Quality Action – Work Package 6 Meeting 2
February 20th/21st 2014; Athens, Greece

Minutes

Participants
Miran Solinc (SKUC), Vasileia Konte, Magdalini Pilli, Christos Cryssomallis (all KEELPNO), Matthias Wentzlaff-Eggebert (BZgA), Sabine Lex (AHW), Rima Krupenkaite (CCDA), Danica Stanekova (SMU), Eulalia Castells (Sida-Studi), Carolin Vierneisel, Sasha Gurinova (both DAH)

Topics of the Meeting
1. Welcome and State of the Project
   General Updates and all partners report on state of the project's implementation
2. State of the Recruitment (of the projects)
   All partners report on progress
3. Tool Application Planning Workshop
   Discussion of the draft, distribution of responsibilities
4. Case Studies and data collection
   Presentation of the current state of the evaluation plan
5. State of Assistance for the projects
   Forum, Documentation Table, etc.
6. Various: Final Report, Next Meeting, etc.

Day 1, February 20, 2014

1. State of the Project and WP 6 activities

State of the Project (BZgA, Matthias)
- All Work Packages are running well and without significant difficulties and problems (Update of the Project's coordination on the current state of the project, see Annex 2).

State of the WP 6 activities
- WP 6 activities are proceeding well and within the planned timeframe. All tasks are being fulfilled by members of the Work Package 6 in accordance to the agreed work plan.
- The process of *registration* of trainers/facilitators is "completed" (some few registrations keep coming in). 103 people got registered themselves to participate at European trainings.
- To keep information on trainers/facilitators structured by Tools/Venues/Countries, DAH created several tables. All tables were presented and are available upon request to all WP6 members to stay updated.
- It is unclear, how much the developed *supporting documents are used* by and can be of help for participants (Participation Guide, Memorandum of Understanding). This could be checked within the evaluation process.
- Projects whose participation in the trainings is funded under the *MSM initiative* are mainly collaborative partners (without an EU budget): Checkpoint LX (Portugal), AIDES (France), Hiv-tukikeskus (Finland), Ministry of Health (Bulgaria) and Positive Voice (Greece)
- The introduced WP 6 *Communication Tree* proves to be a valuable tool to exchange information among stakeholders and strengthen the collaboration within countries. Still it seems, especially during the detailed planning of the trainings, that not everyone sticks to it and misinformation arises. Reasons might be that people don't know the tree, people's responsibilities or their country contacts. Others might have gotten confused with the WP 6 lead also organising the participation in the trainings. *Further proceeding:* As the communication tree is a necessary tool considering the expected growing number of requests all WP 6 members need to reinforce the communication system by remembering people on whom to contact and need to make sure that relevant information is forwarded to WP 6 members in charge.

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Actions
- DAH: Introduce the MoU and the participation guide on the regional coordination meeting
- All: Keep reminding people to use the communication tree and keep each other updated on relevant information

2. State of the recruitment of the Projects/Programmes

- The **deadline** for handing in registration forms for Project/Programmes was February, 16. So far only 49 registration forms were sent. Reasons might be a tiredness to hand in a second registration form. As trainers are already registered it is not as "urgent" to collect all project/programme registration forms. Still people should be steadily reminded to hand them in. A new internal deadline is set.
  Update: By the beginning of March more than 80 people had handed in their project/programme registration form
- **Distribution** (approx.) of addressed key groups among project/programme registrations
  - 23 PLWH, 27 MSM, 17 PWID, 16 Migrants, 6 general population, 2 Youth, 2 CSW, 2 transgender, 1 Clients of sex workers, 1 Women, 1 LGBTI
  - The future distribution will be analyzed by three categories: programmes, projects focusing one key group, projects focusing more than one key group
  - Presently, there are no Projects/Programmes focused on prison inmates. Partners known to work with prison populations should be contacted and motivated to apply a tool within that setting.
- **Open questions** with the handed in registration forms.
  - Information about key population addressed by the project/programme is sometimes missing or it is unclear which key group is mainly focused. It is important for future analysis to differentiate key groups. WP 6 members should get back to people and ask if more than one key group is addressed (e.g. within a testing initiative) or whether a main group can be identified.
  - Some trainers/facilitators announced run an application together. This is okay. Still WP 6 members should encourage every trainer/facilitator to run a separate practical application.
- Projects and people that don't take part in the trainings, still can apply a tool (though, there should be someone who might assist them).

Actions
- 28.02.2014, all WP 6 members send reminder to trainers, to send their programme/project registration forms
- 03.03.2014, DAH will draft a table to see how many trainers from each country got registered and which are still missing
- 14.03.2014, all WP6: Contact specific organisations to apply tools in the prison setting.
- All: Check registration forms on accuracy and if necessary get back to people
- New WP 6 internal deadline 14.03.2014 for registrations

3. Tool Application Planning Workshop (Former Regional Coordination Meeting)

- On the **third day of the trainings** all participants will get together in order to get connected, plan their practical application and to get to know means of support within Quality Action – the day will be facilitated by WP 6.

- **Facilitators**

Dublin:	Carolin (DAH), Matthias (BZgA)
Barcelona:	Carolin (DAH), Javier (Sida-Studi)
Ljubljana:	Carolin (DAH), Miran (SKUC)
Tallinn:	Carolin (DAH), Rima (CCDA)

- Draft *Agenda* (see Annex 2)
- The following *topics* were gathered to be added in the draft agenda:
  - Part on the Outlines: Project timeline; evaluation; Introduction to the WP6 communication structure; information about translating the tools; introduction to the online forum and training packages; access to partner section; e-learning tool; MoU.
  - Part on the Planning of the practical application: Groups should not be bigger than 4; Short project plan; support on a local level; short instruction sheet for planning; questionnaire for opened questions; questionnaire for trainers; check list: 10 important things for each tool.
  - Part Discussion etc.: How to improve facilitation; what are the next steps after the implementation, how to deal with opened questions after the meeting.

Actions
- 10.03.2014, All 3rd day facilitators, draft an agenda
- After the training, send out an Email to country contacts to remind them of the structures and means of support resp. their role in the process.

4.1 Case studies

- Sabine presented her experiences with case studies (see in annex 3)
- It was decided to use the *term "case study"* instead of story boards (that is mentioned in the proposal)
- After the EU requirements, a minimum of 60 Case studies should be collected by month 24. By month 30 an *electronic booklet* with the case studies should be published.
- Case studies are a resource for people who would like to try QI/QA tools in future. It documents experience within the application, benefits and barriers of applying a tool.
- People, who registered with a project/ programme and those trained within national and European trainings should provide a case study.
  Update: Together with WP 5 it was decided that handing in a case study is a precondition to receive a certificate as a participant of the trainings/Quality Action
- Trainers/Facilitators will be introduced to the Case Studies on the Tool Application Planning Workshop
- To fill out one case study form shouldn't take longer than 3-4 hours. The form should be not longer than 3 pages and it should include lessons learned, detailed description of obstacles.
- Participants, who cannot write them in English, should fill the forms in their native language, and WP6 will look for a budget to translate them (national partners' budget etc.).
- People can choose if they want their case study to be published anonymously or not
- *Discussion*:
  - People might be not willing to share their experiences
  - People might only want to share success stories
  - The number of 60 case studies might be difficult to collect
  - 60 short case studies might be less informative than 5 comprehensive ones.
  - Conclusions: We'll still stick to our goal of 60 case studies and will see if it works out. It is advisable to introduce people to the case studies as early as possible during the process. It might be an additional option to collaborate with WP2 and present the 5 most interesting CS (one for each tool) in more detailed (as a short movie, interview etc).

> **Actions**
> - 01.04.2014, AHW, DAH, BZgA, draft a template
> - April/ May, DAH, Introduce trainers/facilitators to case studies during the Tool Application Planning Workshop

4.2 WP 6 role in Data collection and evaluation

- Trainers/facilitators and representatives of projects/programmes will be asked to fill in online evaluation questionnaires at different/multiple times of the project
- Questionnaires will be developed in cooperation between WP 3 and WPs 4, 5, 6. WP 3 will put the questionnaires online and WP 5 and WP 6 will forward the notifications and reminders on filling in the questionnaire to the trainers/facilitators (WP 5) resp. projects/programmes (WP 6).
- There will be different times of data collection. To be able to compare the data of one respondent anonymously WP 5 and 6 will keep a list with codes for each respondent to be used by the respondent when s_he fills in the questionnaire. Only WP 5 resp. WP 6 will have access to these codes. They will destroy them after the last data collection
- People, taking part in the evaluation should have necessary information on how collected data will be used.
- It was discussed whether names of countries should be collected in the questionnaires. Concerns on anonymity arose. It was decided to ask WP 3 to not collect the names of countries.
- Alternative questions that will give information about the setting can be on sufficient/insufficient funding support, political support, increasing epidemic/ stable epidemic, strong economy, weak economy etc…
- Questions to gather information on the practical application: the involvement of other stakeholders in the process, what worked well and what didn't, how people solved arising problems, whether they had enough information\adequate assistance, whether they had enough time and personal recourses, whether the key populations addressed.

> **Actions**
> - Starting March, DAH, BZgA, Consult with WP3 on questions about the practical application.
> - DAH, KEELPNO and SMU – cooperate with WP3 on WP 6-relevant questionnaires (developing and commenting)
> - When ready, (WP5 and) WP 6 will send out links and reminders to online questionnaires

Day 2, February 21, 2014

5.1 Introduction to the online forum

- Access via www.qualityaction.ning.com or directly via qualityaction.eu
- A resource for trainers/facilitators and representatives of projects/programmes to share experiences, ask questions and get connected
- Participants of national trainings can also use the forum – but country contacts need to provide the facilitators with the names to approve the registration.
- An *FAQ section* will be installed – WP 6 members are supposed to send the questions they receive during regular WP 6 assistance to Rima and Carolin who will then put them into the FAQ section as well

- The *e-learning tool* (WP 5) and the forum will be closely linked.
- The forum will be introduced to trainers/facilitators during the tool application planning meeting
- The platform is *facilitated/administrated by CCDA* with the support of DAH. Facilitation means to check the forum at least once a day for questions and to try to motivate users to support themselves amongst each other; whenever this peer-to-peer approach doesn't work they will try to answer the questions themselves or with the help of the tool experts
- The Following mechanism of responding to questions after trainings was agreed: Refer to the Tool Material collection/Website > Refer to the e-learning tool > Refer to the online platform.
- There is no email notification available on the forum, but users can follow individual threads and the administrators can send bimonthly updates/notifications to all members.
- Other useful resources, best practice projects, e.g.: Clearinghouse (http://www.aidsactioneurope.org/clearinghouse) EU web site (http://ec.europa.eu/health/sti_prevention/portal/index_en.htm), ECDC (http://www.ecdc.europa.eu/en/Pages/home.aspx)
- The platform will be hosted from April and until (minimum) the end of the second training.

Actions
- All WP6: Get a forum profile, visit the online platform regularly (write some news, exchange information, stay in contact with other people)
- Starting April, CCDA checks the platform daily, moderates it and facilitate discussions.
- All WP6 members who know about national trainings should ask the country contacts whether participants want to use the forum. If so, names should be collected and sent to the forum's facilitators.
- Ongoing, all WP 6, send questions rising during the WP 6 assistance process to CCDA and DAH to put them onto the FAQ section in the forum.

5.2 Introducing the Documentation Table

- The table helps WP 6 members to keep *track of the developments* of the practical applications within Quality Action; furthermore it helps to (identify and) document enablers and challenges of the practical application (part of WP 6 deliverables)
- They are supposed *to be filled out by WP 6 members for each* practical application separately after each contact.
- The table will be shared among WP 6 members every two months (first of every second month)

Actions
- By March, DAH, produce documentation table as one excel document with supplementary sheets for each contact.
- Every two months, all WP6: to contact projects/programmes (at least) once in 2 month, fill in the documentation table and share it with other WP 6 members

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6.1 The final report

- The first draft of the final report should be written by month 25 and include max. 15 pages (excluding the CS and considering that other work packages will also write reports)
- There is a budget for editing the report.
- It should be focused on main facts, include some graphics/maps to be easy to read and interesting.
- The communication tree and networks that be established during the QA should be

documented in the report.
- DAH takes the lead in the final report writing, with support of KEELPNO.

6.2 General Issues/Assistance

- As an idea to possibly be introduced to country contacts: After the first European trainings a "national summit" might be organised to spread the idea of Quality Action and make first steps towards a sustainability of the project.
- As WP 6 members, we should always be ready to recruit new people to apply a tool.
- WP 6 members should also forward information about national events to WP 2 to be published on the Quality Action website
- (Technical) Support for the time after Quality Action: To help people to quickly find adequate information WP 6 might create an interactive instrument to map experts around Europe for assistance. This idea might be further discussed together with WP 5.

6.3 Next WP6 meeting:

The third and last WP6 meeting will take place in Berlin. During the meeting the final report will be discussed as well as the conclusions of the practical applications in general and the case studies in detail.

Actions
• DAH sends out a Doodle, to agree on the next WP6 meeting dates.

Annex 1

Summary of Actions
- DAH: Introduce the MoU and the participation guide on the regional coordination meeting
- All: Keep reminding people to use the communication tree and keep each other updated on relevant information
- 28.02.2014, all WP 6 members send reminder to trainers, to send their programme/project registration forms
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- All: Check registration forms on accuracy and if necessary get back to people
- New WP 6 internal deadline 14.03.2014 for registrations
- 10.03.2014, All 3rd day facilitators, draft an agenda
- After the training, send out an Email to country contacts to remind them of the structures and means of support resp. their role in the process.
- 01.04.2014, AHW, DAH, BZgA, draft a template
- April/ May, DAH, Introduce trainers/facilitators to case studies during the Tool Application Planning Workshop
- Starting March, DAH, BZgA, Consult with WP3 on questions about the practical application.
- DAH, KEELPNO and SMU – cooperate with WP3 on WP 6-relevant questionnaires (developing and commenting)
- When ready, (WP5 and) WP 6 will send out links and reminders to online questionnaires
- All WP6: Get a forum profile, visit the online platform regularly (write some news, exchange information, stay in contact with other people)
- Starting April, CCDA checks the platform daily, moderates it and facilitate discussions.
- All WP6 members who know about national trainings should ask the country contacts whether participants want to use the forum. If so, names should be collected and sent to the forum's facilitators.
- Ongoing, all WP 6, send questions rising during the WP 6 assistance process to CCDA and DAH to put them onto the FAQ section in the forum.
- By March, DAH, produce documentation table as one excel document with supplementary sheets for each contact.
- Every two months, all WP6: to contact projects/programmes (at least) once in 2 month, fill in the documentation table and share it with other WP 6 members
- DAH sends out a Doodle, to agree on the next WP6 meeting dates.

