Steering Group: Meeting 3

23 until 25 June 2014
Waldhotel Mangold, Bergisch Gladbach (Bensberg), Germany

Minutes

Participants

Al-Baghdadi, Sayneb; Chiotan, Cristina; Gallinat, Anna; Nardone, Anthony; Nöstlinger, Christiana; Reemann, Helene; Seery, Deirdre; Vierneisel, Carolin; von Rüden, Ursula; Vuylsteke, Bea; Wentzlaff-Eggebert, Matthias; Hales, David; Urwitz, Viveca, Hammerstedt, Lennie; Kaura, Claudia

Objectives of the meeting

- Update on work packages
- Applying Succeed
- Identify next steps

Day 1

1.   Introduction

1.1   Update WP3 (see also attached presentations)

- Ethics approval of the Quality Action Evaluation plan:
  o WP3 asked for an exemption with the IRB of the Institute of Tropical Medicine, Antwerp
  o As this procedure did not really exist at the IRB, WP3 did go through the whole process and got ethics approval
  o There is an official approval from the IRB (since April 2014); will be circulated
- Starting Environment report is on the website
- Training questionnaires: first part of the training finished; pre-training and post-training questionnaires collected. Only one person ticked the box 'prefer not to fill in'. People who decline should be asked to indicate why. People will need to choose correct online questionnaire (training part I or part II).
- Too few questionnaires filled in at Ljubljana training - maybe because it was sent to some people there without much knowledge of Quality Action and requirements
- Question: How many reminders should be sent to the participants? Group agrees on not more than two

Practical application questionnaires

- Completely different from the training questionnaires
- Process (max 6 weeks after application) and outcome (6 months after application)

- Unit of analysis: application itself, not persons/facilitators; topic: how did the application go?
- Discussion point: WP6 contacts the participants regarding application; reminders as part of a system to maximise the response rate
- WP3 does not have any personalised details; only WP5 (Catherine) has the list of codes and names
- Participants who have a training code will use it also as their application code (e.g. BAR001/DUBxxx/TALxxx etc.) Additional people contributing to the same application will use the training code of the facilitator, in order to limit the number of codes to one application.
- People who did not participate in the training but facilitate a tool will get a new application code (e.g. APP001)
- We will aim for at least three people filling in the questionnaires per application; WP5, WP3 and WP6 will write down standard operating procedures and will send them to the group

Process questionnaire
- Questions were proposed by tool experts (like Cor Blom, Viveca Urwitz, etc)
- Which questions can be deleted?
- First need to agree on aim of application, then topics, then indicators, finally: questions
- Go through the questions after the presentation; looking (together) at the questionnaire on day two of this meeting after WP5 and WP6 presentation

Training Part II
- Part II – questionnaire needs to be developed for the second part of the training (starting in October)
- Focus group discussions with participants and trainers
- WP3 is concerned about their Swiss partner. No new information from them until now; no feedback from Sybille from the University of Applied Science in North-Western Switzerland so far; MWE will follow up with the relevant partners.
- Maybe we need a Plan B: who will be there, who can run the focus group discussion, etc.; maybe cover it between the work packages; discuss Plan B as soon as we know more regarding the cooperation with the Swiss partner; WP7 would need the focus groups; no WP7 budget for transcribing recorded focus groups for analysis

➢ We need to keep in mind that some people might not be able to fill in questionnaires in English; encourage partners to find local solutions, e.g. asking a non-participating bilingual person to assist participants to fill in the questionnaires.

Action: WP5, WP3 and WP6 will document the process for application questionnaires and codes and will send the overview to the SG
Action: MWE will follow up with relevant partners re Swiss contribution to WP3
Action: WP6 will encourage participants to organise local language assistance for filling in evaluation questionnaires

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1.2   Applying Succeed
- This session was facilitated and documented by WP3

- A report is being prepared by WP3
- Procedure: Collecting comments (day 1); prioritising (day 2)

