



Steering Group: Meeting 4

03 to 05 March 2015
Hotel Falderhof, Cologne, Germany

Minutes

Participants

Al-Baghdadi, Sayneb; Chiotan, Cristina; Nardone, Anthony; Nöstlinger, Christiana; Pereboom, Monique; Reemann, Helene; Seery, Deirdre; Shajanian Zarneh, Yvette; Vierniseil, Carolin; von Räden, Ursula; Vuylsteke, Bea; Wentzlaff-Eggebert, Matthias.

Objectives of the meeting

- Update on work packages
- Reports from second regional trainings
- Update on preliminary evaluation results
- Update on literature review procedure and charter
- Discussions and planning of the concluding conference
- Identify next steps

Day 1

Update on work packages (see attached pdf file)

Additional information:

- In 2014, Quality Action produced posters for the Public Health Forum in Gastein and for the European Public Health Conference in Glasgow.
- WP2 will put the posters on the website (partners section).
- WP3 is waiting for final feedback on the outcome evaluation questionnaire before WP6 can send it to partners who have completed a tool application.
- WP7 literature review: Frank Amort and a Masters student at his university searched and summarised the literature on quality factors in HIV prevention. The SG suggested to also include management literature. However, the current subcontract for the literature review is completed.
- WP8 update will follow in the afternoon. Monique is Anthony's new colleague at PHE.
- For their further work on the policy kit (draft version will be presented later today), WP8 encourages SG members to think about who to target and how they can be influenced.

Action: WP2 will make the posters available in the partners section of the web site

WP 5 update on European-level Training Part II (see presentation)

- The main objectives for the second training workshops were: deepen knowledge, increase participants' capacity to use the tools, build confidence and strengthen the network

- The concluding conference is an opportunity for workshop participants to come together
- Workshop organisers and tool trainers met to reflect on the workshops, e.g. the World Café helped people get an impression of other tools and the Open Space activity enabled people to connect across tools, which was also an objective of the workshops.
- Participants see themselves not only as recipients but as part of a creative process; they see similarities that unite instead of differences that separate, which motivated many to apply the tools in their home countries. In breaks, people could either network or catch up on urgent work; the organised social component turned out to be an important factor: a lot of topical discussions and networking took place during the dinners and afterwards. It was noticeable in the workshops if a joint dinner had taken place on the first or second evening.
- Participants emphasised the benefit of sharing experiences about trying to apply a tool.
- 5 people were trained in two different tools
- Some people who were trained in the first workshops left their jobs and others took their place in the second workshop;
- The evaluation plan states that our goal is 80 applications completed, ongoing or finalised and 60 case studies documented;
- Next steps: there are people across Europe who see themselves as part of Quality Action who are not known to all in partners or all members of the SG; keep that in mind when planning the concluding conference;
- Sustainability: those applying tools report that one challenge is to convince decision makers and planners; policy kit/principles can feed into these discussions.

Action: WP1 will check the number of tool applications written as a target into the contract.

WP 6 update on European-level Training Part II

- The current use of the online forum for general questions also underlines the fact that face-to-face contact for support and assistance is important for this project;
- Main barriers for applying the tools: money constraints; tool application is not seen as a priority by management, because the commitment is not yet there at the management level; political changes (e.g. Belgium); not enough translations yet; the time between the two workshops too short to complete applying the tools;
- So far, WP6 received 40 case studies of completed tool applications; 40 more are needed; people receive a certificate after they hand in a case study.
- Sustainability: more time support needed to continue with QA/I; regular update workshops are needed after the Joint Action finishes;
- Some people faced many barriers when coming back from the workshops; some found they still lacked the confidence for an application and struggled to motivate others to apply the tools. They needed the support of managers and policy makers at the organisational as well as the national level. This is where the SG can contribute in the coming period.
- There were local differences in how participants selected the tool training they would attend. In some cases they realised after a while that another tool would be more appropriate. WP 5 and 6 supported people in changing to another tool.
- WP6 will keep counting and documenting the case studies until the final report is finalised since some applications are still running;
- All case studies will be put in one brochure (the printed version will be in form of an appendix to the core materials) for the concluding conference and will also be put online;

WP6 will analyse the case studies to identify the main enablers and barriers and feed them into the results from the other evaluation processes.

