Joint Action
Antimicrobial Resistance and Healthcare-Associated Infections

D 3.2

Validation of the evaluation tools

WP3 I Evaluation of the project
Leader acronym I ISS
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0. Acronyms

EP	Evaluation Plan
ET	Evaluation Tool
FFIS	Fundación para la Formación e Investigacion Sanitarias
ISS	Istituto Superiore di Sanità
INSERM	Institut National de la Santé et la Recherche Médicale
MoH-FR	Ministry of Solidarity and Health
EU-JAMRAI	Joint Action Antimicrobial Resistance and Healthcare Associated Infections
TC	Teleconference
UNIFG	University of Foggia
UNIUD	University of Udine
WP	Work package

1. Purpose and intended use of this document

This document summaries the process to validate the tools used for the internal and external evaluation of EU-JAMRAI (Joint Action on Antimicrobial Resistance and Healthcare Associated Infections) project.

This task is led by WP3 evaluation team composed by:

- Istituto Superiore di Sanità (ISS), Italy with the contribution of the University of Udine (UNIUD) as subcontractor; The "Fundación para la Formación e Investigacion Sanitarias" de la Región de Murcia (FFIS), Spain; and the University of Foggia (UNIFG), Italy.

The partners involved in this WP are:

- Institut National de la Santé et la Recherche Médicale", (INSERM), France.
- French Ministry of Health (MoH), France
- HELLENIC CENTER FOR DISEASE CONTROL & PREVENTION (HCDCP), Greece
- Dutch Ministry of Health, Welfare and Sport (VWS), Netherlands
- Norwegian Institute of Public Health (FHI), Norway
- AGENCIA ESPAÑOLA DE MEDICAMENTOS Y PRODUCTOS SANITARIOS (AEMPS), Spain
- Folkhälsomyndigheten - Public Health Agency of Sweden (FOHM), Sweden

2. Tools used for internal and external evaluation of EU-JAMRAI

In order to reach the main objectives of the internal and external evaluation, the following tools are used:

1. General Assembly Meeting Evaluation Questionnaire (*Annex 1 of the Evaluation Tools plan)*;
2. Workshop/Conference Evaluation Questionnaire (Annex 2 *of the Evaluation Tools Plan*;
3. Meeting/TC Brief Report (Annex 3 *of the Evaluation Tools Plan*)
4. Quality assessment: Comprehensiveness and accessibility of the contents (Annex 4 *of the Evaluation Tools Plan*)
5. Evaluation Checklist (Annex 5 *of the Evaluation Tools Plan with the minor modification following the suggestions of WPs*)

For more detailed information please see the Evaluation Tools Plan (Milestone 3.1). which is available in Sharefile following this link: https://eu-jamrai.sharefile.eu/home/shared/fo83589f-4f30-41e2-b2d1-f25de55f67c4

3. EU-JAMRAI tools Validations Process

The process to validate the evaluation tools lasted 6 months (from January to August 2018) and included the following steps:

1. Preliminary consideration about the Evaluation Tools (ET) through a Teleconference (TC) and mails exchange among WP3 partners;

2. Development of the ET;

3. Agreement of the ET among Work package (WP)3 team;

4. Pilot test of the ET among the WP3 team;

5. Discussion about the results through a second TC and mails exchange among WP3 partners;

6. Sharing of the ET among all the EU-JAMRAI partners;

7. Validation and approval of the ET among all the EU-JAMRAI partners.

The final ET tools, following the evaluation standards of *CDC Framework for Programme Evaluation* in public health (1), help to maximize the results through the systematic collection and analysis of information and evidence about the EU-JAMRAI project performance and impact.

The final ET are attached as annexes to the Evaluation Tools Plan present in the folder Milestone 3.1 ETs plan of WP3.

4. EU-JAMRAI Evaluation Process

To determine the relevance and fulfillment of objectives, development efficiency, effectiveness, impact and sustainability (4) of the EU-JAMRAI project, the WP3 Team will:

1. **Evaluate *General Assembly Meeting, Workshop/Conference e Meeting/TC*:**

   1.1 *General Assembly Meeting*

   - WP3 leader will ask the list of the attendance at the General Assembly Meetings to the Project Coordination (WP1).
   - WP1 should send it to the WP3 leader within 10 working days.
   - WP3 will send Survey Monkey's questionnaire to all the participants (Annex 1).

   1.2 *Workshop/Conference*

   - Every two weeks WP3 team will check if new Workshop/Conference are present in the WP2 folder shared in Sharefile (WP2_Internal communication_Planned activities & publications_20180619)
   - When a new Workshop appears in this folder the WP3 leader will ask the relevant WP leader for the list of the participants
   - WP3 will send to all the participants a proper evaluation form through SurveyMonkey's questionnaire (Annex 2)

   1.3 Meeting/TC

   - Every two months the WP3 leader will send a form to all the others WPs leaders in which they will list their past meeting /TC and fill in such details as date, number of participants and give a very brief description of the TC topic (Annex 3).
   - WP leaders should complete the form (Annex 3) and send it back to the WP3 leaders within 10 working days

2. **Progress monitoring and quality assessment of JA documentation and deliverables**

   ✓ WP3 Team will have access to EU-JAMRAI secured web platform "Sharefile"(*https://eujamrai.sharefile.com),* in order to check *every six months* in WP folders the availability of the following documentation:

Deliverables, milestones, reports, related meetings and workshops documents and other materials uploaded on by the WP leaders.

✓ Every 6 months WP3 team will:
- Complete the list of the activities and materials (Annex 6)
- Send the form (Annex 7) that each WP leader should fill with the list of the EP indicators and the associated documentation related to the last 6 months of activities.
- Assess whether the goals of each WP are achieved through specific check lists (Annex 5) derived from the EP indicators.
- Check the correspondence between planned activities and timetable.

Internal EU-JAMRAI documents will be evaluated for quality aspects by two WP3 subgroups; in case of lack of concordance, the document will be evaluated by a third group before the final decision.
Public documents will be evaluated for quality aspects both by WP3 and by selected relevant stakeholders (Annex 4).

5. References

1. Centers for Disease Control and Prevention. Framework for program evaluation in public health. MMWR 1999;48 (No. RR-11).

6. Annexes

Annex 1

EU-JAMRAI

General Assembly Meeting Evaluation Questionnaire

General Assembly Meeting N°_____

Date   _____

Location _____

Thank you for attending the EU-JAMRAI General Assembly (GA) Meeting. We are interested in your feedback. Please take a moment to give us your opinion on this evaluation form.

1. Your qualification

Member of the organisation team	Associated Partner	Collaborative Stakeholder	Member of the Advisory Committee	Member of the Stakeholders Forum	Other
☐	☐	☐	☐	☐	☐

If other, please specify _____

2. Are your actively involved in any EU-JAMRAI work package (WP)?

YES ☐   NO ☐

If yes, in which WP: _____

3. How would you rate each of the following:	Poor	Fair	Good	Very good	Excellent
Quality of the meeting materials provided before and during the meeting (agenda, practical information etc…)	1	2	3	4	5
Clarity of the purpose of the GA Meeting	1	2	3	4	5
Information related to the Project	1	2	3	4	5
Information related to the Work Packages	1	2	3	4	5
Duration of conference sessions	1	2	3	4	5
Quality of the presentations	1	2	3	4	5
Presence of time for discussion	1	2	3	4	5
Participants are engaged in the meeting and participated in the discussions	1	2	3	4	5
Opportunities for participation and sharing	1	2	3	4	5

4. In your opinion, the duration of this meeting was:

□ **Too short**   □ **Right**   □ **Too long**

5. The meeting met your expectations:	Not at all Satisfied	Partly Satisfied	Satisfied	More than Satisfied	Very Satisfied
	1	2	3	4	5

If not or partly satisfied please explain_____

_____

- **Please, feel free to provide us with any other comment or suggestion**

THANK YOU FOR YOUR COLLABORATION

Annex 2

EU-JAMRAI

Workshop/Conference Evaluation Questionnaire

Workshop/Conference _____

Organizing WP:

Date _____

Location _____

Thank you for attending the Workshop/Conference. We are interested in your feedback about this workshop.
Please take a moment to give us your opinion filling in this evaluation form.

1. Your qualification

Member of the organizing WP	Associated Partner	Collaborative Stakeholder	Stakeholders Forum	Other
☐	☐	☐	☐	☐

If other, please specify _____

2. How would you rate each of the following:	Poor	Fair	Good	Very good	Excellent
Clarity of the purpose of the Workshop/Conference	1	2	3	4	5
Alignment of the Meeting Agenda with the purpose of the Workshop/Conference	1	2	3	4	5
Appropriateness of the time devoted to the Workshop/Conference. If you rate "Poor" the statement above, please specify Too long □ too short □ Not well distributed for the Agenda items □	1	2	3	4	5
Appropriateness of the duration of presentations	1	2	3	4	5
Quality of the presentations	1	2	3	4	5
Appropriateness of time devoted for discussion	1	2	3	4	5
Opportunities for participation and sharing	1	2	3	4	5
Quality of the meeting materials provided before and during the Workshop (agenda, practical information etc..)	1	2	3	4	5

3. Your global level of satisfaction with the Workshop/Conference was:	Poor	Fair	Good	Very good	Excellent
	1	2	3	4	5

If poor or fair please explain_____

_____

4. Please, feel free to provide us with any other comment or suggestion

THANK YOU FOR YOUR COLLABORATION

Annex 3

EU-JAMRAI

Meeting/TC Brief Report

Organizing WP:

Months_____

LIST OF MEETING/TC					
N°MEETING/TC	DATE	N°PARTNERS			
		JA PARTNERS	COLLABORATING PARTNERS	STAKEHOLDERS FORUM	OTHER
1					
2					
3					
4					
5					

The objective of the meeting has been reached: yes totally ◘   yes partially ◘   no   ◘

If no please explain

_____

_____

Annex 4

EU-JAMRAI

Quality assessment of the deliverable:
WP3.4.5_ Comprehensiveness and accessibility of the contents

Please take few minutes to complete this form. Your feedback will help us improve the quality of the deliverables released and the project results.

1. Your qualification

Member of the WP leader organisation	Associated Partner	Collaborative stakeholder	Member of the Advisory Committee	Member of the stakeholder Forum	Other
☐	☐	☐	☐	☐	☐

if other, please specify _____

2. Are your actively involved in any EU-JAMRAI work package (WP)?

<div align="center">YES ☐   NO ☐</div>

If yes, in which WP: …….

3. How would you rate each of the following:	Poor	Fair	Good	Very good	Excellent
Structure and organization	1	2	3	4	5
Comprehensibility (readability, clarity) of the contents	1	2	3	4	5
Coherence with the project proposal (expected deliverable)	1	2	3	4	5
Relevance in the JA framework (will the deliverable be useful for other WPs? – internal relevance)	1	2	3	4	5
Relevance beyond the JA (will the deliverable be useful for stakeholders? - external relevance)	1	2	3	4	5

*External relevance
How do you think this deliverable can be useful beyond the EU-JAMRAI?

Please explain

_____

_____

4. Your global level of satisfaction with this deliverable was	Not satisfied	Partly satisfied	Satisfied	More than satisfied	Very Satisfied
	1	2	3	4	5

5. **MANDATORY FIELD: IF YOU TICK 1 (not satisfied) or 2 (partly satisfied), PLEASE PROVIDE US WITH COMMENTS AND SUGGESTIONS:**

THANK YOU FOR YOUR COLLABORATION

Annex 5

JA AMR HCAI WP3 EVALUATION CHECKLIST

General indicators

(code) Indicator	WPx.G.1_ Teleconference (TC) Meetings organized by WPx
Definition	Number of TC meetings organized by WPx
Responsible	WPx
Periodicity of data collection	M12, M24, M36
Acceptance criteria	6/year

(code) Indicator	WPx.G.2_ Percentage of partners attending WPx teleconferences (TC)
Definition	(number of WPx partners attending each TC meeting / number of total WPx partners)*100 [annual average]
Responsible	WPx
Periodicity of data collection	M12, M24, M36
Acceptance criteria	80%

(code) Indicator	WPx.G.3_Percentage of accomplishment of Deliverables
Definition	(number of deliverables completed on time / number of deliverables released)*100
Responsible	WPx
Periodicity of data collection	M12, M24, M36
Acceptance criteria	100% completed; 80% completed on time (maximum delay accepted: 1 month on deliverables before M36)

(code) Indicator	WPx.G.4_Percentage of accomplishment of Milestones
Definition	(number of Milestones completed on time / number of milestones)*100
Responsible	WPx
Periodicity of data collection	M12, M24, M36
Acceptance criteria	100% completed; 80% completed on time (maximum delay accepted: 1 month on milestones before M36)

(code) Indicator	WPx.G.5_Satisfaction Of WP Members with WPx
Definition	Satisfaction of WP members with internal organization, information received and feedback of their work
Responsible	WPx
Periodicity of data collection	M12, M24, M36
Acceptance criteria	80% (global level of satisfaction)

(code) Indicator	WPx.G.6_ WP deliverables general quality criteria assessment
Definition	(number of WPx deliverables assessed for quality aspects / number of WPx deliverables released) *100
Responsible	WP3
Periodicity of data collection	M12, M24, M36
Acceptance criteria	100%

(code) Indicator	WPx.G.7_ Satisfaction of WPx leaders with WPx
Definition	Satisfaction of WPx leaders with WPx
Responsible	WPx
Periodicity of data collection	M12, M24, M36
Acceptance criteria	80% (global level of satisfaction)

(code) Indicator	WPx.G.8_ Percentage of availability of the documents released in the web platform
Definition	(number of documents released by WPx available in the web platform/ number of documents released by WPx) *100
Responsible	WPx
Periodicity of data collection	M12, M24, M36
Acceptance criteria	100%

WP1 – Coordination of the project

Task 1.1 : Strategic steering

(code) Indicator	WP1.1.1_ Percentage of MS represented in the Advisory committee
Definition	(number of MS represented in the Advisory Committee / number of MS involved in the JA) *100
Responsible	WP1
Periodicity of data collection	M2, M16, M25, M36
Acceptance criteria	80%

(code) Indicator	WP1.1.2_ Percentage of stakeholders attending the Stakeholders forum meetings
Definition	(number of stakeholders attending the Stakeholders forum meetings / number of stakeholders identified) *100
Responsible	WP1
Periodicity of data collection	M16, M25, M36
Acceptance criteria	40%-50%

Task 1.2: Contractual and financial management

(code) Indicator	WP1.2_Percentage of budget executed
Definition	Percentage of budget executed
Responsible	WP1
Periodicity of data collection	M20, M36
Acceptance criteria	To be defined

Task 1.3 : Periodic reporting (covered by General indicators)

Task 1.4 : Communication: internal and with CHAFEA / DG SANTE

(code) Indicator	WP1.4.1_ Number of web/audio conferences to support WPs
Definition	number of web/audio conferences to support WPs
Responsible	WP1

Periodicity of data collection	M12, M24, M36
Acceptance criteria	5/year with each WP

(code) Indicator	WP1.4.2_ Number of updated reports on a 4 monthly-basis (containing all tasks/actions of the period considered)
Definition	Number of updated reports on a 4 monthly-basis (containing all tasks/actions of the period considered)
Responsible	WP1
Periodicity of data collection	M12, M24, M36
Acceptance criteria	3/year

Other Indicators

code) Indicator	WP1.5_ Organization of General Assembly Meetings completed (meeting, agenda and preparatory documents)
Definition	Organization of General Assembly Meetings completed (meeting, agenda and preparatory documents).
Responsible	WP1
Periodicity of data collection	M10, M22, M34
Acceptance criteria	Two months before general meetings, information about dates and venue is available. One month before general meeting, a preliminary agenda is available.

(code) Indicator	WP1.6_ Percentage of WP1-9 tasks considered in the WP1 Interim Report
Definition	(number of WP1-9 tasks considered in the WP1 Interim Report / number of WP1-9 tasks) *100
Responsible	WP1
Periodicity of data collection	M18
Acceptance criteria	90%

(code) Indicator	WP1.7_ Percentage of WP1-9 tasks considered in the WP1 Final Report
Definition	(number of WP1-9 tasks considered in the WP1 Final Report / number of WP1-9 tasks) *100
Responsible	WP1
Periodicity of data collection	M36
Acceptance criteria	90%

WP2 – Dissemination of the project

Task 2.1: Design of a dissemination plan

(code) Indicator	WP2.1.1: Development of the Dissemination Plan
Definition	Preparation of the Dissemination Plan/Strategy
Responsible	WP2
Periodicity of data collection	M10
Acceptance criteria	Dissemination Plan developed and available

(code) Indicator	WP2.1.2: Percentage of partners who consulted the Dissemination Plan
Definition	(number of JA partners that are aware of and have consulted the Dissemination Plan / number of JA partners) *100
Responsible	WP3
Periodicity of data collection	M12, M24
Acceptance criteria	80%

(code) Indicator	WP2.1.3: Development of the Internal Communication Strategy
Definition	Preparation of the Internal Communication Strategy
Responsible	WP2
Periodicity of data collection	M7
Acceptance criteria	Internal Communication Strategy developed and available

(code) Indicator	WP2.1.4: Percentage of partners who consulted the Internal Communication Strategy
Definition	(number of JA partners that are aware of and have consulted the Internal Communication Strategy / number of JA partners) *100
Responsible	WP3
Periodicity of data collection	M12, M24
Acceptance criteria	M12: ? M24: 80%

(code) Indicator	WP2.1.5: Development of dissemination activities reporting-back template
Definition	Preparation of a reporting-back template (to be filled by WPs leaders) to advance/inform WP2 leadership about dissemination activities
Responsible	WP2

Periodicity of data collection	M7
Acceptance criteria	Dissemination activities reporting-back template developed and available

Task 2.2: Communication tool-kit (visual identity)

(code) Indicator	WP2.2.1: Logotype, claim, templates, web banner and Brand Tool Kit
Definition	Creation of EU-JAMRAI logo, claim/slogan, templates, web banner and Brand Tool Kit with visual identity user guidelines
Responsible	WP2
Periodicity of data collection	M6
Acceptance criteria	EU-JAMRAI logo, claim/slogan, templates and Brand Tool Kit developed and available

(code) Indicator	WP2.2.2 Leaflet 1 and 2
Definition	Development, publication and distribution of at least 2 promotional leaflets for broad public with focus on the promotion of JA objectives and planned activities
Responsible	WP2
Periodicity of data collection	M8, M34
Acceptance criteria	M8: leaflet 1 developed and available (information about the project) M34: leaflet 2 developed and available (results)

(code) Indicator	WP2.2.3: E-Newsletters
Definition	Number of digital newsletters released (announcing Joint Action events, planned activities and results).
Responsible	WP2
Periodicity of data collection	Annual reporting (M12, M24, M36). Quarterly data collection (M6, M9, M12, M15, M18, M21, M24, M27, M30, M33, M36)
Acceptance criteria	11 (100%)

Task 2.3: Identification of the relevant target audiences and their expectations from the Joint Action

(code) Indicator	WP2.3.1: Dialogue with Stakeholder Forum
Definition	(number of identified members of the Stakeholder Forum participating to WP2 TC-meetings / number of identified members of the Stakeholder Forum) *100
Responsible	WP2
Periodicity of data collection	M12, M24, M36
Acceptance criteria	80%

(code) Indicator	WP2.3.2: Distribution lists
Definition	Database including organizations and initiatives relevant to AMR, contacts identified by partners and stakeholders.
Responsible	WP2
Periodicity of data collection	M7 (first version)
Acceptance criteria	Database developed and available

Task 2.4: Website Design: Internal and external use

(code) Indicator	WP2.4.1: Access to JA sharing platform
Definition	(number of associated partners with access to JA sharing platform / number of associated partners) *100
Responsible	WP2
Periodicity of data collection	M12, M24, M36
Acceptance criteria	100%

(code) Indicator	WP2.4.2 JA work documents and results available in the JA sharing platform
Definition	(number of JA work documents available in the JA sharing platform / number of JA work documents produced) *100
Responsible	WP2
Periodicity of data collection	M12, M24, M36
Acceptance criteria	100%

(code) Indicator	WP2.4.3: JA external website design
Definition	Design and development of JA external website

Responsible	WP2
Periodicity of data collection	M6
Acceptance criteria	JA external website developed and available

(code) Indicator	WP2.4.4: Average number of visits to JA website
Definition	Average number of monthly visits to JA external website
Responsible	WP2
Periodicity of data collection	Annual reporting (M12, M24, M36). Quarterly data collection.
Acceptance criteria	Average visits increase with project development

(code) Indicator	WP2.4.5: Updates to JA website
Definition	Number of JA website updates with activities, events, publications, results and social media interaction among others.
Responsible	WP2
Periodicity of data collection	Annual reporting (M12, M24, M36). Quarterly data collection.
Acceptance criteria	1 content update/month

(code) Indicator	WP2.4.6: Percentage of partners with JA web banner in their websites
Definition	(number of JA partners that have links to JA website at their institutional website / number of JA partners) *100
Responsible	WP2
Periodicity of data collection	M9
Acceptance criteria	70%

Task 2.5: Implement the Dissemination Plan

(code) Indicator	WP2.5.1: Development of dissemination contents
Definition	Development of dissemination contents (interviews, short clips and promos, infographics, press releases) to update JA website and support identified key events
Responsible	WP2
Periodicity of data collection	M12, M24, M36
Acceptance criteria	Dissemination contents developed and available to meet website updates and identified key events dissemination needs

(code) Indicator	WP2.5.2: Number of events (JA dissemination)
Definition	Number of events where JA is disseminated (general information or presentation of results)
Responsible	WP2
Periodicity of data collection	M12, M24, M36
Acceptance criteria	M12, M24: at least one event in 33% of the countries represented in the JA. M36: at least one event in 100% of the countries represented in the JA

(code) Indicator	WP2.5.3: WP leaders editorials released
Definition	Number of editorials/articles related to the JA written by WP leaders
Responsible	WP2
Periodicity of data collection	M36
Acceptance criteria	6

(code) Indicator	WP2.5.4: Promotional on-line campaign
Definition	Promotional online campaign (competition or game, at European level) to attract general public to the website
Responsible	WP2
Periodicity of data collection	M18
Acceptance criteria	Promotional online campaign developed

(code) Indicator	WP2.5.5: Development of Layman report
Definition	Development of a comprehensive information brochure focused on project objectives and results with a full overview of the JA outcomes
Responsible	WP2
Periodicity of data collection	M33
Acceptance criteria	Layman report developed and available

(code) Indicator	WP2.5.6: Organization of Final Dissemination Conference
Definition	Organization the Final Dissemination Conference
Responsible	WP1 and WP2
Periodicity of data collection	M36
Acceptance criteria	Conference to disseminate JA results organized

(code) Indicator	WP2.5.7_ Percentage of associated partners attending the Final Dissemination Conference
Definition	(number of associated partners attending the Final Dissemination Conference / number of associated partners) *100
Responsible	WP1 and WP2
Periodicity of data collection	M36
Acceptance criteria	70%

(code) Indicator	WP2.5.8_ Percentage of stakeholders attending the Final Dissemination Conference
Definition	(number of stakeholders attending the Final Dissemination Conference / number of stakeholders identified) *100
Responsible	WP1 and WP2
Periodicity of data collection	M36
Acceptance criteria	70%

(code) Indicator	WP2.5.9: Satisfaction with the Final Dissemination Conference
Definition	Satisfaction with the Final Dissemination Conference (items considered: global level of satisfaction, duration of presentations, meeting agenda, information related to the project, information related to the WP, presence of time for discussion, opportunities for participation and sharing).
Responsible	WP3
Periodicity of data collection	M36
Acceptance criteria	60% (global level of satisfaction)

WP3 – Evaluation of the project

Task 3.1: Definition of the evaluation plan (EP)

(code) Indicator	WP3.1 _ Percetage of indicators approved for the evaluation plan
Definition	(number of indicators approved / number of indicators proposed for the evaluation plan) *100
Responsible	WP3
Periodicity of data collection	M5
Acceptance criteria	75%

