

- number of people who attended your training session
- number of times you contacted the housing authority about increasing the heat for senior tenants
- number and variety of people who have become leaders in running social programs in a nursing home
- number of meetings held to develop a nutrition policy and who attended
- participants' satisfaction rating of your training session.

This project is funded under the ICT Policy Support Programme (ICT PSP),
grant agreement n°620978

The examples in the table below show outcome indicators:

Intervention type	Possible outcome indicator
Changing a risk factor	Percentage of adults 55+ reported abused or neglected Percentage of adults 55+ reporting loneliness
Changing a determinant of health	Percentage of housing for seniors rated above good/standard/substandard/ poor condition Percentage of adults 55+ living in homes that are heated adequately (specify temperature) all year
Intervening in multiple settings	List of essential services within walking distance that adults 55+ use
Building relationships	Percentage of adults 55+ who report that they are satisfied with the relationships they have with professionals, family and friends
Building skills	Percentage of adults 75+ who report being able to shop, cook and clean for themselves
Policy change	List of policies introduced at the municipal level that enable adults 55+ to live at home in the community
Overall change in mental health	Scores on self-perceived health and happiness Percentage of adults 55+ reporting good to excellent self-esteem or well-being

3.4. Stage 3: *Choose a data collection method*

After deciding on the indicators, the next step is to choose the way you will gather information. It is advisable to use a mix of data collection methods, as this will help the credibility of the impact assessment.

Examples of data collection methods are:

Questionnaires: fixed (and usually scientifically validated) questionnaires are given to the participants at several time points. Usually the questionnaires are administered before and after the initiative (pre- and post-test design), but they can additionally be given during the initiative and sometimes a while after the initiative has ended (follow-up). While it is not impossible to design your own questionnaire, it is generally best to use an already-existing, tested questionnaire – especially if you have limited experience with designing questionnaires. An example of an existing questionnaire is the Short Form (36) Health Survey (SF-36): this self-report measures eight health concepts.

Interviews: interviews are used to gather qualitative data. They can be structured (all respondents are presented with exactly the same questions in the same order), semi-structured (interview has a framework of themes, but is open) or unstructured (no prearrangement of questions).

Focus groups: a focus group is an interview conducted with a small group of people (usually around 7). Discussion is often open and free-flowing, with a facilitator guiding the process and taking notes.

Case reviews: refers to a discussion of a case or several cases. Together with relevant stakeholders it is discussed how the cases were handled to determine lessons learned as well as best practices.

ICTPSP

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

Observations: a researcher watches behaviours or events, either live or recorded. Observations can be overt (subjects know they are being watched) or covert (they don't know). Examples are counting the number of patients waiting at a doctor's office at a specific time, or the interaction between a mother and her child.

Physical measurements: physical measurements provide objective information on aspects of the state of the world. Examples are measurements of humans (blood pressure, weight, physical activity), but they can also be measurements of environmental factors (e.g. carbon dioxide).

Existing documents and data: using data from existing documents is also called desk research or secondary research. You will not collect new data yourself, but use the information that other people have already collected. Examples of existing data are the political, socio-economic or health profile of a region and programme monitoring data.

Have a look at: http://betterevaluation.org/plan/describe/collect_retrieve_data for more inspiration on data collection methods. Looking beyond the policy domain AFE, UNICEF has published a good guidance document (Methodological Brief Impact Evaluation No. 10 of UNICEF) which you may find useful[viii].

3.5. Stage 4: *Collecting the data*

The next step is to collect the data. Before you start, it is important to consider from whom data will be collected. The population of interest is the group you want to sample from, for example: citizens aged 80 and over, living in a specific town. The next step is to think of a sampling technique: the method you will use to select individuals from that population of interest. Sampling is used because you often cannot ask everyone in the population of interest, due to restraints in time and resources. As you aim to draw conclusions about the entire population, it is essential to think carefully about sampling and to make your sampling strategy explicit.

