

McMaster Forum Citizen Panel for Evidence Synthesis

Questions to guide citizen partners' feedback for reviews

1. Background and set up
 - a. Does the background provide you with enough information to understand the policy issue or question that is being asked?
2. Key messages
 - a. Do the key messages provide a high-level understanding of what the profile/synthesis found?
 - b. After reading the full report, do you think they focus on drawing the reader's attention to the right points?
3. Overview and gaps (what was found)
 - a. Are any gaps in the evidence identified clearly noted?
 - b. Are there areas within the organizing framework or in the write up that you would have expected to see evidence or a greater emphasis based on your experience/understanding with the policy area?
 - c. Do you have questions about any of the identified evidence or its findings?
4. Overall language and tone
 - a. Keeping in mind that this is often written for government decision-makers, do you think the language is accessible?
 - b. Do you have suggestions that would improve the clarity of the document for the reader?

The only real piece that is **out of scope** is the direct ask of inclusion of personal experience/subjective conclusions. Sometimes there are requests for changes that we can't make for various reasons, but I still think it is useful to have these comments so we are aware of how it may be interpreted/understood.

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