- Regarding the quality of the case studies received so far: WP6 developed a template. The case studies are written in English and will be edited for clarity, but the individual style will not be changed. No case study is longer than 2 pages. WP6 may ask participants to expand on interesting points made where this could be useful to readers. A search tool will help make the online version of the case studies more accessible.

Action: WP6 will work with WP2 on how to integrate the case studies into the website.

- Increased collaboration between national stakeholders is one of the biggest benefits of the training workshops.
- Participants mostly contacted WP6 for practical issues (e.g. help to get in touch with specific people, etc.) and less for issues regarding the tool applications themselves.
- Major purpose of participating in the training workshops was being part of the practical application process. Right now there is a network of motivated people, but in future a certain structure will be needed to continue with the network. There needs to be some kind of go-to place for the people from the network and those coming into the network.
- Though the forum is not frequently used right now, it could be kept “alive”, or an online chat function could be used after the end of the project. The European network could be transformed into several national/regional networks. On the other hand, the European networks could be some kind of ‘quality seal’ or umbrella network. In many countries, GOs as well as NGOs are part of the European Quality Action network; this good collaboration could continue into the future if there continue to be joint projects. It is necessary to prevent Quality Action from ending like most of the other EU projects – without any contact person or updates - in order to enable new people interested in this work/project to join the network.
- We do not yet have an overall assessment of the national networks and we lack information on how active each of the national networks is (this is interesting for WP 7 and 8, regarding the policy kit and the charter).
- Quality Action could aim to create a European standard people could strive to attain. And there needs to be a link and exchange between the European network and the networks at national level, because when people involved in Quality Action leave an organisation, their successors were not part of the process and the ideas, and make decisions from a different background and with a different knowledge.
- The information WP6 currently receives from participants is not sufficient to map national networks. It may be useful to ask them about this in the final evaluation questionnaire.
- People found it easier to connect to the concept when there was an introduction on the tools before presenting or working on theory and principles (‘roadshow’).
- Most training participants were practitioners, not decision makers at the management level, but this was intended.

WP 3 presentation of preliminary evaluation results (see presentation)

- In the presentation, the word “before” refers to the first part of the training, not the whole project.
- Focus group discussions showed that participants considered sharing experiences and problems as very important and positive. People feel rather confident about their tool

application.

- Participants were quite satisfied with the e-learning tool, but said it could be more interactive. The e-learning tool should be used for dissemination, sustainability and continuity and could be updated together with the final versions of the tools. It could also be used as a core element of dissemination of the other core materials.
- There is further need for exchange among peers.
- The second workshops helped to restore motivation. QIP helped develop analytical skills.
- Trainers and facilitators felt well prepared. Most participants felt it was a very good or good learning experience for their own projects.
- Some people thought the duration of the application (2 days up to 6 months) was either too long or too short. Bea will insert a slide showing these results per tool.
- Focus group discussions showed that participants would like to be informed on how long an application of the respective tool would take.
- 40% did not receive any support from European-level trainers, country contacts or WP6 contacts. Detailed results show that most of them simply did not need additional support.
- Most of the participants are rather satisfied with the tool they used;
- Focus group discussion results should not be generalised to the whole sample. However, remarks regarding language/translation problems were raised in all FGD.
- Most people think the application was a success; key factors as well as main obstacles were team commitment, facilitation and the tool itself.
- Some participants state that QIP is too complex and comprehensive for most NGOs to use.