Generally, two sampling techniques can be distinguished:

1. Probability sampling

In a probability sample, every individual in the population has a chance of being selected and a random selection is applied. For example: all senior citizens are identified and a list is made where all the individuals are assigned a number. A random number generator then selects the desired number of participants.

2. Non-probability sampling

Non-probability sampling is not a random process, but rather allows the researcher to decide who to sample.

Different methods of non-probability sampling include snowball sampling (asking individuals in the population to identify other individuals), convenience sampling (collect data from individuals that are easy to access) and purposive sampling (the researcher chooses who to include, based on certain characteristics).

During data collection you need to monitor dropouts and non-response, as these can influence the generalizability of your results (bias). Make an effort to prevent dropout and non-response and make sure you write the numbers in your final report.

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

3.6. Stage 5: Data analysis and monetizing costs and benefits

When monetizing costs and benefits, the costs will often seem the easy bit. Generally, you will have a fairly good idea of the direct project costs associated with the intervention. Nevertheless, there are a few key issues you need to keep in mind if you want to be sure of taking on board all relevant costs.

- Your direct project costs are mostly one-off, or at least temporary. But in addition, you must calculate in the expected structural costs of the intervention you are studying. The intended effect of an intervention may be to cause a permanent change in the way people behave, or the way certain types of service provision are organized. The day-to-day cost structure associated with this changed state of affairs must be calculated into your analysis.
- To get a clear view of whether the intervention you are studying is a desirable alternative, you will need to look at the expected costs if the intervention is not implemented (cost of doing nothing). These costs, too, will generally be structural rather than one-off.
- Most projects involve multiple stakeholders. To properly understand the expected and/or actual dynamics of the project implementation, you must make sure that you identify costs for each stakeholder individually.
- While determining costs is comparatively easy, there are limitations even here. How, for instance, do you put a value on the time spent by a person not in paid employment?

A common characteristic in the various types of impact assessment is that they try to assess and express the effects of interventions in financial terms. The social, environmental and/or health impacts are expressed as net additions to or deductions from the economic system in question. An example of this that is much in the media currently is in pharmacy and complex medical treatments, where decisions to include these as part of the general health care package available to citizens are based on comparing their cost against the expected gain in duration and quality of life. In this comparison, duration and quality of life are assigned a financial value.

Monetization of benefits is generally useful for policy makers who have to decide between multiple policy alternatives. In these cases, it is relevant not only to determine the magnitude of costs and benefits, but also their location in time. The method commonly used for this is Net Present Value (NPV) calculation. In this calculation, expected costs and benefits are plotted in time, and their value is determined in today's terms using discount rates appropriate for the project, such as inflation and the required annual return on investment of any private partners in the project. The effect of using this method will generally be that benefits further away in time are valued lower.

Monetization of benefits is the third step in a three-step process.

1 Identification of effects
2 Quantification of effects
3 Monetization of benefits

Not all effects lend themselves to quantification equally well. This depends, for instance, on the temporal and/or causal distance between intervention and occurrence of the effect(s). Effects in the social domain are particularly hard to quantify, because social domain interventions often aim to avoid the occurrence of particular problems, rather than strive for particular positively formulated events.

ICTPSP

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

If quantification of effects is possible, there are multiple ways to then try and monetize the attendant benefits. Three basic approaches are known from cost-benefit analysis.

1 Observed preferences
2 Stated preferences
3 Estimated costs of mitigation

Observed preferences use observations of real market behaviour with attendant prices. This information is then used to estimates prices for products that are not traded through markets. In this way we get what are called implicit prices for goods and products that have no discrete market value (for example, accessibility). This is also known as the **hedonistic pricing method**

A well-known example of the hedonistic pricing method is in determining the monetary value of neighbourhood safety and security on the basis of recorded valuation of comparable houses, given that – other things being equal – citizens are willing to pay more for a property in a safer neighbourhood.