DAY 2

2.   Applying Succeed (Conclusions and action points)

- Thirty action points; some are actually clarifications (see list)
- Create a list of organisations we would like to invite to the final conference (in order to link them to the project); WP2 will send out the stakeholder list set up at the beginning of the project; WP leads (SG) will update this list and will identify five key organisations to target (prioritising before the Melbourne conference)
- How can THT be involved? Tony will pass new key contacts for THT on to Matthias (and the SG)
- Adapt evaluation questionnaires to increase our knowledge about Quality Action's target groups (needs, etc.)
- Trainers will contact the participants again in order to intensify these contacts and keep people engaged; invitation to ask if they need support; offer help and support; ask trainers if they are prepared to offer that support; WP5 and WP6 will be included in this communication between trainers and participants (further discussion on developing a respective action plan later that day)
- Basic information on evidence for e-learning tool to be integrated by WP5
- Summary of evidence in order to increase the interest in each tool in a country and to convince policy makers; a short/summarised version could be added to the policy kit (WP8); WP7 is developing a background paper on the approach of the project right now; add a paragraph saying "because of xyz, we chose evidence-based tools"; WP2 will put this information on the website
- Improve communication between people (WP leads, WPs); keep WP1 informed, but take responsibility and leadership for your WP business; ask specific questions and request specific contributions (including deadlines) when sending materials for feedback; being in cc means 'for your information'; being addressed directly means 'for your response/action'
- Collaborating partners, including the advisory group, (sometimes) need to be contacted actively in order to encourage them to participate more in the project (WHO, etc.); WP1 will send an email after the Melbourne Conference to summarise what they have contributed so far and to encourage continued involvement.
- WP 1 contacts partners to ask them for a mid-term update of days used per work package; message will be sent together with the information request for the interim report;
- WP1 will pass on the updates to work package leaders so that they each can ask partners for mid-term adjustments of working days and tasks to perform; WP leads will have to check (compare with the budget and work performed to see if the report is reasonable)
- Website and social media could report on the first completed tool application (England), possibly using an interview; this could function as an incentive and encourage others; update website with news on tool applications whenever there is the opportunity (WP6 will follow that up - ongoing)
- Create a thread in the forum for each tool; trainers/facilitators and participants could always refer to that forum; participants could put their questions there; WP6 will create

- these threads next week
- WP3 will focus on the questions in application questionnaires by November
- Become a part of drafting the next EU policy/action plan on HIV (WP8 will approach this policy issue)
- We all need to brief contact persons before the next Think Tank; Ines Perea, Silke Klumb and Monica Idestrom will participate and can offer updates about Quality Action and report back information
- WP1 will be in contact with the Commission (TT in November)
- Consider the opportunity of attending as observers
- WP2 will use its informal meetings with the Commission to gather information; will try to arrange an initial meeting with WP1 and WP2 with Matthias Schuppe to introduce him to Quality Action;
- WP8 will update the glossary (ongoing); add key terminology from the tools (e.g. stakeholder, key population; tool experts will forward relevant terms and definitions to WP8
- WP1 will draft a structure for a sustainability plan and will circulate this before the next steering group meeting,

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Action: Creating a list of stakeholder organisations; WP2 sends out the list set up at the beginning of the project; WP leads (SG) update this list and prioritise five key organisations before the Melbourne conference)

Action: WP5 and WP6 will arrange direct communication between trainers and participants using the online forum

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Action: WP4, WP5, WP7 and WP8 will prepare a paper on rationale for tool selection by the end of July

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Action: WP2 puts the information/paper on the website

Action: WP1 contacts the collaborating partners/advisory group after the Melbourne Conference; will also invite them to attend the Quality Action events in Melbourne

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Action: WP1 will request all partners to send an update of hours/working days used per work package to the 31st August.

Action: WP5 will contact Lauren (England) to ask permission to report their completed practical application on the website and social media

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Action: WP 6 will create a thread in the forum for each tool

Action: WP3 will finalise the application outcome questionnaire by November

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Action: WP8 will update the glossary (ongoing)