Future potential of QA/QI (results from FGD only, not from questionnaires - very preliminary version):

- Working with QA/QI tools should not be considered as something extra but as part of the work people in this field are doing.
- Quality Action should develop some kind of “quality seal” as a marker of quality across Europe.
- Tools should be used by NGOs, GOs, funding agencies and public organisations.
- It takes 4-5 years to measure impact and to see some kind of development.
- Concrete support should be offered, e.g. on developing a strategy about communicating QA/QI; the language used should be easier to enable people of all educational levels working in NGOs to apply the tools.
- Tools should be more visually appealing and more user-friendly
- Some people already started simplifying the tools themselves.
- People want PIQA to be more targeted to projects working in harm reduction with people who inject drugs.

Action: All WP leaders send their final comments on the practical application outcome questionnaire to WP3 so that it can be sent out to participants.

WP 7 – Charter development (see documents attached)

Literature review results:

- There are no specific studies regarding the impact of the use of quality improvement tools for HIV prevention in the general health promotion literature as well as in the HIV prevention field.
- 25 different types of publications/articles that stated quality criteria were found in the first

phase:, including.

- In the second phase a literature review of the documents referenced in the tools which were used in Quality Action was conducted.
- There are a few publications on quality indicators and most are about approaches, techniques and methods. Often they are not named as methods of quality improvement, although they are also used in quality improvement (e.g. with regard to empowerment, group discussion, stakeholder engagement, etc.).
- No social science or management data bases were used for the review.
- Evidence for quality improvement (from other fields of activity) may be found elsewhere. If appropriate, such evidence from other fields could be used for an opening statement to explain the reason for applying QA/QI in HIV prevention.
- There is quite a lot of evidence existing on which factors make HIV interventions effective. Using QI tools means addressing these factors so that the likelihood of an intervention to be effective should increase.
- The review would be useful as a reference if it was published. If not, excerpts from the paper will be used/published within the framework of the project as part of output.
- The concept paper currently being written by WP1 is more a position paper than a literature review, but theoretical assumptions and references are included there.

Action: WP 7 will send the literature review to the SG after the SG meeting.
WP 7 will work with Frank Amort regarding publication of the literature review.
WP 1 will check ownership of the literature review.

WP 8 – Policy kit

Draft “Policy Kit” circulated prior to the SG meeting was discussed and recommendations were made on how to improve the structure the document.

- SG agreed on drafting the final draft version of the policy toolkit beginning of May to circulate and review it prior to the joint WP meeting in June. Final version to be available end of September to be discussed at the SG meeting in November.
- Ask EU and WHO as well as the Think Tank what they would expect to be included in the policy kit.

Action: WP8 and WP1 will identify links between Policy Kit and sustainability planning.
WP8 will propose date/s for a small WP8 working group meeting to work on the draft, either in London or Cologne.

Quality Action Timeline: milestones, deliverables, document editing process, meetings

The project timeline is up to date and includes the following deadlines for deliverables:

- D6 Charter → WP7 → Sep 2015
- D5 Policy Toolkit → WP8 → Oct 2015
- D8 Core Materials → WP 4 & 5 → Dec 2015
- Draft Final Technical & Financial Reports → all WP Leads → Dec 2015
- D7 Practical Application Report → WP 6 → Jan 2016
- D9 Evaluation Report → WP 3 → Feb 2016
- D10 Technical Report → WP1 → Feb 2016
- D10 Financial Report → WP1 → Feb 2016

Action: WP 1 will send an updated timeline and deadlines to the SG. WP1 will request an update on translations from partners and draft a timeline with deadlines for finalising translations, including for translations of Charter and policy kit.

DAY 2

WP4 (presented by WP2) – Tools and core materials

- The revised tools and core materials are one of deliverables and will be prepared like an inventory of what has been done during the project. It will include cross-references to case studies, Charter and policy kit.
- Existing QA/QI tools factsheets will be replaced with the uniform new factsheets developed for the e-learning tool
- WP4 will consider the feedback on PIQA and SCHIFF in detail (the question is whether an interactive version of both would be feasible at this stage. This will influence how the tools are revised).
- Feedback suggests that *Succeed* could become more user-friendly and visually appealing
- WP4 will update the Tool Selection Guide based on the feedback from the training and applications.
- All tools require a final revision, including the changes that are possible to make within the remaining time and resources, which needs to be completed by September (see updated timeline to be sent out by WP1).
- It would be useful to also make recommendations of the next steps (beyond the revisions possible within the current project) for the further development of the tools based on participant feedback.

