



Joint Action: Improving Quality in HIV Prevention

Work Plan

Work Package: 6 – Practical Application

Last Updated: June 18th, 2014

Main Partners of Work Package 6

	Country	Organization	Contact Person	Contact Email Address
Lead:	Germany	Deutsche AIDS-Hilfe	Carolin Vierneisel	carolin.vierneisel@dah.aidshilfe.de
Main Partners:	Austria	Aids Hilfe Wien	Sabine Lex	lex@aidshilfe-wien.at
	Greece	Hellenic Centre for Disease Control and Prevention	Vasileia Konte ¹	konte@keelpno.gr
	Lithuania	Centre for Communicable Diseases and AIDS	Rima Krupenkaite	Rima@ulac.lt
	Slovakia	Slovak Medical University	Danica Staneková	danica.stanekova@szu.sk
	Slovenia	Društvo ŠKUC	Miran Solinc	magnus@skuc.org
	Spain	Sida-studi	Eulalia Castells	quality@sidastudi.org

¹Scientific staff of Hellenic Centre of Disease Control and Prevention: Vasileia Konte (country coordinator), Magdalini Pylli, Stamatis Poulis and Christos Chrysommalis.

Short Description (copy from Annex 1a)

Coordinates and supports at least 80 HIV prevention programs and projects in applying the Joint Action's QA/QI tools in their practical work and to provide feedback and data to other work packages. Assists other WPs by liaising with the participating organisations.

Objective(s) (copy from Annex 1a)

Support and liaise with all participating HIV prevention programs and projects to support at least 80 applications of the QA/QI tools and to collect data on the process and results.



Detailed Description (copy from Annex 1b)

This WP promotes and coordinates demonstration pilots of QA/QI tools with HIV prevention programs at the strategic level of participating MS and with projects working directly with priority populations. Participation criteria will define target groups, priority settings and recommended prevention interventions (e.g. harm reduction), based on existing European guidance (ECDC/EMCDDA and DGHC/EAHC 2011).

Associated and collaborating partners in the Joint Action as well as other projects invited by them will pilot QA/QI tools. The WP leader will liaise with partners and conduct 4 regional coordination meetings coinciding with expert training Part 1 conducted by WP5 (Capacity Building). The WP leader will link participants to WP5 and facilitate data collection for WP3 (Evaluation) and WP7 (Quality Principles and Criteria). WP6 partners will use their existing networks to invite and support programs and projects in applying the tools, convening national training workshops and coordination meetings where appropriate.

The WP will respond to the diverse contexts in which HIV prevention projects and interventions take place by linking and networking participating programs in multiple ways according to commonalities such as HIV prevention target group, type of intervention and government/non-government organisation. This approach will maximise mutual support and exchange of experiences. WP6 will collate and document the enablers of and barriers to the practical application of QA/QI in HIV prevention identified by participating programs and projects.

WP6 will assist WP3 in collecting evaluation data using its network of participating programs and projects. This may include distributing and collecting evaluation questionnaires as well as collecting and passing on feedback provided more informally. For use by both WP3 and WP7, it will also collect data on the process (e.g. storyboards) and results of individual applications of QA/QI tools including the quality improvements identified and implemented by each program/project. The resulting database of case studies will then be used for cross-comparison of QA/QI outcomes according to type of HIV prevention intervention and target group. A summary of these comparisons will become part of the Practical Application report and also collated in electronic booklet form, to be made available as part of the core documents published by the dissemination WP at the end of the Joint Action.



