**Supplementary material 3. Topic guides**

**Topic guide for focus groups with staff members**

1. Thank you very much for attending the session today. I hope you’ve enjoyed the study so far. We would now like to understand your experiences and views of participating in the Stand Up for Health study
2. Introduce myself and co-moderator.
3. Just a few points to mention:

* You do the talking, and we would like everyone to participate in the discussion.
* No right and wrong answers.
* To make it easy for transcribing, it is important that only one person talks at a time
* We will be audio recording the discussion. What you say will be confidential and stays in this room. We won’t identify anyone by name in our report.
* Please do not share what is said outside this room, and please be respectful of the opinions of everyone.
* You are free to leave at any time with no consequences.

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| **Element/broad topic** | **Question** | **Prompts** |
| Icebreaker/perception of programme | Let’s start with a round of introductions and a little bit about your role in the organisation |  |
|  | What does Stand Up for Health mean to you? | What were your initial thoughts when you heard about it? |
|  | How did you become aware of the SUH programme? |  |
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| Reach | What activities or aspects of the SUH programme did you participate in? | What did you not take part in and why? |
|  | Did you enjoy participating in the programme? | What interested you about the programme? |
|  |  | Did you enjoy any specific activity? |
|  | Is there anything you did not like about the programme? |  |
|  | What did you think were the barriers to participation? | Did you think anything prevented you from participating? |
|  | Did you feel that the SUH activities were available to everyone? | Were the any activities that you did not have access to? |
|  | Did you feel any section of the organisation was left out of the programme? Do you feel like everyone in the centre was able to participate if they wanted to? |  |
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| Implementation | What organisational changes (relating to the programme) did you perceive- these are changes to way things are run, for example: having more breaks.  How did these have an effect on your sitting? |  |
|  | Were there any changes made to the infrastructure/environment? For example have standing spaces or equipment at desk.  Did it affect your daily routine, did you stand or move more? |  |
|  | Which pieces of equipment did you use the most? | Which ones were not used?  Which ones were most popular |
|  | Tell us about any group activities/interactions organised as a part of the SUH programme |  |
|  | Could you describe your experience of using the SUH website and forum |  |
|  | Did you make any changes at a personal level due to SUH? | Any effects on sitting behaviour?  Did it affect the way you think about SB/PA? |
|  | What contribution do you feel you’ve made to the programme? | How did you make your voice heard?  How did you influence the SUH programme? |
|  | Can you think of any other impact (positive or negative) that the SUH programme may have had? |  |
|  | We would love to hear your suggestions on how the programme can be improved. |  |
|  |  |  |
|  | Is there anything else about the SUH programme that you would like to discuss? |  |
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| Feasibility of study design- recruitment for evaluation | We would now like to ask you about the research evaluation aspect |  |
|  | How did you hear about participating in the research evaluation? |  |
|  | Did you feel it was easy to sign up for the evaluation? | Do you have any suggestions for how to increase awareness or make the participation procedure easier? |
|  |  |  |
| Feasibility of study design- Data collection tools | What was your experience of wearing the activPAL for 7 days? | Were you comfortable with the attachment?  Did you experience any issues while wearing the activPAL? |
|  | Could you comment on your experience of filling in the logbook |  |
|  | What did you feel about removing and returning the activPALs? |  |
|  | What did you feel about filling out the questionnaires? |  |
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|  | Do you have any other comments on the data collection procedures |  |

**Topic guide for interview with a key stakeholder**

1. Thank you very much for attending the session today. You have been instrumental in the coordination and implementation of the Stand Up for Health study. We would now like to understand your experiences and views on the delivery and acceptability of this study.
2. Introduce myself and co-moderator.
3. Just a few points to mention:

* We will be audio recording the discussion. What you say will be confidential and stays in this room. We won’t identify anyone by name in our report.
* No right and wrong answers- we would like to get your honest opinion.
* You are free to leave at any time with no consequences.

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| **Element/broad topic** | **Question** | **Prompts** |
| Icebreaker | Could you introduce yourself and tell me a little bit about your role in the organisation |  |
|  | What is your perception of the Stand Up for health programme |  |
|  |  |  |
| Reach | What percentage of the centre did you think participated in the programme (participated in or were affected by at least one SUH component or activity)? |  |
|  | Did you feel that the SUH activities were available to everyone? | Were there any activities that you did not have access to? |
|  | Did you feel any section of the organisation was left out of the programme? |  |
|  | How do you think the SUH programme was received within the organisation? | Note: ensure that all levels including higher management levels are covered. |
|  | Were there difficulties in getting buy in from various groups? |  |
|  | Which activities are the staff members participating in? |  |
|  | What aspects of the programme do you think are working well? | Who is most resistant to participating? |
|  | What do you think are some of the issues or barriers to participation? | Can you tell us more about those who were resistant to take part in the programme. |
|  |  |  |
| Implementation | What organisational changes (relating to the programme) were implemented?  How did these have an effect on sitting among staff members? |  |
|  | Let’s talk about the SUH committee. Could you tell us about how the committee is functioning within your organisation. | Could you tell us who the committee consists of?  What activities or policies has the committee initiated or implemented?  Do you have any suggestions for making the committee more impactful in implementing and sustaining the SUH programme. |
|  | Were there any changes made to the infrastructure?  Did it affect the daily routine of staff members? | Did staff members stand or move more? |
|  | Which pieces of equipment are most used by staff members? |  |
|  | As a part of the SUH study you were provided some desk raisers and mats free of cost. Could you comment on the centre’s experience of using these? | Where were they placed?  How many staff members used them?  What was the feedback received? |
|  | Did you purchase any equipment after the ones on loan were moved? |  |
|  | Tell us about any group activities/interactions organised as a part of the SUH programme |  |
|  | What are your views on the use of the website and forum? |  |
|  | Did you think that the staff members contributed to the programme or influenced the programme? |  |
|  | What changes occurred as a result of event2/workshop 2? |  |
|  | Can you think of any other impact (positive or negative) that the SUH programme may have had? |  |
|  | Do you have any suggestions for how the programme can be improved? |  |
|  | Do you have any other comments on the delivery of the intervention? |  |
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| Maintenance | What is the future of the SUH programme? Do you have any budgets assigned for planned SUH activities? |  |
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|  | Is there anything else about the SUH programme that you would like to discuss? |  |
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| Feasibility of study design- recruitment for evaluation | What methods were used to recruit staff members for the research evaluation? |  |
|  | Did you think these methods were suitable for your organisation- what aspects did you find suitable/unsuitable? |  |
|  | Did you encounter any resistance from staff members relating to participating in the research evaluation? Can you tell us more about those who did not want to take part in the research evaluation. |  |
|  | Do you have any suggestions for other methods of recruitment? | Do you have any suggestions for how to increase awareness or make the participation procedure easier? |
| Feasibility of study design- data collection organisation | Can you describe your experience of organising the data collection? | What did you have to do?  What organisation/material was required? |
|  | Could you comment on the suitability of data collection procedures for your contact centre? | What did you feel about:  The number of data collection time points?  The time taken for each data collection?  The requirements for each data collection?  Collection and return of activPALs? |
|  | Do you have any suggestions for improving the data collection procedure? |  |
|  | Would you like to share anything else about the data collection procedures? |  |