



Steering Group: Meeting 2

16 and 17 October 2013

Hotel Malerwinkel, Bergisch Gladbach (Bensberg), Germany

Minutes

Participants

Al-Baghdadi, Sayneb; Chiotan, Cristina; Hansdotter, Frida; Kuipers, Yoline; Menel-Lemos, Cinthia; Nardone, Anthony; Nöstlinger, Christiana; Reemann, Helene; Seery, Deirdre; Vierneisel, Carolin; von Rüden, Ursula; Vuylsteke, Bea; Wentzlaff-Eggebert, Matthias; Wiegand, Caren

Objectives of the meeting

- Update on work packages
- Discuss further cooperation between work packages
- Clarify data collection
- Identify next steps

Day 1

1. Work package updates (see also attached presentations)

1.1 Update WP2

Quality Action website

- WP2 received positive feedback on the Quality Action website, including from EAHC.
- WP2 has not yet received feedback about how many of the partners have used the press release on the launch of the Quality Action website. All partners are asked to use the press release for dissemination and report back to WP2.
- All partners are asked to upload the Quality Action banner to their websites (the more often someone visits the Quality Action website, the higher the website will be listed in the google ranking).
- The website will display quotes of high level representatives of the participating Member States. All partners are asked to contribute quotes for the website.

Partners' section

- The partners' section will be online by the end of the year.
- This section will serve as an archive only for final versions of documents.
- Important documents will always be circulated by email.

- We do not need different log-ins for project partners, SG members and Advisory Group (AG) members but will subdivide the section.
- Work package leads will send final versions of documents to WP2 to be uploaded to the partners' section.

Twitter and facebook accounts

- So far there are only two followers on twitter and 12 followers on Facebook.
- Facebook might be helpful if used by local partners during practical application of QA/QI tools.

Leaflet

- The leaflet is finalised and ready to be printed.
- WP2 and WP1 will discuss funding options for printing leaflets.
- Each work package lead is asked to indicate how many leaflets in English they will need.
- WP4 and WP6 will not use the leaflet in English, but will disseminate a translated version.

Newsletter

- WP2 is planning the first newsletter. WP1 will write an editorial and WP leads will contribute articles.
- The newsletter will be disseminated via the Quality Action website and mailing lists.

Concluding conference

- The concluding conference is scheduled for October 2015.
- This date may be adjusted to ensure that the training package and other key deliverables are finalised to be disseminated at the conference.
- As regards the timetable, the delivery of the draft set of core materials might be postponed from May 2015 to July 2015.

Action: All partners are asked to use the press release about the website for dissemination purposes and to report back to WP2 (asap)

Action: All partners will upload the Quality Action banner to their websites where possible (asap)

Action: All partners are asked to provide WP2 with quotes and pictures of high-level representatives for the website (asap)

1.2 Update WP7

- WP7 invited members for the Scientific Reference Panel (SRP) and wrote the TOR (for names of the SRP please see presentation).
- WP7 is currently developing its data collection, analysis and consultation plan.
- A subcontract for a literature review on quality in HIV prevention will be entered into with Frank Amort from the University of Applied Sciences, FH Johanneum. The literature review will not include a review of policy documents as this is covered by the literature review conducted by WP8.
- Focus groups will be conducted with trainers at the four follow-up regional training workshops. Focus groups are part of the evaluation consultation and will be conducted in close collaboration of WP3 with WP7. The exact approach of the focus groups with trainers at the four regional training workshops part 2 will be also discussed further with WP3, WP5 and WP6.

Charter

- The main deliverable of WP7 is the Charter on Quality in HIV Prevention.
- Draft versions of the charter will be shared with WP8 throughout the project (principles and criteria will be shared with WP8 as soon as they have been established).
- The group suggested taking into account and making reference to the GIPA (Greater Involvement of People living with HIV and AIDS) principles.
- The Charter will also be included in the policy kit.
- The Charter will presumably be finalised in September 2015 (instead of November 2015) in order to be promoted at the final conference.
- The project will promote equal levels of commitment from GOs as well as NGOs to the Charter and to the project as a whole.
- For the Civil Society Forum (CSF) or individual members to become signatories to the Charter, it must be consulted in the development process. The same applies to the Think Tank.
- It is important that the Charter remains a living document Once adopted, signatories could use the Quality Action logo to show that they operate according to its standards, e.g. that they apply QA/QI to their programmes and projects regularly.
- Collaborating partner FHNW (Sibylle Niederöst) is part of the evaluation team and of the Scientific Reference Group. WP3 and WP7 will discuss solutions with this partner in case any conflict of interest becomes apparent.
- WP7 plans to develop a “project library” which will become part of the Quality Action website.

