



## Fourth Steering Group Meeting 03 - 05 March 2015

Hotel Falderhof, Falderstr. 29, 50999 Köln

### Agenda

#### Tuesday 03 March 2015

09:00 Welcome and introductions, housekeeping, revising the agenda

09:15 Brief WP reports: questions and clarifications on written updates only

09:45 Quality Action timeline: milestones, deliverables, document editing process, meetings

**10:30 Break**

11:00 Reviewing the recommendations of applying *Succeed* to Quality Action (WP 3 facilitates)

**12:30 Lunch**

13:30 Charter development (WP7)

14:15 Preliminary Evaluation results (WP3 presentation and discussion)

- Integrating what we have learnt so far

**15:45 Break**

16:00 WP8: Policy Kit

16:45 WP2: Quality Action representation at upcoming events and conferences (not concluding conference, this is a separate point) and targeting key stakeholders

- AIDS Impact Amsterdam
- Think Tank/CSF
- EUPHA conference
- Stakeholder update: key organisations to target

**17:30 Close**

**19:00 Joint dinner**



## Wednesday 04 March 2015

9:00 WP4/WP2: Tools and Core Materials (presentation and 60 min discussion)

- Adaptation and revisions
- Recommendations for flexibility of use
- Authorship/ownership

**10:30 Break**

11:00 Planning the concluding conference

- Goals, (SMART) objectives, principles, methodologies
- Scope, scale, estimated number of participants
- Budget, scholarship programme
- Venue(s)
- Key speakers, EU and member state representation

**12:30 Lunch**

13:30 Highlights from the 2<sup>nd</sup> Quality Action Training Workshops (WP5 and WP6)

14:00 Sustainability (facilitated by WP1)

- Draft sustainability plan as a documentation tool
- What to offer participants now and beyond the current project?
- Who are the actors who will take Quality Action forward?
- Identifying and nurturing key policy makers in our countries (who and how?)

**15:30 Break**

16:00 Quality Action coordination

- Upcoming meetings (WP, SG, AG)
- Any other business

**16:30 Close and farewells**

**19:00 Joint Dinner for those who are staying**

## Thursday 05 March 2015

9:00 Working group for those who are staying (planning the joint WP meetings)

**10:30 Break**

11:00 Working group for those who are staying (continued)

**12:30 Close and Farewells/Lunch**