**Action: WP2 will replace the existing QA/QI tools factsheets with the e-learning fact sheets
WP4 will revise the tools, materials and the tool selection guide according to the timeline**

WP2

Dissemination and Website

- Website to better represent latest activities and products. E-learning to be linked to tools
- It remains to be clarified what to do with the information currently in the partners section. This will be discussed again at the SG meeting in November.
- Translated final versions which are already available to be uploaded on the public part of the website after final revision/finalisation
- Finding solutions for or create a function to search for and select relevant case studies online
- Draft a new timeline for producing key pieces of information for the website and distribute to all WP leaders in order to get agreement.

Action: WP2 will draft a new timeline for producing key pieces of information for the website and get agreement from WP leaders.

Upcoming events and conferences

AIDS Impact 28-31 July Amsterdam:

- Matthias will attend, others may also be there

- WP1 will submit abstract on Quality Improvement (brief information on the project, tools, involvement of NGOs). WP6 will prepare an abstract on applications and preliminary results (barriers and enablers) from case studies. WP5 will prepare and abstract on capacity building.
- WP3 will assist with providing preliminary evaluation results for the abstracts.
- Chafea is organising a session on the Health Programme projects. Quality Action and AIDS Action Europe will co-facilitate.

29th IUSTI European Conference on Sexually Transmitted Infections 24-26 Sep Barcelona

- WP1 will ask Christine Winkelmann if she will attend.

First European conference on addictive behaviours and dependencies 23–25 September Lisbon

- Chafea has submitted a proposal for a session on the Health Programme projects, Quality Action may co-facilitate the session.

ESCAIDE/European Scientific Conference on Applied Infectious Diseases Epidemiology 11-13 September Stockholm (pre-event 10th Sep)

- Specific epidemiological focus, no plans for Quality Action participation

European Public Health Conference 14-17 October Milan

- WP8 will submit an abstract and/or workshop depending on audience, Javier Toledo's abstract as basis for policy abstract.

Gastein meeting 1-3 October

- WP2 will check if it is possible again to be represented with a poster, leaflets etc.

Civil Society Forum and Think-Tank June/July 2015

- WP1 will work with delegates and chairs to get Quality Action on the agendas and attend to provide updates.

**Actions: WP2 will post all conferences with participation of Quality Action on the website
 WP1, WP5 and WP6 will submit abstracts to the AIDS Impact conference, WP3 will assist.
 WP8 will submit an abstract to the EUPHA conference
 WP2 will check regarding representation at the Gastein meeting
 WP1 will work with the CSF and Think Tank to provide updates on Quality Action**

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Stakeholder update

EU policy makers

- WP1 and WP2 will contact Michael Krone (AIDS Action Europe) and Cinthia about proposals/recommendations for involving/inviting EU policy makers to become aware of the conclusions and results of the project.

National policy makers

- There is potential in using the list of national focal points in EU countries used by CHAFEA when launching the joint action, in addition the list of countries and institutions signed up initially and. WP1 and WP8 will ask Cinthia if CHAFEA could send out invitations to policy makers/national focal points and all contacts relevant on HIV including Think-Tank regarding the concluding conference and policy work. This might carry more weight than an invitation from the coordinator.

- Include all countries and institutions that initially expressed interest in the project on the list of recipients of the draft policy kit and Charter in June.
- Identify other networks, programmes and projects.

International organisations

- ECDC involved, on track
- UNAIDS & WHO currently not actively involved, but to be kept informed/invited
- UNICEF & UNODC: WP2 will inform and invite a representative to the conference
- Update the mailing list for newsletters

Actions: WP1 and WP8 will work with Cinthia to explore the potential of Chafea initiating contact with national focal points regarding the Policy Kit and concluding conference. WP7 and WP8 will work with WP2 to include all known national policy contacts in the consultations on the Charter and Policy Kit. WP2 will inform and invite representatives from UNICEF and UNODC to the concluding conference. WP2 will update the mailing list for newsletters.

