



# Interim Report

Reporting period from 01/03/2013 to 31/08/2014  
Project Acronym: QHP

*Grant agreement number: 2012 21 02*



**Quality Action**  
Improving **HIV** Prevention in Europe

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**BZgA**

Coordinating Partner of Quality Action



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.



EUROPEAN COMMISSION  
CONSUMERS, HEALTH AND FOOD EXECUTIVE AGENCY

Health Unit

Luxembourg,  
Health Unit

## INTERIM REPORT

Contract number: 20122102

Acronym: QHP

Proposal title: Improving Quality in HIV Prevention

Starting date: 01 March 2013

Duration of the project: 36 months

Ending date: 29 February 2016

Payment schedule: 40% at signing, 30% interim report, 30% final payment

Total overall cost of the project: 3,530,012.00

EC Co-funding: 1,493,180.00 €

First prefinancing payment request amount: 597,272.00 €

Second prefinancing payment request amount: 447,954.00 €

The letter of request of advance payment was submitted with report (**yes**)

Date last version of the Annex 1 against which the assessment will be made:  
06/02/2014

Interim report reporting period: Period covered: start date 01/03/2013 end date  
31/08/2014

Project website: [www.qualityaction.eu](http://www.qualityaction.eu)

## Declaration by the scientific representative of the project coordinator

I, as scientific representative of the coordinator of this project and in line with the obligations as stated in the Grant Agreement declare that:

√ The attached periodic report represents an accurate description of the work carried out in this project for this reporting period;

The project :

- √ has fully achieved its objectives and technical goals for the period;
- has achieved most of its objectives and technical goals for the period with relatively minor deviations.
- has failed to achieve critical objectives and/or is not at all on schedule.

The public website, if applicable,

- √ is up to date
- is not up to date

√ To my best knowledge, the financial statements which are being submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project and if applicable with the certificate on financial statement.

√ All beneficiaries, in particular non-profit public bodies, have declared to have verified their legal status. Any changes have been reported under section wp1 Coordination and project management, in accordance with the Grant Agreement.

Name of scientific representative of the Coordinator:  
Matthias Wentzlaff-Eggebert

Date: 23/10/2014

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**List of 5 key-words using Mesh terms (<http://www.nlm.nih.gov/mesh/MBrowser.html>)**

1. Quality Improvement
2. HIV Prevention
3. Effectiveness
4. Vulnerable Groups
5. Social Inequalities

**Abbreviations**

|        |   |
|--------|---|
| QA     | Quality Assurance                                       |
| QI     | Quality Improvement                                     |
| SG     | Steering Group  |
| AG     | Advisory Group  |
| SRP    | Scientific Reference Panel                              |
| HIV    | Human Immunodeficiency Virus                            |
| AIDS   | Acquired Immune Deficiency Syndrome                     |
| WP     | Work Package  |
| ECDC   | European Centre for Disease Prevention and Control      |
| EMCDDA | European Monitoring Centre for Drugs and Drug Addiction |
| PWID   | People Who Inject Drugs                                 |
| MSM    | Men who have Sex with Men                               |
| PLWH   | People living with HIV                                  |

## 1. PUBLISHABLE EXECUTIVE SUMMARY

The Joint Action 'Improving Quality in HIV Prevention' commenced on 1 March 2013 and is known by its short title 'Quality Action'. It aims to increase the effectiveness of HIV prevention, using practical Quality Assurance (QA) and Quality Improvement (QI) tools. The project trains at least 60 trainers/facilitators in the 23 participating member states to provide capacity building and technical assistance to at least 80 HIV prevention programs and projects who will apply practical QA/QI tools adapted especially for use in HIV prevention. Based on the results of these pilot applications, Quality Action produces a 'Charter for Quality in HIV Prevention' with agreed quality principles and criteria to assess and improve quality. Furthermore, a Policy Kit promotes the integration of QA/QI into HIV prevention strategies, policies and action plans at the European, regional and member state levels. The tools, training modules and case studies will be available as a set of core materials for application beyond the current scope of the project.

Coordinated by the German Federal Centre for Health Education (BZgA) in Cologne, three cross-cutting and five core work packages are led by government and non-government organisations in Belgium, Sweden, Ireland, Germany and the UK. Associated partners include twelve government and thirteen non-government organisations from across the north, south, east and west of the EU (including Croatia), together with another nineteen organisations participating as collaborating partners.

To date, Quality Action has held its kick-off workshop for all participating partners, made five practical QA/QI tools available and conducted training workshops (part 1) for 100 participants in four locations across Europe (Dublin, Barcelona, Ljubljana and Tallinn) as well as regional or national-level training workshops in Greece, Italy, Austria/Germany, Sweden, Estonia and Switzerland. One hundred HIV prevention programmes and projects across the partnership have registered to apply a QA/QI tool with the support of Quality Action, including a commitment to provide data on barriers, enablers and results.

The [www.qualityaction.eu](http://www.qualityaction.eu) website provides information on the project and its objectives, and makes materials and tools available to interested parties. Among others, it includes two publicly available standard presentations introducing the concept and structure of the project. Quality Action has also produced a participation guide, a tool selection guide and a facilitation guide as well as additional documents supporting the work of the individual work packages. Preliminary evaluation results show that the new training materials are acceptable, user-friendly and effective. An e-learning package is available via the website to support those applying tools and a forum offers opportunities for networking, exchange of experiences and asking questions about the tools.

Literature and policy reviews are under way to support the development of two major Quality Action products: the 'Charter for Quality in HIV Prevention' and a policy kit to assist governments to integrate QA/QI in HIV prevention at the policy level. The evaluation plan for Quality Action also contributes to these products; it includes data

collection and analysis of responses from training participants and those applying QA/QI tools. A report on the starting environment of the project is already available. Partners represented Quality Action at selected international meetings and conferences, including the HIV Cluster Meeting in Athens in June 2014 and the International AIDS Conference in Melbourne in July 2014, using presentation and interactive workshop formats.

In the upcoming second half of the project period, Quality Action will conduct part 2 of the training workshops in all four locations and continue to support the practical application of QA/QI tools. It will collect data on enablers, barriers and results of the practical applications as well as feedback on the tools and other supporting materials produced. Collectively, the work packages will produce a final, revised set of core materials for publication, including some translations into partner languages. This set, together with the Charter for Quality in HIV Prevention and the Policy Kit, will support future use of the tools and processes developed by Quality Action. Most important for the sustainable establishment of QA/QI practice in HIV prevention will be the network of trained quality facilitators resulting from the training and practical application work of Quality Action, who can continue to apply QA/QI tools in their own projects and programmes as well as provide technical assistance to others in the future.

Quality Action's concluding conference is scheduled for January 2016 to present and discuss the results of the project, recommendations and the potential further use of its approach and products. It will bring together Quality Action's scientific and implementing contributors and stakeholders, including its network of QA/QI trained HIV prevention experts, as well as public health officials and policy makers on the national and European levels.

Quality Action has the potential to make a lasting contribution to quality improvement of the many diverse, individual and target-group specific HIV prevention interventions as well as the overall HIV prevention programmes undertaken in member states and therefore to maximising their effectiveness. It can also help establish recognition for and practical application of quality assurance and quality improvement as key factors in effectiveness. This applies to the strategic and practical levels of HIV prevention and beyond: especially, but not limited to, closely related areas of public health such as hepatitis C, sexual and reproductive health and rights as well as work that addresses social disadvantage. The principles of self-determination, participation - especially of target groups - and self-reflection, as promoted through the tools and materials of Quality Action, can support the meaningful empowerment and involvement of vulnerable and socially disadvantaged groups.

For further information or details please contact BZgA or visit [www.qualityaction.eu](http://www.qualityaction.eu)

## 2. TECHNICAL SPECIFICATION OF THE PROJECT

### 2.1. General Objective of the project:

TO IMPROVE THE QUALITY OF THE RESPONSE TO HIV AND AIDS IN EUROPE

### 2.2. Specific objectives of the project

| <b>Number</b> | <b>Title</b>   | <b>Description, including any modification of the work packages</b>   | <b>WP</b> |
|---------------|--|---|-----------|
| <b>1</b>      | Develop and deploy a training package with general and tool-specific modules to train at least 60 experts in Member States to provide capacity building and technical assistance to programmes/projects using QA/QI tools as part of the Joint Action.   | Achieving this objective will improve access by HIV prevention programs and projects to relevant and useful QA/QI expertise. It will develop a network of experts – in-country and across Europe – to respond to the individual capacity building needs of participating programs and projects using customised workshops and training modules as well as technical assistance in the form of coaching, mentoring, individual consulting and expert advice. | WP4,WP5   |
| <b>2</b>      | Ensure that the trained experts from Member States have reached and can demonstrate a level of QA/QI knowledge and skill required to provide on-going technical support to programs and projects using QA/QI tools to improve the quality of their work. | The ability of the experts to provide the necessary capacity building and technical assistance to programs/projects hinges on their understanding of the relevant QA/QI issues and the different QA/QI tools deployed as part of the Joint Action. The knowledge and skills of the experts will be assessed before and after  | WP5       |



|          |   |  |     |
|----------|---|--|-----|
|          |   | the initial training. It will also be reassessed after they have been working in the field to ensure they are applying it correctly.   |     |
| <b>3</b> | 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 by month 30.   | Achieving this objective will increase the number of programs/projects using QA/QI in their HIV prevention work, which will, in turn, promote the broader use of quality activities in this work. It will also generate data on the importance of QA/QI in improving the effectiveness of prevention programs and projects. The participating programs/projects will cover the variety of epidemiological, political and social circumstances across the EU/EEA. | WP6 |
| <b>4</b> | By the end of the Joint Action, develop, adopt and disseminate a 'Charter for Quality in HIV Prevention' with agreed quality principles and criteria for use in assessing and improving the quality of HIV prevention programs and projects.            | The project will produce a 'Charter for Quality in HIV Prevention' for planning, implementation and evaluation of HIV prevention to make it as effective as possible for each priority population. Quality principles and criteria underpinning the Charter will emerge from the practical application of QA/QI tools. Partners will contribute to, endorse and recommend the Charter for adoption by the HIV Think Tank and Civil Society Forum.                | WP7 |
| <b>5</b> | By the end of the Joint Action, produce a set of recommended policy statements and strategic actions for incorporating quality improvement into HIV prevention strategies, policies and action plans at the European, regional and Member State levels. | The Joint Action will promote the integration of quality principles as well as concrete strategic actions on QA/QI at the policy and strategic planning levels of European and Member State responses to HIV. It   | WP8 |

|  |  |  |  |
|--|--|--|--|
|  |  | will consult with partners to produce a policy kit with specific recommendations on quality and supporting materials to be submitted to the HIV Think Tank and Civil Society Forum for broad adoption and dissemination. |  |
|--|--|--|--|

