

**Quality Action Meeting**  
**Work Package 5: Capacity Building**  
**Minutes of Meeting held in Cork on March 9<sup>th</sup> and 10<sup>th</sup>, 2014.**

Attended: Deirdre Seery  
Matthias Wentzlaff-Eggebert  
Miran Solinc  
Frida Hansdotter  
Karl Lemmen  
Magdalini Pylli  
Eulalia Castells  
Eliz Ann McKeivitt  
Daniel Simoes  
Carolin Vierneisel  
Sepideh Hassani  
Danica Stanekova  
Catherine Kennedy

Apologies: Aljona Kurbatova

**Review of work done to date by all work packages**

Chaired by Daniel

Deirdre, as lead for work package5, gave an update of the work done so far. The group were informed that both the Participation and Tool Selection Guides are finalised and in operation. The dates for the first section of training which takes place is are set and participants have sent in their relevant registration forms. Training will also take place in Barcelona, Tallinn and Ljubljana and all dates are now finalised. It was noted that initially the project hoped for approximately 60 trainees and now there will be over 100 participants. Trainers have been contacted in relation to their materials requirements and accommodation has been organised for Dublin in April. Other sites are also organising their workshops.

Matthias gave an overview as a representative of work packages 1,2 and 3. He informed the group that the next Steering Group meeting will happen in June 2014, no date is set yet. Matthias encouraged the group to continually use the Quality Action newsletter and website where possible, <http://www.qualityaction.eu/>. He explained that WP2 now has a replacement for the person responsible for the dissemination of information. It is the responsibility of the WP3 to have evaluation questionnaires ready before training starts in Dublin.

An update from Work Package 4 was given by Frida. WP 4 is currently editing QIP and are finalising PQD. The relevant information needed for the e-learning tool are now ready and Frida reminded the group that there are two tools that will not be covered through e-learning. Frida will email Deirdre making sure that all relevant information is packaged together for the e-learning tool.

Carolin spoke in relation to WP6 and informed the group that one of their main responsibilities was to motivate people to register for training. There are currently 80 projects /programmes registered. Carolin said that the 3<sup>rd</sup> day of training needs to be finalised. WP6 are currently working on case studies.

WP7- principles and criteria - Matthias stepped in to give an overview of WP7. The next meeting of the scientific reference group (academics from both the HIV and Quality fields) is scheduled for the end of May. First quality draft will be brought and discussed at this meeting. A decision will be made on the quality charter during this meeting.

WP8 Policy development updated by Deirdre, Miran and Matthias.

During the last meeting held for WP8 it was decided on the development and updating of a glossary. It was agreed that a one pager to explain Quality Action can be used in conjunction with the newsletter to help people not directly linked to QA. There was a discussion about responsibilities in relation to attendance to conferences etc, it was agreed that WP2 would map upcoming events and WP8 would ensure that the appropriate people would attend representing QA.

### **Training Workshops and associated costs**

Chaired by Sepideh

Currently the numbers attending training is as follows:

Dublin 35	Ljubljana 22	Barcelona 18	Tallinn 28
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Dublin, Tallinn and Barcelona have been able to get their chosen venue free of charge.

### **Recommendations for countries holding training workshops**

- Trainees must pay for their own accommodation from their allocations from the EU.
- SHC has the budget to pay and fees and expenses for trainers who do not have this from EU.
- Tea breaks (tea and coffee) will be covered by organisers, where possible. Each attendee will be asked to bring a snack from their own country for coffee breaks.
- A guest speaker will be invited to present on the first morning at each training venue. Each country to decide on who is most appropriate.
- Lunches should be provided where possible and payment for these was discussed. Matthias to discuss this further with Caren.
- Deirdre will finalise a list of materials needed by the trainers and will email to all hosting organisations. If there is absolutely no budget for materials BZgA will bring materials with them but the overheads budget should cover these costs.
- Deirdre will ask the trainers if there is any preparation they would like participants to have completed before the training. Karl stressed that people should not feel they have to do homework in advance of the workshops. Participants will be encouraged to check the website for their particular tool in advance of the workshops.

Deirdre and Carolin spoke a little about capacity building. How to help participants mingle, to make everyone enthusiastic and encourage sustainability after the training.

