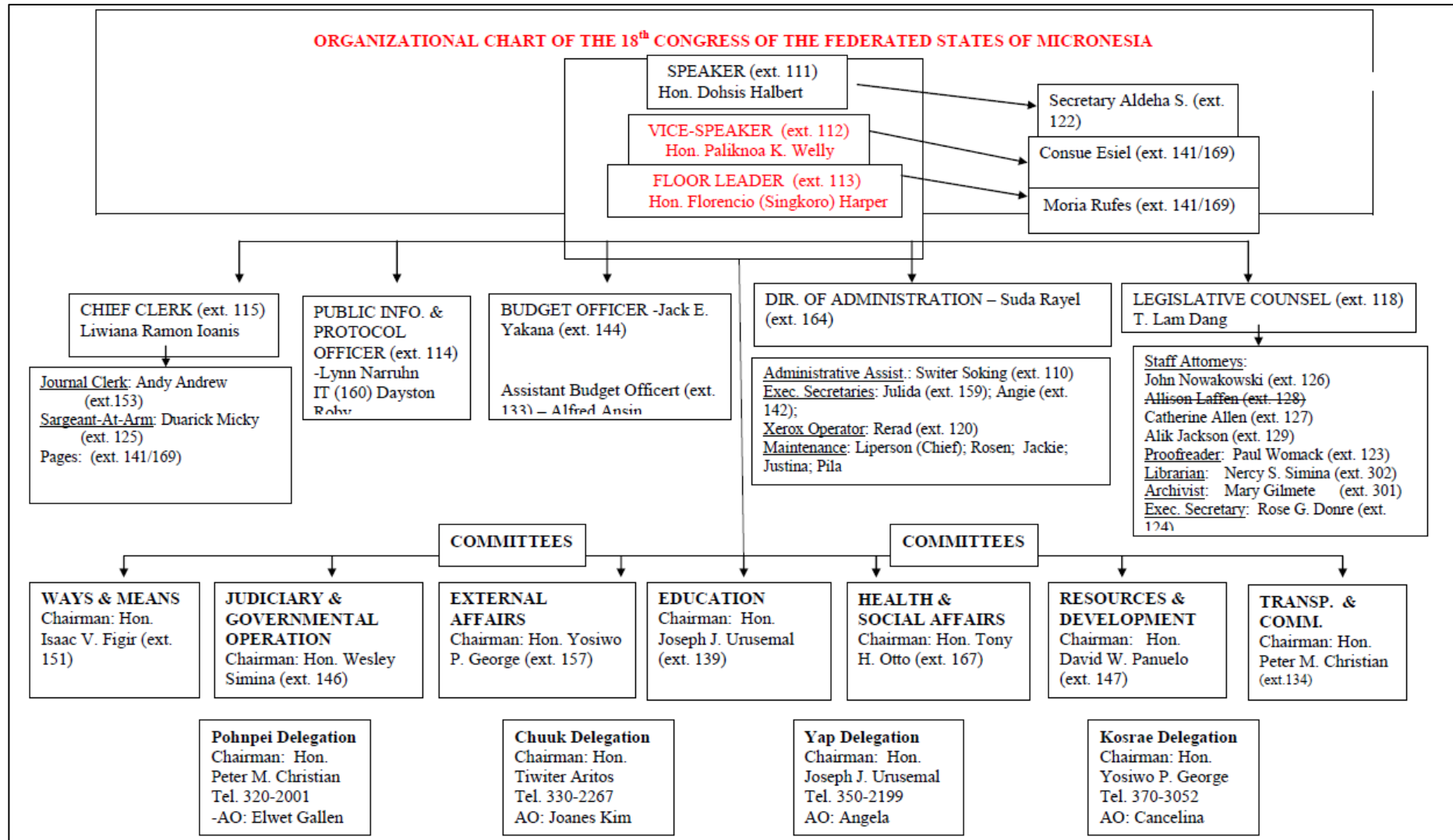
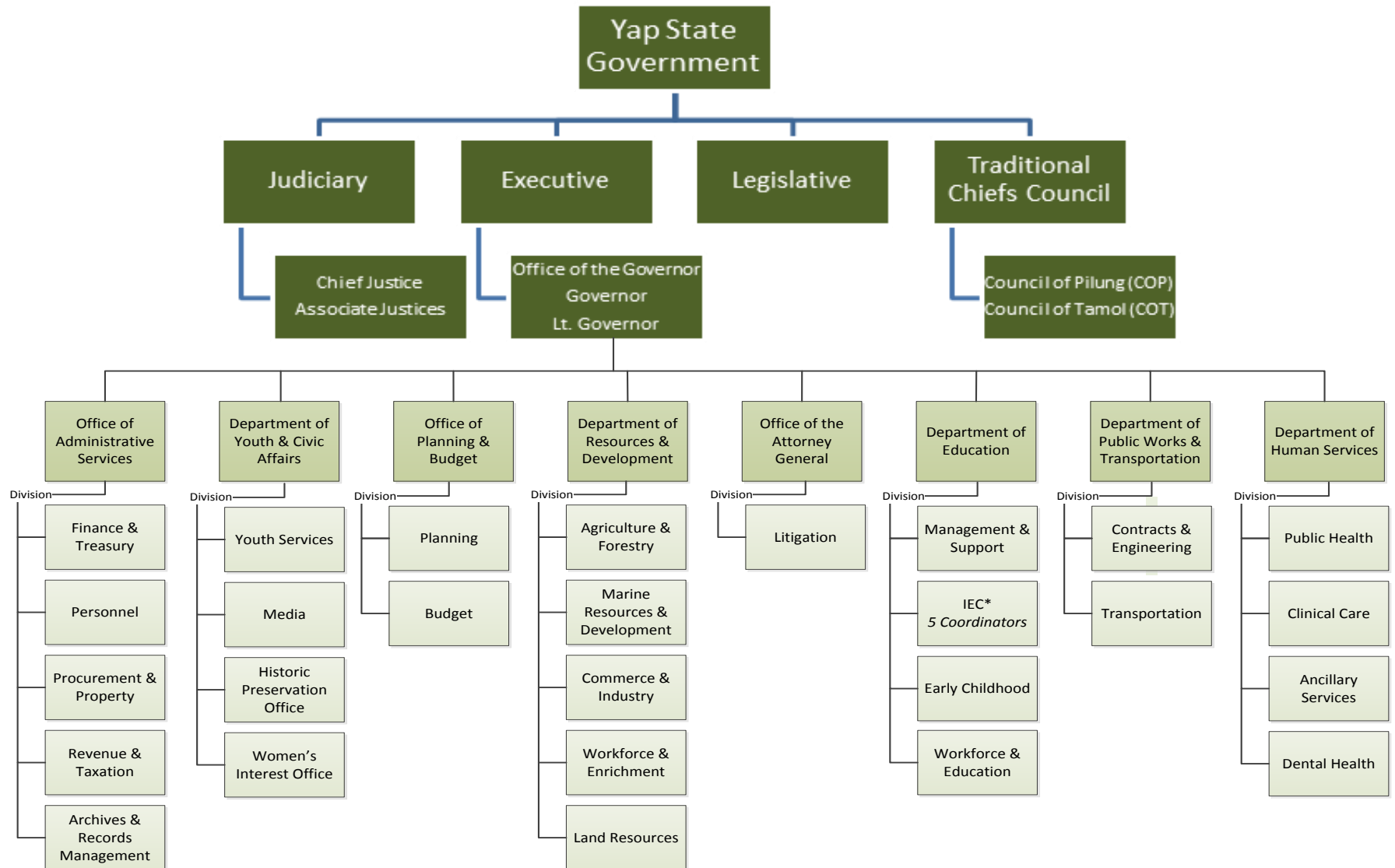