Update WP2

- First external newsletter was sent in February 2014.
- Those who unsubscribed will be put in a different list so we will be able to monitor this
- WP6 will send a list with all participants in national training workshops to WP2; this will enable them to send more personalised messages
- Example of feedback from Facebook and Twitter: people feel more commitment; used for promoting things (news on the website, newsletter, etc.)
- DG SANCO follows Quality Action on Twitter; DC SANCO has 8,000 followers;
- We will stick to Quality Action subjects: WP leads can send relevant news and information to WP2. WP2 will regularly ask for information that can be used for social media.
- Dissemination tasks document: What each work package can contribute to dissemination: the draft list is based on the existing work plans and the results of the stakeholder analysis. WP2 will send the list to WP leads for changes/comments etc. Please use track changes and send it back to WP2
- Will increase bilateral communication between the WPs on overlapping work. It is not necessary to involve WP1 actively in all bilateral collaborations – cc in important emails is enough
- Partners can publish their own results as long as all contributors, Quality Action and the EU co-funding are acknowledged as prescribed. Please inform WP2 of any planned publications.
- Authorship proposal for publications as part of Quality Action: WP2 will send this proposal (notification, authorship rules, permissions, etc.) to SG members
- Final conference: Brussels (for policy reasons – make it easy for EU officials to attend), Locations should be preferred which are not too formal and can be used for both purposes: a policy part with EU and presidency representation, WHO and others and for an interactive part. After the final conference a brief steering group meeting should be organised back to back; Timing: end of January 2016; Objectives: visibility at the EU level as well as at the level of national decision-makers, recognition for partners, implementation results, case studies, charter, evaluation results, sustainability focus on influencing national policy makers to take up QA/QI, expected impact; core budget: 40,000 Euros.
- It is suggested, but will checked budget-wise to convene the last Work Package Meetings in a combined way (Berlin); This joint meeting will also serve to as preparation for the final conference;
- WP2 needs more information from other WPs; please include WP2 in cc for all substantial WP business; WP2 can then play a more journalistic role; WP 2 will always check with the WP leaders before disseminating any information gleaned from email communications
- Other WPs will inform WP2 about other events that are coming up (to be put in the website calendar)
- Please check the website regularly and identify any discrepancies in relation to your work
- Next (internal) newsletter: there is a draft, SG members are to comment on it and send the commented versions back to WP2 by end of next week
- WP2 will start and circulate a list of publications that could publish a press release or small article or news on the upcoming final conference.

Action: WP2 will send the list of publications to the WP leads for additions and changes (use track changes)

Action: WPs will include WP2 in their email communications

Action: All WP leads will regularly check the website and identify discrepancies in relation to their work

Action: WP2 will send the draft authorship proposal to SG members; please comment

Action: SG members will comment on the draft newsletter by the end of next week

Update WP4

- Delivered all Deliverables by March 2014
- Publishing took much longer than planned (read, proof read, acknowledge, put into template – all publications need to have the logo on them); WP4 recommends that all WPs think about the amount of time needed for getting materials ready for publication
- Work plan update after this SGM, because feedback from the second training session is needed as well as the preliminary results of the evaluation
- WP4 needs to prepare the trainers that there will be a period of time (maybe late spring 2015) when they will be asked to make final updates to the tools; only Schiff and PIQA will be revised more substantially; there will be additional documents for QIP; there are resources to revise the PIQA but not to revise the training manual

Update WP8

- Meeting took place in Berlin in February 2014
- Current survey in member states on where QA in HIV policy in their respective country; survey will help identify policy development events and opportunities and the countries we need to focus on (like Ireland, Spain and Germany)
- Compare the results to the data collected as part of the starting environment survey
- One page summary with quotes from participants
- A questionnaire will be developed
- Draft structure before Christmas 2014
- The Charter could become an appendix for the policy tool kit (but: Charter is more technical and addresses organisations who want to apply the tools - the "how" to do quality improvement; policy tool kit is about why include quality and how to word policies and actions)

Highlights from Workshops (WP5/WP6)

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Action: WP1/WP5/WP6 will send the contact details of the officials who spoke at the introduction sessions at the training workshops to WP2

Update WP5

- WP5 will work with WP2 to ensure that the QA logo and EU disclaimer are included in the videos for the e-learning tool
- After editing, the videos will be crisp and short
- E-learning tool will be slimmer than the training session itself
- Videos will not be pre-tested at this stage
- Add a few evaluation questions about the e-learning tool
- WP5 will send the relevant indicators to WP3
- At a later stage, videos for the other tools can be added (depending on time/budget)
- Same cities, same organisers for the second part of the trainings; no changes in the time frame
- Second part of the training starts in October in Dublin; the rest of the workshops are scheduled for January/February 2015
- WP5 will consult the participants to learn about their needs for the second part of the training