1.3 Updates on WP4, WP5, WP6 and discussion on cooperation

1.3.1 Update WP4

- WP4 produced final versions of the rationale behind the selection of QA/QI tools to be promoted through Quality Action, the translation guide as well as the tool selection guide to assist projects and programmes in choosing the right tool for their practical applications.
- WP4 contributed to the participation guide.
- WP4 is currently developing a new QA tool for HIV prevention programmes and projects offering harm reduction services to people who inject drugs (based on the Preffi tool). ECDC and EMCCDA contribute to this work.
- The development of the policy-level QI tool for use by regional/national level HIV prevention programmes is proceeding as planned (supported by a subcontract with David Hales).
- From 14-15 November 2013, a workshop on the programme tool will be held in collaboration with the Swiss partner BAG.
- EAHC is organising a workshop on drug related harm on 25-26 November in Lisbon (bringing together projects funded by DG SANCO and DG Justice). This provides an opportunity to present the new QA tool and get feedback from participants.
 - It will be further clarified if Cor Blom could participate and present the tool during this meeting. Otherwise, collaborating partners from GAT have agreed to represent Quality Action.
- The delivery of the revised final tools, the guide for tool selection and the training materials might be postponed from March 2015 to June 2015.

Action: WP1: Put Cor Blom in contact with Cinthia Menel-Lemos regarding the Lisbon workshop (October 2013)

Action: WP1: Follow up on the workshop with GAT. (November/December 2013)

1.3.2 Update WP5

- WP5 held its first meeting in Dublin in September.
- WP5 has developed a facilitation guide for introductory workshops on quality in HIV prevention and the concepts, methods and tools used in Quality Action.
- WP5 contributed to the participation guide.
- The regional training workshops part 1 will take place in April/May 2014 and part 2 in November 2014 and possibly January 2015 in Dublin, Ljubljana, Barcelona and Tallinn.
- Partner countries have until 15 November 2013 to register their trainers/facilitators for participation in the regional training workshops.
- The demand for the training will be clear afterwards and organising the training workshops can begin.
- Decisions on the training workshops will need to be made soon after, so that WP5 can check the availability of specialist trainers for each of the QA/QI tools.
- WP5 will discuss the evaluation of the training workshops as well as the focus groups scheduled as part of the regional training workshops part 2 with WP3 and WP7.
- WP5 and WP2 will discuss how to integrate the e-learning tool into the Quality Action website.

Action: WP5 to discuss the evaluation of the training workshops with WP3 (from November 2013 on)

Action: WP5 to discuss scheduling the focus groups as part of the evaluation with WP3 and WP7 (from November 2013 on)

1.3.3 Update WP6

- WP6 held their first meeting in Berlin in June.
- One of the first tasks for WP6 was developing the participation guide including a “memorandum of understanding”. It guides partners through the whole project and assists them with planning and organising their participation.
- The guide contains guidance on selecting QA/QI tools to use in their programme or project, guidance on selecting trainers/facilitators to participate in the regional training workshops, recommendations and a checklist on how to plan the practical application of QA/QI tools and recommendations for selecting the projects/programmes that will apply them.
- WP6 encourages each participating country to convene a country team to plan the practical application of QA/QI locally.
- Criteria for selecting people for the country teams can be found in the participation guide.
- WP6 strongly recommends that an NGO is part of each country team (taking into account particular challenges that might arise when GOs and NGOs collaborate).
- WP6 has organised and disseminated a communication pathway for all partners. Carolin

Vierneisel can be contacted directly in the unlikely event that a designated contact point (WP6 partner) cannot be reached/is not available.

- WP5/WP6 will produce a database listing all trainers/facilitators and projects that have applied the tools later in the project.
- The regional training workshops part 1 will consist of two days of training followed by a one-day regional coordination meeting for the practical application of QA/QI tools, facilitated by WP6.
- WP6 will be responsible for facilitating the interactive stakeholder platform on the Quality Action website.
- The instrument for collecting case studies/story boards of practical QA/QI tool applications by individual programmes and projects as well as the other data collection instruments proposed in the WP3 Evaluation Plan will be discussed during the next WP6 meeting in February.

Further discussion

How flexible is the deadline for nominating trainers/facilitators?

Will the training be open to external participants?

- All associated partners should have registered the majority of their trainers/facilitators by the 15 November 2013 deadline.
- If there are free places at the workshops, we can invite further interested people to register.
- External participants can participate at their own cost or with support from associated partners (e.g. using their collaborating partner travel budgets).
- WP2 will advertise the training on the Quality Action website and Cinthia will also advertise the training through EAHC networks.