USAPI Political Organizational Charts

Federated States of Micronesia (FSM) National Political Structure: Legislative Branch

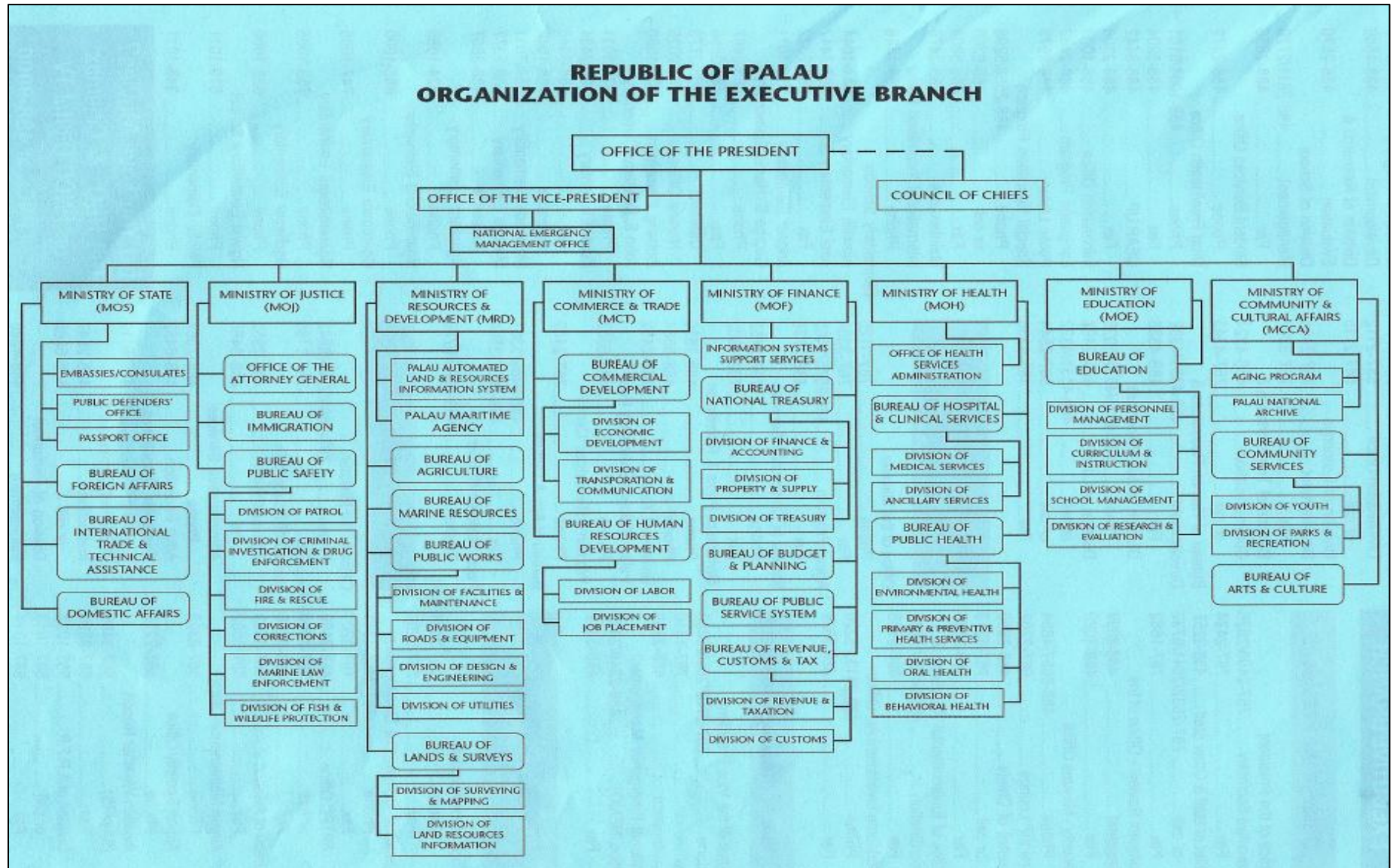


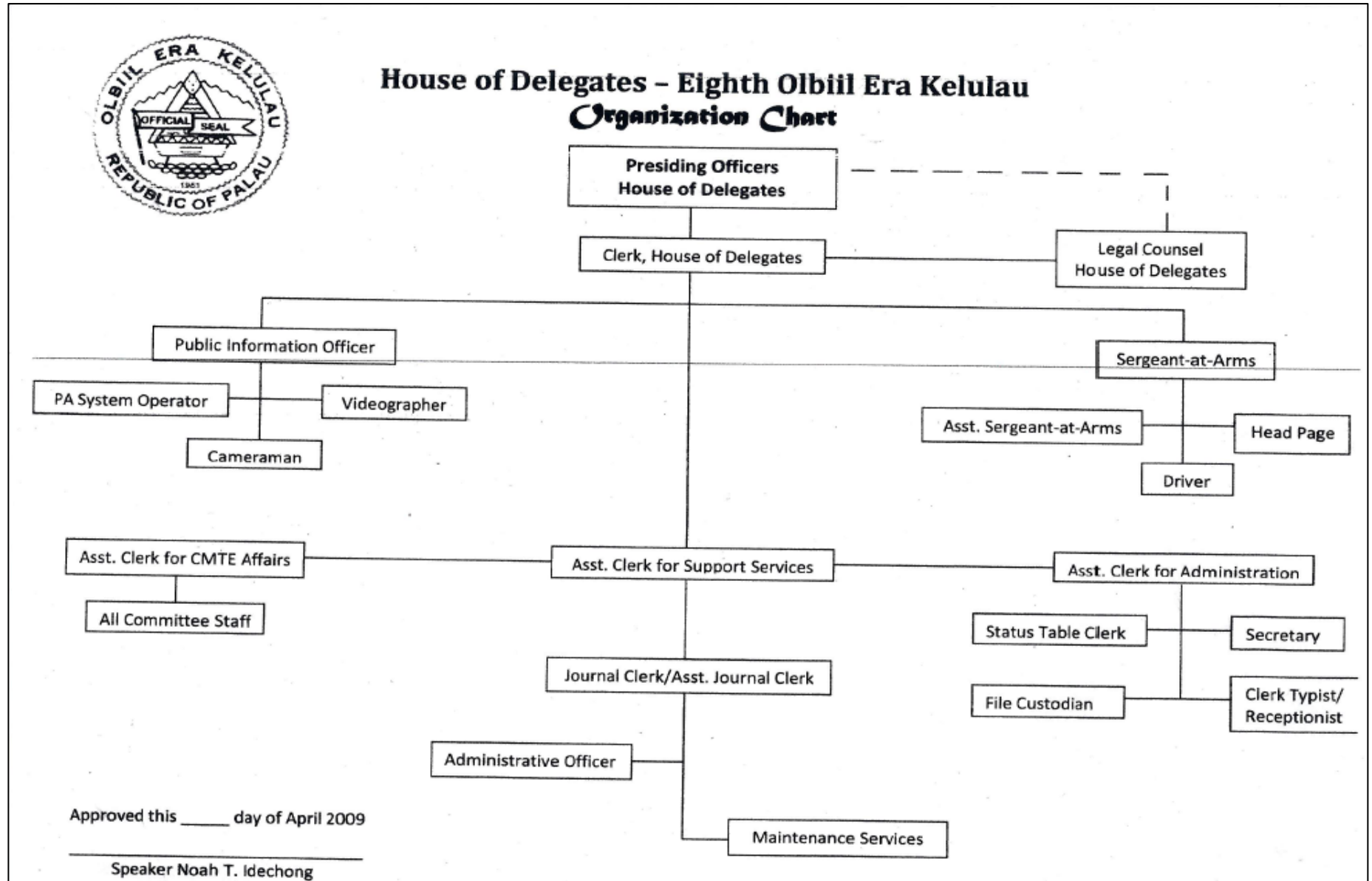
Federated States of Micronesia (FSM) Yap State Political Structure