The morning introductory session will finish at 12.30 and the tools training will proceed for the remaining 1.5 days.

### **Day 3 of Training Workshop in Dublin**

It was jointly agreed to WP 6's drafting of day 3 that its purpose was to give people the time and support to plan their practical application and to introduce them to the means of support during their practical application. Discussion can happen on planning for the application of their chosen tool and the resources that will be needed.

### **Certificates: National Workshops**

There will be different approaches by each country to integrate the training into HIV prevention.

It was agreed that certification would be provided as follows:

- Two European Quality Action workshops and a submitted case study – Cert for attendance and application, signed by Matthias after WP6 has gone through their case studies. Carolin will send a list of these to Matthias.
- Two European Quality Action workshops and no case study – Cert for attendance only, signed by Matthias.
- One European Quality Action workshops - Cert outlining attendance in Part One only, signed by Matthias.
- National training – certificate signed by organising country for attendance only.
- National training with case study completed – certificate signed by organising country for attendance and application.
- National training with completed case study, cert signed by Matthias once Carolin has verified the completion of the case study.
- All certificates can have the EU and the Quality Action logos as they are all part of Quality Action.

### **Data Collection and Evaluation-WP3**

Matthias led this discussion. All participants (trainers/facilitators and representatives of projects/programmes) will get a pre and post anonymous online evaluation for self-assessment. It will be the responsibility of WP5 (Trainers/facilitators) and WP6 (project/programmes) to remind people to fill in online questionnaires. All participants will have a personalised code, issued by Deirdre and Deutsche AIDS-Hilfe so that questionnaires (pre and post) can be connected but will not be traceable to individual participants (by others than WP 5 and 6). Evaluation sheets should be ready in the next couple of weeks.

### **Dates for second training workshop**

Training to take place in late January and February. Deirdre will send an email around so that dates can be organised as quickly as possible. Dates must be allocated before the first training workshops start.

### **E-Learning**

Walter Wynn and John Mac Monagle (Raven Design) who have been given the E-Learning contract led a discussion in relation to the needs and possibilities of this project. WP5 participants discussed the main objectives and expectations in relation to the e-learning tool. Walter presented a template for the E-Learning tool. Once the content has been received from Deirdre, Walter will set up the tool and John will be responsible for design layout. Ultimately the steering group will be responsible for signing off. Quality Action graphics and fonts are non-negotiable.

### **WP5 E-Learning responsibilities:**

Content and development - Deirdre and ElizAnn, with input from Miran, Daniel and Sepideh.

E-Learning reviewers - Daniel, Miran and Sepideh

SUCCEED, PQD and QIP tool content will be reviewed for accuracy by the tool trainers, subject to their agreement. Frida, Vaseilia and Miran will also review the tool content. Matthias will review the overall content, including the introductory sections.

Content testers - Sepideh, Daniel, Danica, Magda, Eulalia and Carolin will review in relation to accessibility, user friendliness and understanding by those for whom English is not their first language.

**Deadline for completion of E-Learning tool is end of June 2014. Outline of E-Learning deliverables below:**

**The following is based on Walter's notes:**

**Website:**

LMS (Learning Management System) to be integrated into [www.qualityaction.eu](http://www.qualityaction.eu). Walter will need access to the website to do this.

**Hierarchy:**

- Tool/Bundle
- Tool Category / Module
- Tool Sub Category / Episode

**Video:**

- Video content will now be shot specifically for the LMS - based on the contents received.
- There will also be video to explain an overview and theme of each of the tools
- These videos will appear on the tools landing pages.

**Episodes:**

- Each episode page will have the following content - where content does not exist it won't be shown.
- In the following order of priority:
- Video
- Related Video
- Episode introduction (Text)
- Excerpt
- Related Files (Download Only)
- Imagery sliders
- Forum Snippet
- Quiz/Self-Assessment (multiple choice)
- Feedback facility

**Quiz:**

- Multiple choice
- Helpful prompts

**Feedback:**

- Sent to dashboard as an alert and email

**Other:**

Language: English only

**Next meeting for Work Package 5:** Meeting to discuss follow-up to training workshops and e-learning - fit for purpose? To review feedback from training, forum, eLearning etc. Suggested time for meeting April /May 2015.