Additional Actions

WP7 will plan for an article on the results of Quality Action for a scientific journal
WP7 will prepare a plan for Quality Action publications in scientific journals.
WP1 will write a general project update for the Advisory Group.

Concluding Conference

- The draft agenda of the concluding conference developed by WP1 and WP2 is the basis for further planning of the concluding conference to be held in January 2016.
- WP1 will ask both Cinthia (CHAPEA) and Iris Perea (German Federal MoH) about their preferences and reasons for selecting either Brussels or Berlin.
- Both 26/27 or 27/28 January 2016 were identified as possible dates for the concluding conference.
- WP1 will invite Kevin Fenton as keynote speaker and ask him for his preference regarding the dates.
- Please refer to the enclosed draft agenda for further details on topics and speakers of the conference.
- Partners' remaining travel budgets will be used to make participation of trainees and collaborating partners possible.
- WP1 will centrally distribute such scholarships using agreed criteria and then refer the recipients to the partners whose budget will cover them. If there are more applicants than funds available, partners who attended both workshops and completed a tool application will be given priority.

Additional points discussed on Day 3:

- Concluding conference: the panel of training participants is there to add depth; it will have 5 or 6 participants who have applied tools. Deirdre will facilitate the panel.
- Updated time schedule for the concluding conference: *In the morning*: key note speeches; results, policy and Charter presentations, chaired by DG SANTE; Charter will be launched before lunch. *After lunch*: start again with key note (Michael Wright?) focusing on training, tools and practical application; presentations by Deirdre, Viveca and Caro; panel discussion on tools, training and practical application with: Aljona/Tommi, Sandra/Marianella, Jabu/Tibor, Yvetta, Apostolos/Miguel; *After last coffee break*: future and an item that creates another high point of the proceedings (to be decided).

Actions: WP1 will consult Chafea and the German MoH regarding their preferences for the

conference city. WP1 will invite Kevin Fenton to make a keynote speech at the concluding conference.

Recommendations from applying Succeed

Because of a lack of available time, the group did not review the Action Plan for improvements resulting from the application of Succeed to Quality Action at the last SG meeting. This will be on the agenda again for the next meeting. Members are asked to review the Action Plan and implement the improvements where possible.

Sustainability

Below are the results of the discussions on sustainability (see also presentation). WP1 will incorporate these into the next draft of the sustainability plan.

Vision

Quality improvement is an integral part of prevention and health promotion policy and practice.

Our role (to be developed into sub-goals)

- Further improve tools and resources on the basis of learning gained during Quality Action
- Making tools and resources available and accessible
- Continue to build and support the capacity of stakeholders to apply QI
- Promote the practical use of QI by prevention practitioners
- Further integrate QI in policy
- Strengthen and extend the Quality Action network
- Develop and advocate for quality management systems at the organisational level as enabling frameworks for QI

How?

- Establish a core team willing to continue beyond February 2016
- Identify funding streams (e.g. fund for EU networking, EC operational grant, enlargement grant, COST programme, DG Employment operational grants, vulnerable groups funding etc.)
- Keep TT/CSF etc. informed
- Establish new/use existing structures to include quality
- Allocate the official project office (secretariat, coordination) to an organisation
- Develop a communication strategy and continue to presence of QI online and at events and conferences
- Organise a conference/workshop on a regular basis
- Keep the Quality Action brand identity

What we want to do

- Update the tools, develop modular formats for tools and facilitation methods, provide guidance on adapting Qi at the local level while preserving the integrity of the approach
- Train more people (train the trainer concept)
- Find new partners and add new countries
- Promote QI to the public health field
- Link further with the EC
 - Regular European-level exchange and peer support

- Publish more results
- Follow up applications of the tools

Actions: WP1 will incorporate these points into the Sustainability Plan and circulate the next draft to the steering group. All will discuss sustainability within their work packages. WP1 will put sustainability on the agenda for the next SG meeting.