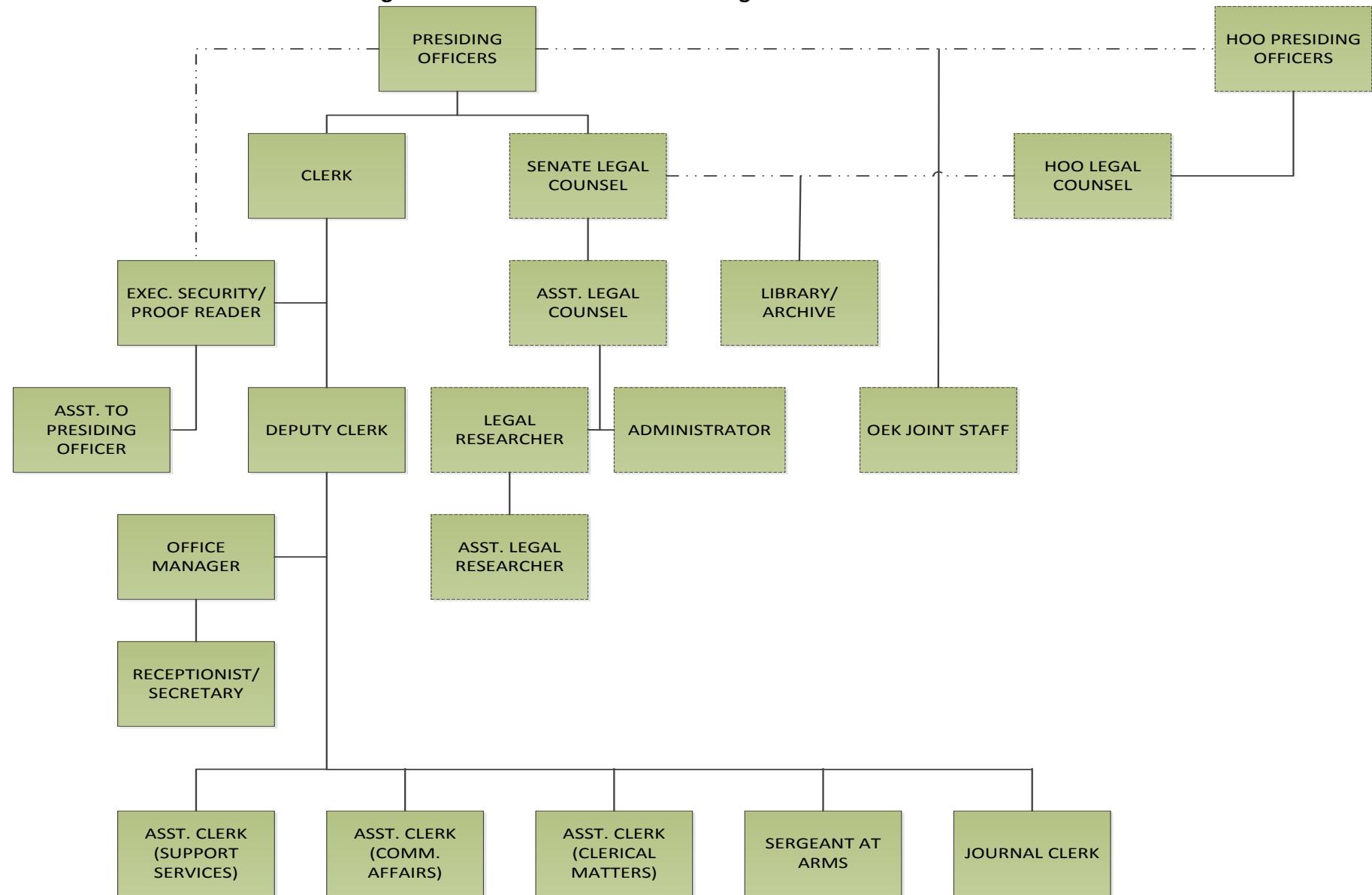
*IEC=Information, Education & Communication