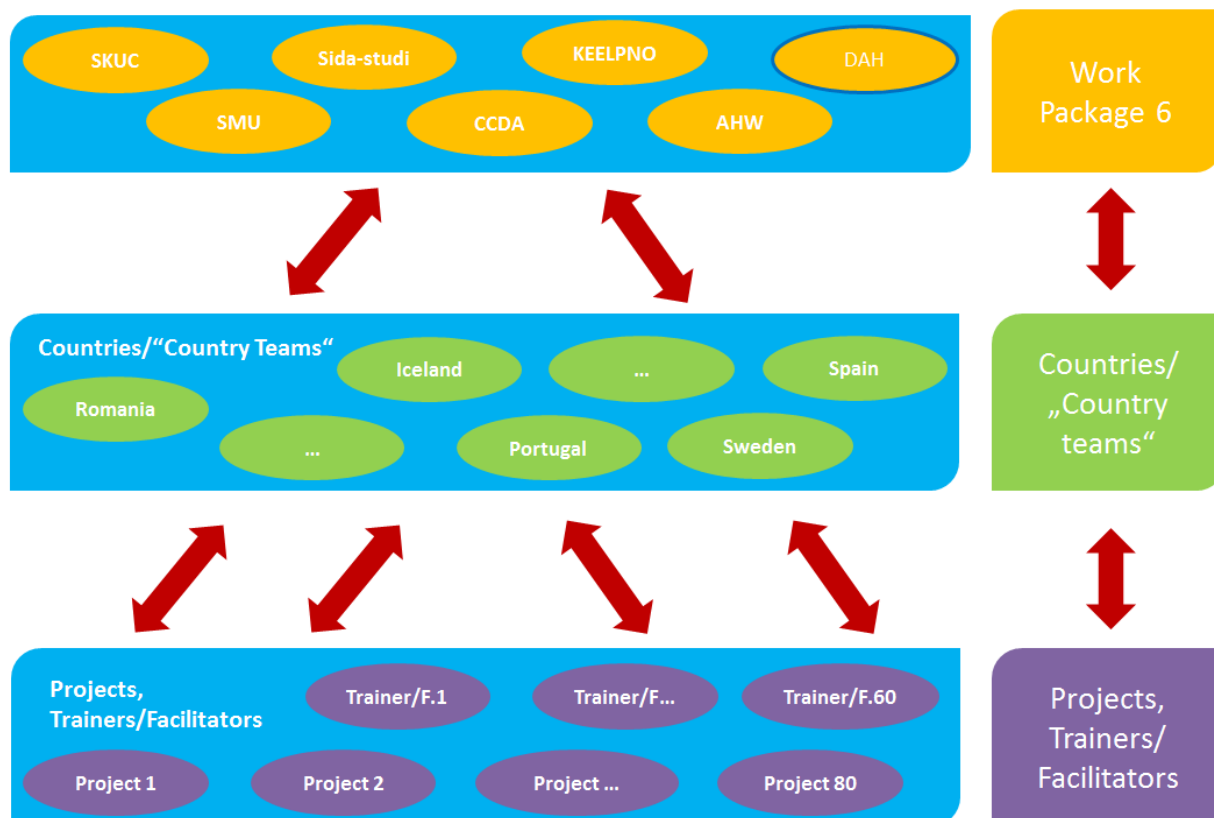
Milestones and Deliverables (copy from Annex 1a)

Deliverables	Milestones	Due Date
Practical Application Report		1/16
	Draft Application Report	4/15
	Practical Application Plan including criteria for participation (Participation Guide)	11/13
	4 regional WP6 coordination meetings combined with training Part 1	4/14-12/14

Overview and general comments

(Space to describe e.g. the division of tasks between partners, important collaborations with other WPs, reasons for deviations from the Annex 1 descriptions etc.)

1. Cooperation and Communication within WP 6 (for a detailed description please check the minutes of WP 6 1st meeting)
 - WP 6 coordinating members agreed on the following communication and assistance structure during the practical application process:





- Each WP6 team member has taken on a number of countries for whom they are the main contact (See table below).
- Each Work Package 6 team member will be in touch with their allocated “country representatives” (key persons in the countries, persons who are part of the country-level group/ team that chooses tools, applications, trainers/ facilitators)
- Implementers will be asked to first address the country-level group or team with any requests regarding the project; country teams will then get assistance from their allocated WP 6 team member if they can’t resolve the issue. Similarly, country teams will contact their WP6 contact person first. The WP6 contact person will in turn get assistance from the work package leader if they need it.

	Organisation	Country	Days/ WP 6	Contact Point for the following countries
1	Aids Hilfe Wien	Austria	147	Austria, Netherlands, Switzerland
2	Deutsche AIDS-Hilfe	Germany	770	France, Germany, Ireland, Luxembourg, Romania, Latvia
3	Hellenic Centre for Disease Control and Prevention	Greece	333	Greece, Italy, Sweden, United Kingdom
4	Centre for Communicable Diseases and AIDS	Lithuania	990	Estonia, Finland, Lithuania, Poland
5	Slovak Medical University	Slovakia	257	Belgium, Bulgaria, Slovakia
6	Društvo ŠKUC	Slovenia	132	Croatia, Norway, Slovenia
7	Sida-studi	Spain	126	Portugal, Spain

Cooperation in general

- WP 6 coordinating members will closely collaborate with WP 5 for the planning of the implementation and the trainings.
- WP 6 coordinating members will closely collaborate with WP 3 to assist in the data collection process.
- WP 6 coordinating members will closely collaborate with WP 2 to develop an online forum for implementers and to provide participating organisations with information on dissemination as needed.
- Close cooperation and frequent communication with all other WP leaders is essential on the general rollout of WP 6 and the project as a whole.