To estimate monetary values on the basis of **stated preferences**, two main alternative methods are described in the literature: the contingent valuation method and the conjoint analysis. When using the contingent valuation method, you as a researcher ask a group of respondents directly (through some sort of survey) how much they would be willing to pay for the benefit of a positive effect, or the avoidance of a negative effect. Results from this method must be treated with caution, since in many cases stated willingness to pay does not match actual willingness to pay. The conjoint analysis is a more sophisticated method, in which respondents are asked to indicate and rank their preferences for different combinations of goods and/or services. If properly set-up, the data thus collected will allow the researcher to infer what value respondents attach to individual aspects or attributes of these goods and/or services.

Estimated costs of mitigation based calculation tries to establish the value of effects through estimation of the cost of mitigation of harmful effects expected if the intervention is not implemented. This method is particularly relevant to many age-friendly environment initiatives. Think for instance of the likely costs of formal social and health care.

It will be obvious from the above that in many cases it will be difficult or even impossible to assess monetary values of effects with any degree of accuracy. This is the more so as, in most realistic assessments, you as a researcher will be looking at the out**puts** rather than the out**comes** of interventions, while benefits are generally linked to out**comes**.

Even while it will often not be possible to quantify and monetize effects properly or at all, it is still useful to follow the logic of the three step approach of identification, quantification and monetization of effects. At the very least it will give you an idea of what you may be looking for in follow-up analyses and monitoring exercises; and it will give policy makers and stakeholders at least a rough notion of the sort of measurable effects interventions are going to produce for them.

After the data is collected, the data analysis can start. Data analysis can be seen as the process of looking for patterns in the data.

ICTPSP

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

1. Quantitative analysis

Quantitative data can be analysed in several ways. The simplest option is to describe **frequencies** (how often an event occurred, e.g. how many citizens rate the neighbourhood as safe). **Cross-tabulations** are more advanced frequency descriptions: they show the frequency of two variables occurring at the same time (e.g. gender and income; the number of males in a specific area that earn more than €30.000 a year). The best way to show cross-tabulations is in a table.

A more advanced statistical analysis is the calculation of a **correlation** (show how strong two variables are related). For example: a correlation between the quality of outdoor spaces (measured by expert scoring) and quality of social interaction in the neighbourhood (measured using a survey among community members). For more information about other, more advanced, statistical tests see for example the book "An introduction to statistical methods and data analysis" by Ott and Longnecker (2010)[ix].

2. Qualitative analysis

The easiest way to analyse qualitative data is to start with the research question and look for similarities and differences in the answers. This can also be done in a more structured way using content analysis (categories and coding rules are constructed and the text is analysed using this systematic 'coding agenda'). There is a broad range of specific software around that can assist with this analysis, including public domain software.

3.7. Stage 6: *Presenting the results*

After the analysis, it is time for you to write down the results. The basis for recording your results is a research report. This should consist of the following topics.

1. Introduction: describe the objective and the rationale of the impact assessment, and review any relevant previous work.

2. Method: describe how the data was collected and analysed. Information on dropout and non-response should also be mentioned here.

3. Results: in this section you display the results, without any interpretation. Tables and graphs might help to show the results.

4. Discussion and conclusion: in this final section you interpret the results. Compare the results to other studies and discuss the implications. The shortcomings of the study should also be mentioned here. End with a clear conclusion.

Your research report will be the complete reference document. However, don't make the mistake of thinking that your research report is also your message to stakeholders. In fact, sad though it is, few people other than your direct colleagues and fellow researchers will

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

ever read your full report. At the very least, to get your message across you will need to produce a management summary. This is the most that politicians, senior management and journalists are likely to read. It should be no more than a page long, and contain all the key messages that you want to get across. Writing a good management summary is difficult and takes time. Don't rush it! If you are working in a municipal organisation, try to get help from the communications department. They will often have text writers or specialized copy editors available who can help tailor and fine-tune your management summary.

Your communications department (if you have one) may also be able to help you identify and use other ways to get your message across. For communication of information to non-specialist audiences, using a Powerpoint or other presentation format is often a better bet, forcing you (among other things) to present your findings in a concise and visually attractive way. Other channels you may use to get your message across are posts and news items on your website, video messages, any social media communication channels that you and/or your organisation use professionally, and so on. When you move on to "media" proper (such as press releases, news sites, newspapers, TV and radio et cetera), it is always advisable to let your communications department take the lead if you have one, or to get professional advice if you don't.