Action: WP5 will send the final edition of the videos to WP2 in order to check corporate identity

Action: WP5 will send relevant indicators for evaluation questions on the e-learning tool to WP3

DAY 3

(Pre-session – discussion on application questionnaire)

Action: WP3 will send the draft questionnaire out to the "pre-session" group by next week; they will comment on the latest version and send back a track-changes version

Communication among SG

- Contact Claudia for Finances; Sayneb for organisational issues (meetings, deliverables, timeline); please always write to both of them
- Helene will be responsible for liaising with WP2

Interim report

- Write technical work package reports and send them to Matthias; Matthias will send the template by the end of July the latest (asap, so people can fit this into their holiday plans)
- Send the documents back by 5 September 2014; WP1 will put the material together and will then send draft reports back to you; after your approval , WP 1 will send all documents to the EU by mid - October; (in relation to financial reports this applies to all partners, not only WP leaders)
- WP1 will send a request to all partners for an update of the days/hours they already spent per work package they are involved in; WP leaders will compare to the WP budgets and the work performed and negotiate with their partner about sharing the remaining work accordingly

Financial Report

Please consider the following details when filling in the financial
template sheets:

- **The reporting period is the 1ˢᵗ March to 31ˢᵗ August**.
- All Quality Action partners need to and send us the filled-in template
  sheets sooner rather than later, for a return **by 5th September**.
- Collect receipts etc. –please start preparing now
- We recommend you to constantly update the Excel template throughout the
  project. You are very welcome to send the filled-in template to me at any
  time in order to clarify any questions.
- All partners must report all their expenses by category (e.g. E1 staff, E2
  travel and subsistence etc.) for the project in the excel template sheet
  that we sent you last year.
- It is important for the EC to be able to track back any changes in the
  actual budget in comparison to what was originally anticipated. Thus, the
  first row of each item is locked and contains your "anticipated budget" as
  originally handed in to the EC.
- Many partners already sent us changes regarding personnel and budget and
  we are in contact with some partners about possible shifts in the budget.
  It is very important that each partner continues to communicate these
  changes to us as coordinators for approval. Nevertheless, each partner
  will be responsible for including these approved changes into their
  tables.
- Please keep the originals receipts and invoices of all expenses. (e.g.
  subcontracts, boarding passes, hotel, taxi etc.). If the project is
  audited (and many are), you would be responsible for paying back any
  undocumented amounts (except overheads).
- Please fill in and sign your timesheets for the staff listed in the budget
  and keep them, too.
- Costs for general office printing, paper, postage, telephone and general
  materials needed for the office: these are included in the overhead flat
  rate of 7% and do not need to be listed separately.
- Only travel costs and subsistence allowances for the staff employed by the
  partners (those listed under EI. Staff Cost) must be taken into account in
  this category.
- Travel/Subsistence costs for persons not listed under cost category E1
  should be reported under:
  E5. Subcontracting when the travelling person is a sub-contractor
  E6. Other Costs in other cases: for collaborating partners, external
  invited experts.

Further discussion:

- Please state in emails if tasks need to be completed by a certain time
- Not all partners involved in the project are aware of the work and communication within the WPs; once a month WP2 will contact WP1 about the current main activities and pieces of information.
- Final conference: High-level speakers will be invited to contribute to the objectives of the final conference and should be attracted by project results; DG SANCO, other EU officials, international organisation representatives, national government representatives, EU presidency representatives build an important audience as well key policy-makers in MS; Cinthia will be asked to provide input and support;

Document editing, translation

- Please use the budget for editing and translating, so WP1 and WP2 do not have to do a lot of work on the language; send finalised/edited versions to WP1/WP2
- WP1 will prepares a list of which country is working on which translations; please remember the translation guidelines