Palau's National Political Structure: Executive Branch

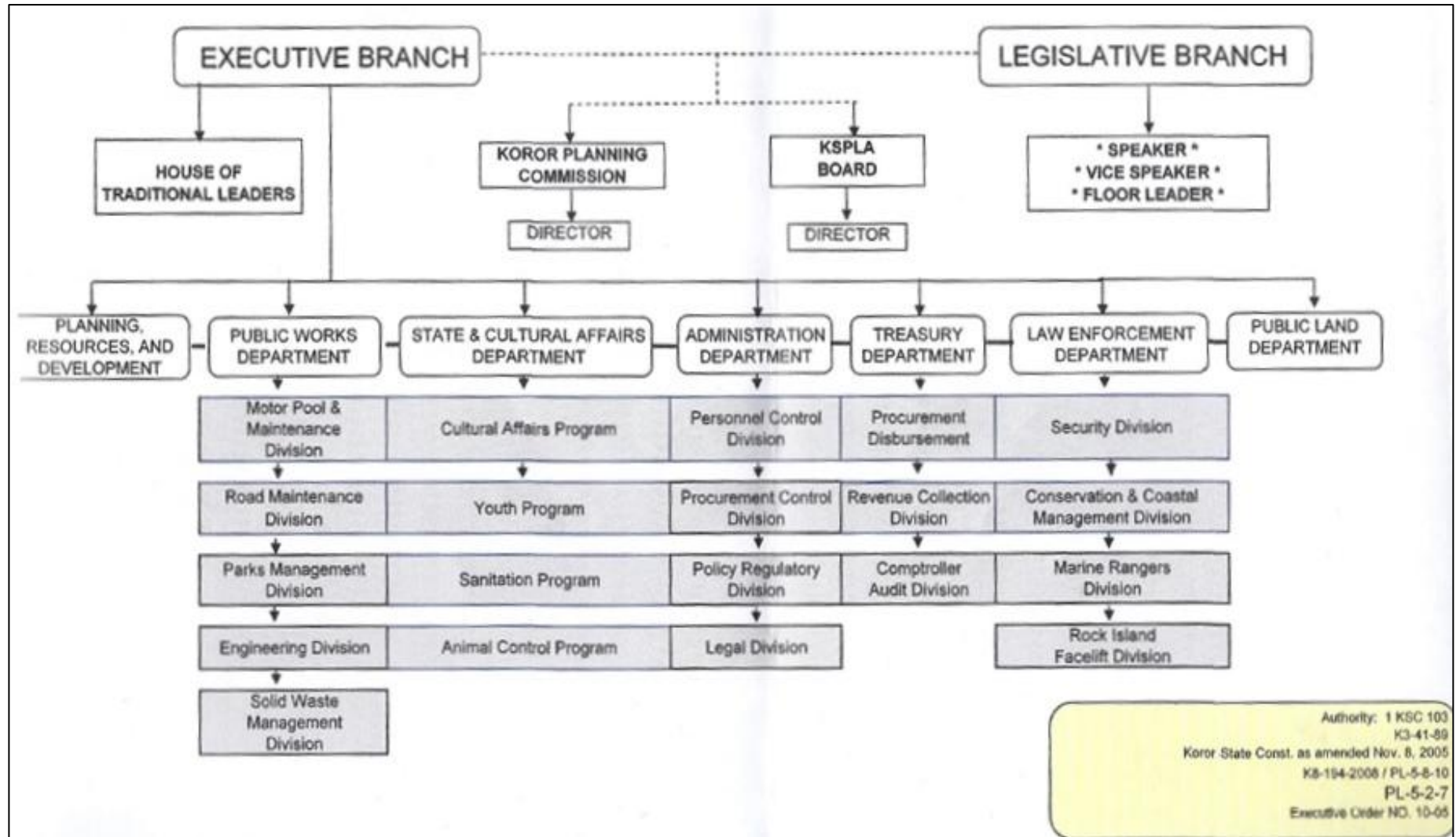




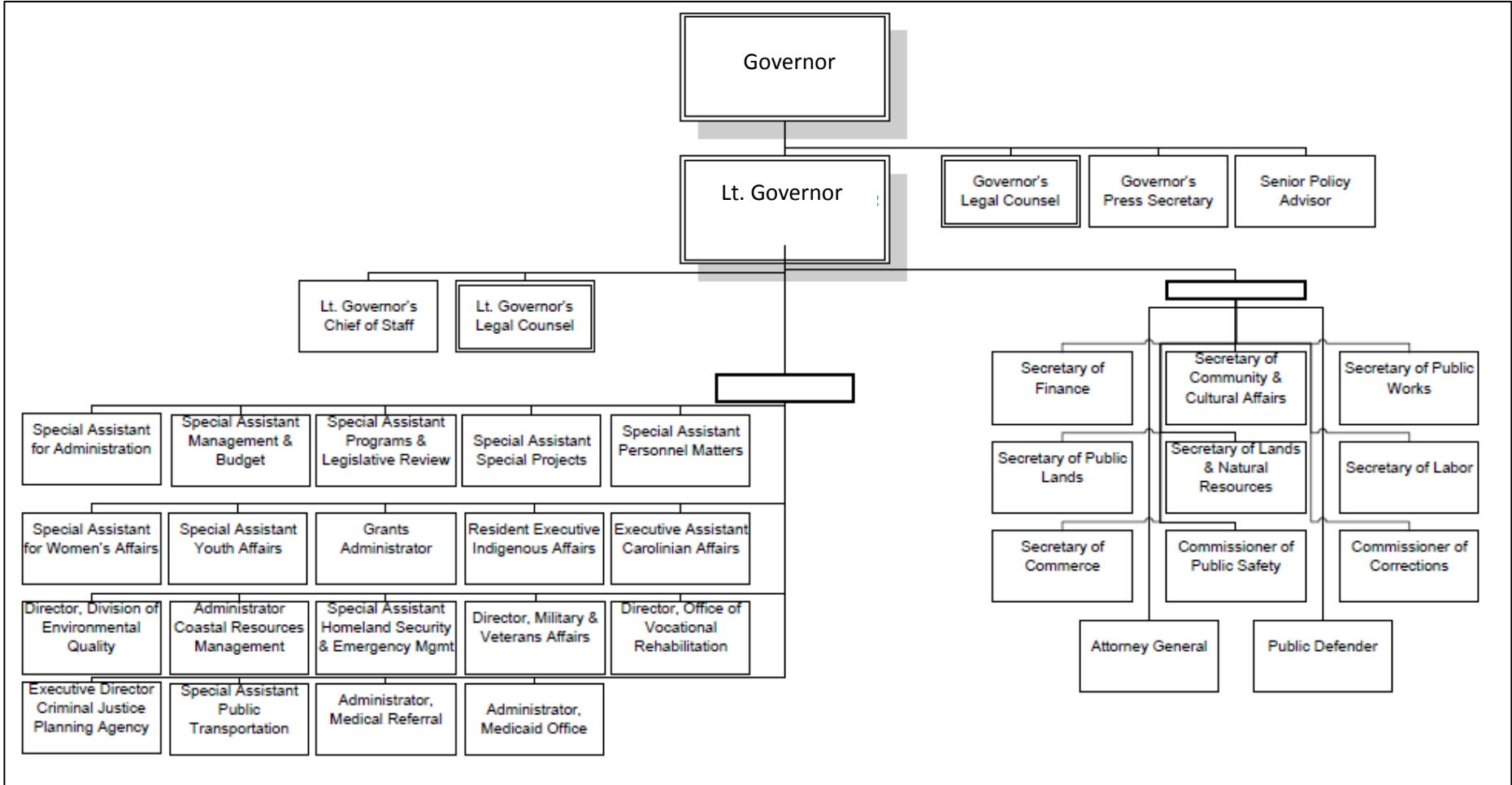
Palau’s National Political Structure: Legislative Branch - The House of Delegates