2.3. Deliverables and milestones table, including the activities implemented during the period covered in the interim report, taking into account the deliverables table and the milestones specified in the work packages

| <b>WP</b> | <b>Specific Objectives</b> | <b>Main Activities during reporting period 01/03/2013 to 31/08/2014</b> | <b>Partner</b>          | <b>Outcomes: Deliverables (underlined) and milestones</b>       | <b>Expected month</b> | <b>Month delivery to EAHC</b> | <b>Level of achievement (measured by indicators specified in work package 3)</b> | <b>Index of the annexes presenting the deliverables and milestones (pdf format)</b> | <b>Problems encountered and justification for delays</b> |
|-----------|----------------------------|---|-------------------------|---|-----------------------|-------------------------------|--|---|--|
| <b>1</b>  |                            |   |                         | <u>QA/QI in HIV Prevention: Technical and Financial Reports</u> | <u>18, 36</u>         | <u>20 (Oct 14)</u>            | <u>Interim financial and technical report completed</u>                          | <u>Cooperation agreement</u>  |  |
|           |                            | Cooperation agreement   | All associated partners | Cooperation Agreement   | 4                     |                               | Cooperation agreements signed with all associated partners                       |   |  |
|           |                            | Kick-Off Meeting  | WP leader               | Kick-Off Workshop   | 5                     |                               | Kick-off workshop held and evaluated   | Kick-Off Workshop Report  |  |
|           |                            | Steering Group Meetings 1 and 2   | WP leader               |   |                       |                               | 3 SG meetings held   | Agendas, Minutes and attendance sheets  |  |
|           |                            | Advisory  |                         |   |                       |                               | 1 AG meeting   | Terms of  |  |

|   |  |                                 |                   |  |          |                    |  |  |  |
|---|--|---------------------------------|-------------------|--|----------|--------------------|--|--|--|
|   |  | Group Meeting                   |                   |  |          |                    | held   | Reference, Agenda, Minutes and attendance sheet  |  |
|   |  | Support and coordination of WPs |                   |  |          |                    | Regular correspondence and meetings, WP1 team member assigned as contact for each WP |  |  |
|   |  | Interim report                  | WP leaders        | Interim Technical Report   | 18       | 20 (Oct 14)        | Interim financial and technical reports completed                                    |  |  |
| 2 |  |                                 | <u>WP leaders</u> | <u>QA/QI in HIV Prevention: Dissemination Plan and Dissemination Materials</u> | <u>5</u> | <u>5 (July 13)</u> | <u>Dissemination Plan and materials developed and agreed to by the SG</u>            | <u>Dissemination Plan, Quality Action Brochure, Quality Action Banner, Quality Action Poster, www.qualityaction.eu</u> |  |
|   |  |                                 | WP leaders        | Dissemination Plan, Quality  | 3        |                    | Dissemination plan and brochure  |  |  |

|   |  |  |                      |   |           |  |   |  |  |
|---|--|--|----------------------|---|-----------|--|---|--|--|
|   |  |  |                      | Action Brochure                                     |           |  | developed and agreed to by SG   |  |  |
|   |  |  | WP leaders           | Communication Strategy                              | 9         |  | Communication strategy developed and agreed to by SG                                    |  | This was incorporated into the Dissemination Plan with Chafea approval   |
| 3 |  |  | <u>WP leaders</u>    | <u>QA/QI in HIV Prevention: Baseline Assessment</u> | <u>12</u> | <u>13 (March 14)</u>                     | <u>Baseline Assessment completed and available on the website</u>                       | <u>Starting Environment Report</u>           | <u>The Baseline Assessment was re-named 'Starting Environment' to better reflect the multi-level scope of the document</u> |
|   |  |  | WP leaders           | Draft Evaluation Plan                               | 8         |  | Draft evaluation plan developed   |  |  |
|   |  |  | WP leaders           | Final Evaluation Plan and draft Baseline Assessment | 10        |  | Final evaluation plan developed and agreed by SG<br>Draft baseline assessment completed | Final Evaluation Plan                        | The Baseline Assessment was re-named 'Starting Environment' to better reflect the multi-level scope of the document        |
| 4 |  |  | <u>Tools experts</u> | <u>QA/QI in HIV Prevention: Practical</u>           | <u>12</u> | <u>12 (Feb 14)</u><br><u>14 (Apr 14)</u> | <u>Tools adapted/developed and available on</u>   | <u>Succeed, Quality in Prevention (QIP).</u> |  |

|          |  |  |                        |   |           |           |   |  |  |
|----------|--|--|------------------------|---|-----------|-----------|---|--|--|
|          |  |  |                        | <u>Tools (English)</u>                                      |           |           | <u>the website</u>  | <u>Participatory Quality Development (PQD), Schiff and PIQA</u>                |  |
|          |  |  | Tool experts           | WP meeting on selecting and adapting additional QA/QI tools | 2         |           | Meeting held and documented   | WP4 meeting agendas, minutes and attendance sheets                             |  |
|          |  |  | Tool experts           | Draft QA/QI Tools (English)                                 | 8         |           | Draft tools developed   | Tools and supporting materials   |  |
|          |  |  | Tool experts           | Draft Guide to QA/QI Tool Selection                         | 8         |           | Draft guide developed   | Tool Selection Guide   |  |
| <b>5</b> |  |  | WP4, tool experts, WP5 | Training modules and materials (English)                    | 12        |           | Training modules and materials developed for training part 1 and available in English | Facilitation Guide, tool descriptions and guides                               |  |
|          |  |  | <u>WP4, WP6</u>        | <u>Resources for Capacity Building</u>                      | <u>15</u> | <u>19</u> | <u>Resources for capacity building developed and available on the website</u>         | <u>Quality Action: Concept and Methodology (presentation), Quality Action:</u> | <u>Decision to incorporate video footage from training part 1 delayed finalising the e-learning package.</u> |

|  |  |               |  |    |  |  |  |  |  |
|--|--|---------------|--|----|--|--|--|--|--|
|  |  |               |  |    |  |  |  | Project Structure (presentation)<br><sup>1</sup> Quality Action Facilitation Guide, e-learning available on <a href="http://www.qualityaction.eu">www.qualityaction.eu</a> | <u>However, it has been available almost from the beginning of the period of practical application of QA/QI tools.</u> |
|  |  | WP1, WP4, WP6 | Draft Core QA/QI Training Module (English)       | 4  |  | Draft core module developed and available on the website                                 | Quality Action: Concept (presentation), Facilitation Guide |  |  |
|  |  | WP1, WP4, WP6 | Introductory QA/QI training at kick-off workshop | 5  |  | Introductory training conducted at kick-off workshop                                     | Kick-Off workshop report                                   |  |  |
|  |  | WP1, WP4, WP6 | Regional training workshops part 1               | 15 |  | Regional training workshops part 1 conducted in Dublin, Barcelona, Ljubljana and Tallinn | Training Part 1 programmes and attendance sheets           |  |  |
|  |  | WP1,          | E-learning                                       | 16 |  | E-learning   |  |  |  |

|          |  |  |                     |   |    |  |  |   |  |
|----------|--|--|---------------------|---|----|--|--|---|--|
|          |  |  | WP2,<br>WP4,<br>WP6 | package   |    |  | package developed and available on the website   |   |  |
| <b>6</b> |  |  | WP1,<br>WP4,<br>WP5 | Practical Application Plan including criteria for participation             | 5  |  | Practical application plan developed and available on the website                              | Quality Action Participation Guide  | This document was re-named 'Participation Guide' to make it more accessible and useful for partners  |
|          |  |  | WP1,<br>WP5         | 4 regional WP6 coordination meetings combined with training Part 1 (M12-14) | 15 |  | Regional practical application workshops conducted in Dublin, Barcelona, Ljubljana and Tallinn | Training Part 1 programmes and attendance sheets, Practical Application Workshop (presentation) | These meetings were re-named 'Practical Application Workshop' to reflect the methodology used to coordinate practical application of QA/QI tools |
| <b>7</b> |  |  | WP1,<br>WP3         | Terms of Reference, membership list Scientific Reference Panel              | 4  |  | Terms of Reference developed and agreed by SG and AG   | Scientific Reference Panel: Terms of Reference, agenda, minutes                                 |  |
|          |  |  | WP1,<br>WP3         | Draft data collection, analysis and   | 8  |  | Draft plan developed   |   |  |



|          |  |  |               |   |    |  |   |   |  |
|----------|--|--|---------------|---|----|--|---|---|--|
|          |  |  |               | consultation plan                                     |    |  |   |   |  |
|          |  |  | WP1, WP3, SRP | Final data collection, analysis and consultation plan | 10 |  | Final data collection, analysis and consultation plan developed and agreed by WP7 and SRP | WP7 Data collection, analysis and consultation plan |  |
| <b>8</b> |  |  | All partners  | Draft Policy Review                                   | 8  |  | Draft policy review developed   |   |  |
|          |  |  | WP leaders    | Final Policy Review                                   | 9  |  | Draft review developed, analysis ongoing.   |   | The final policy review is still in progress include the results of an additional partner survey to gather a wider range of relevant data. |
|          |  |  | WP5, WP1      | Draft Glossary  | 11 |  | Draft Glossary developed and available for partner consultation on website                | Draft Quality Action Glossary                       |  |

### 3. TECHNICAL IMPLEMENTATION OF THE PROJECT

#### 3.1. Activities related to Horizontal Work Packages:

##### WP1: Coordination of the project:

##### Project management

- Management Plan (Annex 1 Management Plan) *yes*
- Sustainability plan *no* (draft due at the next SG meeting in March 2015)
- Internal partnership agreement (Annex 2 Cooperation Agreement including Financial Guidelines) *yes*

##### Partnership management of tasks and achievements during the reporting period

- List of project meetings, dates, venues, annotated agenda, action oriented minutes:

| • Meeting                                  | Date          | Venue             | Documents  |
|--|---------------|-------------------|--|
| Steering Group 1 (Kick-Off Meeting)        | 21+22/03/2013 | Luxembourg        | Agenda, Minutes, Signed List of Participants (Annex 3) |
| Kick-Off Workshop                          | 05+06/06/2013 | Berlin            | Agenda, Report, Signed List of Participants (Annex 4)  |
| Kick-Off Workshop preparation meeting (SG) | 04/06/2013    | Berlin            | Agenda, Minutes, Signed List of Participants (Annex 5) |
| Steering Group 2                           | 16+17/10/2013 | Bergisch Gladbach | Agenda, Minutes, Signed List of Participants (Annex 6) |
| Steering Group 3                           | 23-25/06/2014 | Bergisch Gladbach | Agenda, Minutes, Signed List of Participants (Annex 7) |
| Advisory Group 1                           | 06/06/2013    | Berlin            | Agenda, Minutes, Signed List of Participants (Annex 8) |

- Management structure description, summary of the steering committee, advisory board and general project meetings minutes

The German Federal Centre for Health Education (BZgA) in Cologne, Germany, is the coordinating partner of Quality Action. The team at BZgA leads the project conceptually and structurally. BZgA convenes the Steering Group (SG) and Advisory Group (AG) meetings as scheduled in the proposal and project timeline (Annex 9). In addition, each work package has a designated contact person at BZgA who attends WP meetings and liaises between the coordination team and the work package using email, telephone and face-to-face meetings as required.

The Steering Group (SG) comprises representatives from each WP, the coordinator and Chafea. It met three times during the reporting period. A regular part of the SG meetings covers report back, work planning and consultation on the work of each work package. Other topics covered included work conceptual discussions on QA/QI in HIV prevention, preparation of the kick-off workshop and the Quality Action training workshops, dissemination and conceptual planning for the concluding conference and sustainability planning. Please see attached SG minutes for details (Annexes 5, 6 & 7). At its third meeting, the steering group applied one of the quality improvement tools used in Quality Action to the project itself (*Succeed*, facilitated by WP3 as outlined in the proposal). This resulted in a number of actions to improve the project further (see the section on WP3 in this report for details).

The Quality Action Advisory Group (AG) consists of interested experts in HIV prevention and/or QA/QI, including members of the IQ<sup>hiv</sup> core group, the initiative that developed the concepts used by Quality Action, and representatives from collaborating partners. It met once in conjunction with the kick-off workshop for Quality Action (Annex 8). At the meeting, members indicated their particular interest in contributing to specific work packages. Individual members of the AG have attended WP meetings, joined the Scientific Reference Panel (SRP) and contributed their advice to specific activities within the WPs.

In addition, Quality Action had two general project meetings on its agenda: the Kick-Off Workshop was conducted at the beginning of the project (Annex 4) and the concluding conference will present results and discuss future developments at the end of the project (in preparation).

- Project planning per work package  
WP 1 regularly collects updated work plans from each work package. As mentioned above, each work package has a designated contact person in the coordination team. WP1 also facilitates direct contacts and coordination between WPs where they collaborate on parts of the project. Examples of close collaboration between WPs are the Quality Action training workshops part 1 and 2 (WP4, 5 and 6), data collection and analysis for the Charter for Quality in HIV Prevention (WP3 and WP7), and liaison with policy makers and policy review (WP2 and WP8).
- Amendment incurred or requested during the reporting period
  - Changes in the partnership, if any
  - Any changes to the legal status of any of the beneficiaries

There were no changes in the partnership structure of the project.