1.4. Update WP3

- WP3 sent the draft evaluation plan to SG members prior to the meeting.
- ITM will focus on quantitative data collection and analysis and FHNW will focus on qualitative data collection and analysis.
- There remain misunderstandings and points for clarification, including the extent to which the evaluation can measure improvements in the quality of participating programmes and projects within the timeframe of Quality Action, the data sources for outcome evaluation (including any de-identified, filled-in QA/QI tool questionnaires and self-assessments, additional pre/post data) and the use of data collected as part of WP6 coordination processes (registration forms, case studies/story boards, informal feedback).
- Specific data collection instruments are needed for specific components of the evaluation.
- WP3, WP7 and WP6 will aim to integrate data collection instruments into the smallest number of documents possible.
- A list with all questions will be collected to decide which question to ask in which part of the evaluation.
- Existing data collection (e.g. WP6 prepared registration forms with questions that may be relevant to be used by WP3) will be taken into account.
- Case studies provide data and information as well.
- Not all participating programmes and projects that apply the tools may agree to submit case studies.

- The evaluation of the tools themselves, the training and the practical application of QA/QI tools needs to be further discussed.
- How we share evaluation results and with whom needs to be discussed further.
- WP3 will send a revised version of the evaluation plan after the SG meeting. The final version of the evaluation plan is due in December.

Action: Bilateral telephone calls between WP3 and WP4, WP3 and WP5 and WP3 and WP6. Afterwards a larger telephone conference also including WP1 will be organised. (November/December 2013)

1.5 Data collection – further discussion

- Who will be the reviewers for QIP (will training participants become reviewers?) needs to be discussed further.
- Data collection instruments will be available on-line. WP6 will disseminate requests to fill them in, including reminders. There will be a separate evaluation (probably using focus groups as data collection techniques) on the new tools conducted by WP3.
- Data collection will be anonymous (sometimes a temporary link is provided to make sure that pre- and post-tests come from the same respondent).
- Applying for ethical approval is often time-consuming. A general ethical statement could be provided instead. The Civil Society Forum could be consulted on what it needs to include.
- It should always be stressed that the project does not aim to evaluate the performance of a specific project.

1.6 Update WP8

- WP8 faced a delay in the start of its work in Quality Action due to the change from Health Protection Agency to Public Health England.
- WP8 will hold a first telephone conference with its work package partners by the end of October. A second telephone conference is scheduled before the end of 2013.
- A first face-to-face meeting is envisaged for January/February 2014, a second one towards the end of the project.
- In cooperation with WP1, WP8 developed a first version of the glossary of key terms for the kick-off-workshop in June 2013.
- The first key task for WP8 is the development of a policy review on existing QA/QI policies relevant to HIV prevention.
- Associated partners will be asked to contribute to the policy review.
- As regards the timetable, the updated policy review presumably will be finalised already in September 2015 (instead of November 2015).
- It should be further investigated how WP8 can influence policies.
- Cinthia suggests that WP8 meets with Matthias Schuppe, the new HIV/AIDS project coordinator at DG SANCO.
- The new EU communication on HIV/AIDS is currently under review. A first draft of a respective evaluation report will be ready by the beginning of next year.

- Almost all partners in WP8 have budget allocated to attend at least one policy event to progress the work of WP8.
- Cinthia suggests that WP8/Quality Action participates in the European Health Forum Gastein.
- WP8 will represent Quality Action in Think Tank meetings.
- WP8 will investigate how to engage with the next EU presidency.
- Every year in November there is the EU presidency conference. WP8 will consider participating in 2014.

Action: WP8 represents Quality Action in Think Tank meetings (ongoing)

Action: WP8 will investigate participation in other relevant policy meetings (ongoing)

DAY 2

2. Update of the overall time line - activity

- In an interactive session, SG members jointly re-created the time line of Quality Action in order to reflect how different activities depend on each other and where cooperation with other work packages can be improved.
- Participants added further milestones and adjusted their activities where needed (e.g. corrected deadlines where necessary).
- The updated timeline including major steps, deliverables and milestones will be circulated to all SG members.
- In addition, each WP lead is asked to include smaller steps and the cooperation with other work packages into their work plans.
- By the end of 2014, the SG will investigate the possibility of a follow-up project to Quality Action.

3. Further discussion topics

- *What should the e-learning tool cover?*
 - The e-learning tool offers detailed knowledge of the tools and their application.
 - The e-learning tool can also cover general information on QA/QI.
 - The e-learning tool will link to the tools available on the website.
 - The e-learning tool will contain all the information necessary rather than guiding users to too many different websites.
 - The e-learning tool will cover the three completed and validated tools Succeed, QIP and PQD.
- *Non-partner participation and additional support for low-resourced NGOs*
 - DAH has funds allocated to ensure and support the participation of disadvantaged MSM initiatives.
 - Instead of having a separate training on PQD for MSM initiatives, the SG decided that these funds be used to support the participation of MSM initiatives in the regional training workshops, e.g. for those in collaborating partner or non-partner countries that lack financial resources.