Palau Local Political Structure: Koror State

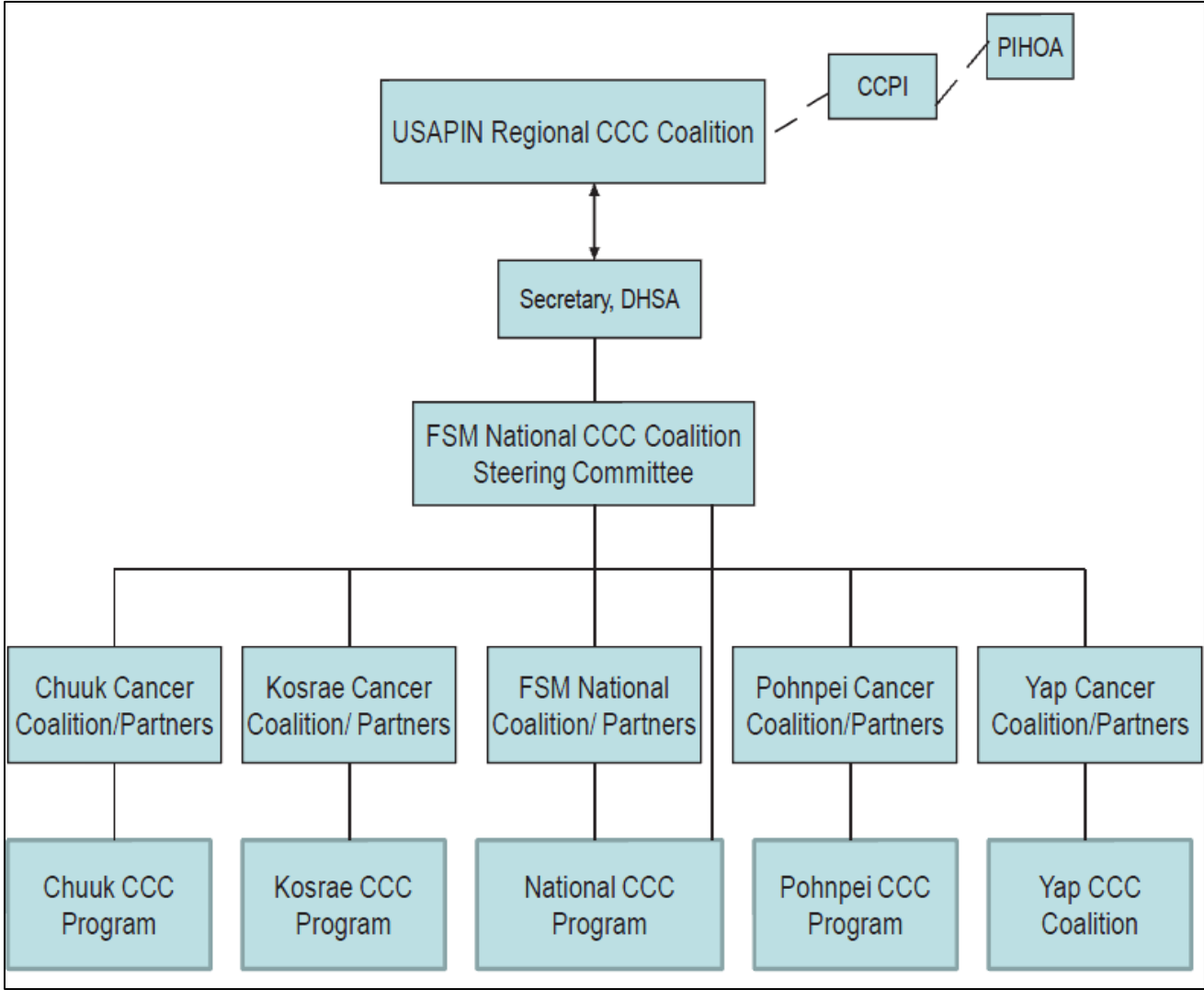


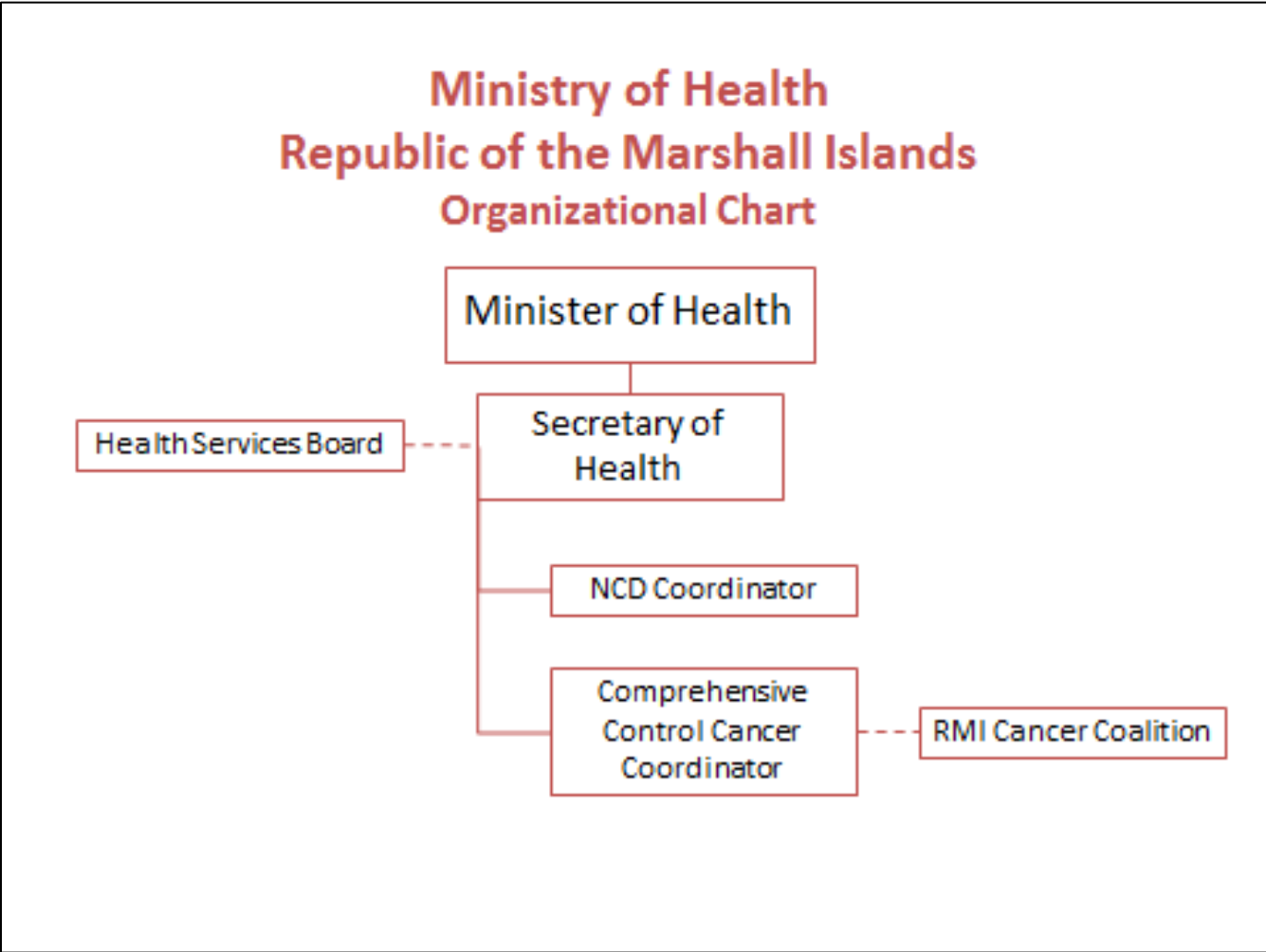
Commonwealth of the Northern Mariana Islands' National Political Structure: Executive Branch



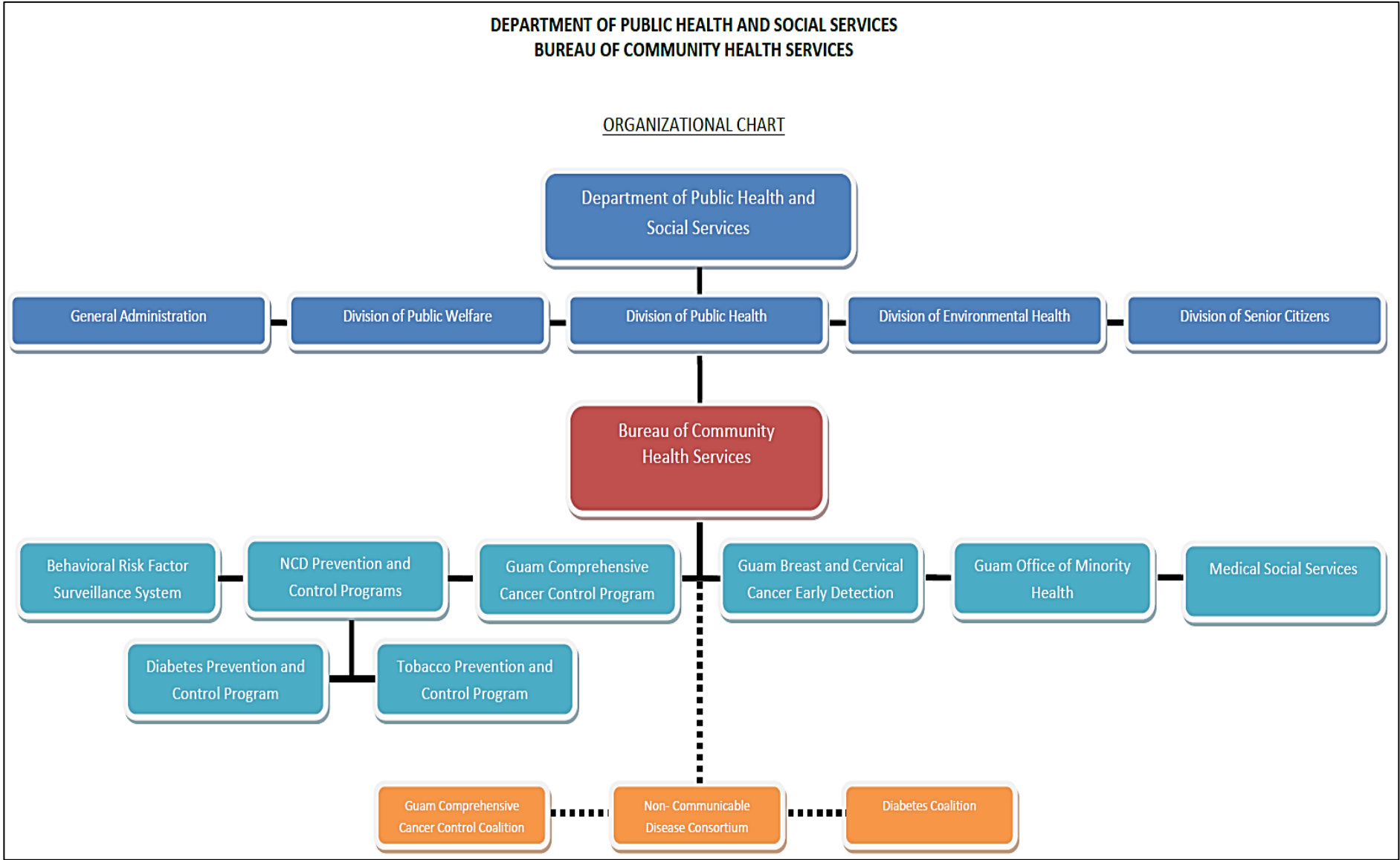
USAPI Departments of Health / Ministries of Health Organizational Structures