Many researchers are tempted to go into details on the process and difficulties of their analysis. Remember that in most cases you will be communicating your results with the aim of influencing and persuading your audience! Your manager may need to be persuaded to release budget for follow-on monitoring; the city council may need to be persuaded to adopt the initiative into local health andsocial care policy, housing or employment policy, or other policy domains; care providers may need to be coaxed into different ways of working; and elder citizens may, for instance, need persuading that it is a good idea for them to sign up to electronic monitoring in their homes, join an online or physical community; and so on, and so on. This means in all cases that you will need to think carefully who you want to speak to, and about the effects you want to achieve with your message.

ICTPSP

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

4. References and further reading

4.1 References

[i] Bond, R.; Ferri, M.; van Staalduinen, W.; Garcés, J.; Hinkema, M. (2015). A protocol for European Regions, Local Authorities, and Communities – Social, Economic and Environmental Impact Tool (SEE-IT). D. 4.2.- Methodology and indicators for LRAs to assess socio-eco impact of investing in AFE development in coordination with WHO Europe technical work. AFE-Innovnet project.

[ii] Bhatia, R. (2011). Health Impact Assessment: A Guide for Practice. Oakland, CA: Human Impact Partners, 2011. Mr. Bhatia is quoting from WHO (World Health Organization). Closing the Gap in a Generation: Final Report from Commission on the Social Determinants of Health. Geneva: WHO (2008).

[iii] Mindell, J.S., Boltong, A., & Forde, I. (2008). A review of health impact assessment frameworks. Public Health, 122, 1177-1187.

[iv] European Commission Directorate-General for Regional and Urban Policy (2014). Guide to Cost-Benefit Analysis of Investment Projects: Economic appraisal tool for Cohesion Policy 2014-2020

[v] World Business Council for Sustainable Development (WBSCD; 2013): Measuring socio-economic impact – A guide for business.

[vi] Osterwalder, A., & Pigneur, Y. (2010). Business model generation: A handbook for visionaries, game changers, and challengers. Hoboken, NJ:L John Wiley And Sons Ltd

[vii] Centre for Addiction and Mental Health (2010). Best practice guidelines for mental health promotion programs: Older adults 55+.

[viii] Peersman, G. (2014) Overview: Data Collection and Analysis Methods in Impact Evaluation. Methodological Briefs Impact Evaluation N0. 10 UNICEF.

[ix] Ott, R.M., & Longnecker (2010). An introduction to statistical methods and data analysis (6th ed.). Belmont, California: Brooks/Cole.

4.2 Links to further reading

Below you will find information about and references to a short list of documents that you may want to have a look at and will help you get your bearing as you get to work doing impact assessment. This list is in no way a formal bibliography or structured reading list! Rather, it presents material that the authors have found useful in their own work and in compiling this practical guide.

URL-links have been provided to either each document directly, or to the website where it may be found. The authors have made every reasonable effort to ensure that no copyright infringements are constituted by providing these links. Most documents are easily accessible for anyone with access to Google or another search engine, and we do not expect that there will be any trouble using them for scientific and/or non-commercial purposes. However, if you want to copy, reuse, translate et cetera substantial portions of these documents, we

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

urgently advise to check the copyright notices contained in the documents to make sure. The fact that these documents are listed below should not be taken to imply such permission in any form.

In the on-line version of this document, available through the AFE-INNOVNET website, the list of further reading material will be periodically updated and expanded.

Rajiv Bhatia – Health Impact Assessment: A Guide for Practice

Bhatia, R. (2011). Health Impact Assessment: A Guide for Practice. Oakland, CA: Human Impact Partners, 2011.

Link: The guide is available through the website of Human Impact Partners, www.humanimpact.org. The publication may be used and reproduced without cost for any not-for-profit educational and scientific purposes. Any such use should include the copyright notice listed on page iii of the document.

