



MMM COUNTRY LEADER – ROLES AND RESPONSIBILITIES

Thank you for leading MMM in your country. Below you will find an outline of your key responsibilities, with those that need to start before May highlighted in red. Please refer to the MMM Toolkit for more detailed information.

NATIONAL LEVEL	SITE LEVEL
<ul style="list-style-type: none"> • Ethical Approval if required: remember this can take up to 6 months! • Source and apply for any national funding • Seek opportunities for local partners and sponsors • Be the MMM spokesperson for your country – for press, public officials... • Ensure MMM toolkits are followed for promoting and setting up MMM screening sites • List your screening sites at a national level • Promote MMM before and during May 	<ul style="list-style-type: none"> • Ensure the recruitment and training of volunteers – for both sites and administration • Provide each site with a screening identity code (for data collection) • Ensure BP is measured correctly and the MMM Protocol is followed • Ensure all sites have an adequate number of appropriate BP measurement devices • Sourcing and allocation of branded materials and resources to sites
DATA	COMMUNICATION
<ul style="list-style-type: none"> • Ensure data is collected correctly • Ensure data is recorded on correct templates • Check all data is authentic and clean • Coordinate a process to collect data via Country Leader • Submit data to MMM • Oversee the transcription of any data recorded on paper - it must be in the correct format before being submitted 	<ul style="list-style-type: none"> • Be the main point of contact for ISH and the central MMM project team • Disseminate information and guidance to all relevant parties • Communicate MMM results in your country – following central guidelines on data availability from the MMM project team • Co-ordinate the writing / authorship of any national papers • Provide recognition for your volunteers – via certificates etc.