During the reporting period, Quality Action requested amendments as a result of name changes of two associated partners: Public Health England, previously Health Protection Authority and Public Health Agency of Sweden (Folkhälsomyndigheten), previously Smittskyddsinstitutet.

The "Ukrainian Center for Socially Dangerous Disease Control of the MoH of Ukraine Department: Monitoring and Evaluation Center" and the NGO 'Dialogs' in Riga, Latvia, joined the Quality Action Partnership as collaborating partners during the reporting period.

- Problems that have occurred and how they were solved, or solutions envisaged

At the beginning of this complex project, some work packages found it difficult to define their tasks clearly in relation to the tasks of other work packages. WP1 conducted individual discussions and a WP1 team member attends all other WP meetings. In some cases, an additional teleconference or face-to-face meeting helped clarify open questions and resolved uncertainties in work plans.

- Impact of possible deviations from the planned milestones and deliverables, if any:

None anticipated at this stage.

- Description of internal communication channels

Internal project communication is detailed in the Cooperation Agreement signed by each associated partners (Annex 2). It also details a conflict resolution process. The main channel for internal project communication is email. Two group emails are used regularly (SG and 'all partners'). In addition, WP1 and partners organise teleconferences and meetings as needed to progress specific tasks.

- Communication strategy

The communication strategy for Quality Action is incorporated into the Dissemination Plan (see WP2).

- Reporting during the reporting period:
  - technical and financial management and reporting

According to the Grant Agreement, the Technical Interim Report for Quality Action must be submitted within 2 months following a period of 18 months after the starting date of the action, covering the period from M1 to M18. It is submitted together with the interim financial reporting template and accompanying documents.

- Depending on the project classification on the Agency's internal 'risk category', please describe submission of the semi-annual report (SAR), financial statement and the monitoring reports submitted during the reporting period

No SAR required for this project.

- Subcontracting rules applied and description of the process for implementing the public procurement (E5 subcontracting cost), if applicable

Partners apply the subcontracting rules required by their organisations, ensuring that they are equitable and transparent (see Quality Action Financial Guidelines page 5, Annex 2).

### **Co-operation with key stakeholders and their added value**

Quality Action is cooperating with key stakeholders in HIV prevention in Europe:

- We exchange information with ECDC regularly. ECDC is represented on the AG and WP1 has made an introductory presentation to ECDC.
- Several partners regularly represent Quality Action at the HIV Think Tank and the Civil Society forum.
- Quality Action participated in the Greek EU-Presidency's Cluster Meeting on HIV in Athens in June 2014.
- Quality Action is represented on the advisory groups of two related projects, HIV Euro EDAT and OptTEST.
- The Swiss Department of Health supports Quality Action with additional activities and participates in the use of the QA/QI tools, with a particular emphasis on developing and piloting the new 'Schiff' tool for quality improvement of HIV prevention programmes at the regional/national level.
- WP4 collaborates closely with EMCDDA on the development of the new PIQA quality assurance tool for harm reduction interventions targeting people who inject drugs.
- Quality Action is a founding member of an international initiative on Quality and Evidence-Building in HIV Prevention, together with the W3 Project at the Australian Research Centre in Sex, Health and Society at La Trobe University, Melbourne and AIDS United in Washington, USA. The initiative has jointly conducted a symposium at the International AIDS conference in Washington in 2012 as well as a Quality Action workshop, a symposium and a networking meeting at the International AIDS conference 2014 in Melbourne.

These collaborations increase the expertise flowing into the Quality Action tools, training modules and support materials, increase the number of practical applications of QA/QI tools, identify synergies between guidance documents and increase sustainability.

### **Sustainability strategy after the end of the EC co-funding**

The Quality Action SG has discussed initial ideas for sustainability strategies at its last meeting (Annex 7). The development of a network of trained trainers/facilitators who can assist others in the application of practical QA/QI tools as part of Quality Action is the backbone of the project's sustainability strategy. It is supported by the objective of WP8 to integrate the use of QA/QI tools in HIV prevention at the policy level. WP1 also had initial discussions with partners of the HIV Euro EDAT and OptTEST projects regarding possible joint initiatives to maintain support for the dissemination of guidance documents and good practice approaches beyond the EC co-funding of these projects. These discussions will continue at upcoming conferences and meetings. The SG will

work on the first draft of a sustainability Plan for Quality Action at its next meeting in March 2015.

### **Problems encountered during the reporting period**

The main challenge for the project during the reporting period was to bring all partners up to date with the quite complex concepts and structure of the project. In general however, WP1 did not encounter any significant problems during the reporting period. Some challenges for the project are described in the reports of the corresponding work packages below.

### **How problems were resolved/ limitations remaining**

Conducting the kick-off event with all partners and as an interactive workshop addressed the challenge of developing a common understanding of the concept, approach, methods and structure of the project. The event included formal presentations and interactive group work exercises. Participants had the opportunity to learn about the main steps in the project at poster-based information stations, formulate questions and bring them back to the plenary. Each work package also presented two workshops as part of a 'World Café' activity, where partners could meet the work package leaders, learn about the plans for each WP and discuss details. In small groups based on national or regional commonalities, participants then developed their own 'mind maps' of the project and their own participation in it. Each group then presented their mind map back to the plenary, which offered a range of different options of participating in the project while reinforcing its core components and steps.

### **Activities planned for the next phase making reference to the work plan, milestones and deliverables**

All remaining tasks and deliverables are due in the next phase of the project (the second half of the funding period). For WP 1 these include:

- Coordinating and supporting the WPs to complete their tasks and produce their deliverables
- Convening the remaining SG and AG meetings
- Representing Quality Action and its results at relevant meetings and conferences
- Working with all partners, especially WP2, to plan and conduct the concluding conference for the project
- Finalising all deliverables for publication
- Writing and submitting the final reports.

## **WP2: Dissemination of the results of the project and of the recommendations**

Dissemination plan available                      yes    (Annex 10)

The Dissemination and Communication Strategy (Annex 10) constitutes the roadmap for the activities of Work Package 2 (including Deliverable 1 and Milestone 2). The work has been divided into two areas:

- 1) Communication activities will support partners in implementing tools and methods
- 2) Dissemination activities will target external stakeholders and support awareness raising and advocacy work in relation to Quality Action products and results.

WP2 is a horizontal work package, bridging Quality Action's activities, products and achievements in a cross-cutting way. Although its content relates directly to WP2, the strategy will not succeed without the full co-operation of the coordinator, the work package leaders as well as direct involvement of all project partners and support from the Advisory Group.

Activities undertaken to ensure that the results and deliverables have reached the target groups during the reporting period:

1. *Visual Identity* (logo and branding). The project logo (visual identity) created provides Quality Action with a strong, new and clearly recognisable 'look and feel' (any overlap with already existing initiatives working on HIV/AIDS have been avoided). The logo is a visual reference point for the project that enables quick identification with all related materials and is suitable for use in black and white as well as colour printing.
2. *Dissemination templates*. Based on the approved visual identity (logo and branding of Quality Action), WP 2 has created templates for Microsoft Word and Microsoft PowerPoint. These are used by all Quality Action partners throughout the full duration of the project. The templates have been developed according to the applicable rules and regulations of the European Commission.
3. *Quality Action leaflet*. The Quality Action leaflet is 'short and catchy'. It is a small booklet with key information about the project, quality concepts in HIV prevention and the QA/QI tools used in Quality Action to improve the quality of prevention interventions, support the project can provide and the website. The leaflet has been printed and circulated to all partners. It is also available to download from the website. WP2 works with partners to disseminate leaflets to colleagues and other stakeholders to raise awareness of Quality Action (Annex 11).
4. Project leaflet submitted to Chafea    yes (Annex 11)
5. *Dissemination content*: the attached table (Annex 12) provides an overview of dissemination activities (e.g. events, conferences, meetings, online

newsletters) where Quality Action was represented and the dissemination materials and tools used.

6. *Editing and formatting of QA/QI tools* produced, including English language proof-reading: All dissemination materials are published on the Quality Action website. They adhere to the Quality Action 'look and feel' and make use of the logo. Also, the materials are in line with the visibility rules and regulations of the European Commission.
7. *Stakeholder analysis*: The stakeholder analysis aims to map out the key groups of stakeholders and to identify their interest in and importance for the success of Quality Action. It helps select the most relevant tools and actions to communicate with them. The results of the analysis are used to increase the impact of dissemination activities.

The following target groups of stakeholders were considered relevant for Quality Action and included in the analysis:

- Participating networks, programmes and projects (i.e. partners and organisations involved in training workshops and practical applications of the QA/QI tools);
- Other networks, programmes and projects (i.e. other organisations working in HIV prevention);
- International organisations;
- Scientific community;
- EU policy makers;
- National policy makers;
- Target group organisations (MSM, PWID, etc.)
- People living with HIV (PLWH) organisations.

WP2 developed a questionnaire and asked all partners to assess the interest and relevance of different groups of stakeholders for the success of Quality Action. The questionnaire also included the capacity/relevance of different groups of stakeholders for further dissemination. Thirteen associated and collaborating partners responded to the questionnaire. The results are presented in the stakeholder analysis report (Annex 13).

Quality Action website [www.qualityaction.eu](http://www.qualityaction.eu)

The website includes:

- Information for the general public about Quality Action, its aims, methods and outputs, including published reports, training materials and links to the e-learning package
- A stakeholder platform (forum) to enable discussion between professionals and people involved in networks and projects participating in Quality Action (the application of the QA/QI tools), so that they can exchange and share learning (registration required)
- A partner's section for Quality Action partner organisations to be used as an archive where all final versions of important documents, templates and reports can be downloaded (registration required).



The EU funding disclaimer and EU logo are visible in the project website and public presentations: yes

### Website statistics

The following data are available from Google ® analytics for the reporting period:

- Number of sessions: 2665;
- Number of users: 1037;
- Number of page views: 10501;
- 40.3% new visitors and 59.7% returning visitors.

Social media: The Steering Group decided that only Quality Action news or activities will be posted on Facebook and twitter; to avoid duplication and limit the work required to review and assess external content, no re-posting or re-tweeting of general HIV prevention topics will be performed.

The following statistics are available for the reporting period:

Facebook: joined 16th September 2013, 56 'Likes', regular posting started in April 2014 and 'Likes' went up by 30. Most 'liked' post was when WP2 posted on the plane crash in July. People like to see that there is a human who is writing this and the social aspect of the content.

Twitter: joined 16th September, regular posting since May 2014, 43 followers. Posts only related to Quality Action activities.

### Press release

In September 2013, WP2 published a press release to announce the launch of the Quality Action website; it was disseminated through EHNet communication channels and by all partners at the national level.

### Quality Action (online) Newsletter

Quality Action publishes an internal (partner only) and an external (all stakeholders) newsletter. The timing for the newsletters is handled flexibly, depending on what needs, issues and relevant information is available. The estimated timing for the internal newsletter is every three months and for the external newsletter every six months.

### Newsletter (external)

WP2 produced an electronic newsletter and disseminated it in February 2014. It contains information on the project, the work to be undertaken in each work package, the website link and other possibilities to get involved. It was disseminated to all stakeholder contacts provided by partners within the stakeholder mapping and analysis process. The newsletter is available on the Quality Action website.

### Internal newsletter

WP2 prepared an electronic internal newsletter to all associated and collaborating partners in August 2014 (sent in September 2014). It contains up to date information on activities and results of the project, planning and achievements, challenges and needs for implementation.

The table below describes the status of key activities listed in the Dissemination and Communication Strategy:

| Item # | Title   | Month(s)                               | Status  |
|--------|---|--|---|
| 1      | Visual Identity (Logo/Branding)                                     | 3-4                                    | done  |
| 2      | Quality Action website (including stakeholder platform)             | 5-7-36                                 | done  |
| 3      | Stakeholder Analysis  | 4-7                                    | done  |
| 4      | Stakeholder Mapping Document  | 4-12                                   | done  |
| 5      | Project leaflet   | 5-7                                    | done  |
| 6      | Press releases  | 5<br>32-34                             | Done<br>More to follow later in the project, when results are available |
| 7      | Presentations and external events                                   | 3-18                                   | ongoing   |
| 8      | Electronic booklet/database with case studies of QA/QI applications | 12-36                                  | To be done  |
| 9      | Mailing list  | 4-36                                   | ongoing   |
| 10     | Internal newsletters  | 18<br>provisional for months 24 -30-34 | Done<br>More to follow  |
| 11     | External newsletters  | 13<br>Provisional for months 24 -30-34 | Done<br>More to follow  |
| 12     | Other marketing materials (e.g. poster, 'gadgets')                  | 32                                     | To be done as needed  |
| 13     | Press releases  | 32-36                                  | To be done  |
| 14     | Communication with other EC projects                                | 7-36                                   | ongoing   |
| 15     | Communication with relevant decision makers and stakeholders        | 7-36                                   | ongoing   |
| 16     | Organisation of a concluding conference                             | 32                                     | To be done  |

Dissemination of the deliverables produced in the reporting period:

| Deliverable | Title  | WP | Dissemination means   | Target Audience                         | Nature |
|-------------|--|----|---|---|--------|
| 1           | Dissemination Plan   | 2  | Website (Partners' Section)   | Partners                                | Public |
|             | Dissemination Materials (website, leaflet)                     | 2  | Website (public), social media  | Partners and general public             | Public |
| 2           | Newsletter   | 2  | Website and mailing (MailChimp)   | Partners and general public             | Public |
| 2           | Baseline Assessment  | 3  | Website (Public and Partners' Section)                                    | Scientific community and general public | Public |
| 3           | Practical Tools  | 4  | Website (Public and Partners' Section), Social Media, leaflet, newsletter | Partners and general public             | Public |
| 4           | Resources for Capacity Building (including e-learning package) | 5  | Website   | Partners and general public             | Public |
| 9           | Evaluation Report  | 3  | Technical Evaluation Plan uploaded to website                             | Partners and general public             | Public |

**Problems encountered during the reporting period**

No problems encountered.

**How problems were resolved/limitations remaining**

None anticipated.

**Activities planned for the next phase making reference to the work plan, milestones and deliverables**

1. Newsletters – at least 2 further external and 3 further internal newsletters
2. Continuous website updates on Quality Action news and relevant events

3. Continuous updates of the partners section of the website
4. Support for WPs in the development of the core package of materials
5. Support for partners in editing and formatting reports and deliverables
6. Published project materials (e.g. tools, training materials, Charter for Quality in HIV Prevention, Policy Kit)
7. Organising the concluding conference in consultation with partners.

Please also see current work plan for WP2 (Annex 14).

### **WP3 - Evaluation of the project and the management system.**

Evaluation plan available            yes            (Annex 15)

Logic framework per work package    yes            (Annex 16)

WP3 developed a logic framework for the whole project, organised by specific objective (Annex 16). Each objective globally corresponds to a specific work package.

The evaluation aims to answer 5 specific evaluation questions:

- 1) Have the Joint Action's expected outcomes and outputs been achieved? Why or why not?
- 2) How could outputs and outcomes be improved?
- 3) To what extent were the chosen approach and process (QA/QI tools and trained QA/QI trainers/facilitators) fit for purpose and used and supported by stakeholders?
- 4) To what extent have participating programs/projects moved towards accepted criteria for quality and effectiveness in HIV prevention?
- 5) What is the future potential of the approach for increasing quality and effectiveness in HIV prevention?

To answer these evaluation questions, WP3 has developed an evaluation plan (Annex 15) in close collaboration with the project partners. In this plan, we have specified how process, output and outcomes of the project are measured using a multi-level evaluation strategy. It includes the use of routine monitoring data, descriptive cross-sectional studies, a non-experimental before-and-after design and post-tests to measure the project's overall achievements. The evaluation applies mixed methods, i.e. quantitative and qualitative methods to appropriately collect and analyse relevant data.

#### **Evaluation activities implemented during the reporting period:**

- Monitoring tools developed for data collection for process evaluation: WP1 developed a format for SG meeting minutes, WP2 for event reporting.

Monitoring tools developed by WP3 include:

- Questionnaires and interview guides starting environment assessment (baseline assessment)
- questionnaires for process evaluation of the kick-off workshop
- questionnaires for the (process) evaluation of the training workshops
- questionnaires for the process evaluation of the practical QA/QI tool applications

WP3 developed all data collection tools using intensive feedback loops to consider partners' comments and integrate them. Analysis of process evaluation data takes into account the defined indicators.

### Finalised analyses:

Descriptive analysis of the process evaluation of the kick-off workshop (Annex 17)

Quantitative and qualitative analysis of the starting environment data (Annex 18). Specific indicators: understanding and relevance of the topic of quality to stakeholders, stakeholders' expectations of the project

### Ongoing analyses:

Evaluation of the European-level training workshops. Indicators: self-assessed level of knowledge and skills of the participants before and after training, perceived usefulness of QA/QI tools, impact of training regarding future plans to apply QA/QI tools, satisfaction with the training

- Problems encountered and solutions implemented:
  - Particular concerns exist on the part of some stakeholders (they also emerged as a theme from the starting environment report) about protecting potentially sensitive quality data in a competitive funding environment. Quality Action promotes self-determination and control of data as a prerequisite principle for increasing the use of QA/QI in HIV prevention. Accordingly, the SG agreed that WP3 will not collect primary source documents generated during the practical application of QA/QI tools, i.e. the self-assessment or reviewer-assessed questionnaires that form part of some tools (*Succeed*, QIP, PIQA, Schiff). Instead, WP3 will analyse respondents' perception of the usefulness of the tools, their application, as well as their own assessment of quality improvements made as a result of using the tools.
  - Training questionnaires are anonymous, on-line questionnaires and the response rate varied by training site. Participants received a personal training code, their names and contact information are not known to WP3. In collaboration with WP6 and WP5, a code manager was appointed within WP5 who sends reminder emails for the questionnaires and manages other potential problems with the codes.

- Plans for communication and using monitoring information

Monitoring information is communicated to all WP leaders through SG meetings and publication of milestones, deliverables and other documents on the Quality Action website. Preliminary results of all analyses are shared in a timely fashion with SG members in order to collect comments and guide conclusions. Evaluation using monitoring information is discussed during working sessions and will be used for validation and if needed, re-adjustment of the evaluation plan.

### Additional evaluation activity: application of the QA/QI tool *Succeed*

WP3 led the application of a QA/QI tool to Quality Action itself. The SG selected the *Succeed* tool and the quality improvement workshop took place during the SG meeting in Bergisch Gladbach in June 2014. WP3 adapted the *Succeed* approach based on a combination of preparatory work and group discussion during the workshop. WP3 used a voting system linked with a PowerPoint presentation (Turning Point, Turning Technologies, LLC, Ohio, USA) to assign grades to the different indicators and to initiate discussion on selected questions. During a second session, WP3 proposed quality improvement action

points based on the discussion during the first session. The SG then assigned responsible members and a timeline to each agreed action point. WP3 will facilitate a second round of QI using *Succeed* and a report on the entire process is due in month 30.

## **Performance indicators and their definitions**

### Baseline data

WP3 collects baseline data from different sources during the project. WP3 conducted an assessment of the project's starting environment before and during the kick-off workshop, collecting initial data on:

- Understanding and relevance of the topic of quality to stakeholders
- Stakeholders' expectations of the project.

The pre-training questionnaire collects the self-assessed level of knowledge and skills before the training. The questionnaire for the practical application of QA/QI tools collects data on the self-assessed quality of participating programmes and projects from those applying the tools.

### Performance targets

1. 90% of participating HIV prevention programs and projects have access to capacity building and technical assistance from trained trainers/facilitators
  - Coverage of 90% (of programmes and projects with capacity building and technical assistance)
  - At least 60 trainers/facilitators in MS are trained by M16 (training part 1)
  - New training materials are acceptable, user-friendly and effective
2. 75% of participating HIV prevention programmes and projects are satisfied with the capacity building and technical assistance provided by trained QA/QI trainers/facilitators.
  - At least 60 trainers/facilitators in Member States are fully trained by M30
  - 75% improvement of knowledge and skills of trainees
  - 80% of the trainers/facilitators remain at a satisfactory level of knowledge and skills 6 months after completing the training
3. 75% of participating programmes/projects report successful QI projects resulting in one or more of the following changes: 1) more precise, evidence-based targeting; 2) increased reach; 3) greater participation of priority groups in prevention activities.
  - At least 80 tool applications are ongoing or have been finalised by M30, the majority by projects targeting key populations in Europe
  - 75% of the participating programmes/projects report successful QA/QI tools applications
  - 75% of the participating programmes/projects perceive quality improvement in at least of one of the changes above
4. All 25 partner MS endorse and recommend the Charter for Quality In HIV Prevention by M35
5. The policy kit is adopted and disseminated by HIV Think Tank and Civil Society Forum by M35

- %age of the partner Member States that have included QA/QI in their strategic planning documents by M35

#### Data Sources

- Starting environment questionnaire
- Training questionnaires part 1 and part 2, pre- and post-training
- Focus Group Discussions with European-level trainees
- Semi-structured interviews with European-level tool trainers
- Practical application process and outcome questionnaires
- Project documents
- Final project evaluation questionnaire

#### Data Collection

- Anonymous, self-administered, standardised online questionnaires
- Recorded interviews
- Self-administered, standardised paper-pencil questionnaire
- Focus Group Discussions with European-level trainees
- Recorded expert interviews with 7 tool trainers

#### Frequency and Schedule of Data Collection

- Starting environment questionnaire: M3
- Starting environment interviews: M3
- Feedback from kick-off workshop: M3
- Training questionnaires: part 1 during M14-M15; part 2 during M21 and M23
- Focus Group Discussion with trainees: M21 and M23
- Semi-structured interviews with European -level trainers: M21 and M23
- Practical application questionnaire: for each practical application at two points in time: within 6 weeks after the application (process questionnaire) and within 6 months after the application (outcome questionnaire): continuous collection from M15 until M34
- Final project evaluation questionnaire: M33
- Feedback from concluding conference: M34.

#### Responsibility for Collecting Data

- WP1 is responsible for monitoring routine project activities such as meetings.
- WP3 is responsible for the design of all data collection instruments, overview of data collection, data management of the results of the on-line questionnaires, collecting qualitative data in focus group discussions and semi-structured interviews.
- WP5 is responsible for inviting participants of the European-level training workshops to fill in the on-line evaluation questionnaires, to manage the anonymous codes used by the participants and to schedule times for qualitative data collection during the training workshops.
- WP6 is responsible for inviting participants of the practical QA/QI tool applications to fill in the application questionnaires.
- All WPs provide input into the data collection instruments.



## Plans for data analysis, reporting and use of information:

### *Quantitative data:*

WP3 performs statistical analysis using STATA version 11.1 software (StataCorp LP, Texas, USA). We summarise results by relative frequency (nominal and ordinal data) or by measures of central tendency and variability (numeric data). We calculate indicators expressed as proportions (%) as numerator divided by denominator (x100 for %).

We perform before-and-after comparisons (pre- and post-test, pre- and post-score) by presenting cross tabulations and calculating a proportion ratio or odds ratio (nominal and ordinal data) or by summarising the numeric characteristics across the 'before' and 'after' categories. WP3 performs statistical tests as needed ( $X^2$  test for difference of proportions, T-test for difference of means).

### *Qualitative data:*

Qualitative data are recorded, transcribed verbatim from audio files and analysed using the computer-assisted NVivo 11.0 program. WP3 then applies an inductive analysis using open coding, leading to categories and overarching themes. We perform content analysis in accordance with Mayring (Mayring, 2008). Whenever possible, two evaluators code and establish an open, data-driven code-book.

### Identified needs for complementary evaluation

No needs for complementary evaluation needed at this moment. The need will be continuously evaluated.

### **External evaluation** *no*

The evaluation component of Quality Action is structured deliberately to ensure that the lead organisation for WP3 (evaluation) is not directly involved in any of the other core activities or production of deliverables of the project. WP3 collaborating partners have been selected to provide an additional external perspective.

## Interim Evaluation Report

|  |  |  |   |   |
|--|--|--|---|---|
| Objective 1  | <b>Develop and deploy a training package with general and tool-specific modules to train at least 60 trainers/facilitators in Member States (MS) to provide capacity building and technical assistance to programs/projects using QA/QI tools as part of Quality Action.</b> |  |   |   |
| Process indicator  | Output indicator   | Outcomes indicator   | Means of verification                               | Results achieved  |
| A meeting is organised for selecting and adapting 2 additional | Two additional tools, including specific training modules, are ready   | 90% of participating HIV prevention programs and projects have access to capacity building and technical | Process/output:<br><br>•Meeting minutes<br>•Project | <ul style="list-style-type: none"> <li>•Tool selection meeting held</li> <li>•Two additional tools available</li> <li>•Guide to tool selection</li> </ul> |

|  |  |   |   |  |
|--|--|---|---|--|
| <p>tools by M2</p> <p>At least 4 European-level training workshops (part I) are conducted by M15</p> | <p>for piloting by M12</p> <p>Guide to tool selection is ready by M8</p> <p>General training modules and materials are available (in English) by M12</p> <p>E-learning package available by M16</p> <p>Revised final tools including case studies are available by M25</p>           | <p>assistance from trained trainers/facilitators</p> <ul style="list-style-type: none"> <li>•Coverage of 90% (programs and projects with capacity building and technical assistance)</li> <li>•At least 60 trainers/facilitators in MS are trained by M16 (Part I training)</li> <li>•New training materials are acceptable, user-friendly and effective</li> </ul> | <p>documents</p> <p>Outcome:</p> <ul style="list-style-type: none"> <li>•Project documents</li> <li>•Focus Group Discussions with European-level trainees</li> <li>•Practical application: process questionnaire</li> </ul> | <p>available</p> <ul style="list-style-type: none"> <li>•Training modules and materials available</li> <li>•E-learning package available</li> <li>•4 European-level training workshops (part 1) held</li> <li>•106 trainer/facilitators are trained</li> <li>•Preliminary results show the new training materials are acceptable, user-friendly and effective</li> </ul> |
| <p>Objective 2</p>   | <p><b>Ensure that the trained trainers/facilitators from Member States have reached and can demonstrate a level of QA/QI knowledge and skill required to provide on-going technical support to programs and projects using QA/QI tools to improve the quality of their work.</b></p> |   |   |  |
| <p>Process indicator</p>   | <p>Output indicator</p>  | <p>Outcomes indicator</p>   | <p>Means of verification</p>  | <p>Results achieved</p>  |

|   |  |  |   |   |
|---|--|--|---|---|
| At least 4 European-level training workshops (part 2) are conducted by M22  | Training reports are available of all training courses   | 75% of participating HIV prevention programmes and projects are satisfied with the capacity building and technical assistance provided by trained QA/QI trainers/facilitators.                 | Process/output:<br><br>•Meeting reports<br>•Project documents   | •Training reports of part 1 training workshops are available<br>•Project Report of the European-level coordination meetings is available<br>•Preliminary results of part 1 training workshops indicate at least 50% improvement of knowledge and skills of trainees |
| At least 4 coordination meetings are conducted by M15                       | Report of the European-level coordination meetings is available  | •At least 60 trainers/facilitators in Member States are fully trained by M30<br>•75% improvement of knowledge and skills of trainees   | Outcome:<br><br>•Project documents<br>•Training questionnaire<br>•Semi-structured Interviews with European-level trainers |   |
| Ongoing technical support is being provided by M24                          | All technical support reports are available  | •80% of the trainers/facilitators remain at a satisfactory level of knowledge and skills 6 months after completing the training  |   |   |
| Objective 3   | <b>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 by month 30.</b> |  |   |   |
| Process indicator   | Output indicator   | Outcomes indicator   | Means of verification   | Results achieved  |
| At least 2 internal QA/QI application meetings are organised by M15 and M25 | Practical application plan including criteria for participation ready by M5<br><br>Translated  | 75% of participating programmes/projects report successful QI projects resulting in one or more of the following changes:<br>1) more precise, evidence-based targeting; 2) increased reach; 3) | Process/output:<br><br>•Meeting reports<br>•Project documents   | •Practical application plan available<br>•First 9 QA/QI tool applications finalised, the rest are ongoing<br>•Projects and Programmes applying tools  |

|  |   |   |   |   |
|--|---|---|---|---|
| <p>At least 80 applications are initiated or finalized by M 30, the majority by projects targeting the priority populations for HIV prevention in Europe, particularly MSM, PWID, migrants from high-prevalence countries and PLWH</p> | <p>tools are available in-country by M16</p> <p>At least 60 application case studies available by M24</p> <p>Practical Application Report including recruitment process, participating programs and projects, summary of enablers of and barriers to participation and electronic booklet of case studies is available by M35</p> | <p>greater participation of priority groups in prevention activities.</p> <ul style="list-style-type: none"> <li>•At least 80 tool applications are ongoing or have been finalised by M 30, the majority by projects targeting key populations in Europe</li> <li>•75% of the participating programmes/projects report successful QA/QI tools applications</li> <li>•75% of the participating programmes/projects perceive quality improvement in at least of one of the changes above</li> </ul> | <p>Outcome:</p> <ul style="list-style-type: none"> <li>•Project documents</li> <li>•Practical application: process questionnaire</li> <li>•Practical application: outcome questionnaire</li> <li>•Focus Group Discussions with European-level trainees</li> </ul> | <p>cover the priority populations for HIV prevention in Europe (see WP6 section in this report)</p> <ul style="list-style-type: none"> <li>•Several countries have produced translations to support the application of QA/QI tools (Slovak, French, German, Swedish, Croatian, Spanish, Estonian, Russian, Flemish, Slovenian)</li> </ul> |
| <p>Objective 4</p>   | <p><b>By the end of the Joint Action, develop, adopt and disseminate a ‘Charter for Quality in HIV Prevention’ with agreed quality principles and criteria for use in assessing and improving the quality of HIV prevention programmes and projects.</b></p>  |   |   |   |
| <p>Process indicator</p>   | <p>Output indicator</p>   | <p>Outcomes indicator</p>   | <p>Means of verification</p>  | <p>Results achieved</p>   |
| <p>At least 1 meeting is</p>   | <p>Terms of Reference</p>   | <p>All 25 partner MS endorse and</p>  | <p>Process/outp</p>   | <ul style="list-style-type: none"> <li>•Terms of Reference</li> </ul>   |

|  |  |  |   |   |
|--|--|--|---|---|
| <p>organised to develop a Charter for Quality in HIV Prevention by M24</p> <p>Data collection completed by M26</p> <p>At least 2 consultations take place to agree on the charter by M26</p> | <p>and membership list for Scientific Reference Panel are ready by M4</p> <p>Data collection, analysis and consultation plan ready by M10</p> <p>“Charter for Quality in HIV Prevention” available on the project website by M31</p> <p>At least one scientific article submitted for publication by M33</p> | <p>recommend the Charter by M35</p>                          | <p>ut:</p> <ul style="list-style-type: none"> <li>•Meeting minutes</li> <li>•Project documentation</li> <li>•Scientific manuscript</li> </ul> <p>Outcome:</p> <ul style="list-style-type: none"> <li>•Desk review</li> <li>•Project documentation</li> <li>•Practical application: outcome questionnaire</li> </ul> | <p>and membership list for Scientific Reference Panel are available</p> <ul style="list-style-type: none"> <li>•Data collection, analysis and consultation plan available</li> <li>•Draft results of desk review available</li> </ul> |
| Objective 5  | <p><b>By the end of the Joint Action, produce a set of recommended policy statements and strategic actions for incorporating quality improvement into HIV prevention strategies, policies and action plans at the European, regional and Member State levels.</b></p>  |  |   |   |
| Process indicator  | Output indicator   | Outcomes indicator   | Means of verification   | Results achieved  |
| 80% of partner organisations are   | Baseline Policy Review ready by  | The policy kit is adopted and disseminated by HIV Think Tank | Process/output:   | •Draft policy review available  |

|   |  |   |  |  |
|---|--|---|--|--|
| actively involved in the development of the policy kit by M18                               | M9   | and Civil Society Forum by M35  | <ul style="list-style-type: none"> <li>•Meeting meetings</li> <li>•Project documentat ion</li> </ul>   |  |
| At least 2 consultations of partners to receive feedback on the policy kit by M26           | Policy kit available on the project website by M32 | %age of the partner Member States that have included QA/QI in their strategic planning documents by M35 | <p>Outcome:</p> <ul style="list-style-type: none"> <li>• Policy desk review</li> <li>•Project documentat ion</li> <li>•Final questionnai re</li> </ul> |  |
| At least 2 presentations at relevant public health and policy meetings have occurred by M32 | Updated policy review ready by M33                 |   |  |  |

### Problems encountered

We planned the evaluation with a mixed method approach. This was already anticipated in the grant agreement. However, budget reductions that became necessary during the grant agreement negotiations required Quality Action to seek an additional external contribution for the qualitative part of the data collection. The final budget for WP3 does not include all the resources required for qualitative data collection and analysis. Quality Action had received assurances that a Swiss collaborating partner (i.e. the University of Applied Sciences North-West Switzerland) would be able to take on the responsibility to conduct the qualitative data collection. This partner had expressed an interest in this activity and was to receive financial support through the Swiss Federal Office of Public Health, who had been part of the preceding IQ<sup>hiv</sup> initiative. However, the process of securing the necessary resources has taken more time than anticipated due to circumstances beyond our control within Switzerland.

### How problems were resolved/ limitations remaining

Negotiations to secure the resources to conduct the qualitative data collection are ongoing at this point. Contingent on the outcome we may have to adapt the evaluation plan.

### Activities planned for the next phase making reference to the work plan, milestones and deliverables

- Prepare and finalise the training questionnaire part 2
- Prepare and finalise the tools for the qualitative assessment of the training
- Analyse and report the results of the training assessment
- Prepare and finalise the questionnaire for assessing the outcome of the practical applications
- Conduct the second round of the internal practical application of a QI tool to Quality Action (milestone, by M25)
- Prepare and finalise the internal QA/QI tool Application Report (milestone, by M30)
- Analyse and report the results of the Practical Application Questionnaires
- Prepare a draft of the Process and Impact Evaluation Report (milestone, by M33)
- Finalise the final Process and Impact Evaluation Report (deliverable 9, by M34)

See also the updated work plan for WP3 (Annex 19)

## **3.2. Activities related to core work packages**

### **WP 4: QA/QI Tools**

#### **Specific Objective**

Develop and deploy a training package with general and tool-specific modules to train at least 60 experts in Member States to provide capacity building and technical assistance to programmes/projects using QA/QI tools as part of Quality Action.

