

Joint WP Meeting June 2015 Background and draft agenda

Background

Products and results from work packages are best finalised with input from across the partnership. Many partners participate in more than one work package.

In March 2015, the Steering Group (SG) decided to hold joint WP meetings to bring the work of the individual work packages together. These meetings are an opportunity for all partners actively participating in the coordination of work packages to meet before the concluding conference and build consensus on all major items of work. This will reduce the need for email consultations on drafts. It will also further develop relationships to support sustainability of the results of the project.

Quality Action will hold two consecutive joint WP meetings, the first for WPs 4, 5 and 6 and the second for WPs 7 and 8. Each meeting will be of 1.5 days duration and include both plenary discussions and small group work. A number of partners will participate in both meetings, ensuring integration across all WPs. Representatives from WPs 1, 2 and 3 will be present at both meetings.

Purpose

The meetings are organised to:

- Coordinate Quality Action products
- Share learning from the project so far, including the evaluation process
- Finalise the content and structure of deliverables
- Draw out learning to further develop the sustainability plan for Quality Action
- Identify and allocate remaining tasks
- Prepare the content of the concluding conference

Draft Schedule

Meeting 1 (WPs 4, 5 and 6)

Time	Type	Content
19:00	DINNER	Optional joint dinner
09:00	Plenary	Welcome, names, purpose Presenting the main topics Evaluation input and discussion
10:30	BREAK	
11:00	Plenary Working groups	Defining tasks, setting up working groups Group work round 1
12:30	LUNCH	
14:00	Working Groups	Group work round 1
15:30	BREAK	
16:00	Plenary	Reporting results from group work round 1 Re-prioritising group work topics for round 2
17:00	CLOSE	
19:30	DINNER	Joint dinner
09:00	Plenary Working groups	Opening round, input from informal discussions, set up working groups round 2 Group work round 2
10:30	BREAK	
11:00	Plenary	Reporting results from group work round 2 Sustainability Concluding conference
12:30	LUNCH	Joint Lunch Meeting 1 and Meeting 2

Meeting 2 (WPs 7 and 8)

Time	Type	Content
12:30	LUNCH	Joint Lunch Meeting 1 and Meeting 2
14:00	Plenary	Welcome, names, purpose Presenting the main topics Evaluation input and discussion
15:30	BREAK	
16:00	Plenary Working groups	Defining tasks, setting up working groups Group work round 1
17:00	CLOSE	
19:30	DINNER	Joint dinner
09:00	Plenary Working Groups	Opening round, input from informal discussions Group work round 1 (continued)
10:30	BREAK	
11:00	Plenary	Reporting results from group work round 1 Re-prioritising group work topics for round 2 setting up working groups round 2
12:30	LUNCH	
14:00	Working groups Plenary	Group work round 2 Reporting results from group work round 2
15:30	BREAK	
16:00	Plenary	Sustainability Concluding conference
17:00	CLOSE	
19:00	DINNER	Optional joint dinner



This work is part of the Joint Action on Improving Quality in HIV Prevention (Quality Action), which has received funding from the European Union within the framework of the Health Programme.