This document provides an extensive overview covering background and all steps in the HIA process. Grounded in North American practice, but generic enough to be useful in other contexts.

The Human Impact Partners website provides access to a host of other resources and documents. See under "Human Impact Partners" below, but also do be sure to check out the site itself.

European Commission, DG REGIO – Guide to Cost-Benefit Analysis

European Commission, Directorate General for Regional and Urban Policy (2014). Guide to Cost-Benefit Analysis of Investment Projects – Economic appraisal tool for Cohesion Policy 2014-2020.

Link: http://ec.europa.eu/regional_policy/sources/docgener/studies/pdf/cba_guide.pdf

The use and reproduction of this document is authorized if the source is acknowledged. This document is an important reference for anyone evaluating projects which are (partly) financed through Cohesion Policy funding. Many of you working in the EU13 Member States of the European Union may find that this is the case for your project. The Guide makes for dense reading and may be overelaborate for your immediate needs, but is very thorough; and at the very least it will give you an idea what the European Commission is looking for in terms of social and economic effects of Cohesion Policy spending.

P. Harris et al – Health Impact Assessment: A Practical Guide.

Harris, P., Harris-Roxas, B., Harris, E., and Kemp, L. (2007). Health Impact Assesment: A Practical Guide. Sydney: Centre for Health Equity Training, Research and Evaluation (CHETRE). Part of the UNSW Research Centre for Primary Care and Equity, UNSW.

Link: the document is available through www.hiaconnect.edu.au. Useful and practical document for general reference and inspiration.

Human Impact Partners – A Health Impact Assessment Toolkit

Human Impact Partners (2011). A Health Impact Assessment Toolkit: A Handbook to Conducting HIA, 3rd Edition. Oakland, CA: Human Impact Partners. February 2011.

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

Link: the toolkit is available through the site of Human Impact Partners, www.humanimpact.org. Also check out the other materials available on this site. Please note that the toolkit is freely accessible, but that it may not be reproduced without written permission. Users interested in reproducing the *Toolkit* for educational, research, or practice purposes may contact Human Impact Partners for a royalty free license to reproduce.

Some elements of the toolkit are USA specific. It is however, very clear and quite comprehensive, and you should find plenty of material in it to help you along.

International Association for Impact Assessment – Social Impact Assessment

Vanclay, F., Esteves, A.M., Aucamp, I., Franks, D.M. (2015). Social Impact Assessment: Guidance for Assessing and managing the social impact of projects. International Association for Impact Assessment.

Link: the document is available through the IAIA website: www.iaia.org. You will find on this site a host of guidance documents and special publications.

The document listed here has a primary focus on large-scale infrastructure investment projects, but it is a very comprehensive introduction. It is also specifically aimed at, and takes on board the perspective of, a broad range of (potential) stakeholders.

InterAction – Four Guidance Notes on Impact Evaluation.

1: Rogers, P.J. and BetterEvaluation (2012). Introduction to Impact Evaluation. Impact Evaluation Notes No.1, March 2012.

Link: https://www.interaction.org/document/introduction-impact-evaluation

2: Perrin, B. (2012). Linking Monitoring and Evaluation to Impact Evaluation. Impact Evaluation Notes No.2, April 2012.

Link: https://www.interaction.org/document/guidance-note-2-linking-monitoring-and-evaluation-impact-evaluation

3: Bamberger, M. (2012). Introduction to Mixed Methods in Impact Evaluation. Impact Evaluation Notes No. 3, August 2012.

Link: https://www.interaction.org/document/guidance-note-3-introduction-mixed-methods-impact-evaluation

#4: Bonbright, D. (2012). Use of Impact Evaluation Results. Impact Evaluation Notes No. 4, November 2012.

Link: https://www.interaction.org/document/guidance-note-4-use-impact-evaluation-results

This series of four guidance documents was developed by InterAction with financial support from the Rockefeller Foundation. Each guidance notes is accompanied by 2 webinars (recordings accessible through the InterAction website). The guidance notes are primarily aimed at NGOs working internationally in aid and development, but they are very practical and easy to grasp. And we are sure you will find both the objectives (making a difference to the everyday quality of life of vulnerable people) and the circumstances described (lack of baseline data, limited resources, unpredictable and changing circumstances) will look strangely familiar…

J.B. Jacquet – A Short History of Social Impact Assessment

ICTPSP

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

Jacquet, J.B. (2014). A Short History of Social Impact Assessment. Department of Sociology and Rural Studies, South Dakota State University, 2014.

Link: document available through www.headwaterseconomics.org.

Accessible overview of the origins and background of environmental impact analysis and social impact analysis.

J.S. Mindell et al – A Review of Health Impact Assessment Frameworks

Mindell, J.S., Boltong, A., Forde, I.,. A Review of Health Impact Assessment Frameworks. 2008. Open access version of the article available from University College London, under UCL's Open Access Mandate, part of its Publications Policy 2012.

Link: http://discovery.ucl.ac.uk/5218/1/5218.pdf. You are advised to refer to UCL's Publication Policy 2012 for any conditions and/or restrictions on use of material.

Article primarily aimed at an academic audience, but a fairly clear and structured overview and comparative analysis of HIA approaches.

J.S. Mindell et al – Institutionalizing health impact assessment in London

Mindell, J.S., Bowen, C., Herriott, N., Findlay, G., Atkinson, S. (2010). Institutionalizing health impact assessment in London as a public health tool for increasing synergy between policies in other areas. 2010. Open access version of the article available from University College London, under UCL's Open Access Mandate, part of its Publications Policy 2012.

Link: http://discovery.ucl.ac.uk/99685/1/HIA_method_London_text_Postprint.pdf. You are advised to refer to UCL's Publication Policy 2012 for any conditions and/or restrictions on use of material.

SEE-IT Tool for Social, Economic and Environmental Impact Analysis

Bond, R.; Ferri, M.; van Staalduinen, W.; Garcés, J.; Hinkema, M. (2015). A protocol for European Regions, Local Authorities, and Communities – Social, Economic and Environmental Impact Tool (SEE-IT). D. 4.2.- Methodology and indicators for LRAs to assess socio-eco impact of investing in AFE development in coordination with WHO Europe technical work. AFE-Innovnet project.

Link: http://www.afeinnovnet.eu/sites/default/files/AFE-INNOVNET_D4.2_FINAL_0.pdf

For a brief description of the SEE-IT's relationship to this guide, see the introduction to this document.

UNICEF – Data Collection and Analysis Methods in Impact Evaluation

Peersman, G. (2014). Overview: Data Collection and Analysis Methods in Impact Evaluation. Methodological Briefs: Impact Evaluation 10. UNICEF Office of Research, Florence.

Link: UNICEF Methodological Briefs are available through the following link: http://www.unicef-irc.org/KM/IE. Please note that extracts from this publication may be freely reproduced with due acknowledgement. Permission to use large portions or the full publication should be sought beforehand from the Communication Unit at UNICEF Office of Research.

Document aimed at UNICEF's primary domain of concern, but provides a useful and generic overview.

ICTPSP

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978

World Business Council for Sustainable Development – Measuring Socio-economic impact

World Business Council for Sustainable Development (WBCSD) (2013). Measuring socio-economic impact. A WBCSD Guide for Business.

Link: http://www.wbcsd.org/Pages/EDocument/EDocumentDetails.aspx?ID=15357

Clear, concise guidance for non-specialists. Especially useful for spelling out the business (or more broadly speaking the private sector) perspective on impact and cost-benefit analyses.

WHO – Closing the Gap in a Generation

CSDH (2008). Closing the gap in a generation: health equity through action on the social determinants of health. Final Report of the Commission on Social Determinants of Health. Geneva, World Health Organisation.

Link: http://www.who.int/social_determinants/final_report/csdh_finalreport_2008.pdf.

A vital, and breakthrough, framework document.

This project is funded under the ICT Policy Support Programme (ICT PSP), grant agreement n°620978