Detailed Annual Work Plans

(Choose a level of detail that will assist you in coordinating the work package, not create unnecessary administrative workload)

Work Plan Year 1 and 2

Activity	Task	Responsible	Date
Organize/establish contacts to participating countries	Draft an email (containing e.g. communication Structure, Timeline, Country Team, advice to check tools in advance, contact person for team) and send it to WP 6 members	DAH	By Mid of August 2013
	Contact the partner organizations (in the countries they are responsible for) by Email	All WP 6 members	By Mid of August 2013
	Developing a template table for documentation (draft)	Sida-Studi	By Mid of August 2013
	Finalize the documentation table	DAH	By April 2014
	Contact country teams every 1,5 months, track in the form, send it around to WP 6 members	All WP 6 members	Starting April 2014
	Draft Email for Country Teams informing them on means of support, sensitizing for their support what we expect	DAH, All WP 6 members	Starting June 2014
	Support projects/programmes with their practical applications through the frame of the communication tree.	All WP 6 members	Starting June 2014
Sending timeline reminder	DAH will send reminders with important deadlines to WP 6 members who will then forward it to country partners, starting from September 2013	DAH, All WP 6	Starting September 2013
Participation Guide	Mailing draft of a structure	DAH	By June 28th, 2013
	Feedback on the draft	All WP 6	By July 5th, 2013
	Working on a new draft (structure)	DAH, AHW	By July 12th, 2013
	T/C with WP 5 Discussing the Structure of the guidance and Distribution of Tasks	DAH, AHW, WP 5	By July 17th, 2013
	Drafting of the document	DAH, AHW	By End of August 2013
	Feedback on the document	All WP 6	By September 2013

Activity	Task	Responsible	Date
	Final version	DAH, AHW, WP 1, WP 5	By Mid/ End of September 2013
	Draft a Memorandum of understanding	ŠKUC	By End of August 2013
	Draft a Registration form	SMU, DAH	By Mid August 2013
Assistance in Recruitment	Share existing material for roadshows (promotion events) with WP5, ask WP2 to draft a sample advertisement	BZgA (Matthias)	By Mid of August 2013
	Send a letter of support (to SMU and have the template available for others who might request)	BZgA (Matthias)	By Mid of August 2013
	All information available on the project (PPT, other documents etc.) is available on the website (asap and continuously updated)	DAH (BZgA, EHN)	Starting from July 2013
	Discuss and settle the deadlines for choosing trainers and projects	DAH (WP 1, 5)	By August 2013
Forum (Stakeholders' platform)	Planning	DAH and WP2	By December 2013
	Ask WP 2 on possibilities to create a forum for WP6	DAH	By December 2013
	Feedback simplest version	All WP 6	By February 2014
	Facilitation	CCDA (5days), DAH (support), KEELPNO (optional support)	Starting April 2014
	WP 6 members get registered at forum	All WP 6 members	By February 2014
	Feedback on texts, Corrections	All WP 6 members	By March 2014
	Send names to DAH on whom to add to the platform from the national meetings	All WP 6 members	Ongoing
Tool Application Planning Workshop	Discuss structure of meetings/ trainings with WP5	DAH, ŠKUC, SMU, KEELPNO	September 23rd/ 24th, 2013

Activity	Task	Responsible	Date
	Develop an agenda/ concept for the meeting	DAH, KEELPNO	By End of December 2013
	Participation during/ Facilitation of the meetings	Sida-Studi, SKUC, DAH, CCDA, BZgA	April, May 2014
	Draft Agenda finalized	DAH, BZgA, Matthias, CCDA, SKUC, Sida-Studi	By March 2014
Data Collection	Feedback on the Technical Evaluation Report	DAH	By December 2013
	Feedback on questionnaires for Data Collection.	DAH, KEELPNO, SMU	When requested
	Consult with WP3 on questions about the practical application.	DAH, BZgA,	Starting March 2014
	Cooperate with WP3 on WP 6-relevant questionnaires (developing and commenting)	DAH, KEELPNO and SMU	Starting March 2014
	send out links and reminders to online questionnaires to projects/programmes	All WP 6 members	When requested
Contactlist of participating projects	Decision on what the list should capture	DAH, WP 5, WP 1	By July/ August 2013
	Discuss and settle how contact data of participants will be collected	DAH, WP 5, WP 2, WP 1	By July/ August 2013

Barriers and solutions

(e.g. anticipated delays, expected difficulties and how you will deal with them)

Barrier	Responses	Responsible	Due Date
Finding Projects in time to participate	Supporting Countries; asking international organisations to promote; WP 6 members to directly contact organisations	All WP 6 coordinating members	
Communication between WP 6 and country teams and implementers (trainers and projects) is insufficient.	Promote the suggested communication structure in WP 6; having continuous updates among WP 6 coordinating members on countries progresses; WP 6 coordinating members contact directly implementers	All WP 6 coordinating members	
Fewer applications as expected take place	Have a system/ network of support established: Peer-to-Peer, forum, Country level, WP 6 level, contacts to experts/ AG	All WP 6 coordinating members	
Not enough projects fill in the evaluation forms/ questionnaires	Inform partners asap about the necessity of taking part in the evaluation; showing benefit of taking part in the evaluation; support people in having successful experiences with tools and create a working atmosphere that makes partners want to share their experiences	All WP 6 coordinating members	

Notes: