

PARTICIPATION GUIDE



Quality Action
Improving **HIV** Prevention in Europe

www.qualityaction.eu

PARTICIPATION GUIDE



This work is part of the Joint Action on Improving Quality in HIV Prevention (Quality Action), which has received funding from the European Union within the framework of the Health Programme.

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PURPOSE OF THE GUIDE

Quality Action offers different quality assurance (QA) and quality improvement (QI) tools for HIV prevention projects and programmes. The purpose of this guide is to help you select people to attend training, the most appropriate tools to use and to help you recruit projects/programmes to participate. Some parts of the guide might be more valuable to keep an overview of a country's overall involvement (e.g. Section 3 "Getting started in your country"), others for projects and programmes to plan their local participation (e.g. Section 8 "Applying the tools"). Nevertheless the guide aims to support everybody interested in involvement with the project.

This guide provides recommendations on how to organise your participation and that of other projects in your country. Prospective trainers/facilitators need to bring certain skills as prerequisites for attending the training, and this guide will assist you in selecting them.

As each tool has different advantages, we have included an introduction to the tools. The diversity of the tools reflects the variety of HIV prevention projects and programmes. Selecting the most suitable tool will depend on the type, size and complexity of a project or programme, available resources and many other factors.

We have also suggested considerations for recruiting projects/programmes. Moreover, we have provided information to assist in planning the application of **QA/QI tools** by projects/programmes, where and how to access assistance as well as information on the data collection that will take place as part of Quality Action.

The guide begins with general information about Quality Action and emphasises the importance of country teams and their responsibility for informing national projects and programmes about the benefits of participating in this Europe-wide project to ensure sustainable quality in HIV prevention.

To support the practical application of QA/QI tools, Quality Action conducts a train-the-trainer programme to build the capacity of the trainers/facilitators selected by each country. These are the key people to lead, assist with or run the practical application of the QA/QI tools on a national and regional level.

In the Annex we provide documents and links that can help promote participation in your country as well as the forms that need to be completed in order to participate in the practical component of Quality Action.

If you require additional, specific information, please refer to your **Quality Action** country contact point (see Annex) or our website www.qualityaction.eu.

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ABOUT QUALITY ACTION

Quality Action is a Joint Action co-funded by the European Commission (2013–2016) that aims to increase the effectiveness of HIV prevention in Europe using practical Quality Assurance (QA) and Quality Improvement (QI) tools. Quality Action develops and adapts **QA/QI tools** especially for use in HIV prevention. The project will train at least 60 trainers and facilitators to support at least 80 HIV prevention programmes and projects across the EU that will be applying the QA/QI tools in practice. (For more information please visit www.qualityaction.eu)

Quality Assurance and Quality Improvement (QA/QI) as used in this project are understood as voluntary and self-directed processes of self-reflection, including the principle of stakeholder participation, especially that of the key populations targeted by HIV prevention activities.

“Key Principles”: Stakeholder Participation – Self-Reflection – Voluntary and Self-Directed Involvement

What are the benefits of taking part in Quality Action?

→ 9 REASONS TO GET INVOLVED IN QUALITY ACTION

1. **Become aware** of what you are already doing well
2. **Learn about when, how and why** you are already successful (and sometimes fail)
3. **Get new ideas** on how to improve what you are doing
4. **Increase participation** and benefit from stakeholder input
5. Provide yourself with space and time to **reflect on your work** and build your team and internal communication
6. Enhance your co-workers’/ employees’ **work satisfaction**
7. **Build different types of evidence** that supports your HIV prevention interventions
8. **Simplify and enhance** the planning, implementation, monitoring and evaluation of your projects and programmes
9. Network with other European organisations **to make HIV prevention more effective**

To plan your participation in Quality Action, please keep these **important dates** in mind:

- Registration of trainers/facilitators by **17 November 2013** (You can find the registration form in the Annex)
- Registration of participating programmes/projects by **16 February 2014** (You can find the registration form in the Annex)
- The training workshops will take place
 - Training Part 1: during **April/May 2014**
 - Training Part 2: during **November 2014/January 2015**
- Time period for practical applications of QA/QI tools supported by Quality Action: **April 2014 – December 2014** (approx.)
- Several Quality Action work packages (see www.qualityaction.eu for details) will collect data on your experience with the tools and the results of QA/QI activities at different stages of the project.



A list of main partners in each country to be contacted by projects/programmes or trainers/facilitators can be found in the Annex. It is recommended that participating countries (“country teams”, see “Getting started in your country”) stay closely in touch with their Work Package 6 contact points throughout the project (WP 6 Contact Points are listed in the Annex).

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GETTING STARTED IN YOUR COUNTRY

Following the Kick-Off-Meeting in Berlin, we recommend you build a country team of 3-5 people, including the official Quality Action partner organisations (a contact [list of all partners](#) involved is available on www.qualityaction.eu). As a country team, you might also involve important stakeholders to jointly organise the decision making in your country: Be inclusive! Be transparent! Include civil society organisations!

We also advise you to get in touch with the government organisation (in most cases the Ministry of Health) that signed your country up for Quality Action. Keep them updated to increase the sustainability of the project and its results.

It may be beneficial for your country to collaborate on a regional level or with neighbouring countries in order to share experiences, resources, materials and/or trainers/facilitators.

Working as a country team doesn't require meeting in person – if meeting face-to-face is not possible, you can use other ways for making decisions, such as telephone conferences or email.

The role of your country team will be to:

- Select trainers/facilitators to attend the Quality Action training workshops,
- decide together which tool(s) are most suitable for your national situation,
- choose projects to apply the tool(s),
- identify key persons in each participating project and keep in touch with them, support them and connect them – if necessary – to WP6 members (see the information on “Assistance” in this guide),
- organise the necessary translations of tools and other project documents into your own language well in advance. Quality Action may make revisions to the tools according to your feedback later in the project. Please remember to keep some of the translation budget aside so that the translations can be adjusted at that time,
- keep your Work Package 6 contact point at all times informed about your plans in relation to the project!

Quality Action tries to encourage everyone to take part and make a contribution by selecting trainers/facilitators, tools and programmes/projects according to the local structural and financial situation. However, it is important to ensure the participating programmes /projects reflect the epidemiology of each country and of Europe overall.

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INTRODUCTION TO THE THREE PARTS OF THIS GUIDE

After convening your country team, you will need to jointly answer some basic questions regarding the practical application to QA/QI tools in your country. In short, this includes three questions: **Who** will be trained on **which tool(s)** to be applied to **which programme(s)/project(s)**? The following sections will help you with each of these questions. This section presents some ideas about how to organise the decision-making process.

There is no clear order in which to start on these three decisions. But, because a decision on one topic influences the decisions on the other two and vice versa, the decisions are best made together. Some teams will already have people in mind to attend the (trainer/facilitator) training workshops as a starting point. Or they might think of a certain project that seems perfect for participation, while others might want to apply a particular tool and start their planning from here.

Therefore, one possibility is starting from your initial ideas: Have a qualified and respected person in mind to be trained? Interested in a specific tool? Is there a programme/project that comes to mind? Try to find a combination that fits and works well. If your team, for example, would like to see a certain tool applied in your country, ask yourselves: Who might be interested in being trained on this tool? For which programmes/projects would this tool be most suitable? To which programmes/projects do trainers already have good connections? And so on.

There are many different ways to arrive at good decisions on trainers, tools and projects – discussing these in your team is the key for a fitting choice. And if you need further information, please contact your respective WP 6 contact point (see Annex)!

RECOMMENDATIONS FOR SELECTING TRAINERS/ FACILITATORS FOR QUALITY ACTION WORKSHOPS

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During the project trainers/facilitators will be trained so they can apply tools to projects/programmes, or assist others in applying tools, or train others who want to apply tools – or a combination of these. The success of Quality Action depends upon a number of inter-related actions, such as motivation, partnerships and involving key stakeholders. An important element in ensuring the sustainability of Quality Action in programmes, organisations and countries is getting the right people to attend the training workshops on the tools (both on European and on national/regional workshops). Here are some considerations for selecting who should attend from your country:

- Ensure that the relevant people, ideally the country team, are involved in selecting the trainers/facilitators.
- Ensure that the decision on a trainer/facilitator is transparent to everyone involved.
- It is essential that those attending the Quality Action train-the-trainer workshops are themselves experienced trainers and/or facilitators so they can train others in their countries.

- To attend training in Participatory Quality Development (PQD) it is important that trainers/facilitators have prior knowledge of a facilitative/participatory approach.
- Quality Action expects that these trainers/facilitators will apply a tool in their country or organisation at least once between the first and second training workshops, and will continue to do so afterwards.
- Trainers/facilitators should have the time to train and apply the tools. This includes the participation in two parts of the training (April/May 2014 and November 2014/January 2015) and at least one application of a tool inbetween.
- Trainers/facilitators should be motivated and have the ability to motivate others to apply the tools.
- Ideally, the trainers/facilitators (or the national representative for Quality Action) should know prevention projects in their countries, know the key players in their country, be affiliated with an institution working in prevention and have good access to networks.
- Those involved with the key populations for HIV in each country are the priority. Trainers/Facilitators should also be people who are accepted and respected by those populations and the projects that work with them.
- In general, trainers/facilitators should be well-accepted by the organisations they will assist to apply tools, so that trusting and cooperative relationships can be built.
- The train-the-trainer workshops will be in English, so people should have a good working knowledge of English in addition to their local language. If people wish to participate as trainers/facilitators and do not have sufficient English, you can send someone to the training who can interpret for them and/or organise follow-up training in the local language. Please also consult the Translation Guidelines available at www.qualityaction.eu
- Translations of tools and training materials should be faithful to the final, agreed English texts while being culturally sensitive to the country where they will be used, so that they sound natural and are easy for the intended users to understand and implement.
- If there are a number of people coming from one country, they could either all train in the same tool so that they may support each other, or they could all choose different tools to experience their different uses and provide more support options for programmes/projects using tools.

“Country teams” are kindly asked to inform their Work Package 6 contact point by 17 November 2013 about their decisions on trainers/facilitators. Please use the registration form “Trainers/Facilitators” in the Annex.

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INTRODUCTION TO THE TOOLS

Quality Action offers training in five different practical and knowledge-based Quality Assurance (QA) and Quality Improvement (QI) tools for HIV health promotion and prevention. Three tools that are adapted to HIV prevention already exist: Succeed, Quality in Prevention (QIP) and Participatory Quality Development (PQD). Two new tools are being developed and will be tested within Quality Action: a QA tool for health promotion and prevention interventions targeting people who inject drugs and a tool designed specifically for HIV prevention at the programme level. Below you can read more about the different tools to help you choose which tool(s) to apply in your country and for which workshops to attend for training. A more comprehensive tool selection guide will be available soon that can help you further in this process.

Succeed: AN EASY-TO-USE, EVIDENCE-BASED QI QUESTIONNAIRE

Succeed is a self-guided self-assessment tool designed for use at the project level. The tool consists of a straightforward, 13-page questionnaire that is divided into three sections: Structure, Process and Results. The tool also includes two case studies.

Succeed is an easy-to-use tool designed to help HIV prevention projects themselves to assess their objectives and analyse their ability to meet them with sound, high quality activities. It allows project personnel and, if required, representatives from the target group and other important stakeholders to jointly review the work and improve it during project implementation. Although relatively simple, Succeed is based on scientific research about success factors in the field of health promotion. It can be used to review existing interventions or to review a plan for a new one.

Succeed is a guided questionnaire that you complete for your project either alone, or, preferably, as part of a collective process. If you are inexperienced with QI activities, the application of Succeed should be facilitated by someone who has been trained in using Succeed. Practical examples from HIV prevention facilitate your answers to each question.

The questionnaire is divided into three parts: Structure, Process and Results. Each part has several sections (e.g. Key Population, Network and Changes in Behaviour) and you choose the questions that apply to your project. At the end of each section you can develop and document your own recommendations and actions for improvement.

The process can be completed within a day or two, depending on how much detail you want to include, and whether and how many stakeholders participate.



QUALITY IN PREVENTION (QIP): COMPREHENSIVE QI BY EXTERNAL EXPERT ASSESSMENT

QIP is a self-guided and externally-assessed tool designed for use at the project level. The tool consists of a comprehensive, 28-page questionnaire, divided into sections covering project description and concept, personnel and qualifications, target groups, planning and preparation, dissemination and promotion, process design, results and sustainability.

QIP is a comprehensive quality improvement tool for health promotion and prevention projects. It uses external experts to assess a detailed documentation form filled in by the project. The questionnaire can also be used as a guide for the self-assessment of projects, programmes or strategies.

You can complete the documentation form by yourself or as part of a collective process. It uses open and multiple-choice questions. You can also use existing project documentation and attach it to the form. Once you submit the documentation form, trained external reviewers assess the quality of the project's structures, processes and outcomes according to set criteria across 22 evidence-based quality dimensions. The reviewers then assign a level of achievement between 0 ("Problem Zone") and 3 ("Exceeds Standards") to each dimension. They will also give concrete recommendations for improvement. Project data are treated confidentially and only the submitting project receives the assessment and recommendations.

Completing the documentation form will take anything from a number of hours to several working days, depending on how well you have documented your project already and to what extent you choose to involve stakeholders. The more detailed your documentation, the better the assessing experts can tailor their recommendations for improvement.

Learn how to score & review

Quality Action will offer training on how to score, review and assess the quality of the project based on the completed QIP documentation form. Training more reviewers means that more projects can benefit from an external review of their work.

PARTICIPATORY QUALITY DEVELOPMENT (PQD): QI WITH A FOCUS ON TARGET GROUP INVOLVEMENT

PQD is a comprehensive toolkit that includes 11 participatory methods for all parts of the project cycle. The toolkit consists of proven approaches to draw on local knowledge, secure the participation of the target group, focus on interventions that are oriented towards the needs of key populations and build/sustain productive collaborations. The toolkit includes eight case studies.

PQD is an integrated set of tools designed to help improve work practices. It relies heavily on the local knowledge of stakeholders and helps them use it, reflect on it and extend it. PQD includes a selection of participatory and evidence-based methods and processes that are tailored, feasible and useful for HIV prevention projects. PQD focuses on strong and meaningful participation of key groups as well as other stakeholders in the four critical phases of any prevention intervention: Needs Assessment, Project Planning, Implementation and Evaluation/Analysis

After an introduction to its core principles (e.g. local knowledge, participation and collaboration), PQD offers detailed and practical how-to guides on individual methods and processes including Programme Logic, Focus Groups, SMART Objectives and Open Space. The kit also contains case studies from health promotion practice to illustrate the methods, as well as references for further reading. The overall design of the PQD toolkit allows you to select the tools that best meet your needs.

Use of PQD in the HIV sector in Germany has shown that those already familiar with the principle of participation can easily incorporate the processes into their projects. However, if participation at the level recommended by PQD is new to you or your organisation, your project personnel – and possibly the organisation as a whole – may benefit from specific training in this approach before you can take full advantage of the toolkit.

An introduction to PQD

Quality Action will offer introductory training for PQD, introducing its key concept: stakeholder participation in the development, implementation and evaluation of HIV prevention programmes. Trainers/facilitators will then support participating programmes/projects to use some of the tools from the PQD toolkit.

INVITATION TO TEST THE NEWLY DEVELOPED QA
TOOL FOR PREVENTION AND HEALTH PROMOTION
FOR PEOPLE WHO INJECT DRUGS

Quality Action is developing a specific QA tool focusing on projects and interventions with people who inject drugs. Currently there is quite a lot of evidence and guidance for the more medically oriented measures targeting people who inject drugs. Health promotion and prevention to avoiding HIV infection, other STIs and Hepatitis for this group is highly recommended by ECDC¹ and EMCCDA². A gap has been identified for working on the quality of the more behaviourally and structurally oriented activities, such as giving information, supporting behaviour change, promoting harm reduction measures, reaching hard to reach subgroups or conducting systematic outreach work. Quality Action has now developed a tool for this purpose. It is based on a widely used Dutch QA tool, “Preffi”, and the new tool will be tested within Quality Action during 2014.

¹ ECDC: The European Centre for Disease Prevention and Control

² EMCCDA: European Monitoring Centre for Drugs and Drug Addiction



It will give relevant stakeholders an opportunity to review prevention activities targeting people who inject drugs. ECDC and EMCDDA are supporting and participating in the development of this new tool.

Since the tool has not been used for HIV prevention before, it cannot yet be widely disseminated. However, we welcome any country that wants to test it and give feedback towards the validation of the tool. With the help of those that want to test the tool we hope to deliver a validated tool that will be of great use to NGOs working with people who inject drugs in many countries.

There will be specific training for all participants interested in this new QA tool. More information concerning this new tool will become available at a later stage. Please inform your Work Package 6 contact point as soon as possible if you are interested in this tool. This will help us make it accessible to you.

INVITATION TO TEST THE NEW PROGRAM-LEVEL TOOL

Quality Action will develop a programme-level tool to be used on the national strategic and action planning level, or on the regional level in countries with a federal structure (where programming for implementation of HIV prevention is delegated to smaller jurisdictions). We define programmes as on-going operations consisting of many elements/projects.

The tool will be in the form of a discussion guide to assist national or regional HIV committees in developing the quality of their programmes. It will be connected to national reporting on the Dublin Declaration and GARP³ and help countries discuss needs for improvement based on data already collected for the above-mentioned reports.

Since the tool has not yet been tested, it cannot be widely disseminated at this stage. However, we welcome any country or region in a country to test it and provide feedback towards the validation of the tool. With the help of those who want to test the tool, we hope to deliver a validated tool that can be of use in many countries/regions to support the long term programming needed for successful HIV prevention.

There will be specific training for all participants interested in the programme-level tool. More information will follow, but do not hesitate to inform your Work Package 6 contact point as soon as possible if you are interested in this new tool. This will help us to make it accessible to you.

“Country teams” are kindly asked to inform their Work Package 6 contact point by 17 November 2013 about the tools which have been selected in their country. Please use the registration form “Trainers/Facilitators” in the Annex.

³ GARP: Global AIDS Response Progress Reporting (UNAIDS)

7 CONSIDERATIONS FOR SELECTING PROGRAMMES/PROJECTS

The following chapter summarises ideas and suggestions you might take into consideration when deciding which programmes/projects should take part in the application of tools.

Some country teams might already have projects in mind or might even be working in projects that want to participate. Other teams might not. We have provided suggestions for finding and motivating programmes/projects in the Annex.

1. In general, participation should always be voluntary and not associated with any funding requirements. The application of a QA/QI tool aims to support programmes/projects to improve their own work in HIV prevention. We recommend that trainers/facilitators do not belong to an organisation that funds the project/programme they are assisting with applying a tool. (It is recommended to settle these questions between partners by agreeing on a “[Memorandum of Understanding](#)” that is attached in the Annex)
2. When starting to think about programmes/projects that could participate, you might consider some more general factors:
 - How can you ensure a variety of participating programmes/projects? Consider key populations, interventions, regions and type of organisation (NGO/ GO). We aim for at least 50% of all applications of tools to be conducted by or with NGOs.
 - Are there any organisations not yet involved in Quality Action that have projects for which QA/QI might produce interesting results?
 - How could you involve initiatives and projects of people living with HIV?
 - Are there projects that address structural and psychosocial issues in connection with key populations that might want to take part?
3. As a general consideration for recruiting projects, please take care that their objectives are in line with the recommendations of the European Commission’s Joint Action Plan to Combat HIV/ AIDS for the period 2009–2013 on key groups and key areas⁴. For Europe, the Commission identifies the most affected key populations (see box). These groups might differ from country to country. While men who have sex with men, people who inject drugs and migrants from high-prevalence countries are the top priorities, it may also make sense to choose a project addressing people in prison, sex workers, women and other groups where appropriate and in line with the epidemiological situation in your country. The Commission also proposes action in four key areas.

⁴ http://ec.europa.eu/health/ph_threats/com/aids/docs/com2009_en.pdf ■ http://europa.eu/legislation_summaries/public_health/threats_to_health/sp0016_en.htm
As well as the Dublin Declaration: http://www.unicef.org/ceecis/The_Dublin_Declaration.pdf



Key Groups:

- men who have sex with
- men (MSM),
- injecting drug users,
- migrants

Key Areas:

- political leadership,
- involvement of civil society and people living with HIV,
- society responsibilities and human rights,
- universal access to prevention, treatment, care and support

4. To ensure successful practical application we recommend that you check that people/projects involved are:

- Motivated to take part
- Committed to apply the tool, take responsibility, etc.
- Available in regard to the time it takes to apply a tool.

The comprehensive tool selection guide can help you decide if and what kind of financial resources might be needed.

“Country teams” are kindly asked to inform their Work Package 6 contact point by 16 February 2013 about their decisions on projects/programmes. Please use the registration form “Projects/Programmes” in the Annex.

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APPLYING THE TOOLS

This short checklist can be used as a discussion guide for country teams and/or projects/programmes to ensure they are prepared to run a successful practical application of a QA/QI tool. We recommend you sit down with people involved and discuss the questions to plan the process.

→ GOOD PLANNING PAYS OFF!

1. Thinking about the goals: What do you want to achieve by applying a QA/QI tool?

→ Thinking about involving different stakeholders:

- Who needs to be involved from within the project?
- Who needs to be involved from outside the project?
- Is the participation of the target group possible?
- Who else might be interested in being involved?
- Who needs to agree to proceed with applying a QA/QI tool?

2. Thinking about the benefits of applying a QA/QI tool: What is the benefit for the different groups mentioned above?

3. Thinking about the different steps of applying QA/QI tools: What needs to be done?

4. Thinking about the roles of different stakeholders and their expectations:

- Is there a clear task division among the different stakeholders?
- Have you talked about the different expectations that stakeholders have of applying QA/QI tools?

5. Thinking about a supportive environment:

- Have the people involved been allocated work time to participate?
- Who can be identified as a key person? Who is responsible?
- Is there money available for anticipated and unexpected expenses?
- Does the organisation's CEO support participation?
- What is the time frame?

6. Thinking about sustainability:

- What will you do with the findings of QA/QI?
- Is it possible to apply a QA/QI tool on a regular basis?

7. Thinking about obstacles and challenges:

- After answering the questions above: what are obstacles or challenges that will possibly or probably come up during the process?
- How will you address them?
- Please talk to your respective WP 6 contact point about these challenges.

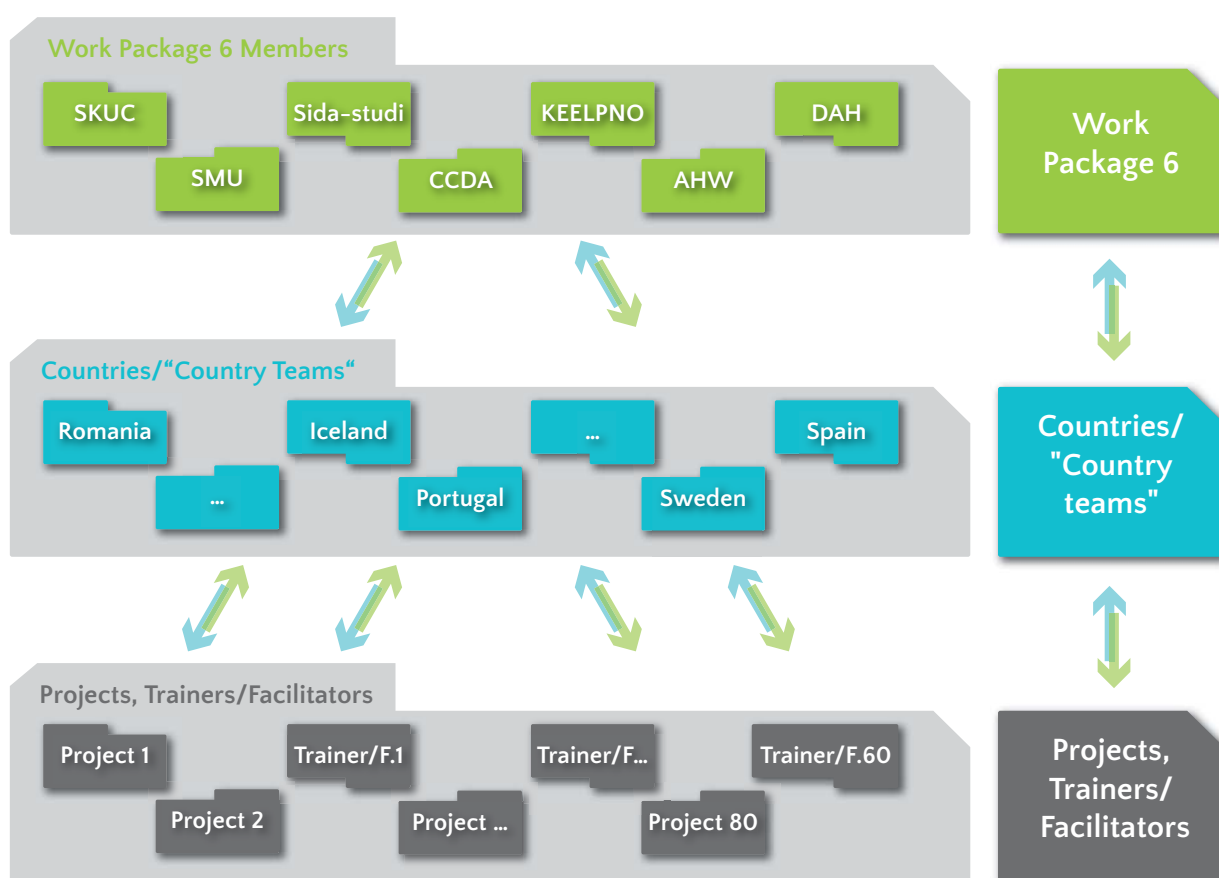
For any further questions on planning the application of a QA/QI tool, please contact your respective WP 6 contact point.

ASSISTANCE

Assistance will be available for participants during the entire course of the project. Country teams will assist trainers/facilitators and project managers throughout Quality Action. Country teams themselves can always get in touch with their Work Package 6 contact point (the chart below shows the communication structure/tree for the practical application of QA/QI tools as part of Quality Action).

A list of main contacts in countries (for projects/programmes and trainers/facilitators to get in touch with them) and a list of Work Package 6 members (for countries/country teams to get in touch with them) can be found in the Annex.

→ COMMUNICATION TREE:



→ Furthermore, Quality Action will provide two different online means of support:

- 1. E-learning component:** Quality Action will set up an e-learning component to complement the training workshops. More information will be posted on the Quality Action website later in the project.
- 2. Online-Exchange Forum:** Quality Action wants to support the exchange of experiences between participating projects and programmes with a forum on the Quality Action website (www.qualityaction.eu). This forum will provide peer-to-peer support as well as support from the WP6 (Practical Application) team if needed. Also, the forum will offer case studies, contact points, news, etc. Only Quality Action stakeholders – trainers/facilitators as well as participating projects and programmes – will have access to this forum to ensure confidentiality.

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DATA COLLECTION

One goal of **Quality Action** is to integrate quality assurance/quality improvement (QA/QI) in HIV prevention in Europe. To reach this goal, we will document the lessons learnt during the project from various perspectives. By sharing our experiences with using QA/QI tools, everyone interested in the topic will be able to benefit from the results and support future developments in QA/QI. Documenting our experiences, however, means collecting data. That's why data collection and evaluation play an important role in the project.

The phase of applying the **QA/QI tools** in practice will be particularly important in this respect. Your experiences during the application process will be valuable lessons for others beyond just the project partners. Your experience will also help inform and improve future applications of QA/QI tools, and the tools themselves.

As a participant in Quality Action you are therefore expected to contribute your experiences to the process of data collection and evaluation. It is very important for the quality of the overall project that all partners cooperate fully with data collection.

Work packages 3 (Evaluation), 6 (Practical Application) and 7 (Quality Principles and Criteria) are the main ones involved in data collection. They will develop data collection instruments and inform you in a timely fashion about the questionnaires to be completed. The data you provide will help the project to progress, to track results and be used to plan future steps.

In addition, the data collected within the Quality Action project will help monitor the project's progress and identify potential challenges early on. This will also help us to react quickly and come up with solutions.

We have drafted a template for a Memorandum of Understanding that settles questions of transparency and data ownership/protection etc. We recommend that the official Quality Action partner(s) in each country sign it with their participating trainers/facilitators and programmes/projects. You can find the template in the **Annex**.

Please contact your respective WP 6 contact point for more information on data collection or WP 3 ([bvuyksteke@itg.be](mailto:bvuylsteke@itg.be)) for any questions in relation to the overall project evaluation.

ANNEX

→ 1. YOUR MAIN CONTACTS/PARTNERS IN YOUR COUNTRY

Your Country <small>(as project/programme or facilitator/trainer)</small>	Your Main Contacts/Partners in Your Country		
	Organisation	Main Contact	E-Mail
Austria	Aids Hilfe Wien	Isabell Eibl	eibl@aids.at
Belgium	EuroHealthNet	Yoline Kuipers	Y.Kuipers@eurohealthnet.eu
	Prince Leopold Institute for Tropical Medicine Sensoa vzm	Christiana Nöstlinger Sandra Van den Eynde	cnoestlinger@itg.be Sandra.VandenEynde@sensoa.be
Bulgaria	Bulgarian Ministry of Health	Bahtiyar Karaahmed	BKaraahmed@hdp.bg
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Greece	Hellenic Centre for Disease Control and Prevention	Vasileia Konte	konte@keelpno.gr
Iceland	Icelandic Directorate of Health	Sigurlaug Hauksdóttir	sigurlaug@landlaeknir.is
Ireland	Health Service Executive The Sexual Health Centre Ltd	Elizabeth-Ann McKeivitt Deirdre Seery	Elizann.mckeivitt@hse.ie dseery@sexualhealthcentre.com
Italy	Lega Italiana per la Lotta contro l' Aids	Maria Luisa Cosmaro	l.cosmaro@lilamilano.it
Lithuania	Centre for Communicable Diseases and AIDS	Rima Krupenkaite	rima@ulac.lt
Luxembourg	Aidsberodung Croix-Rouge Luxembourgeoise	Chantal Demesmaeker	Chantal.Demesmaeker@croix-rouge.lu
Netherlands	Aids Fonds -STOP AIDS NOW!- Soa Aids Nederland European Science Advisory Network for Health (EuSANH) Results in Health	Cor Blom	cblom@soaaims.nl
		Lucía del Río	ldrio@isciii.es
		Aryanti Radyowijati	Aryanti@resultsinhealth.org
Norway	Norwegian Directorate of Health	Ellen Ronning-Arnesen	Ellen.Ronning-Arnesen@helsedir.no
Poland	Spoleczny Komitet ds. AIDS - Social AIDS Committee	Aleksandra Skonieczna	aleksandra.skonieczna@skאים.org
Portugal	GAT contactos	Luis Mendao	gatluismendao@gmail.com
Romania	National Institute for Infectious Diseases	Daniela Pitigoi	danielapitigoi@yahoo.co.uk
Slovenia	Drustvo SKUC	Miran Solinc	Miran.solinc@amis.net
Spain	Ministerio de Sanidad, Servicios Sociales e Igualdad	Olivia Castillo Soria	ocastillo@msssi.es
		Sida-studi	Eulalia Castells
Slovakia	Slovak Medical University	Danica Stanekova	danica.stanekova@szu.sk
Sweden	Swedish Institute for Communicable Disease Control	Frida Hansdotter	frida.hansdotter@smi.se
Switzerland	Federal Office of Public Health University of Applied Sciences NW Switzerland	Stefan Boller	stefan.boller@bag.admin.ch
		Sibylle Nideröst	sibylle.nideroest@fhnw.ch
United Kingdom	Public Health England	Valerie Delpech	valerie.delpech@phe.gov.uk

→ 2. COUNTRY TEAMS' WP 6 CONTACT

Country teams can find their Work Package 6 Contact Point in this list.

Your Country (in alphabetical order)	Your WP 6 Contact Point	Abbrev.	Country	Contact Person	Email-Address
Austria	Aids Hilfe Wien	AHW	Austria	Sabine Lex	lex@aids.at
Belgium	Slovak Medical University	SMU	Slovakia	Danica Staneková	danica.stanekova@szu.sk
Bulgaria	Slovak Medical University	SMU	Slovakia	Danica Staneková	danica.stanekova@szu.sk
Croatia	Društvo ŠKUC	ŠKUC	Slovenia	Miran Solinc	magnus@skuc.org
Estonia	Centre for Communicable Diseases and AIDS	CCDA	Lithuania	Rima Krupenkaite	rima@ulac.lt
Finland	Centre for Communicable Diseases and AIDS	CCDA	Lithuania	Rima Krupenkaite	rima@ulac.lt
France	Deutsche AIDS-Hilfe	DAH	Germany	Carolin Vierneisel	carolin.vierneisel@dah.aidshilfe.de
Germany	Deutsche AIDS-Hilfe	DAH	Germany	Carolin Vierneisel	carolin.vierneisel@dah.aidshilfe.de
Greece	Hellenic Centre for Disease Control and Prevention	KEELPNO	Greece	Vasileia Konte	konte@keelpno.gr
Iceland	Društvo ŠKUC	ŠKUC	Slovenia	Miran Solinc	magnus@skuc.org
Ireland	Deutsche AIDS-Hilfe	DAH	Germany	Carolin Vierneisel	carolin.vierneisel@dah.aidshilfe.de
Italy	Hellenic Centre for Disease Control and Prevention	KEELPNO	Greece	Vasileia Konte	konte@keelpno.gr
Lithuania	Centre for Communicable Diseases and AIDS	CCDA	Lithuania	Rima Krupenkaite	rima@ulac.lt
Luxembourg	Deutsche AIDS-Hilfe	DAH	Germany	Carolin Vierneisel	carolin.vierneisel@dah.aidshilfe.de
Netherlands	Aids Hilfe Wien	AHW	Austria	Sabine Lex	lex@aids.at
Norway	Društvo ŠKUC	ŠKUC	Slovenia	Miran Solinc	magnus@skuc.org
Poland	Centre for Communicable Diseases and AIDS	CCDA	Lithuania	Rima Krupenkaite	rima@ulac.lt
Portugal	Sida-studi	Sida-Studi	Spain	Eunice Romero	eunaiz@gmail.com
Romania	Deutsche AIDS-Hilfe	DAH	Germany	Carolin Vierneisel	carolin.vierneisel@dah.aidshilfe.de
Slovakia	Slovak Medical University	SMU	Slovakia	Danica Staneková	danica.stanekova@szu.sk
Slovenia	Društvo ŠKUC	ŠKUC	Slovenia	Miran Solinc	magnus@skuc.org
Spain	Sida-studi	Sida-Studi	Spain	Eunice Romero	eunaiz@gmail.com
Switzerland	Aids Hilfe Wien	AHW	Austria	Sabine Lex	lex@aids.at
Sweden	Hellenic Centre for Disease Control and Prevention	KEELPNO	Greece	Vasileia Konte	konte@keelpno.gr
United Kingdom	Hellenic Centre for Disease Control and Prevention	KEELPNO	Greece	Vasileia Konte	konte@keelpno.gr

→ 3. IDEAS ON HOW TO PROMOTE PARTICIPATION IN QUALITY ACTION

- a. A first step might always be to **spread the word** about Quality Action: Contact people/initiatives you know, people/initiatives of whom you know are already involved or interested in the topic of quality assurance/quality improvement (QA/QI). To do so you might use information on Quality Action available on the website (general information, leaflets, Power-Point-Presentations) and put it in an easy-to-forward e-mail.
- b. A similar option is to have an **'Open call of participation'** – announce the possibility of participation openly, send it out to people/ initiatives you know and ask them to forward the call.
- c. Sit down with colleagues and make a **mapping exercise**: discuss and collect all your ideas about people and initiatives involved or interested in Quality Action/Quality Assurance/Quality Improvement (QA/QI).
- d. Organise an introductory **'roadshow'** workshop in your country/region to promote the idea of Quality Action. More information on the 'roadshow' is available online at www.qualityaction.eu
- e. Check out the **Facilitation Guide** available on www.qualityaction.eu for further ideas on events, workshops and presentations to promote participation in Quality Action.
- f. Use the Quality Action **stakeholder analysis** available online at www.qualityaction.eu
- g. To assist with an "open call" or for contacting initiatives, why not ask for an individual **letter of support** from the Quality Action coordinators (BZgA)? If you are interested in receiving one, please get in touch with Carolin Vierneisel by October 31st at the latest: carolin.vierneisel@dah.aidshilfe.de
- h. For all your efforts you can always use and refer to the **Quality Action website** www.qualityaction.eu and the Quality Action leaflets (in English; or translate them into your language).



Quality Action

Improving HIV Prevention in Europe

→ 4. MoU

PART 1

MEMORANDUM OF UNDERSTANDING (MoU)

between

(Insert name of partner organisation 1)

and

(Insert name of partner organisation 2)

This MoU defines the conditions of collaboration regarding general cooperation and especially the practical application of **quality assurance/quality improvement (QA/QI) tools** by programmes and projects within the EC project **“Quality Action: Improving HIV Prevention in Europe”** (in the following: “Quality Action” or “Project”).

The MoU defines five areas of common understanding between the partners:

1. Transparency and Independence

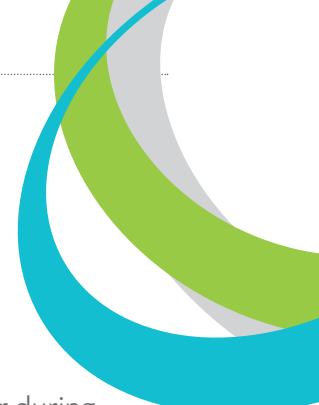
- Partners will use a transparent process of deciding which programme(s)/project(s) and trainer(s)/facilitator(s) will take part in the practical application of QA/QI tools.
- Partners will collaborate on an equal footing.
- People who decide on the funding of an organisation will not enforce, coerce or direct the application of QA/QI tools by its project(s). Trainers/facilitators do not belong to an organisation that funds the project/programme they are assisting with applying a tool (this does not necessarily apply to the train-the-trainer-component).

2. Data protection and Ownership:

- Ownership of all data produced while applying QA/QI tools lies with the respective programme/project that applies the tools.
- Once the projects and other participants voluntarily fill in evaluation and feedback questionnaires provided by Quality Action, these collected data are owned by Quality Action.
- The collected data will be protected by Quality Action used only for its stated objectives.

3. Voluntary and Free from Compulsion:

- Participating in Quality Action is always voluntary (and e.g. not connected to any funding commitments).



PART 2

- The practical application of QA/QI tools will not be made obligatory – neither during Quality Action or after.
- The practical application of QA/QI tools aims to help projects to improve their work and results.

4. Motivation:

- To ensure successful practical applications of QA/QI tools, all people/ projects involved are expected to be motivated (to take part), committed (to apply the tool, take responsibility, etc.) and available (in regards of time it takes to apply a tool).

5. Commitment to Partnership:

- Partners commit to working together to achieve stated project goals.
- Partners agree to collaborate in this project to support HIV prevention services for key populations in their regions.
- Partners commit to transparent and continuous communication between themselves and with members of Work Package 6.
- This MoU doesn't imply any financial commitment. However, partners who apply QA/QI tools will allocate sufficient resources (financial and human resources) for their participation.
- Partners will work towards the sustainability of QA/QI activities beyond the scope and duration of Quality action.

We, the undersigned, have read and agree with this MoU. Further, we have reviewed the proposed process for the practical application of QA/QI tools as part of Quality Action and approve it.

Partner 1:

By

Director/legal representative/president

Place and Date/...../.....

Partner 2:

By

Director/legal representative/president

Place and Date/...../.....

→ 5. REGISTRATION FORM – TRAINER/FACILITATOR

How to use this form: Organisations (and their country team) that want to send a person to a European training to be trained on one of the quality assurance/quality improvement (QA/QI) tool fill this form in together and **send it to their Work Package 6 Contact Point by 17 November 2013 at the latest.**

Please fill in a separate form for every person to be trained. If a question doesn't apply to you, insert "N/A" in the corresponding box. For further information about Quality Action, please consult the Participation Guide, www.qualityaction.eu or your respective WP 6 contact point. **Thank you!**

PART A. General Information on the Person to be trained

1. Name: First name:
2. Full postal address:
3. Email: 4. Phone number:

PART B. General Information on the associated Organisation

5. Country: 6. Organisation name :
7. Organisation type: NGO GO Educational/Research Institute
 Other
8. Number of personnel: 0-10 10-30 30-50 More than 50
9. Key population(s) addressed: PLWH MSM PWID Migrants
 Other
10. Full postal address:
11. Email: 12. Phone number:
13. Contact person (name, position, phone, email):
.....

PART C. Preferences on tools

14. Which tool does the person want to be trained in?
Please prioritise from 1 (highest preference) to 5 (lowest preference).
 Succeed Quality in Prevention (QIP) Participatory Quality Development (PQ)
 The newly developed QA tool for prevention for people who inject drugs
 The newly developed program-level tool

Please send the filled form to your Work Package 6 Contact Point (by 17 November 2014 at the latest)
Thank you!



How to use this form: This registration form captures information on the organisation, project/programme in which (a) tool(s) will be applied. Country teams and organisations fill in this form together and **send it to their Work Package 6 Contact Point by 16 February 2014 at the latest.**

If a question doesn't apply to you, insert "N/A" in the corresponding box. For further information about Quality Action, please consult the Participation Guide, www.qualityaction.eu or your respective WP 6 contact point. **Thank you!**

PART A. General Information

1. Country:
2. Organisation name :
3. Organisation type: NGO GO Educational/Research Institute
 Other
4. Number of personnel: 0-10 10-30 30-50 More than 50
5. Key population(s) addressed: PLWH MSM PWID Migrants
 Other
6. Full postal address:
7. Email: 8. Phone number:
9. Contact person (name, position, phone, email):

PART B. About your experience

14. Do you have previous experience in applying at least one of the Quality Action or other quality assurance/quality improvement (QA/QI) tools? Yes No
11. If "Yes", please specify the tool
 Succeed Quality in Prevention (QIP) Participatory Quality Development (PQ)
 Other, please specify:
12. Are you connected to any other QA/QI experts in your country? Yes No

PART C. Tool(s) selected for practical application

13. Which tool(s) you are going to use? (Tick at least one box)
 Succeed Quality in Prevention (QIP) Participatory Quality Development (PQ)
 Other, please specify:

PART 2

14. Which goal do you want to achieve by using it?
-
-

PART D. Information on the project/programme

15. Name of the project/programme in which you will apply the tool:
16. Which key group(s) does the project/programme address?:
- PLWH MSM PWID Migrants
- Other
17. What is the main focus of the project/programme related to HIV prevention?
(more than 1 answer is possible).
- Advocacy Financing HIV programs Support and care for the infected
- Health promotion and prevention of STI/HIV Policy making
- Sexual and Reproductive Health and Rights Promotion of HIV testing
- National or regional management of HIV programme
- Other, please specify
18. When are you planning to apply the Tool? (Please name a month/a time period between April and December 2014):
19. What kind of human and/or financial resources do you plan to allocate to the practical application?
-
-
20. Which obstacles/challenges do you expect during the application?
-
-
21. Do you have any further suggestions for the agenda of the regional coordination meeting for practical application (to take place during Quality Action training Part 1 in April/May 2014)?
-
-

Please send the filled form to your Work Package 6 Contact Point (by 16 February 2014 at the latest)

Thank you!



WWW.QUALITYACTION.EU

PARTICIPATION
GUIDE



Quality Action
Improving **HIV** Prevention in Europe

www.qualityaction.eu