Federated States of Micronesia (FSM) National Division of Health

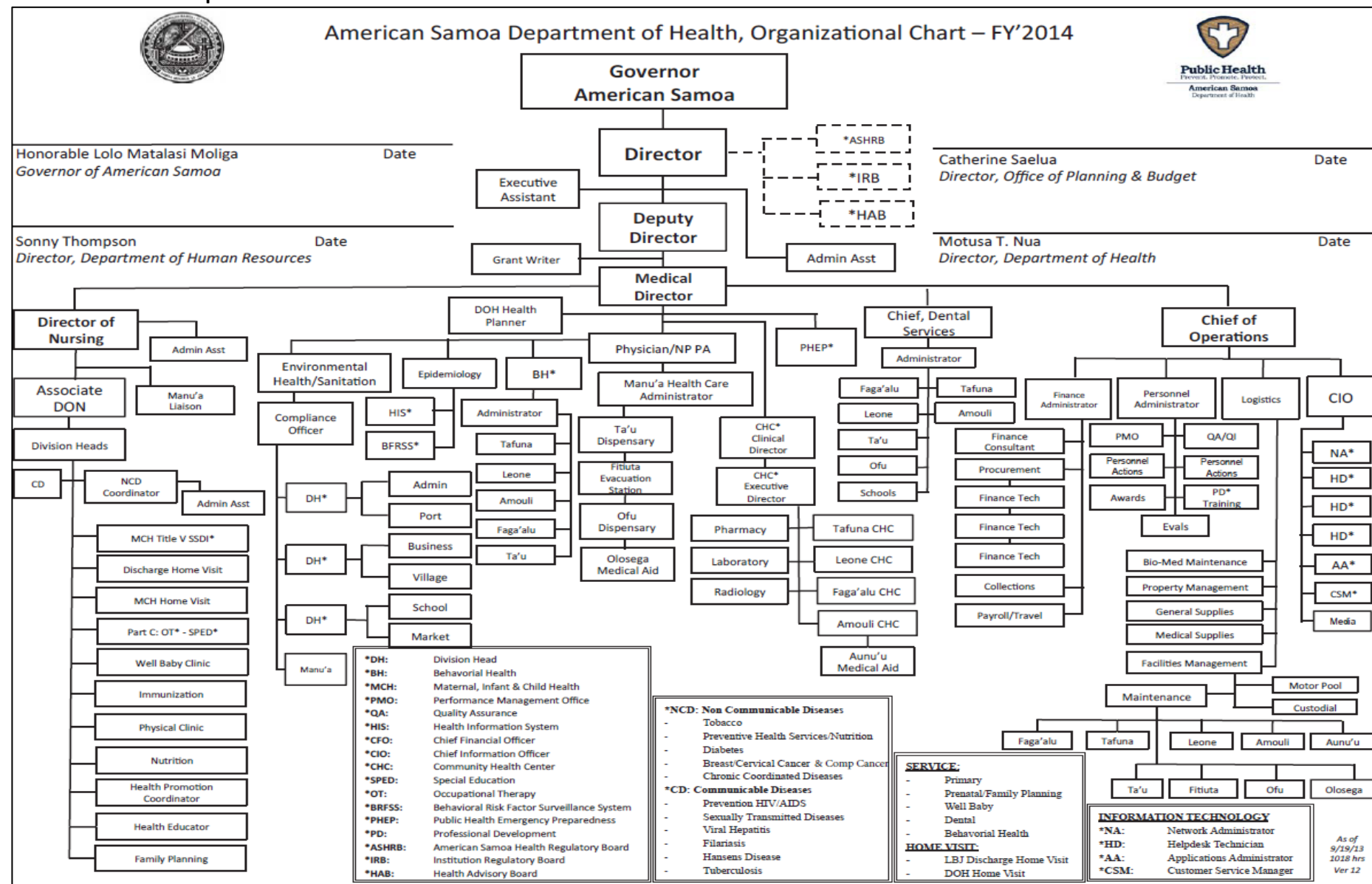




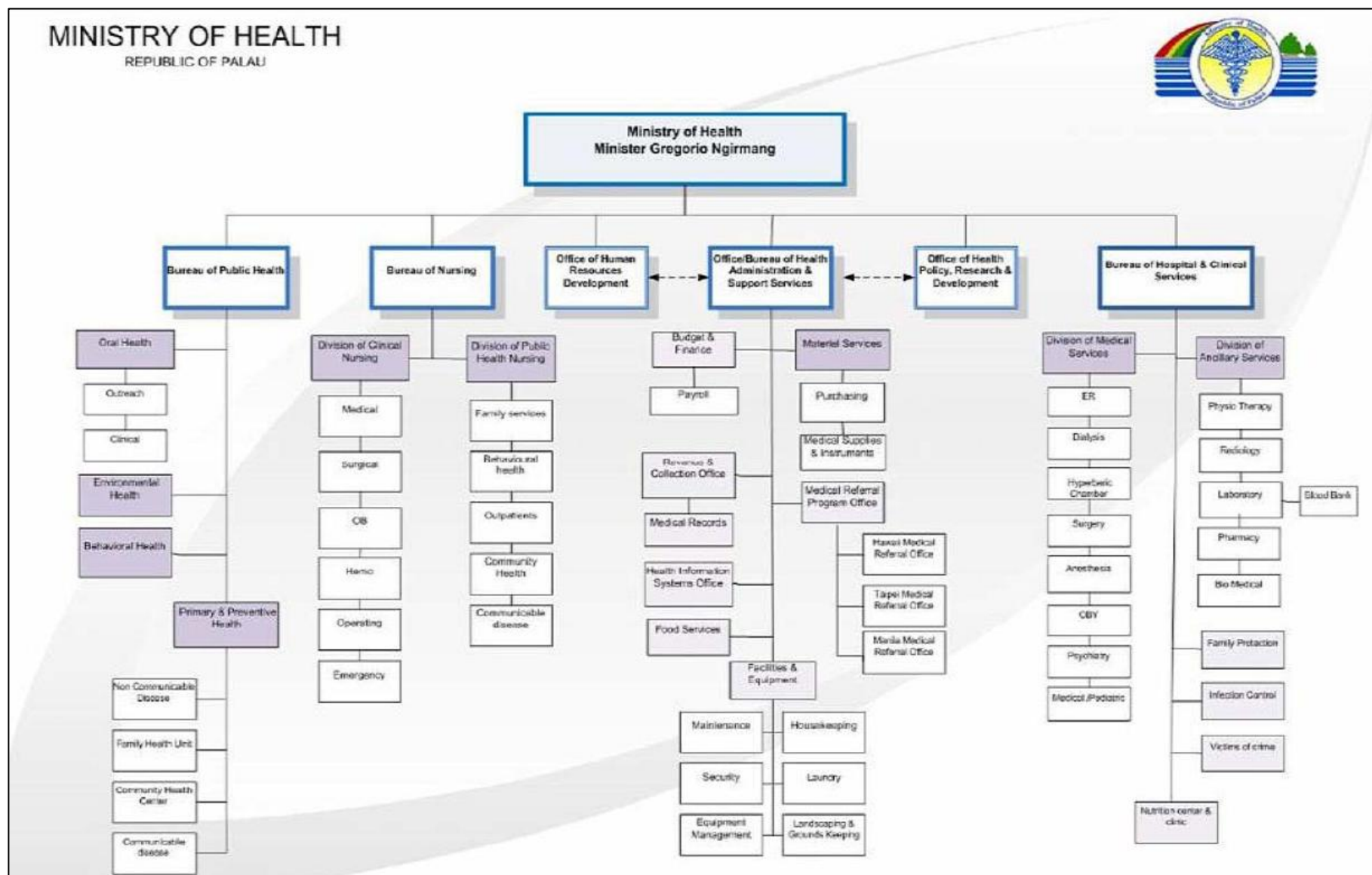
Guam’s Department of Public Health and Social Services



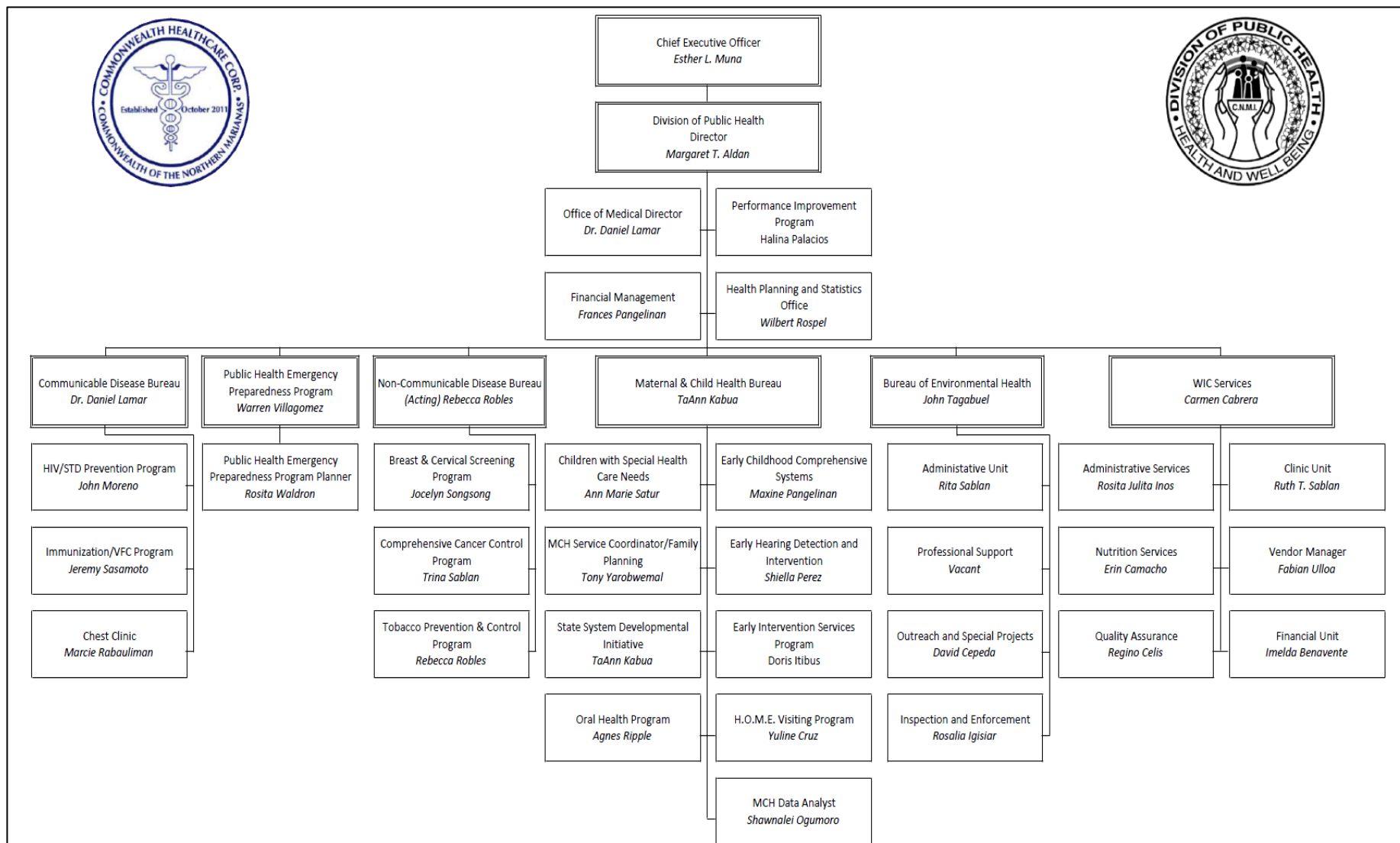
American Samoa's Department of Health



Palau's Ministry of Health



Commonwealth of the Northern Mariana Islands (CNMI) Department of Public Health



Sample of a National Holiday Calendar

THE 2013 HOLIDAYS OF GUAM

NEW YEAR'S DAY Tuesday, January 1, 2013

MARTIN LUTHER KING, JR., Monday, January 21, 2013

MEMORIAL DAY, Monday, May 27, 2013

INDEPENDENCE DAY, Thursday July 4, 2013

LIBERATION DAY, Monday, July 22, 2013

LABOR DAY, Monday, September 2, 2013

ALL SOULS' DAY, Friday, November 1, 2013

VETERANS' DAY, Monday, November 11, 2013

THANKSGIVING, Thursday, November 28, 2013

OUR LADY OF CAMARIN DAY, Monday, December 9, 2013

CHRISTMAS, Wednesday, December 25, 2013

Whenever a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday shall be a holiday. (Public Law 27-153)

The Martin Luther King, Jr. holiday was reinstated pursuant to Guam Public Law 29-66.

GLOSSARY

Governance	Government; exercise of authority; a method or system of government or management
Presidential	A system of government in which the powers of the president are constitutionally separate from those of the legislature
Hybrid	Semi-presidential/semi-parliamentary regimes; also known as <i>dual executives</i> ; a mix of a popularly elected and powerful presidency with a prime minister heading a cabinet (Duverger, 1980)
Bicameral	Having two branches, chambers, or houses, as a legislative body (i.e. a Legislative branch with a Senate and a House of Representatives)
Unicameral	Consisting of a single chamber, as a legislative assembly (i.e. Legislative branch composed with only Senators)
USAPIJ	United States Pacific Island Jurisdiction
FSM	Federated States of Micronesia
RMI	Republic of the Marshall Islands
CNMI	Commonwealth of the Northern Mariana Islands
Polities	A particular form or system of government
Stakeholders	A person or group that has an investment, share, or interest in something
“Small p” policies	Organizational guidelines, internal agency decisions or memoranda, or social norms guiding behaviors (Measuring the Impact of Public Health Policy , 2012)
“Big P” policies	Formal laws, rules, or regulations enacted by elected officials (Measuring the Impact of Public Health Policy , 2012)
Health Impact Assessment (HIA)	Health Impact Assessment may be defined as a combination of procedures, methods and tools that systematically judges the potential, and sometimes unintended, effects of a policy, plan, program or project on the health of a population and the distribution of those effects within the population. HIA identifies appropriate actions to manage those effects (adapted by IAIA from World Health Organization, 1999)

Additional Recommended Readings

- 📖 [Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement](#) (by California School Boards Association, 2009)
 - Pgs. 5-30: Outlines the foundations and keys to collaboration and explains the behaviors and attitudes that support collaboration
 - Pgs. 77-82: A Checklist for Starting a Collaborative
 - Pg. 94: The Seven Guiding Principles for Public Policy and Community Action
- 📖 [Comprehensive Cancer Control National Partnership](#) (CCCNP, 2013)
 - An online resource useful for coalitions, which includes existing tools, technical assistance presentations, guidelines, and more.
- 📖 [Developing Effective Coalitions: An Eight Step Guide \(by Prevention Institute\)](#)
 - [Pgs. 6-26: A guide for effective coalition produced by the Prevention Institute and specific to injury prevention coalitions, but can be applied to coalitions working on a variety of health related issues. Includes the 8 Steps to Effective Coalition Building.](#)
- 📖 [Embracing Emergence: How Collective Impact Addresses Complexity](#) (by John Kania & Mark Kramer, Stanford Social Innovation Review, 2013)
 - Pgs. 1-8: Outlines the 5 Conditions of Collective Impact in addressing social issues across different sectors in the community
- 📖 [Successful Collaboration and Consensus-building Processes](#)
 - Pg. 3: A table of spectrum of processes for collaboration and consensus-building in public decisions.
- 📖 [Intersectoral Action on Health: A path for policy-makers to implement effective and sustainable intersectoral action on health](#) (by WHO, 2011)
 - Pgs. 2-14: A discussion paper on WHO's recommendations to address specific NCD-related issues emphasizing the role of a wide range of players beyond the health sector as well as the steps to implement collaboration across different sectors in the community.
- 📖 [Combating Noncommunicable Diseases: Leadership agenda for action](#) (WHO)
 - Pgs. 1-2: A WHO produced document that outlines important roles of policy makers; includes core themes such as advancing multi-sectoral actions, growing national capacity and promote international cooperation and coordination.

ON POLICY:

- 📖 [Pacific 2020 Background Paper: Political Governance](#) (by Commonwealth of Australia)
 - Pgs. 8-10: A background paper that discusses the causes of poor political governance in the Pacific.
- 📖 [Aboriginal Cultural Respect-Implementation Framework](#) (Western Australia's DOH)
 - Pgs. 2-4: A framework that takes into account the cultural partnership and understanding of the Aboriginals in Australia when providing services and community programs.
- 📖 [Technical Manual on Tax Administration](#) (WHO)
 - A manual released by WHO that covers tobacco tax administration.
- 📖 [The Challenge of Assessing Policy and Advocacy Activities: Strategies for a Prospective Evaluation Approach](#) (by The California Endowment, 2006)
 - Pgs. 12: The Guiding Principles for Policy Change Evaluation
 - Pgs. 37-39: A toolkit specific for the grantee and funders; summarizes the role of foundations and grantors in policy change
- 📖 [How to Create and Implement Healthy General Plans \(by ChangeLab Solutions, 2012\)](#)
 - [The complete toolkit for a healthy community transformation produced by ChangeLab Solutions.](#)
- 📖 [Cultural Respect Framework's Attachment 1: Planning Guidelines](#) (by Australian Health Ministers' Advisory Council, 2004)
 - Pgs. 19-20: Covers the importance of incorporating the cultural respect framework in the making policies, especially in the health sector; made specifically for Aboriginals and Torres Strait Islanders , with huge potential for adaptation in the USAPI
- 📖 [Women in Politics](#) (by Inter-Parliamentary Union, 2013)
 - Pg. 6: Lists 189 countries classified by descending order of the percentage of women in the lower or single house; a comparative date on the world and regional averages

ON COMMUNITY ENGAGEMENT:

- 📖 [Engaging and Empowering Aboriginal Youth: Toolkit for service providers](#) (by Crooks, et al., 2009)
 - A toolkit that provides pointers and discussions on how to adapt programs more relevant for the youth.
- 📖 [Public Health Advocacy Toolkit](#) (by Research!America)
 - An online resource with downloadable ads and communications to help individuals or organizations promote prevention and public health efforts.
- 📖 [Aboriginal and Torres Strait Islander Peoples Engagement Toolkit](#) (Australian Human Rights Commission, 2012)
 - Pgs. 19: Lists quick and easy guide for consultation in aboriginal communities as well as effective engagement strategies related to policy guidelines and rights

🔗 [Community Capacity Building Toolkit for Rural and Regional Communities](#) (by Cavaye Community

Development)

- Pgs. 17-21: Provides practical, easy to read information and resources that will be useful whether for a community development worker, a state or local government officer working with communities, or an individual with a passion for a project that will benefit the community; includes many suggestions for effective ways to work with communities; produced for Queensland audiences but could be translated for the Pacific

🔗 [Community Futures Aboriginal Engagement Toolkit](#) (Western Economic Diversification Canada, 2008)

- Pgs. 9-22: Provides etiquette guidelines in engaging aboriginal people in BC and considerations on “traps to avoid” in community engagement

ON COLLABORATION:

🔗 [2009 report on DD network collaboration: A White Paper on State-level Experiences](#) (by

D. Rudolph)

- The paper discusses strategies, lessons learned, and challenges regarding collaboration between different sectors at the state level.

🔗 [Guidelines for Conducting a Focus Group](#) (by Eliot & Associates, 2005)

- Pgs. 1-13: Easy to use guidelines on how to conduct focus groups as well as sample templates of Focus group questions, recruitment flyers, Invitee tracking form, Introductory remarks, sample consent form Data analysis format and synthesized report format

🔗 [Focus Groups in Small Communities](#) (by CDC, 2010)

- Pgs. 1-6: Tools and techniques for focus groups in small communities; includes considerations of facilitator and recorder, recruitment strategies, the importance of stressing confidentiality even when discussing seemingly nonsensitive topics, and the effect of disseminating results; discusses the advantages of addressing these elements as part of a CBPR approach as community partners know the ways in which the community talks about an issue and understand the subtle social impact of asking, answering, and interpreting locally specific questions

🔗 [Key Informant Interviews](#) (by UCLA Center for Health Policy Research)

- Pgs. 1-10
- A guide for qualitative in-depth interviews with people who know what is going on in the community or experts with a particular knowledge and understanding who can provide insights on the nature of problems and give recommendations for solutions

🔗 [Collaboration](#) (by Kenneth Crow)

- An online resource that features the Collaboration Approach Model, using cooperativeness and assertiveness measures.

🔗 [Collaborative Solutions](#) (by Tom Wolff and Associates)

- Offers strategies for collaboration and team work as well as case studies of partnerships developed by multiple sectors in the government.

RESOURCES MOST RELEVANT TO POLICY MAKERS:

- 📖 [Combating Non-communicable Diseases: Leadership agenda for action](#) (WHO)
 - Pgs. 1-2: A WHO produced document that outlines important roles of policy makers; includes core themes such as advancing multisectoral actions, growing national capacity and promote international cooperation and coordination.
- 📖 [How to Create and Implement Healthy General Plans \(by ChangeLab Solutions, 2012\)](#)
 - [Pgs. 1-118: The complete toolkit for a healthy community transformation produced by ChangeLab Solutions.](#)
- 📖 [Toolkit for Progressive Policy Makers in Developing Countries](#) (by Overseas Development Institute, 2006)
 - Pgs. 1-5: Importance and issues of evidence-based policies; Identifies lessons and approaches from Evidence-Based Policy (EBP) in the UK which may be valuable for developing countries. The approaches and tools presented are based on the assumption that the reader is a progressive policymaker in a developing country, and one who is interested in utilizing EBP.
 - Pgs. 12: Impact Assessment and Guidance Checklist for Policymakers; Explains why policy decisions need to be informed by taking account of key issues and the needs of different groups, in order to deliver a fairer, more inclusive and more competitive society. The Prime Minister's Strategy Unit has compiled a web-based checklist that helps policymakers identify these issues and highlights available tools to help policymakers provide effective advice to ministers.
- 📖 [Community Capacity Building Toolkit for Rural and Regional Communities](#) (by Cavaye Community Development)
 - Pgs. 17-21: Provides practical, easy to read information and resources that will be useful whether for a community development worker, a state or local government officer working with communities, or an individual with a passion for a project that will benefit the community; includes many suggestions for effective ways to work with communities; produced for Queensland audiences but could be translated for the Pacific.