Task 3.2: Development of evaluation tools

(code) Indicator	WP3.2_ Percentage of web based tools piloted before their use
Definition	(number of web based tools tested and piloted before their use / number of web based tools defined) *100
Responsible	WP3
Periodicity of data collection	M12, M24, M36
Acceptance criteria	100%

Task 3.3: Conduct interim and final evaluation

(code) Indicator	WP3.3.1_ Percentage of indicators collected for the interim reports
Definition	(number of indicators collected for the interim report) / (number of agreed indicators) *100
Responsible	WP3
Periodicity of data collection	M12, M24
Acceptance criteria	80%

(code) Indicator	WP3.3.2_ Percentage of indicators collected for the final report
Definition	(number of indicators collected for the final report) / (number of agreed indicators) *100
Responsible	WP3
Periodicity of data collection	M36
Acceptance criteria	80%

Task 3.4: Quality Assessment

(code) Indicator	WP3.4.1_ Percentage of responders to General Meetings evaluation surveys
Definition	(number of responders to General Meeting evaluation survey / number of participants) *100
Responsible	WP3
Periodicity of data collection	M4, M13, M25, M36
Acceptance criteria	60%

(code) Indicator	WP3.4.2_ Percentage of institutions represented by participants attending the meeting
Definition	(number of institutions represented by participants attending the meeting / number of institutions involved in the JA) *100
Responsible	WP3
Periodicity of data collection	M4, M13, M25, M36
Acceptance criteria	70%

(code) Indicator	WP3.4.3_ Percentage of MS represented by participants attending the meetings
Definition	(number of MS represented by participants attending the meeting / number of MS represented by participants in the JA) *100
Responsible	WP3
Periodicity of data collection	M4, M13, M25, M36
Acceptance criteria	70%

(code) Indicator	WP3.4.4_ Satisfaction with the meetings
Definition	Satisfaction of JA participants (WP and non-WP members) with the general meetings (items considered: global level of satisfaction, duration of presentations, meeting agenda, information related to the project, information related to the WP, presence of time for discussion, opportunities for participation and sharing).
Responsible	WP3
Periodicity of data collection	M4, M13, M25, M36
Acceptance criteria	67% (global level of satisfaction)

(code) Indicator	WP3.4.5_ Comprehensiveness and accessibility of contents of deliverables released
Definition	Comprehensiveness and accessibility of contents of deliverables released (items considered: list)
Responsible	WP3
Periodicity of data collection	M12, M24, M36
Acceptance criteria	70%

Task 3.5: Report of evaluation results to relevant stakeholders

(code) Indicator	WP3.5.1_ Percentage of stakeholders who received Evaluation results
Definition	(number of stakeholders who received Evaluation results / number of stakeholders involved in the JA) *100
Responsible	WP3
Periodicity of data collection	M12, M24, M36
Acceptance criteria	100%

Task 3.6 : Evaluation of the JA impact in Europe

(code) Indicator	WP3.6.1_ Evaluation of JA impact in Europe
Definition	Evaluation of JA impact in Europe
Responsible	WP3
Periodicity of data collection	M36
Acceptance criteria	Development and availability of the report "evaluation of JA impact in Europe".

WP4 - Integration in National Policies and sustainability

4.1.1: Identify outputs from the JA which should be disseminated and integrated into national strategies for control of AMR and HCAI

(code) Indicator	WP4.1.1.1_ Survey on MS priorities and expected JA outputs among stakeholders (response rate)
Definition	(number of responders / number of stakeholders contacted) *100
Responsible	WP4
Periodicity of data collection	M12
Acceptance criteria	70%

(code) Indicator	WP4.1.1.2_ Survey on MS priorities and expected JA outputs among competent authorities (response rate)
Definition	(number of responders / number of competent authorities contacted) *100
Responsible	WP4
Periodicity of data collection	M12
Acceptance criteria	70%

(code) Indicator	WP4.1.1.3_ Availability of the draft version of the Integration and Sustainability Plan on the website
Definition	availability of the draft version of the Integration and Sustainability Plan on the website
Responsible	WP4 + WP2
Periodicity of data collection	M30
Acceptance criteria	the draft version of the Integration and Sustainability Plan is available on the website

4.1.2. Produce a sustainability plan

(code) Indicator	WP4.1.2.1_ Workshop on Sustainability Plan (survey response rate)
Definition	(number of responders / number of participants) *100
Responsible	WP4
Periodicity of data collection	M24
Acceptance criteria	70%

(code) Indicator	WP4.1.2.2_ Workshop on Sustainability Plan (MS represented)
Definition	(number of MS represented by participants attending the Workshop / number of MS represented by participants in the JA) *100
Responsible	WP4
Periodicity of data collection	M24
Acceptance criteria	70%

(code) Indicator	WP4.1.2.3_ Workshop on Sustainability Plan (degree of satisfaction)
Definition	Satisfaction with the Workshop (items considered: global level of satisfaction, duration of presentations, meeting agenda, information related to the project, information related to the WP, presence of time for discussion, opportunities for participation and sharing).
Responsible	WP4
Periodicity of data collection	M24
Acceptance criteria	70% (global level of satisfaction)

Task 4.2: Integrating preventive strategies within national policies

(code) Indicator	WP4.2_ Policy briefs endorsed by national competent authorities
Definition	(number of MS with at least 1 example of preventive strategies integration submitted within the briefs / number of MS represented in the JA) *100
Responsible	WP4
Periodicity of data collection	M36
Acceptance criteria	70%

Task 4.3: Fostering sustainability

(code) Indicator	WP4.3_ Percentage of JA MS represented by institutions or professional societies involved in the development of recommendations and practice guidelines.
Definition	(number of MS represented by institutions or professional societies involved in the development of recommendations and practice guidelines / number of MS represented in the JA) *100.
Responsible	WP4
Periodicity of data collection	M36
Acceptance criteria	60%

WP5 - Implementation of One Health national strategies and National Action Plans for AMR

Task 5.1: Mapping and self-assessment of National Action Plans and strategies

(code) Indicator	WP 5.1.1_ Development of mapping and self-assessment of NAP
Definition	Development of mapping and self-assessment of the NAP
Responsible	VWS (NL)
Periodicity of data collection	M12
Acceptance criteria	Mapping and self-assessment of NAP have been developed.

(code) Indicator	WP 5.1.2_ Percentage of MS represented in the development of NAP mapping and self-assessment
Definition	(number of WP5 MS representatives involved in the development of NAP mapping and self-assessment / number of MS represented in WP5) *100
Responsible	VWS (NL)
Periodicity of data collection	M12
Acceptance criteria	100% (at least 1 representative of each MS in WP5)

(code) Indicator	WP 5.1.3_ Availability of NAP mapping self-assessment results
Definition	Availability of NAP mapping and self-assessment results
Responsible	VWS (NL)
Periodicity of data collection	M12
Acceptance criteria	NAP mapping and self-assessment results are available

Task 5.2: Country to country assessment

(code) Indicator	WP 5.2.1_ Pilot "country to country assessment"
Definition	Number of pilot "country to country assessment" performed
Responsible	VWS (NL)
Periodicity of data collection	M36
Acceptance criteria	3

(code) Indicator	WP 5.2.2_ Country to country assessment (percentage of MS assessed)
Definition	(number of MS "country to country" assessed / number of MS represented in WP5) *100
Responsible	VWS (NL)
Periodicity of data collection	M36
Acceptance criteria	70%

Task 5.3: Strengthening supervision

(code) Indicator	WP 5.3_ Strenghtening supervision
Definition	Strenghtening supervision
Responsible	VWS (NL)
Periodicity of data collection	M36
Acceptance criteria	Task completed.

WP6 - Integration in National Policies and sustainability

Task 6.1.1: Determine the necessary institutional structures and resources for the implementation of infection control programs and promote adequate hospital organization, management and structure for the prevention of HCAIs, according to the EU Action Plan

(code) Indicator	WP6.1.1.1_ Survey on the key components of an infection control program
Definition	Survey on the key components of an infection control program (response rate)
Responsible	WP.6.1
Periodicity of data collection	M8
Acceptance criteria	80% of the partners of the WP 6.1.1

(code) Indicator	WP6.1.1.2_ Review of the guidelines for the implementation of ICPs based on the results of the survey
Definition	Report of the Review of the guidelines for the implementation of ICPs
Responsible	WP6.1

Periodicity of data collection	M13
Completion criteria	A full report of the reviewing process is provided, including an executive synthesis and suggestions/recommendations for translation into practice (applicability)
Acceptance criteria	At least WHO and ECDC guidelines reviewing.

(code) Indicator	WP6.1.1.3_ Cost-benefit evaluation for the development and implementation of an infection control program
Definition	Report of the Cost-benefit evaluation for the development and implementation of an infection control program
Responsible	WP6.1
Periodicity of data collection	M10-M36
Completion criteria	A full report of the cost-benefit evaluation is provided, including an executive summary of methods and results by All the partners participated in this task.
Acceptance criteria	At least a report of the cost-benefit evaluation of all the partners participated in this task.

Task 6.1.2: Incorporation of infection control programs to clinical practice for the improvement of health professionals' compliance with infection control routine using the institutional behaviour change as a tool to accomplish it

(code) Indicator	WP6.1.2.1_ Survey on infection control policies at hospital level
Definition	Number of participants that answered surveys of the infection control policies at hospital level and report of the description of the situation.
Responsible	WP.6.1
Periodicity of data collection	M9
Acceptance criteria	80% of the partners of the WP 6.1.2

(code) Indicator	WP6.1.2.2_ Framework for implementing an infection control program
Definition	Development of a Framework for implementing an infection control program
Responsible	WP.6.1
Periodicity of data collection	M36
Acceptance criteria	80% of the participating countries in this task.

(code) Indicator	WP6.1.2.3_ Pilot testing of the Universal Infection Control Framework (UICF) in European hospitals
Definition	Number of Pilot testing of the Universal Infection Control Framework (UICF) in European hospitals
Responsible	WP.6.1
Periodicity of data collection	M32
Acceptance criteria	70% of the participating countries in this task

Task 6.1.3: Development of tools, for increasing awareness and improving the training of health professionals in infection control and prevention

(code) Indicator	WP6.1.3_ Development of tools for increasing awareness and improving the training of health professionals in infection control and prevention.
Definition	Development of tools aimed at increasing awareness and improving the training of health professionals in infection control and prevention.
Responsible	WP 6.1
Periodicity of data collection	M36
Acceptance criteria	Tools aimed at increasing awareness and improving the training of health professionals in infection control and prevention have been defined.

6.2.1. Introduce evidence-based implementation model

(code) Indicator	WP6.2.1_ Introduce evidence-based implementation model
Definition	Number of MS that have introduced the Breakthrough Series Model for Implementation, either on hospital/unit level or in a "light-track" participation.
Responsible	WP6
Periodicity of data collection	M36
Acceptance criteria	50%

Task 6.2.2: Promote that similar working routines are implemented in non-EU countries in Europe

(code) Indicator	WP6.2.2_ Promote that similar working routines are implemented in non-EU countries in Europe
Definition	Number of Non-EU countries (in Europe) that have introduced the Breakthrough Series Model for Implementation, either on hospital/unit level or in a "light-track" participation.

Responsible	WP6
Periodicity of data collection	M36
Acceptance criteria	2

WP7 - Appropriate use of antimicrobials in human and animals

Task 7.1: Identify and review existing guidelines, tools and importantly, implementation methods for antibiotic stewardship by level-of-care (hospital, long-term care facility and community setting) and in food and companion animals and to summarize available information on the ECDC website.