DAY 3

Planning the joint WP meetings

- The main reason to combine the remaining WP meetings into two joint meetings is coordinating the products developed within Quality Action and preparing the concluding conference together.
- Objectives of the meetings: bringing together and integrating products; exchanging lessons learnt; finalising the deliverables; drawing out the learnings for sustainability; identifying and allocating remaining tasks; preparing the concluding conference
- About 34 participants will be invited, including WP leaders and members, representatives from WP2 and WP3, key experts from the collaborating partnership and the panellists (training and practical application participants) for the concluding conference.
- 1,5 days per WP meeting
- Participants for meeting 1 (WP 4,5,6) arrive Monday evening; WP 4,5,6 meeting Tuesday morning until and including Wednesday lunch, WP 7,8 meeting Wednesday lunch until Thursday afternoon;

WP4,5 & 6 meeting (6x 1.5 hour sessions over 1.5 days)

- Session 1: Welcome, names, purpose and main discussion topics (WP leaders and facilitator); presentation of evaluation results (Bea/Christiana) and discussion – focus on WP 4,5&6
- Session 2: WP leaders' update (what has been done - what remains to be done), set up topics and groups, group work divided into topics
- Session 3: group work and discussions; summarise results
- Session 4: report back to the WP leaders, look at the task list and re-prioritise for the next day; set up new groups
- Session 5: set up groups; group work
- Session 6: group discussion on sustainability, concluding conference; points on sustainability will also be collected throughout the meeting

WP7&8 meeting (6x 1.5 hour sessions over 1.5 days)

- Session 1: welcome, names, purpose and main discussion topics (WP leaders and facilitator), presentation of evaluation results (Bea/Christiana) and discussion – focus on WP7&8, input from WP4, 5& 6 meeting; WP leaders from WP4, 5&6 could help facilitate
- Session 2: WP leaders' update (what has been done; what remains to be done), set up topics and groups, group work divided into topics
- Session 3: group work and discussions; summarise results
- Session 4: report back to the WP leaders, look at the task list and re-prioritise for the next block; set up new groups

- Session 5: set up groups, group work
- Session 6: group discussion on sustainability, concluding conference; points on sustainability will also be collected throughout the meeting;

- WP leaders could circulate their priorities beforehand - people would get more guidance in the beginning; WP leaders are the hosts of the meeting
- Participants who would need to stay from Monday night until Thursday afternoon: Vasileia, Caro, Danica, Deirdre, Aljona, Ursula, Matthias, Yvette, Miran, Bea, Christiana, Cristina, Anna.
- WP6 would like to have input from people from outside the WP structure who participated in the training and bring in feedback from the “foot soldiers”; additionally, people we want to be part of the concluding conference panel (about tools, training and practical application) should also participate.
- WP 1 will draft the agenda for the joint WP meetings and share and discuss it with the WP leaders.
- WP6 will inform participants about the venue and the agenda of the joint WP meetings.
- Finances: Some people have money for another WP meeting; people who don't could use money from the collaborating partner budget; participants will need to look into their own budgets, then into their WP leader's budget; only then they contact WP1 for assistance. WP6 will pay for the venue (1 main room and 2 smaller rooms for group work).
- Deirdre, Caro, Yvette and Matthias will prepare a process and reporting template as a guide for the group work sessions.
- Social programme for the joint WP meetings: venue/hotel close to Berlin city centre but preferably in a quiet and green area (e.g. the place used for the Kick-off workshop); Tuesday and Wednesday joint dinners (e.g. near the lake)
- WP6 will contact additional people from outside the work packages to inform them what we want from them on the concluding conference panel and invited before sending out the doodle (Sayneb)
- WP5 will draft a template for process and reporting in the group work sessions; it will be sent to the WP leaders after WP1 has informed them about what we will be doing incl. the agenda. Then, Sayneb will send out the doodle for June 9/10/11 or 16/17/18.