Sustainability

- WP1 will send the draft of the sustainability plan to SG before the next SGM
- Remember to disseminate the core ideas of Quality Action
- Several further options for sustainability of Quality Action were discussed as part of the brainstorm:
  - ➢ Changes to CHAFEA operating grants (three years of continuing support with annual action plans); could consider registering an organisation for a quality network maintaining standards in HIV prevention (e.g. management board with the required 15 member countries represented; core staff and money for travel and subcontracts)
  - ➢ May organise a joint meeting with the HIV-EDAT project, which also work on standards (for community-based testing interventions)
  - ➢ If there is no support for European projects, maybe a joint project (even without EU contribution) is possible; even now governments/organisations put money into this project (staff, travel, etc.) ; maybe enough national governments would continue to support the work
  - ➢ UK situation: a second Joint Action would be preferred; broader health promotion terms; what we learn in this project can be useful to other areas of health promotion as well
- Final conference: budget will be checked if participants and facilitators of trainings and those who applied a tool may be able to also attend; use the case studies for the conference

WP meetings schedule

- Joint WP meeting for bringing together the deliverables, etc. should be held several months earlier than the final conference: May/June 2015
- WP3 forwards the preliminary findings of the evaluation report to WP4 before summer 2015 (June at the latest)
- Next SGM: March 2015 (including QI)

- Another SG meeting in October/November 2015 for preparing the final conference including a second advisory group meeting (to discuss results/conclusions): joint SGM/AGM in October/November 2015

WP work plans

- WP leads are reminded to update their work plans and send them to WP1

Update WP7

- (see presentations)
- WP7 is depending on the results of the practical applications to draw on for the Charter.
- WP7/SRP meeting held in May 2014
- Second meeting within the framework of the joint WP meeting in May 2015
- Use Gerjo Kok to ask questions
- WP7 briefed the SRG about the work done so far
- SRG recommended one Charter for all target groups
- All participating partners of the project (we should at least try to have them all sign it) as well as Think Tank and Civil Society forum should sign this charter;
- Still to be decided: incentives to sign the charter; mutual benefits if they sign the charter
- Suggestion: send the charter to important training institutions; Peter Piot could also be invited to the final conference
- Final draft Charter by November 2015; data collection completed by March (focus groups, literature review, etc.); finalising before Conference; make a signing ceremony or launch part of the conference; this would mean the relevant people have to be informed and briefed about the charter in advance; still do be decided: who would sign the charter (institution? member state?)
- Signing the Charter would be a commitment to implementation and application; and it would make those who sign part of a network
- Who leads the focus group discussions? WP3 (to get qualitative data on the training/application) and WP7; they are both together and individually responsible for these discussions; maybe a joint facilitation of these focus groups

Action: WP4 (Viveca) will send WP3 (Bea) the document on qualitative evaluation of qualitative projects

Update WP6

- (see presentation)
- Involved in the registration for the training workshops
- In most cases, the people who participated in the training workshops are those who will apply the tools
- All different kinds of projects and target groups engaged
- Send pictures from training workshops to WP2 for the website
- Forum on the QA website was set up; tool experts, trainers/facilitators and participants can sign up and discuss their questions and problems via the forum
- WP6 will keep in touch with the participants/trainers etc.; a documentation form was developed (state of implementation, which kind of obstacles/challenges, etc.); every 1.5

month WP6 will contact them (maybe every 4 weeks?); Matthias will write to the Barcelona participants; WP6 will fill them in while "interviewing" them

- Upcoming task: offering people the possibility to get in touch with WP6/Quality Action
- Participants will have to fill in a case study in order to get a certificate of participation; these case study templates were sent out to the participants; they fill them in and return them to WP6 after they finish their practical application of a tool; they will be published in an electronic booklet (which is a deliverable); the case study template will be put on the QA website
- Each trainer contacts the participants saying that he/she opened a thread in the forum and that questions etc. can be discussed in that forum
- since the training, participants received thanks for participating, the case study template and two reminders to fill in the training questionnaire
- WP 6 will communicate to participants that we want them to get started and that it is the best to be finished either by the beginning of the second part of their training workshop or by the end of the training workshops period (February 2014).
- Outcome questionnaire to be filled in six months after implementation

Action: WP6 will send the photos from the training workshops (part 1) as well as the case study template to WP2 to be put on the website