(code) Indicator	WP7.1.1_ Identify existing guidelines, implementation methods and tools for antibiotic stewardship by level-of-care (hospital, long-term care facility and community setting)
Definition	Compile list of guidelines, implementation methods and tools for antibiotic stewardship by level-of-care
Responsible	WP7
Periodicity of data collection	M1
Completion criteria	Upload of the identified information on available guidelines and implementation strategies, structured by level of healthcare
Acceptance criteria	Upload of the identified information in the website

(code) Indicator	WP7.1.2_ Questionnaire development in Animal Health
Definition	Development of a questionnaire to identify the most useful guidelines and tools to decrease AMR and antibiotic consumption in Animal Health and identify the gaps throughout European countries.
Responsible	WP7
Periodicity of data collection	M11
Acceptance criteria	The contribution at least of the 80% of the animal health-related members of the WP task for the questionnaire developed

Task 7.2: Workshop involving all the registered partners to discuss models of implementation.

(code) Indicator	WP7.2.1_ Workshop to discuss models of implementation
Definition	Workshop to discuss models of implementation based on the results of task 7.1
Responsible	WP7
Periodicity of data collection	M15
Acceptance criteria	Workshop organized

(code) Indicator	WP7.2.2_ Participants satisfaction with the workshop
Definition	Participants satisfaction with the workshop
Responsible	WP3
Periodicity of data collection	Once
Acceptance criteria	70% (global level of satisfaction)

Task 7.3: Qualitative evaluation of the level of implementation and acceptance of antibiotic stewardship at different levels of healthcare and in animals, in different country settings. This will focus on identifying and establishing success factors and barriers.

(code) Indicator	WP7.3_ Qualitative evaluation of the level of implementation and acceptance of antibiotic stewardship at different levels of healthcare and in animals.
Definition	(Report) Qualitative evaluation of the level of implementation and acceptance of antibiotic stewardship at different levels of healthcare and in animals
Responsible	WP7
Periodicity of data collection	M36
Acceptance criteria	Report developed available

Task 7.4: Develop and test near real time surveillance of antimicrobials and MDR bacteria

Sub-task 7.4.1. Surveillance in human medicines - consumption of antimicrobials and AMR

(code) Indicator	WP7.4.1_ Real-time Surveillance in human medicines - consumption of antimicrobials and AMR
Definition	Participation of partners of this task in the real-time surveillance in human medicines pilot study
Responsible	WP7
Periodicity of data collection	M36
Acceptance criteria	At least 70% of partners of the project participate to the Pilot.

Subtask 7.4.2. Surveillance of AMR in animals

(code) Indicator	WP7.4.2 Surveillance of AMR in animals
Definition	Establishment of a network for surveillance of AMR in animals
Responsible	WP7
Periodicity of data collection	M36
Acceptance criteria	At least 70% of the partners of the WP task participate to the Pilot.

WP8 - Awareness raising and communication

Task 8.1: Data collection to define best practices in Awareness and Communication Plans

(code) Indicator	WP8.1.1_ Report about Communication Good Practices in Awareness Campaigns
Definition	Production of a report about Communication Good Practices in awareness campaigns
Responsible	WP8
Periodicity of data collection	M12
Acceptance criteria	Report available

(code) Indicator	WP8.1.2_ Pilot study about the theme "antibiotic" in social networks and Internet
Definition	Setting up of a Pilot study about the theme "antibiotic" in social networks and Internet
Responsible	WP8
Periodicity of data collection	M12, M24
Acceptance criteria	Pilot study performed

Task 8.2: Design and Implementation of Awareness and Communication Plan

(code) Indicator	WP8.2.1.1_ Awareness and Communication plan
Definition	Preparation of the Awareness and Communication plan
Responsible	WP8

Periodicity of data collection	M10
Acceptance criteria	Awareness and Communication plan developed and available

(code) Indicator	WP8.2.1.2_ Percentage of partners who consulted the Awareness and Communication plan
Definition	(number of JA partners who consulted the Awareness and Communication plan / number of JA partners) *100.
Responsible	WP3
Periodicity of data collection	M12, M24
Acceptance criteria	M12: M24: 80%

(code) Indicator	WP8.2.2_ Database of European Science and Health communicators
Definition	Development of a database with science and health communicators at European level.
Responsible	WP8
Periodicity of data collection	M18, M34
Acceptance criteria	Health communicators database developed

(code) Indicator	WP8.2.3.1_ Training webinar on AMR
Definition	Training webinar on AMR lead by scientist
Responsible	WP8
Periodicity of data collection	M16
Acceptance criteria	Webinar organized

(code) Indicator	WP8.2.3.2_ Training webinar on AMR _ satisfaction of the attendees
Definition	Satisfaction with Training webinar on AMR
Responsible	WP3
Periodicity of data collection	After the webinar
Acceptance criteria	70%

Task 8.3: Tools for Awareness and Communication

(code) Indicator	WP8.3.1.1_ Create profiles in Facebook, Twitter and YouTube (VideoBlog)
Definition	Create profiles in the most important social networks (Facebook, Twitter and YouTube)
Responsible	WP8
Periodicity of data collection	M10
Acceptance criteria	EU-JAMRAI Facebook, Twitter and YouTube pages are available

(code) Indicator	WP8.3.1.2_ Number of followers in Facebook, Twitter and YouTube (VideoBlog)
Definition	Number of followers in Facebook, Twitter and YouTube (Video blog)
Responsible	WP8
Periodicity of data collection	M12, M24, M36
Acceptance criteria	Number of followers (Facebook, Twitter and YouTube pages) increases from M12 to M 24 and from M24 to M36.

(code) Indicator	WP8.3.1.3_ Number of posts/month in the VideoBlog
Definition	Number of post/3 months in the Video blog
Responsible	WP8
Periodicity of data collection	M12, M24, M36 (report). Data collection: every month (since activation).
Acceptance criteria	1

(code) Indicator	WP 8.3.1.4_ Number of post/month in Facebook
Definition	Number of post/month in Facebook
Responsible	WP8
Periodicity of data collection	M12, M24, M36 (report). Data collection: every month (since activation).
Acceptance criteria	8

(code) Indicator	WP 8.3.1.5_ Number of post/month in Twitter
Definition	Number of post/month in Twitter
Responsible	WP8
Periodicity of data collection	M12, M24, M36 (report). Data collection: every month (since activation).
Acceptance criteria	15

(code) Indicator	WP 8.3.1.6_ Social media promotion actions in the second year
Definition	Number of social media promotion actions in the second year
Responsible	WP8
Periodicity of data collection	M25
Acceptance criteria	3