Action: WP1 will draft an agenda and will then share and discuss it with the WP leads

Action: WP1 will send out the doodle to the participants.

Action: WP1, WP3, WP5, WP6 will suggest to WP4 to discuss tool revisions before the meeting.

Action: WP5, WP1, and WP6 will prepare a template to guide the group work sessions.

Action: WP6 will inform the participants about the venue and the agenda and will contact the additional external people before they receive the doodle link.

List of Actions

No.	Who?	What?	By when?
1	WP2	WP2 will make the conference posters available in the partners section of the web site	April 2015
2	WP1	WP1 will check the number of tool applications written as a target into the contract.	April 2015
3	WP6 WP2	WP6 will work with WP2 on how to integrate the case studies into the website.	
4	All	All WP leaders send their final comments on the practical application outcome questionnaire to WP3 so that it can be sent out to participants.	asap
5	WP7 WP1	WP7 will send the literature review to the SG after the SG meeting. WP 7 will work with Frank Amort regarding publication of the literature review. WP1 will check ownership of the literature review.	Asap June 2015 Asap
6	WP8 WP1	WP8 and WP1 will identify links between Policy Kit and sustainability planning. WP8 will propose date/s for a small WP8 working group meeting to work on the draft, either in London or Cologne.	Ongoing April 2015
7	WP1	WP 1 will send an updated timeline and deadlines to the SG. WP1 will request an update on translations from partners and draft a timeline with deadlines for finalising translations, including for translations of Charter and policy kit.	April 2015 July 2015
8	WP2 WP4	WP2 will replace the existing QA/QI tools factsheets with the e-learning fact sheets WP4 will revise the tools, materials and the tool selection guide according to the timeline	April 2015 September 2015
9	WP2	WP2 will draft a new timeline for producing key pieces of information for the website and get agreement from WP leaders.	May 2015
10	WP2 WP1 WP5 WP6 WP3 WP8	WP2 will post all conferences with participation of Quality Action on the website WP1, WP5 and WP6 will submit abstracts to the AIDS Impact conference, WP3 will assist. WP8 will submit an abstract to the EUPHA conference. WP2 will check regarding representation at the Gastein meeting. WP1 will work with the CSF and Think Tank to provide updates on Quality Action.	According to conference and meeting deadlines
11	WP6	WP1 and WP8 will work with Cinthia to explore the potential of Chafea initiating contact with national focal points regarding the Policy Kit and concluding conference. WP7 and WP8 will work with WP2 to include all known national policy contacts in the consultations on the Charter and Policy Kit. WP2 will inform and invite representatives from UNICEF and	

		UNODC to the concluding conference. WP2 will update the mailing list for newsletters.	April 2015
12	WP7 WP1	WP7 will plan for an article on the results of Quality Action for a scientific journal WP7 will prepare a plan for Quality Action publications in scientific journals. WP1 will write a general project update for the Advisory Group.	June 2015 May 2015 May 2015
13		WP1 will consult Chafea and the German MoH regarding their preferences for the conference city. WP1 will invite Kevin Fenton to make a keynote speech at the concluding conference	April 2015 April 2015
14	WP1 All	WP1 will incorporate these points into the Sustainability Plan and circulate the next draft to the steering group. WP1 will put sustainability on the agenda for the next SG meeting. All will discuss the sustainability of the work of Quality Action within their work packages and organisations.	May 2015 ongoing
15	WP1 WP3 WP5 WP6	WP1 will draft an agenda and will then share and discuss it with the WP leads. WP1 will send out the doodle to the participants. WP1, WP3, WP5, WP6 will suggest to WP4 to discuss tool revisions before the meeting. WP5, WP1, and WP6 will prepare a template to guide the group work sessions. WP6 will inform the participants about the venue and the agenda and will contact the additional external people before they receive the doodle link.	March 2015 March 2015 April 2015 May 2015 April 2015