Annex 2: Notes on presentation of Matthias on the state of Quality Action

WP1 Coordination
- October 2013 the 2nd steering group meeting took place.
- 2 new collaborative partners joined the project
- Next step: General budget review with special focus on travel budget.

WP2 Dissemination
- Partner section of the website is available http://www.qualityaction.eu/partners.php
- 1st external newsletter is about to be released

WP3 Evaluation
- The evaluation plan and indicators are being finalised
- WP3 members are preparing the application of the Succeed tool to the steering group

WP4 Tools
- All tools will be ready on time
- 3 already existing tools have new introductions
- 2 new tools are in advances drafts and will be ready soon – Schiff and PIQA

WP5 Capacity Building
- Equal distribution of participants on the tool trainings
- Next steps: negotiating with trainers; next WP meeting in Ireland in March

WP7 Principles and Criteria
- 1st WP meeting took place in Vienna in October
- Started with literature review
- Next steps: WP meeting in May where the literature review will be presented
- Scientific reference group was created and going to meet in May

WP8 Policy Development
- First face-to-face meeting took place in Berlin in January
- Work plan was finalised, Tasks are distributed
- "Glossary" was changed to "List of key terms and definitions"
- WP involved in the review of Communication on HIV on European level
- Spanish Ministry of Health is conducting policy review
- WP 8 needs partner's assistance in reviewing documents

Annex 3: Draft agenda for the Tool Application Planning Workshop

09:30	Part 1: Welcome, Purpose of the meeting, introduction
09:50	Part 2: Project Outlines - Timelines, Means of Support
10:45	*Coffee Break*
11:00	Part 3: Planning of the practical application Pt 1 (Focus on the planning)
12:15	Part 4: Exchange on the Planning Pt 1

12:30   *Joint Lunch*

13:30   Part 5: Planning of the Practical Application Pt 2 (Focus on the resources)

14:30   *Coffee Break*

14:45   Part 6: Discussing ideas/ challenges, Collecting Needs

15:45   Part 7: Mapping Exercise

16:00   End

Annex 4: Presentation Sabine Lex

ABOUT THE PROJECT

BASIC FACTS

- PAAARC stands for Prevention of AIDS Among Africans with the Resources of Communities
- Approaches: outreach, peer education, peer research
- Project duration: 20 months
- Aim: Reaching out to African communities in a way appropriate to their experience and cultural background, as well as to encourage them to adopt a proactive approach
- Tools: Guided Working Groups within AHW and with target group representatives, SMART Criteria, Focus Groups, Participant Observations, Community Mappings, Questionnaires, Photovoice, Service User Advisory Committee

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HOW DID THE CASE STUDY EVOLVE?

LOOKING BACK

- In the development of the PAAARC Project, Aids Hilfe Wien invited Martina Block to train some staff on PQD
- After that, various methods of PQD were used to find out more about the specific needs of the target group with a participatory approach
- The project was presented at various conferences (Italy, Denmark, Austria,…)
- Deutsche AIDS-Hilfe approached Aids Hilfe Wien to write a case study on the project which was afterwards published on the website www.pq-hiv.de

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STRUCTURE OF THE CASE STUDY

GENERAL INFORMATION

1. Service organisation
2. Author
3. Scientific guidance

MEASURES RELATED INFORMATION

4. Preventive measures subjected to QA
5. Aim of the QA
6. What were the benefits of QA?
7. Methodology
8. Results of QA
9. Experience and tips

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ADVANTAGES/DISADVANTAGES

ADVANTAGES

- Gives a short and clear overview of projects measures, aims, etc.
- Uses a standardized structure for each project
- Experience and tips → helpful for people who want to conduct similar projects

DISADVANTAGES

- Too little space to describe projects in detail → links or contact details might be helpful
- On the current website one cannot search for key words → with few projects no problem but with more it might get confusing
- Guideline what is expected in which item could be helpful

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