(code) Indicator	WP 8.3.1.7_ Social media promotion actions in the third year
Definition	Number of social media promotion actions in the third year
Responsible	WP8
Periodicity of data collection	M36
Acceptance criteria	3

(code) Indicator	WP 8.3.2_ European Award (Ex: best articles/video)
Definition	European Award (Ex: best articles/video)
Responsible	WP8
Periodicity of data collection	M28
Acceptance criteria	Report available

(code) Indicator	WP 8.3.3_ Competition with students (High school or University)
Definition	Competition with students (High school or University)
Responsible	WP8
Periodicity of data collection	M33
Acceptance criteria	Report available

Task 8.4: Support coordination about World Week and the European Day of Appropriate Use of Antibiotics // High level awareness and communication meeting

(code) Indicator	WP8.4.1_ Support coordination about World Week and the European Day of Appropriate Use of Antibiotics
Definition	Support coordination about World Week and the European Day of Appropriate Use of Antibiotics
Responsible	WP8
Periodicity of data collection	M14, M26
Acceptance criteria	Minutes of the meetings held with ECDC, WHO and with each WP available.

(code) Indicator	WP8.4.2.1_ High level awareness and communication meeting
Definition	High level awareness and communication meeting
Responsible	WP8
Periodicity of data collection	M36
Acceptance criteria	High level Meeting organised and report available

(code) Indicator	WP8.4.2.2_ Percentage of stakeholders attending the High level awareness and communication meeting
Definition	(number of stakeholders attending the High level awareness and communication meeting / number of identified stakeholders) *100
Responsible	WP8
Periodicity of data collection	M36
Acceptance criteria	65%

(code) Indicator	WP8.4.2.3_ High level awareness and communication meeting (MS represented)
Definition	(number of MS represented in the meeting / number of MS represented in the JA)
Responsible	WP8
Periodicity of data collection	M36
Acceptance criteria	70%

(code) Indicator	WP8.4.2.4_ High level awareness and communication meeting (satisfaction level)
Definition	Satisfaction with High level awareness and communication meeting (items considered: global level of satisfaction, duration of presentations, meeting agenda, information related to the project, information related to the WP, presence of time for discussion, opportunities for participation and sharing).
Responsible	WP3
Periodicity of data collection	M36
Acceptance criteria	70% (global level of satisfaction)

WP9 - Prioritizing and implementing research and innovation for public health needs

Task 9.1: Work with Member States to ensure that national processes for research and innovation priority-setting are grounded in a broad One Health approach and that both Member State research priorities and knowledge gaps are addressed in the development of the update of the JPIAMR SRA

(code) Indicator	WP 9.1.1_ Assisting national governments
Definition	Number of countries strategies reviewed for collecting priorities.
Responsible	INSERM/FHI
Periodicity of data collection	M36
Acceptance criteria	2

(code) Indicator	WP 9.1.2_ Assisting national governments
Definition	Number of MS who will consider updating their national priority-setting exercises based upon examples from the case study and provide feedback to JPIAMR and Horizon2020.
Responsible	INSERM/FHI
Periodicity of data collection	M36
Acceptance criteria	5

Task 9.2: Explore and detail European strategies to implement mechanisms to foster antimicrobial innovation and other means to fight against AMR and HCAI

(code) Indicator	WP 9.2_ Describe European strategies to foster innovation to fight against AMR and HCAI
Definition	Number of European pilot experiences of incentives to increase research and innovation reviewed.
Responsible	FHI/INSERM
Periodicity of data collection	M1-M36
Acceptance criteria	pilot experiences of 2 European countries reviewed

Task 9.3: Contribute to ensuring that evidence-informed public health policies and practices related to combatting AMR and HCAI are implemented
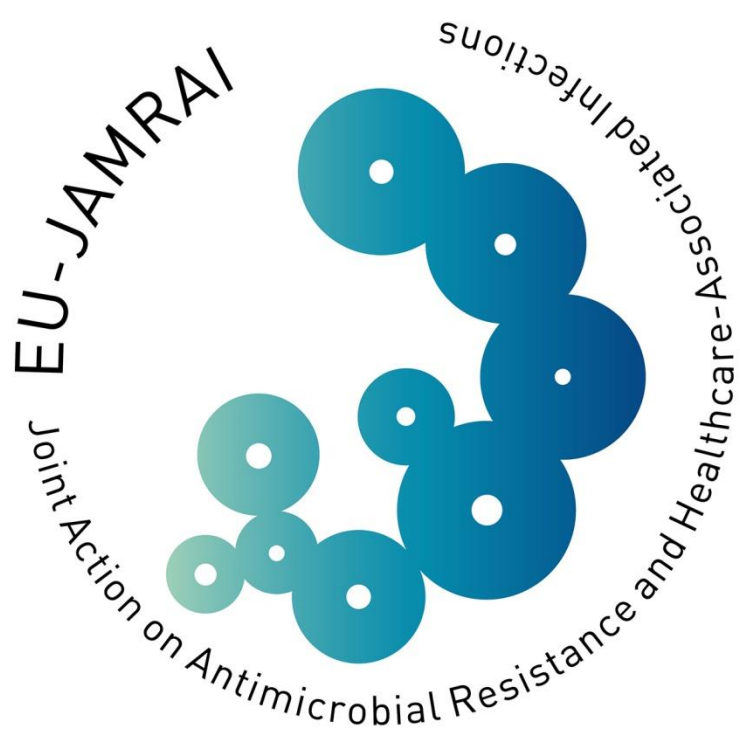
(code) Indicator	**WP 9.3.1_ Contribute to the implementation of evidence-informed public health policies and practices related to combatting AMR and HCAI**
Definition	Number of MS who will consider updating their national processes to integrate evidence into ongoing policy formation and review.
Responsible	FHI/INSERM
Periodicity of data collection	M13-M36
Acceptance criteria	5

Annex 6

Activities and materials for the last 6 months					
WP	ShareFile Folders	File Names	Content	Task	Upload date to ShareFile

Annex 7

Indicators and related documentation			
WP	Indicator	Title of the document	Upload date to ShareFile