- WP6 will consult with its network of MSM projects on how best to allocate this additional support.
- *Training of PQD in a limited number of days*
 - WP6, WP5 and WP1 will further discuss with the developers of PQD about how PQD training can be offered over a limited number of days.
 - The possibility of holding – after the training during the regional workshops - follow-up workshops for PQD (e.g. on a national basis) will be further investigated.

Action: WP6, WP5 and WP1 to further discuss the training with the developers of PQD (from November 2013 on)

- *Terminology “trainer/facilitator”*
 - After discussing different possibilities the SG agreed to stick to the term “trainers/facilitators” for those who participate in the regional training workshops.
- *Certificates for trainers/facilitators and participating programmes and projects*
 - People who attend the training and programmes or projects that apply a QA/QI tool could be provided with a certificate of participation.
 - A data base will be available on the website listing the trainers/facilitators who participated in the training workshops as well as the projects and programmes that applied the tools.
- *Which QA/QI tool will the SG apply to the Quality Action itself?*
 - The SG decided to apply Succeed to Quality Action, facilitated by WP3 at the next SG meeting.
- *Data collection*
 - Data collection will be anonymous.
 - The training workshops will also be evaluated.
 - Many issues on the evaluation need to be discussed further:
 - What information can we gain through the evaluation?
 - Will we collect data on *self*-assessed quality improvements and learning outcomes?
 - Can a self-assessment of quality improvements be made shortly after the application of a QA/QI tool?

4. Presentation of Quality Action at conferences

- Matthias Wentzlaff-Eggebert will present Quality Action during the World AIDS Conference 2014 in Melbourne.
- Matthias submitted two workshops on quality in HIV prevention to the Conference in collaboration with Graham Brown at LaTrobe University in Melbourne and David Hales. There will also be a satellite event during and one other event outside the conference. Quality Action collaborates with LaTrobe University in Melbourne, AIDS United in Washington and David Hales on these events, which aim to build international collaboration in the field of quality, implementation research and evidence-building in HIV

prevention. WP1 will also consider submitting an abstract to report on the work of Quality Action.

- WP2 has started a list of upcoming events for 2014 and will send it to all SG members in due course.

Action: WP2 to share the list of upcoming events with the SG (December 2013)

Action: WP1 to send any draft abstract to the IAC 2014 to the SG for input (ongoing in 2014)

5. Coordination and project management

- All work package leads should use the templates for their work plans as provided by WP1.
- All work package leads should update their work plans and fill in missing information.
- WP2 will draft a short document on how to proceed as regards the authorship of publications.
- The second amendment to EAHC (due to the change of HPA to PHE) was handed in to EAHC during the third week of October.
- All work package leads and all associated partners of Quality Action will report any major changes in their work and budget to WP1.
- In case SG members have financial questions, they can send an email to Caren.
- The next SG meeting is envisaged for May 2014 (after the fist training workshop).
- WP1 will produce a summary paper on the current evidence for focussing on quality in HIV prevention (based on existing documents produced for the IQ^{hiv} network and the Joint Action proposal).

Action: All work package leads to update their work plans (January 2014)

Action: WP2 to draft a document on authorship (January 2014)

Action: WP1 to produce a short document on current evidence on quality in HIV prevention (January 2014)

List of Actions

No.	Who?	What?	By when?
1	All	are asked to use the press release about the website for dissemination purposes and to report back to WP2	asap
2	All	will upload the Quality Action banner to their websites where possible	asap
3	All	are asked to provide WP2 with quotes and pictures of high-level representatives for the website	asap
4	WP1	put Cor Blom in contact with Cinthia Menel-Lemos regarding the Lisbon workshop	October 2013
5	WP1	follow up on the workshop with GAT	Nov/Dec 2013)
6	WP5 & WP3	discuss the evaluation of the training workshops	from Nov 2013 on
7	WP5, WP3 & WP7	discuss scheduling the focus groups	from Nov 2013 on
8	WP3	bilateral telephone calls with WP 4,5, and 6 leads on evaluation. Afterwards a larger telephone conference also including WP1 will be organised.	Nov/Dec 2013
9	WP8	represent Quality Action in Think Tank meetings	ongoing
10	WP8	investigate participation in other relevant policy meetings	ongoing
11	WP6, WP5 & WP1	further discussions on the training with the developers of PQD	from Nov 2013 on
12	WP2	share the list of upcoming events with the SG	December 2013
13	WP1	Send the revised overall timeline (resulting from the joint session)	December 2013
14	WP1	send any draft abstract to the IAC 2014 to the SG for input	ongoing in 2014
15	All	work package leads update their work plans	January 2014
16	WP2	draft a document on authorship	January 2014
17	WP1	produce a short document on current evidence on quality in HIV prevention	January 2014