#### WP4 contribution to this specific objective:

WP4 will produce at least 5 practical and knowledge-based QA/QI tools for HIV prevention in Europe. The set will build on the existing, evidence-based tools adapted by IQ<sup>hiv</sup> (e.g. Succeed, QIP, PQD) adding at least one further tool for use at the national HIV prevention program level and one for QA (e.g. Preffi). Initial versions will be used in WP6 and feedback from demonstration pilots incorporated in the final versions. QA/QI in HIV Prevention: Practical Tools

## Deliverables

The activities of WP4 are related to the following overall deliverables in Annex 1A of the grant agreement:

Deliverable 3: QA/QI in HIV Prevention: Practical Tools

Deliverable 8: QA/QI in HIV Prevention: Core Materials for Practical Application

WP 4 has also developed a document outlining the rationale for tool selection and contributed to translation guidelines and WP3 evaluation questions.

## Key activities of the work package according to Annex 1B of the grant agreement:

1) **ADDITIONAL TOOLS:** a) Collaborate with partners and experts to select and adapt existing QA/QI tools for use in HIV prevention; b) develop and use criteria to assess applicability/feasibility and ensure they are evidence-based; c) evaluate ease of use and potential for application in the WP6 demonstration pilots; and d) develop and implement a work plan to adapt the selected tools. All tools – as well as guidance and training materials – will be produced in English in electronic and paper formats. Participating countries will translate materials as needed.

2) **GUIDANCE & TRAINING:** a) Where needed, embed user support and training into the tools as part of their adaptation for use in HIV prevention; b) in close collaboration with WP5 (Capacity Building), develop a set of ‘train the trainer’ materials, which will be used to prepare experts at the national level to teach end users how to use the tools and provide them with on-going technical assistance; and c) develop guidelines and recommendations to help end users understand, compare and select tools for use in specific settings/situations.

3) **QUALITY ASSURANCE:** a) Collect feedback from demonstration pilots where the tools and training materials are used to confirm their efficacy in different settings and situations; b) update and revise tools and training materials based on findings from demonstration pilots as well as on-going use in the field; and c) identify, adopt and disseminate standards and guidelines to ensure that all translations of tools and training materials carried out by partners accurately reflect the original versions.

### **Specific objectives of this work package for the reporting period**

- a) Collaborate with partners and experts to select and adapt existing QA/QI tools for use in HIV prevention.
- b) Develop and use criteria to assess applicability/ feasibility and ensure they are evidence-based.
- c) Evaluate ease of use and potential for application in the WP6 demonstration pilots.
- d) Develop and implement a work plan to adapt the selected tools. All tools – as well as guidance and training materials – will be produced in English in electronic and paper formats. Each participating country will translate materials as needed.
- e) Identify, adopt and disseminate standards and guidelines to ensure that all translations of tools and training materials carried out by partners accurately reflect the original versions.



- f) Where needed, embed user support and training into the tools as part of their adaptation for use in HIV prevention.
- g) Develop guidelines and recommendations to help end users understand, compare and select tools for use in specific settings/situations.

### **Work progress and achievements:**

The work of WP4 has progressed according to plan. Since there were two new tools to be developed, the original plan to have drafts at eight months (milestone) was considered unnecessarily rushed and delivery was reset to month 12 in consultation with Chafea. To assist partners, WP4 delivered the tool selection guide (Annex 20) two months earlier than planned.

### **Methodology applied as planned during the reporting period**

The main methodology consisted of a combination of literature review, expert meetings and email exchange to give directions for and follow up the work. This included periods of writing, adapting and editing the tools and additional materials according to a timetable.

Each tool has an introduction, embedded guidance, supporting documents if needed and practical examples. However, for the two new tools, practical examples will not be available until after piloting as part of WP6 (practical application). Each tool was checked for ease of use.

Four members of the WP4 group of partners are responsible for tools development. For the two new tools, WP4 also subcontracted expert consultants. The other group members reviewed tools for ease of use.

As part of the developing the new tools, WP4 organised special workshops and presentations:

- For the programme tool, now titled Schiff, there was an additional workshop in Zürich, organised by the Swiss collaborating partner, the Federal Office of Public Health (BAG), attended by experts from the Advisory Group as well as associated partners and collaborating partners who had demonstrated a special interest in this tool. ECDC also participated in this workshop.
- The developers of the tool also had an opportunity to test the tool with the Federal Office of Public Health (BAG) team at an early stage. BAG organised a workshop for all Swiss stakeholders to use Schiff and WP4 had the opportunity to take part in this application and to make observations in order to improve Schiff further.
- To support the development of the QA tool for HIV prevention and harm reduction interventions targeting PWID, now titled PIQA, a workshop was organised in Amsterdam attended by experts from EMCDDA, the consultants and the WP4 members with particular responsibility for this tool.
- WP4 also presented the PIQA tool at the workshop on 'Sharing evidence and ways to improve the quality of actions to prevent and reduce harm related to addiction' funded under the Health and Drug Prevention and Information Programmes (DPIP) and held on the 25th and 26th November 2013 in Lisbon, hosted by the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA).

#### WP4 work package meetings

##### *WP4 Meeting 1: Athens, April 2013*

This meeting was held in Athens. The Greek partner KEELPNO, a major contributor to WP4, offered to host it and this arrangement proved cost-effective. The WP4 group set out a clear plan for division of tasks and involvement of tool experts as well as a structured timeline. All tools have a group member responsible either for development or for in-depth reading of the tool and materials to assess ease of use. WP4 subcontracted experts to write the two new tools.

The WP4 group developed criteria for each task as well as directives for assessing 'ease of use'.

Please see attached meeting minutes for details (Annex 21).

##### *WP4 Meeting 2: Berlin, June 2013*

WP4 held an additional WP meeting in conjunction with the kick-off workshop in Berlin. This was an opportunity to liaise with WP5, the tool experts and consultants and to follow up on the progress on tasks. The group also discussed first outlines of the new tools.

Please see attached meeting minutes for details (Annex 22).

##### *WP4 Meeting 3: Stockholm, January 2014*

At this meeting the group reviewed and discussed the final versions of all draft tools and materials. WP4 also made a plan for the proof reading process and discussed and developed suggested questions for the evaluation of the tools to be conducted by WP3.

Please see attached meeting minutes for details (Annex 23).

#### **Involvement of partners, target groups and national stakeholders**

WP 4 assigned tasks to all partners in the group. Many members of WP4 also participate in WP5 and WP6, and the WP4 lead also participated in WP5 meetings. Collaboration with WP6 was conducted electronically. Beside these planned interactions, WP4 also collaborated very closely with WP2 on proofreading and publication of documents and with WP3 on the evaluation. WP4 kept in close contact with WP1 at all times and received very good support whenever needed.

For the development of the new tools, WP4 sought collaboration with ECDC for both tools and the EMCDDA for the QA tool for projects targeting PWID.

#### **Coordination with other projects or activities at European, National and International level**

WP4 coordinated its work with guidelines produced by ECDC and EMCDDA as well as UNAIDS and WHO.

WP4 consulted the European Correlation Network for PWID as representatives of the vulnerable population that is the focus of the PIQA (None of the other tools has a focus on a specific population).

Please also see 'Methodology Applied' above.

#### **Outcomes, deliverables and milestones achieved during the reporting period**

Please see overall table on Quality Action deliverables and milestones at the beginning of this report.

WP4 updated/adapted/developed the five tools used in Quality Action. Apart from the two new tools and the Tool Selection Guide, WP4 produced another 16 new documents of varied size, such as factsheet introductions on the tools for the kick-off workshop, guides to the tools, case studies and background papers, rationale for tool-selection and a contribution to the translation guidelines. They can be found on [www.qualityaction.eu](http://www.qualityaction.eu).

### **Problems encountered during the reporting period**

The need for highly qualified consultants put considerable strain on the budget. The work in WP4 also needed some additional travel for workshops on the new tools than was planned for in the original budget. Because of the amount of written documents, the need for communication expertise in WP4 was bigger than planned. The need for special software to make tools in questionnaire format more accessible was not anticipated by WP2 but essential for WP4.

### **How were problems resolved/limitations remaining**

WP4 was able to manage the consultants' fees only with the goodwill of the consultants, but the problem may recur if Quality Action needs additional train-the-trainer materials to be developed. This need will be clearer after initial evaluation results on the new tools are available.

Additional travel was supported by budget allocations to collaborating partner travel within Quality Action and also covered through minor shifts from 'other costs' in the WP4 budget.

We have set up a meeting with WP2 to better plan communication expertise for publication of documents for the next stage, and possibly involve communication specialists in WP4 if needed.

The cost of the software was solved within the budget with the help of WP1 .

### **Activities planned for the next phase making reference to the work plan, milestones and deliverables**

Please also see attached WP4 work plan (Annex 24).

The finalised tools are expected to be ready in month 25 according to the project plan and the work plan for WP4. However, the amount of tool revisions will partly be determined by the feedback received as part of the evaluation process.

The evaluation is expected to report preliminary results in February 2015, but because of delays in training part 2 this is now planned for May. After receiving these preliminary results, WP4 will decide on the need for updating tools and agree with tool experts/consultants on the updates. July/August 2015 is the holiday period in Europe and we expect to have final updates after that period. This means it is realistic to plan final delivery for September 2015. This is still in time for presentation at the concluding conference now scheduled for January 2016 and publication on the final website.

- November 2014 - February 2015  
Analysis of feedback on tools and materials collected by WP3 during training workshops part 2
- March 2015  
Final training modules completed (agendas and PPT materials)
- May 2015  
WP4 members and tool experts including consultants read relevant parts of evaluation results to consider adjustments to tools.

- June 2015  
If necessary, an additional WP4 meeting to decide on strategy and task allocation to finalise the tools.
- September 2015  
Finalised tools and materials sent to WP1

Please see also the current work plan for WP4 (Annex 24).

## WP5: Capacity Building

### Specific objectives of this work package for the reporting period

Develop and deploy a training package with general and tool-specific modules to train at least 60 experts in Member States to provide capacity building and technical assistance to programmes/projects using QA/QI tools as part of Quality Action.

Ensure that the trained experts from Member States have reached and can demonstrate a level of QA/QI knowledge and skill required to provide ongoing technical support to programmes and projects using QA/QI tools to improve the quality of their work.

### Description

WP5 (Capacity Building) trains prevention experts to apply QA/QI tools in Quality Action training workshops part 1 (2.5 days), an especially developed e-learning tool and practice-based learning using case studies from trainees' own experience. The resulting network of trainers/facilitators will offer coaching and technical assistance to help projects and programs applying QA/QI tools at the national and sub-national level. Regional training sites (Tallinn, Ljubljana, Dublin, and Barcelona) were chosen for their geographical relevance, presence of associated partners in the WP and to enable maximum participation.

### WP Milestones and Deliverables

| Deliverables  | Milestones   | Due Date  |
|---|--|---|
| QA/QI in HIV Prevention: Resources for Capacity Building          | Draft Core QA/QI training module (English). This is a standard presentation on the Quality Action concept and methodology. It is complemented by the Facilitation Guide and the E-Learning tool created. | Deliverable: May 14, completed August 14)<br><br>Milestone June 13, completed |
| QA/QI in HIV Prevention: Core Materials for Practical Application | WP5 contributes the Facilitation Guide and the e-learning tool.  | Due Dec 15, will be revised as live documents until then.                     |
|   | Introductory QA/QI training at kick-off workshop   | Due Jul 13, Completed June 13   |
|   | Regional training workshops Part 1.<br><br>Over 100 participants trained. Very positive feedback.  | Due May 14, completed May 14  |

|  |   |  |
|--|---|--|
|  | <p>E-learning package to provide ongoing training to those working in the field</p> <p>Is now complete (Sept 2014). It includes video recordings of interviews with the trainers on the core elements of their tools. These were recorded at training workshop part 1 in Dublin. It was a major piece of work and completing all content and technical aspects required more time than anticipated. The delay was approved by Chafea.</p> | <p>Due July 14, completed Sept 14</p>  |
|  | <p>Regional training workshops part 2: 6 – 9 months after Part 1 for trainees to network, learn from each other's experience and refine knowledge and skills. These are organised. The agenda is being devised and will be finalised in September 2014. WP3 will also attend as part of the evaluation process.</p>   | <p>Due Jan 15. Scheduled:</p> <p>Dublin Oct 28 - 30 2014.</p> <p>Barcelona 27-29 Jan 2015.</p> <p>Ljubljana 10-12 Feb 2015.</p> <p>Tallinn 17-19 Feb 2015.</p> |

### Other important activities

- Collaborate with WP4 and WP6 – lessons learned, on-going updating of tools and training modules: Excellent working relationships with ongoing quality improvement and reflections
- Collaborate with WP3 in collecting evaluation questionnaires and passing on informal feedback: Data collection in relation to training facilitated by WP5
- WP5 lead has actively collaborated with WP3 in devising evaluation criteria.
- WP5 lead has provided a staff member to co-ordinate the confidential coding system for the evaluation questionnaires.
- Participation in the Steering Group: Attended all meetings.
- At least 60 trained experts with critical knowledge about QA/QI plus specific knowledge and skills related to the tools adapted by WP4 –

sustainability: WP5 coordinated and organised the training workshops in four countries. Over 100 participants were trained in part 1. In addition, national training workshops took place in Estonia, Italy, Austria/Germany, Greece, Switzerland and Sweden.

### **Methodology applied as planned**

Methodology applied as planned during the reporting period, using adult education, e-learning and practice-based learning.

To organise and carry out the work, WP5 held two WP meetings – one in Dublin (Annex 25) and one in Cork (Annex 26). They were well attended by the participants in WP5 and the responses were very positive

### **Involvement of partners, target groups and national stakeholders**

Associated and collaborating partners from Ireland, Sweden, Slovenia, Greece, Spain, Germany, Austria, Estonia, Portugal and Slovakia participated in the WP5 meetings. Key national stakeholders were invited to the training workshops. Key officials were invited to the launch of each training workshop in Dublin, Barcelona, Ljubljana and Tallinn.

WP5 lead co-ordinated activities with other work packages and there was a useful overlap of members between WP5 and other work packages, facilitating an informed approach.

### **Coordination with other projects or activities at European, national and international level**

Of particular note is the participants' enthusiasm for the QA/QI training during the workshops, the links established to facilitate networking between different projects/programmes and countries and the very positive feedback received for the training.

### **Outcomes, deliverables and milestones achieved during the reporting period**

See table above. Participation Guide, Facilitation Guide (Annex 27), QA/QI presentation (Annex 28) and training workshops part one are all completed. E-Learning Tool completed and accessible on [www.qualityaction.eu](http://www.qualityaction.eu).

### **Problems encountered during the reporting period**

Change in personnel in the major WP5 partner Health Service Executive (HSE, Ireland) partner resulted in a greater amount of work for SHC as lead.

The amount of work required for this WP was considerably more than envisaged at the outset. Nevertheless, it has been a very positive and worthwhile experience.

### **How problems were resolved/ limitations remaining**

Strong working team of Quality Action Coordinator (WP1), WP6 lead, WP4 lead and WP5 lead resulted in any potential problems being addressed before they emerged. Meetings were held between the organisers of the workshops, the trainers and co-ordinator at every break during the workshops. Very positive working relationships were formed. It was an example of collaboration, reflection and commitment to continuous quality improvement.

**Activities planned for the next phase making reference to the work plan, milestones and deliverables**

See table above. The E-Learning tool [www.qualityaction.eu](http://www.qualityaction.eu) (Annex 29) is completed and the Quality Action training workshops part 2 will be held in October 2014 and January/February 2014 with the same groups of participants returning for further capacity building. The Facilitation Guide, although completed, will be continually updated to respond to the emerging needs of participants in the workshops.

Please see also current work plan for WP5 (Annex 30)



## WP6: Practical Application

### Specific objective of this work package for the reporting period

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

### Work progress and achievements:

WP6 first developed the Practical Application Plan, including criteria for participation, now combined in a document titled 'Participation Guide' (Annex 27). It helped people interested in participating with organising the process and planning their steps. A 'memorandum of understanding' template as part of the guide can be used by partner organisations to settle terms of collaboration with local partners in the project.

WP6 organised the registration process for Quality Action's European-level training workshops (see also WP5) with more than 100 stakeholders registered. Shortly after the registration of participants for the workshops, WP6 organised the registration of projects participating in the practical application of QA/QI tools. More than 100 projects/programmes registered. The registrations cover the key affected populations for HIV prevention in Europe as identified in current epidemiology as well as the programme and project levels. The numbers below are preliminary and subject to further change.

### Registered projects

| Target population    | Number of projects registered targeting a single key population |
|----------------------|---|
| MSM                  | 16  |
| PWID                 | 11  |
| Migrants             | 8   |
| Youth                | 4   |
| PLWH                 | 3   |
| Sex Workers          | 2   |
| Intermediaries       | 2   |
| Health professionals | 2   |
| General population   | 1   |

In addition, 27 projects target groups with multiple vulnerabilities (e.g. MSM who are sex workers) or multiple target groups (e.g. general population and youth).

## Registered programmes

| Type of Programme | Number of registered programmes |
|-------------------|---------------------------------|
| National strategy | 12                              |
| Non-national      | 5                               |
| PWID              | 4                               |
| MSM               | 2                               |
| MSM migrants      | 1                               |

WP6 developed an online forum to provide participants with a tool to stay connected and exchange experiences beyond the training workshops.

WP6 held four Regional Coordination Meetings (titled 'Tool Application Planning Workshop') on the third day of each of the European-level workshops part 1 to help participants plan their practical applications of QA/QI tools. We developed a range of work sheets such as the '10 points-checklists' for the tools (Annex 31) and 'Questions to think about before starting a practical application' (Annex 32).

WP6 also drafted a template (Annex 33) to document the practical applications of QA/QI tools ('case studies') and supported the development of certificates for participants in the project.

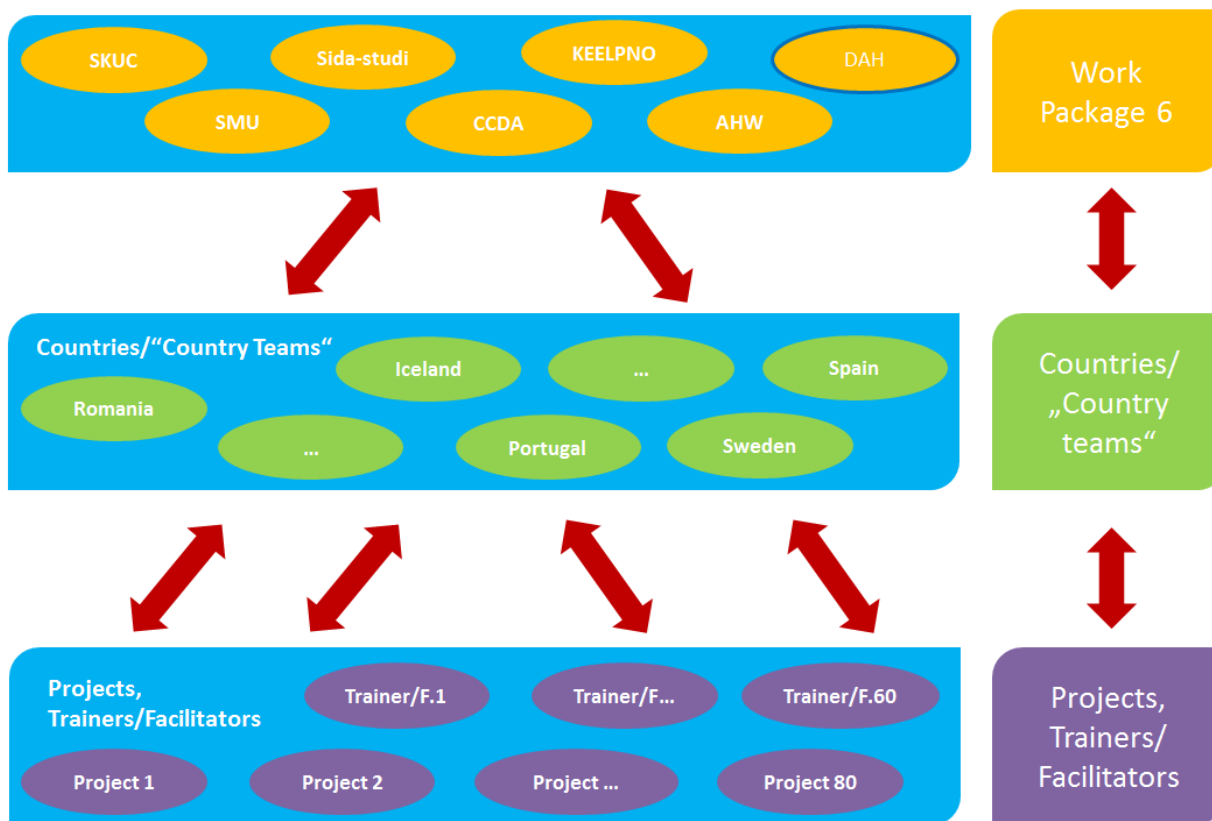
The WP6 team has been contacting participating projects and programmes regularly for updates and support since the end of the European-level training workshops part 1. WP6 team members motivate and support the projects/programmes whenever questions arise.

WP6 has also assisted WP3 in collecting data by facilitating contact with participating programmes and projects, i.e. distributing links to online evaluation questionnaires.

### **Methodology applied as planned during the reporting period**

The main methodology consisted of a combination of meetings and email exchanges with WP6 partners and the SG to agree on procedures, communicate agreements and to follow up on the work according to an agreed timetable.

WP6 coordinates the practical application of the QA/QI tools by participating HIV prevention programmes and projects. To do so, WP6 developed a communication tree to establish sustainable and effective communication between the stakeholders involved (see chart below). The Regional Coordination Meetings (titled 'Tool Application Planning Workshop' Annex 34) supported participants in planning their practical application and networking with other participants.



### **Involvement of partners, target groups and national stakeholders**

WP6 members met for WP meetings twice during the reporting period (see agendas and minutes attached as (Annexes 35 & 36)). WP6 members divided the task of supporting programmes/projects during the phase of establishing country teams and the registration process of trainers/facilitators and projects/programmes by assuming responsibility to be contact points for a group of countries.

In preparation for the European-level training workshops, close cooperation between WP 1, 4, 5 and 6 ensured successful implementation. The participation of a representative of the WP6 leader in two WP5 meetings and the participation of WP6 members in other WPs in general supported this further. Together we succeeded in motivating participants from 25 European countries to take part in the European-level training workshops. They represent both NGOs and GOs and their organisations' work focuses on a wide range of key populations (in line with the priority groups MSM, PWID and migrants from high-prevalence countries (see tables at the beginning of this section). Their participation was supported by the Participation Guide, which outlines ways to take part in the project.

### **Coordination with other projects or activities at European, National and International level**

WP6 was allocated funding to support the participation of MSM initiatives with limited access to resources in the European-level training workshops and offered financial support to members of the European MSM NGO Network (convened regularly by the Deutsche AIDS Hilfe e.V.). The scheme enabled five additional MSM representatives to take part in the European-level training workshops.

### **Outcomes, deliverables and milestones achieved during the reporting period**

Milestones: Practical Application Plan including criteria for participation (titled 'Participation Guide') and 4 regional WP6 coordination meetings (titled 'Tool Application Planning Workshops') combined with training Part 1.

No deliverable was due in the reporting period.

### **Problems encountered during the reporting period**

Few people so far have used the online forum. Currently we are looking for ways to upscale the usage, e.g. by motivating people individually to share their experiences.

Communication using the agreed communication tree ensures sustainability as experiences are shared and collaborations fostered on a national level. At the same time, communication is rather slow as it has to be forwarded several times. By intensifying personal contact we attempt to make the communication flow smoother.

### **How problems were resolved/ limitations remaining**

See above.