Upcoming events/meetings/conferences

- July 2014: International AIDS Conference, Melbourne, Australia
- October 2014: HIV in Europe Conference, Barcelona
- October 2014: iCAN conference (EATG), Warsaw
- November 2014: EUPHA conference, Glasgow

December 2014: HIV Think Tank/Civil Society Forum

List of Actions

No.	Who?	What?	By when?
1	All	Creating a list of stakeholder organisations; send out the list set up at the beginning of the project; WP leads (SG) update this list and prioritise five key organisations before the Melbourne conference	By end of July 2014 – before Melbourne
2	All	WPs will include WP2 in their email communications	
3	All	All WP leads will regularly check the website and identify discrepancies in relation to their work	
4	All	SG members will comment on the draft newsletter by the end of next week	By end of June 2014
5	WP1	Contact the collaborating partners/advisory group after the Melbourne Conference; will also invite them to attend the Quality Action events in Melbourne	By beginning of July 2014 – before Melbourne
6	WP1	Follow up with relevant partners re Swiss contribution to WP3	

Image shows Quality Action HIV logo header.

7	WP1	Request all partners to send an update of hours/working days used per work package to the 31st August.	
8	WP1, WP5, WP6	Send the contact details of the officials who spoke at the introduction sessions at the training workshops to WP2	
9	WP2	Put the information/paper on the website	
10	WP2	Send the list of publications to the WP leads for additions and changes (use track changes)	
11	WP2	Send the draft authorship proposal to SG members; please comment	
12	WP3	Finalise the application outcome questionnaire	By November 2014
13	WP3	Send the draft application process questionnaire out to the "pre-session" group by next week; they will comment on the latest version and send back a track-changes version	By end of June 2014
14	WP3, WP5 and WP6	Document the process for application questionnaires and codes and will send the overview to the SG	By beginning of July 2014
15	WP4	WP4 (Viveca) will send WP3 (Bea) the document on qualitative evaluation of qualitative projects	
16	WP4, WP5, WP7, WP8	Prepare a paper on rationale for tool selection	By end of July 2014
17	WP5	Contact Lauren (England) to ask permission to report their completed practical application on the website and social media	
18	WP5	Send relevant indicators for evaluation questions on the e-learning tool to WP3	
19	WP5	Send the final edition of the videos to WP2 in order to check corporate identity	
20	WP5, WP6	Arrange direct communication between trainers and participants using the online forum	
21	WP6	Encourage participants to organise local language assistance for filling in evaluation questionnaires	
22	WP6	Create a thread in the forum for each tool	
23	WP6	Send the photos from the training workshops (part 1) as well as the case study template to WP2 to be put on the website	asap
24	WP8	Update the glossary (ongoing)	ongoing

<u>Final Agenda</u>

Monday 23 June 2014

10:00   Welcome and introductions

10:15   Housekeeping, revising the agenda

10:30   WP 3

11:30   Break

12:00   Applying *Succeed* to Quality Action (facilitated by WP 3)

13:00   Lunch

14:30   *Succeed* (continued)

16:00   Break

16:30   *Succeed* (continued)

17:30   Close

(optional joint walks)

19:30   Joint dinner

Tuesday 24 June 2014

9:30   Succeed (continued) and/or discussion items that have arisen so far

(ethical issues, principles etc.)

11:00   Break

11:30   WP 2 (incl. concluding conference)

12:30   Lunch

14:00   WP 4 (incl. future involvement of tool experts)

15:00   Highlights from the Quality Action Training Workshops (WP5 and WP6)

15:30   Break

16:00   WP 7

16:30   WP 8

17:00   Close

(optional joint walks)

19:00   Joint Dinner

Wednesday 25 June 2014

9:30   Communication and coordination

- Communication among SG and other partners – how can we improve? (brainstorm...)

- Interim report: timeline and deadlines (Claudia Kaura from BZgA will join us)

- Document editing, translations

- Sustainability

- WP meetings schedule

- WP work plans

10:30   Upcoming events/meetings/conferences

11:00   Break

11:30   WP 5 (other than training workshops)

12:30   Lunch

13:30   WP 6 (other than training workshops, incl. support for practical applications)

14:30   Any other business, next meeting

15:00   Close and Farewells