

**Appendix 3: Running sheet for the group discussion**

Time	Item	Gear required	Set up
7am (10mins)	<b>Registration &amp; coffee/breakfast</b> <b>CONSENT FORMS</b>	Name tags Signup sheet Consent form Coffee Breakfast	Registration desk
7:10am (10mins)	<b>Intro to the integrated PBRN project</b> Welcome, vision of the collaboration, overview of the project, key findings of the scoping review and interviews, the purpose of the group discussion	Powerpoint presentation Projector Screen	Seated, facing the front
7:20am (5mins)	<b>Intro to NGT process (facilitator)</b> Facilitator describes what we're doing and how it's going to work		
7:25am (5mins)	<b>Silent idea generation</b> The participants respond to the following three questions by recording their ideas independently and privately on paper: <ol style="list-style-type: none"> <li>1) What kind of collaboration do you foresee between general practices, other healthcare professionals, researchers and data networks?</li> <li>2) Which research priorities do you suggest for such a collaboration?</li> <li>3) Which non-research related aspects are important in order to make this collaboration as successful as possible?</li> </ol>	Paper Pens/ textas	
7:30am (20mins)	<b>Small group discussions</b> These ideas are shared in small groups of 4 to 5 individuals.	Paper Pens/ textas	10 tables
7:50am (20mins)	<b>Big group discussion</b> These ideas are then shared with the big group, with each small group sharing one item from their list. All ideas are recorded by a facilitator who documents the responses until all participants have no more original ideas. A flip chart or list of the responses is posted for all to see (with three different columns – one column of each question). The facilitator then leads a group discussion where each idea is discussed in turn, with similar ideas grouped together, and clarification provided.	Paper/flip charts Textas	
8.10am (10mins)	<b>Coffee break</b>		
8.20 am (35 mins)	<b>Prioritisation</b> The prioritization process is about the following two questions:		

	<ul style="list-style-type: none"> <li>• Which <b>research priorities</b> do you suggest for the collaboration?</li> <li>• Which <b>non-research related</b> aspects are important in order to make this collaboration as successful as possible?</li> </ul> <p>Participants discuss (10mins) in their small groups which of the identified needs (research and non-research aspects) matter most to them.</p> <p>Afterwards, individuals vote privately on the items. They use a 'hot dot' (red coloured circle sticker) to stick next to what they feel are the main priorities. Each individual gets 6 stickers (3 stickers for non-research related aspects and 3 for research priorities).</p> <p>The results are anonymously fed back to the group and discussed to reach a consensus about the three main priorities for research and non-research related aspects.</p>	Stickers	
8.55 am (5mins)	<b>Summary/thanks/etc</b>	Evaluation form	