### **Activities planned for the next phase making reference to the work plan, milestones and deliverables**

Deliverable: Practical Application Report

Milestone: Draft Application Report

WP6 will continue to support projects/programmes during the time allocated to practical applications of QA/QI tools. Due to lack of financial resources or time, changes in staff etc., not all participants of the European-level training workshops will be able to apply the tool they were trained in. WP6 will assist participants in identifying and overcoming challenges as early as possible so that we will still achieve the goal of 80 completed practical applications during the time frame of Quality Action.

WP6 will collect case studies to document the practical applications of QA/QI tools in current projects and programmes. These will be integrated into and published as an electronic booklet. WP6 will further support WP3 and WP7 in data collection. WP6 will also support the planning and implementing of the follow-up (part 2) European-level training workshops.

Please see also the current work plan for WP6 (Annex 37)

## **WP7: Quality Principles and Criteria**

### **Specific objectives of this work package for the reporting period**

By the end of the Joint Action, develop, adopt and disseminate a 'Charter for Quality in HIV Prevention' with agreed quality principles and criteria for use in assessing and improving the quality of HIV prevention programmes and projects.

### **Work progress and achievements**

WP7 has developed the Terms of Reference for the Scientific Advisory Panel (SRP) (Annex 38) for Quality Action and convened its first meeting. This group is instrumental in providing expert guidance on the desk review underpinning the development of the 'Charter for Quality in HIV Prevention' ('the Charter' in the following). The WP7 team has also developed its data collection, analysis and consultation plan (Annex 39), which outlines the process for arriving at the content for the Charter.

To ensure that the quality principles and criteria used in the Charter are developed in light of existing knowledge, WP7 is currently finalising a literature review with the support of collaborating partner University of Applied Science Joanneum (FH Joanneum), Austria. During the reporting period, the WP has developed the scope for the literature review and discussed a first draft provided by FH Joanneum. The WP has also collected options for structure and sign-on options for the Charter, which will be further discussed within the WP and at upcoming SG and AG meetings.

WP7 is also overseeing the drafting of a background paper outlining the evidence-base and approach for Quality Action as a whole, with a view to publishing it in a scientific journal. The draft paper is now ready for consultation with the contributing authors.

In preparation for the analysis of the results of the practical applications of QA/QI tools in HIV prevention programmes and projects to inform the Charter, WP7 is liaising with WP3 to ensure relevant data collection through the project's evaluation instruments.

### **Methodology applied as planned during the reporting period**

WP7 is applying the methodology as planned. During the reporting period it used literature review, document analysis and consultative discussions and prepared qualitative and quantitative data collection in collaboration with WP3.

### **Involvement of partners, target groups and national stakeholders**

WP7 conducted one work package meeting with contributing associated and collaborating partners in Vienna (Annex 40) as well as the first meeting of the SRP in Cologne (including the WP associated partners). The SRP includes members of the Quality Action AG, collaborating partners as well as additional international key experts (see Terms of Reference (Annex 38), agenda and minutes attached as Annex 41 for details).

### **Coordination with other projects or activities at European, National and International level**

In collaboration with the other work packages, WP7 has maintained links and exchange with relevant European centres and initiatives including ECDC, EMCDDA, COBATEST, SIALON and new projects HIV-Euro EDAT and OptTEST, where Quality Action is represented on the Advisory Board.

### **Outcomes, deliverables and milestones achieved during the reporting period**

WP7 completed the following milestones during the reporting period:

- Terms of Reference, membership list for Scientific Reference Panel (SRP)
- Draft Data collection, analysis and consultation plan
- Final data collection, analysis and consultation plan

### **Problems encountered during the reporting period**

There is limited published literature on quality principles and criteria for HIV prevention to inform the desk review of existing knowledge. The quality principles and criteria to be developed will be mainly derived from the evaluation results of the practical applications of QA/QI tools.

### **How were problems resolved/ limitations remaining**

The SRP advised the desk review contractor FH Ionanneum on reporting the lack of literature as a relevant result underpinning the importance of the development of the Charter. The SRP provided additional links to existing grey literature and other potential sources of relevant knowledge.

### **Activities planned for the next phase making reference to the work plan, milestones and deliverables**

In the next phase, WP7 will finalise the desk review, analyse the quantitative and qualitative data collected by WP3 and WP6 and draw out relevant points to inform the Charter. It will also decide on a structure and sign-on process for the Charter itself.

The WP will contribute to the presentation and dissemination of the Charter at the concluding conference of Quality Action scheduled for January 2015 (see also WP2).

The WP will continue to lead the development and publication of scientific articles by Quality Action and facilitate scientific advice to the project through the SRP.

The key deliverable of this WP is the Charter for Quality in HIV Prevention, due for completion in month 33.

Please also see the current work plan for WP7 (Annex 42).

## **WP 8: Policy Development**

### **Specific objectives of this work package for the reporting period**

By the end of the Joint Action, produce a set of recommended policy statements and strategic actions for incorporating quality improvement into HIV prevention strategies, policies and action plans at the European, regional and Member State levels.

### **Work progress and achievements:**

WP8 conducted a review of existing QA/QI policies in Europe relevant to HIV prevention, including HIV-specific and other public health policies as stated in the project plan (Milestones 1 and 2). This review has provided a critical baseline for efforts to improve the policy environment.

We have developed and tested a straightforward, user-friendly glossary of key terms and definitions relevant to QA/QI in HIV prevention (Milestone 3, Annex 43) to facilitate discussions with policy makers. The glossary will also assist the other WP in strengthening the knowledge and capacity of individuals and organizations interested in the topic and facilitate discussion across the sector. The glossary is seen as a live and evolving document, is available on the Quality Action website and open for feedback across the partnership.

### **Methodology applied as planned during the reporting period**

An initial survey ('Starting Environment', see WP3 above) was undertaken by the evaluation WP in summer 2013. WP8 provided significant input into the design and formulation of questions to ascertain the existence of HIV prevention policies in respondents' countries and the extent to which QA/QI features in them (see Annex 18). WP8 undertook an additional survey in summer 2014 (see also Annex 44), which aims to build upon the 2013 survey by obtaining information from international organisations as well as countries that had not participated in the 2013 survey.

### **Involvement of partners, target groups and national stakeholders**

The work package has drawn together members from 13 different institutes and organisations in 12 different partner countries into an effective team, which is actively contributing to a number of activities key to the success of the work package and Quality Action as a whole. We have fostered important collaborations, especially with the non-governmental sector through strong involvement of AIDS Action Europe and Deutsche AIDS-Hilfe.

The WP8 team communicated through regular teleconferences and successfully held its first work package meeting in Berlin in February 2014 (Annex 45). This has enabled the team to maintain on-going activities (see below) as well as take on new policy development opportunities as they present themselves.

### **Coordination with other projects or activities at European, National and International level**

One of these opportunities was the HIV Media Cluster Meeting in Athens in June 2014, during the Greek Presidency of the Council of the European Union, with contributions from the European Commission (Chafea) and Greek Quality Action partner KEELPNO to highlight HIV prevention in Europe. WP8 delivered a workshop titled 'How to promote the adoption of Quality Assurance/Improvement (QA/QI) tools in order to improve the quality of HIV prevention projects and programmes?' The workshop was chaired by WP8 partners Vasileia Konte

(KEELPNO) and Georg Bröring (AIDS Action Europe) and attracted ca. 30 participants representing national health managers and local professionals, civil society organisations (national and European), national policy officers and Representatives of other EU-funded HIV prevention projects. Through various of its partners, WP8 is also regularly represented at the HIV Think Tank and Civil Society Forum.

### **Outcomes, deliverables and milestones achieved during the reporting period**

- Review of existing QA/QI policies in Europe relevant to HIV prevention, including HIV-specific and other public health policies as stated in project deliverables (Milestones 1 and 2)
- Glossary of key terms and definitions relevant to QA/QI in HIV prevention (Milestone 3)
- Representation at relevant policy-related events (HIV Think Tank, HIV Media Cluster Meeting)

### **Problems encountered during the reporting period**

No problems encountered.

### **How problems were resolved/ limitations remaining**

None anticipated.

### **Activities planned for the next phase making reference to the work plan, milestones and deliverables**

Much of the formative and baseline work needed to support the final aims and objectives of WP8 and of the Joint Action have been delivered. These documents, identified as milestones 1-3, will continue to evolve in light of ongoing WP8 activities, new developments and changing contexts. Work is ongoing in the collection, development and consultation process for policy briefs and the policy kit. We will present these products at upcoming, relevant international and national conferences and meetings in order to raise the profile of QA/QI and influence HIV prevention policy in Member States, regions and in the wider European Union as well as provide input on QA/QI to policy development processes taking place in partner countries and at the EU level during the project period of Quality Action.

Please see also current work plan for WP8 (Annex 46)



## **Table of Annexes**

### **WP1: Coordination of the project:**

- Annex 1 Management Plan
- Annex 2 Cooperation Agreement including Financial Guidelines
- Annex 3 Agenda, Minutes, Signed List of Participants, Steering Group 1 (Kick-Off Meeting) Luxembourg
- Annex 4 Agenda, Report, Signed List of Participants Kick-Off Workshop Berlin
- Annex 5 Agenda, Minutes, Signed List of Participants Kick-Off Workshop preparation meeting (SG) Berlin
- Annex 6 Agenda, Minutes, Signed List of Participants Steering Group 2 Bergisch Gladbach
- Annex 7 Agenda, Minutes, Signed List of Participants Steering Group 3 Bergisch Gladbach
- Annex 8 Agenda, Minutes, Signed List of Participants Advisory Group 1 Berlin
- Annex 9 Project Timeline

### **WP2: Dissemination of the results of the project and of the recommendations**

- Annex 10 Dissemination and Communication Strategy
- Annex 11 Project Leaflet
- Annex 12 Overview of Dissemination Activities (e.g. events, conferences, meetings, online newsletters)
- Annex 13 Stakeholder Analysis Report
- Annex 14 WP2 Work Plan

### **WP3: Evaluation of the project and the management system**

- Annex 15 Evaluation Plan
- Annex 16 WP3 Logic Framework
- Annex 17 Descriptive Analysis of the Process Evaluation of the Kick-Off Workshop
- Annex 18 Quantitative and Qualitative Analysis of the Starting Environment Data
- Annex 19 WP3 Work Plan

### **WP 4: QA/QI Tools**

- Annex 20 Tool Selection Guide
- Annex 21 Minutes of WP4 Meeting 1 Athens
- Annex 22 Minutes of WP4 Meeting 2 Berlin
- Annex 23 Minutes of WP4 Meeting 3 Stockholm
- Annex 24 WP4 Work Plan

### **WP5: Capacity Building**

- Annex 25 Minutes WP5 Meeting1 Dublin
- Annex 26 Minutes WP5 Meeting2 Cork
- Annex 27 Participation Guide
- Annex 28 Facilitation Guide
- Annex 29 E-Learning Tool
- Annex 30 WP5 Work Plan

### **WP6: Practical Application**

- Annex 31 "10 Points-checklists" for Tools
- Annex 32 "Questions to Think about before Starting a Practical Application"
- Annex 33 Template to Document the Practical Applications of QA/QI tools ('case studies')
- Annex 34 Agenda, Presentation Tool Application Planning Workshop
- Annex 35 Agenda, Minutes of Meeting1 WP6
- Annex 36 Agenda, Minutes of Meeting2 WP6
- Annex 37 WP6 Work Plan

**WP7: Quality Principles and Criteria**

Annex 38 Terms of Reference for the Scientific Reference Panel  
Annex 39 Data Collection, Analysis and Consultation Plan  
Annex 40 Agenda and Minutes of WP7 Meeting Vienna  
Annex 41 Agenda and Minutes of SRP Meeting Cologne  
Annex 42 WP7 Work Plan

**WP 8: Policy Development**

Annex 43 Glossary  
Annex 44 Survey  
Annex 45 Agenda and Minutes of the WP8 Meeting Berlin  
Annex 46 WP8 Work Plan