

Quality Action: Project Timeline with face-to-face Meetings, Milestones and Deliverables

green highlights = to be decided by WPs or Assoc.Partners

Year 1

Month	3/13	4/13	5/13	6/13	7/13	8/13	9/13	10/13	11/13	12/13	1/14	2/14
SG Meeting	Lux							Bensberg				
AG Meeting				Berlin								
WP Meeting		WP4		WP4/WP6			WP5	WP7			WP4	
SRP Meeting												
Kick-off WS / Final Conference				Berlin								
Reg. Trg.Part 1												
Reg. Pract App Meeting												
Nat.Trg.												
Practical Application												
Reg. Trg.Part 2												
Evaluation consultation												
WP7 regional consultation												
DissConfer										Think Tank		
Translation												
Evaluation (to be added)												
Further Milestones		CollAgr SelTools	DrftDissPI an	CoreModWS SRP TOR	DrftComm Strat DrftStPlat DrftCore Mod	Broch TransGuid RationalTo olSel	StPlat PartGuide(DrfPrAppPI an)	DrfEvalPla n ToolSelGui de WP7DrftD atAnPlan	CommStra t DrftPolRev	DrftBaseA ss	DrftGloss	TrgMat FinPolRev DrftTools WP3EvalPI an WP7DatAn Plan
Deliverables					D1: DissPlan							D2: BaseAss D3:Tools

Year 2

Month	3/14	4/14	5/14	6/14	7/14	8/14	9/14	10/14	11/14	12/14	1/15	2/15
SG Meeting				Cologne (incl QI)							Cologne	
AG Meeting												
WP Meeting	WP5		WP7									WP4
SRP Meeting			Cologne									
Kick-off WS / Final Conference												
Reg. Trg.Part 1		Dublin Ljubljana	Barcelona Tallinn									
Reg. Pract. Appl. Meet		Dublin Ljubljana	Barcelona Tallinn									
Nat. Trg.												
Practical Application												
Reg. Trg.Part 2								Dublin			Barcelona	Ljubljana Ljubljana
Evaluation consultation								Dublin			Barcelona	Ljubljana Tallinn
WP7 regional consultation								Dublin			Barcelona	Ljubljana Tallinn
DissConfer				EU HIVClust	Think Tank World AIDS			Gastein	EUPHA Conf	Think Tank		
Translation		Translation tools + guide for selecting tools +training material										
Evaluation (to be added)												
Further Milestones			IntQI		e-learn			IntTech				
Deliverables							D4:WP5 Materials					

deliver updates versions of the tools and tool materials Sept 30th

Year 3

Month	3/15	4/15	5/15	6/15	7/15	8/15	9/15	10/15	11/15	12/15	1/16	2/16
SG Meeting	Cologne (incl.QI)								Berlin			
AG Meeting									Berlin			
WP Meeting				Joint WP meeting: Berlin								
SRP Meeting												
Kick-off WS / Final Conference											Berlin	
Reg. Trg.Part 1												
Reg. Pract Appl Meeting												
Nat.Trg.												
Practical Application												
Reg. Trg.Part 2												
Evaluation consultation												
WP7 regional consultation												
DissConfer					Think Tank							
Translation								Translation Charter + Policy Kit		Transl. amendments to core materials		
Evaluation												
Further Milestones	IntQI WP7DatC ollCompleted			DrftFinTo ols DrtFinTrg Mat DrftFinSe IGuide	DrftCor eMat		DrftPracA ppRep&C aseStud UpdPolRe v Upd Tool vers Upd tool mat	WP8PolMeetgs IntQIRep	DrftEvalRep SciArt	DrftTechRe p ConfRep		UpdWebpg
Deliverables							D6: Charter	D5: PolKit		D8: CoreMat	D7: WP6Prac AppRep	D9:EvalRep D10TechRep D10:FinTransC harter D10:FinTransP olKit

Abbreviations:

Abbreviation	Name	Notes
SG	Steering Group	Coordinator, WP Leaders, EAHC (6 face-to-face meetings)
AG	Advisory Group	Coordinator, invited experts incl. some collaborating partners, 2 face-to-face meetings
WP	Work Package Meetings	Work package leader, WP partners, coordinator (2-3 face to face meetings per WP)
SRP	Scientific Reference Panel	Invited experts to advise on scientific publications and the Charter for Quality in HIV Prevention (1 or 2 face-to-face meeting with WP7)
Reg. Trg.Part 1	Regional QA/QI Training Part 1	60 country-based experts across all partners, initial training in 4 regional cities (Tallinn, Dublin, Barcelona, Ljubljana)
Regional Pract. Appl. Meeting	Regional Practical Application Meeting	4 regional meetings led by WP6 with participating country partners to coordinate the practical application of QA/QI tools in each region, meetings combined with Training Part 1.
Nat.Trg.	National Training	Workshops delivered by the trained experts on the country (or regional) level to introduce QA/QI to HIV prevention stakeholders
Reg. Trg.Part 2	Regional QA/QI Training Part 2	60 country-based experts across all partners, follow-up training in 4 regional cities (Tallinn, Dublin, Barcelona, Ljubljana)
DissConfer	Conferences and Meetings for Dissemination	For dissemination purposes, participation at external conferences and meetings throughout the project is planned.
Lux	Luxemburg	The first steering group meeting is held at EAHC in Luxemburg and includes EAHC staff. The 5 other steering group meetings are held in Cologne, where the coordinator (BZgA) is based.
SelTools	Select QA/QI Tools	The first milestone for WP4 is to select and adapt all 5 QA/QI tools to be disseminated and applied during the Joint Action
Broch	Brochure	The first milestone for WP2 is to produce a basic brochure about the Joint Action for information and promotion purposes.
CollAgr	Collaboration Agreement	The first milestone for WP1 is to negotiate a collaboration agreement among all WP leaders, associated and collaborating partners.
Drft	Draft	WPs produce important products and documents in draft form first, for consultation with other partners.
CorMod	Core Module	Basic, introductory training materials to QA/QI, based on the IQhiv Roadshow. It will be offered at the kick-off workshop in Berlin and for awareness-raising and training on the local level.
SRP TOR	Scientific Reference Panel Terms of Reference	Document describing the membership, meeting process and recommendation-making process of this group
RationalToolSel	Rationale behind selection of tools	Five practical and knowledge-based QA/QI tools for HIV prevention will be selected, developed and adapted according to criteria outlined in the 'rationale behind selection of tools'.
TransGuid	Translation Guidelines	The translation guidelines aim to improve and assure the quality of the translations of tools for the national implementation phase.
StPlat	Stakeholder Platform	The Joint Action's internet presence: webpages and access points for external stakeholders
WS	Workshop	

ToolSelGuide	Guide to selecting QA/QI tools	WP4 will produce a guidance document to assist HIV prevention stakeholders to select from the 5 tools offered the tool that suits their circumstances best. To be integrated into the Participation Guide.
PartGuide	Participation guide	A participation guide for those participating in the practical application will be produced by WP6 including the practical application plan, the guidance document on the tools from WP4 and a guidance document on the selection of trainers and facilitators from WP5.
PolRev	Policy Review	The first milestone for WP8 is to collect information about if and where quality is already part of HIV policy and strategic documents across Europe.
CommStrat	Communication Strategy	WP2 will develop this document to guide the whole partnership in communicating with internal and external stakeholders to ensure clear and consistent communications.
Gloss	Glossary	As part of the Policy Kit, WP8 will write a glossary of terms to help stakeholders understand what is meant by quality assurance and quality improvement in HIV prevention.
IntQI	Internal Quality Improvement	WP3 will lead the steering group in applying a quality improvement tool to the Joint Action project itself. (on the agenda at 2 SG meetings, report due in M30)
TrgMat	Training Materials	Presentations, handouts, background reading, group exercises for QA/QI training
BaseAss	Baseline Assessment	WP3 will collect information about any activities in QA/QI that already exist in HIV prevention in Europe and any quality criteria that have been discovered.
e-learn	e-learning package	WP5 will develop an electronic learning package that the trained experts and other interested parties can use to build their skills in QA/QI
IntTech	Interim Technical Report	WP1 writes this report to the EAHC half-way through the 3-year timeline
CoreMat	Core materials for practical application	The core materials include the QA/QI tools, training materials and the guide to selecting tools and the final version also includes case studies.
PolKit	Policy Kit	WP8 produces this deliverable containing resources for policy makers and strategic planners (e.g. policy review, glossary of terms and definitions, recommended policy statements/strategic actions and supporting methods)
Rep	Report	
DatColl	Data Collection	Three WPs conduct data collection: WP6 (enablers/barriers to practical application, case studies), WP3 (process and outcome evaluation), WP7 (results of QA/QI, improvements identified for HIV prevention). WPs will draft their data collection tools and then integrate them into the most user-friendly instrument(s) possible.
Charter	Charter for Quality in HIV Prevention	WP7 produces this deliverable containing agreed quality principles and criteria for HIV prevention developed from the analysis of the results of practical applications of the QA/QI tools. Includes the rationales and recommendations for future practical application in the field.
PolMeetgs	Policy Development Meetings	Separate from the WP8 work package meetings, WP8 will attend key public health events taking place in Europe during the course of the Joint Action to advocate for and promote the inclusion of quality in HIV prevention at the policy and strategic planning level.
ConfRep	Conference Report	The report on the concluding project conference for the Joint Action held in the third year.
EvalRep	Evaluation Report	The final WP3 deliverable containing process, output and outcome evaluation results

SciArt	Scientific Articles	WP7 will lead the submission of scientific articles on the results of the Joint Action for publication in relevant journals.
Upd	Updated	Many products and documents produced during the course of the Joint Action will be updated before they are published at the end of the three years as a final set of core materials for broad dissemination.
Upd Tool vers and tool mat	Updates	WP4 will deliver updates versions of the tools and tool materials Sept 30th. After that there will be some editing and publishing work for WP2; also, other WPS could be involved
TechRep	Technical Report	The final report to EAHC on the activities and outcomes of the Joint Action, coordinated by WP1
Webpg	Webpages	