



EVALUATION PLAN

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INTRODUCTION

[InfAct \(Information for Action\)](#) is a Joint Action on Health Information. The overall aim of the InfAct is a sustainable solid infrastructure on EU HI through improving the availability of comparable, robust and policy-relevant data for health status, health determinants, and health system performance (HSPA). Through country collaboration, the JA streamlines HI activities, reduces the data collection burden and works for a sustainable and robust data collection in Europe that facilitates and supports country knowledge, health research and policy-making.

[Evaluation of the action](#) is a verification whether the project is being implemented as planned and reaches the objectives.

[The Evaluation Plan](#) is a document which describes and defines how the general evaluation of the InfAct project is intended to be implemented.

Overview:

The overall aims of the evaluation are to:

- Monitor the implementation process.
- Improve the work in progress.
- Increase the likelihood that the project will be successful.

To achieve these aims there are 3 tasks that have to be completed:

1. Internal evaluation (Lead: HI)
 - a) One page questionnaire
 - b) Repeated M1, M12, M24, M35
 - c) Results for discussion during the Steering Committees (SC), the General Assemblies (GA), the Expert Group on Health Information (EGHI) & the Expert Group on Health Systems Performance Assessment (EGHSPA) and added to JA interim report

2. External evaluation (Lead: INSP and IACS)

a) External evaluation board

b) M13, M25, M35

3. Impact Assessment (Lead: SCIENSANO)

a) Perception of sustainable structure on M12, M20, M32

b) Impact assessment on specific tasks and outcomes of InfAct at the end of the project

c) Evaluation sheet after each important meeting

The Evaluation Framework (Figure 1) is created to visually present the process of evaluation, the connections between inputs, activities, outputs, and outcomes/impact.

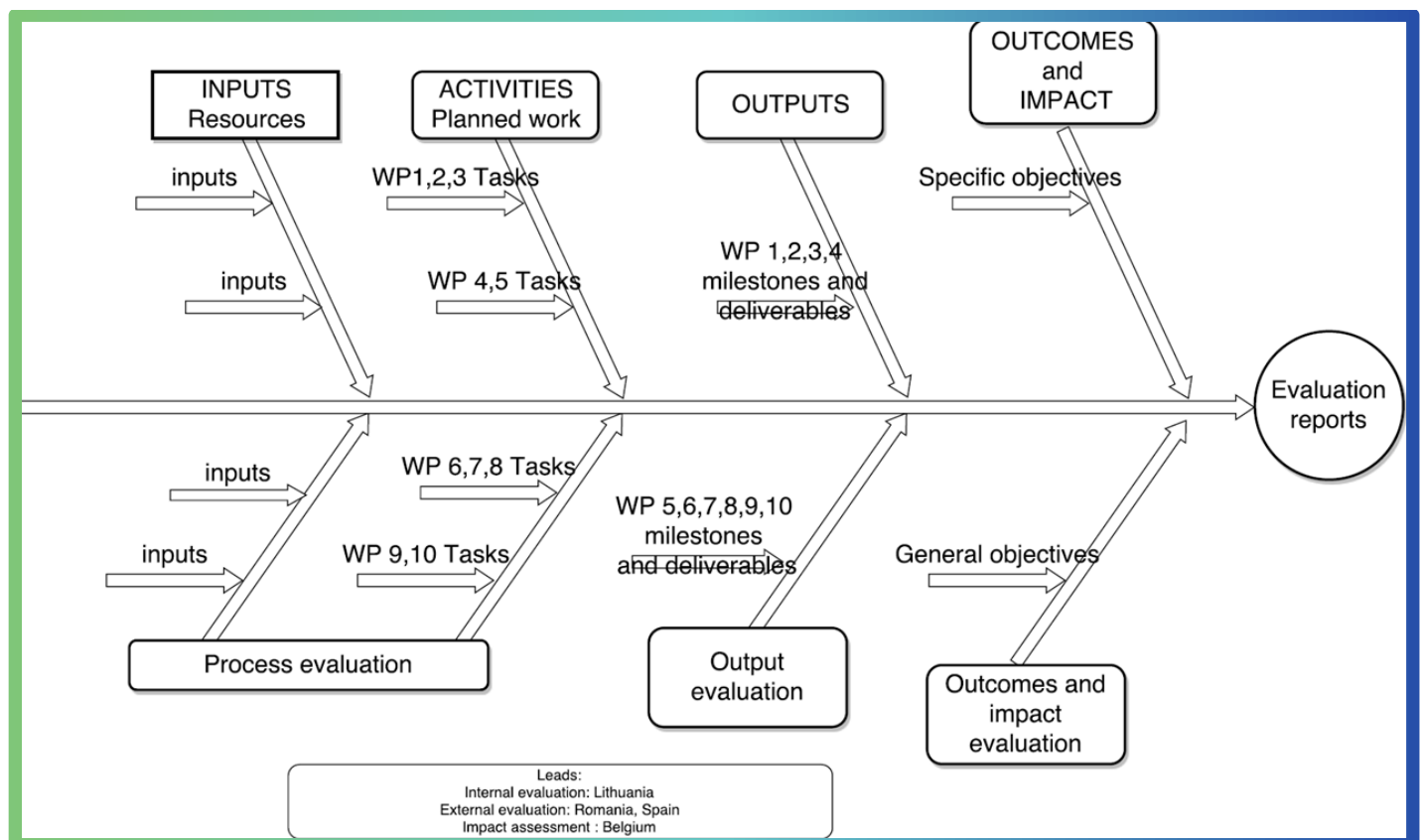


Figure 1: The evaluation framework.

INTERNAL EVALUATION

The internal evaluation consists of two main parts - the internal (or self) evaluation (1) and the peer review of the deliverables (2).

(1) The internal evaluation is a periodic assessment of the achievements and the overall progress made by each Work Package (WP). The internal evaluation questionnaire is sent on the first day of the months 1, 11, 18 and 33. This evaluation is conducted by their respective leaders through a focused questionnaire (see Annex 1) which encompass the following points:

- the alignment of the tasks with the overall InfAct timeline,
- the feasibility of the specific actions to get to the milestones;
- the formulation of actionable outcomes;
- the potential risks in the achievement of the specified goals;
- possible contributions towards sustainability.

Each WP has 2 weeks to fill the questionnaire and upload it to OpenLucius. The summarized surveys are shared through email with the SC, GA and EGHI & EGHSPA members 2 weeks prior the meetings. At the GA meetings the summaries are discussed and added to the JA interim report. The filled in internal review questionnaire are uploaded to OpenLucius.

(2) The internal evaluation will organize a peer-review of the deliverables. The WP leaders will have deliverables assigned to them that they need to evaluate (see Figure 2 and Table 1), review critically and provide feedback using a predefined template (see Annex 2).

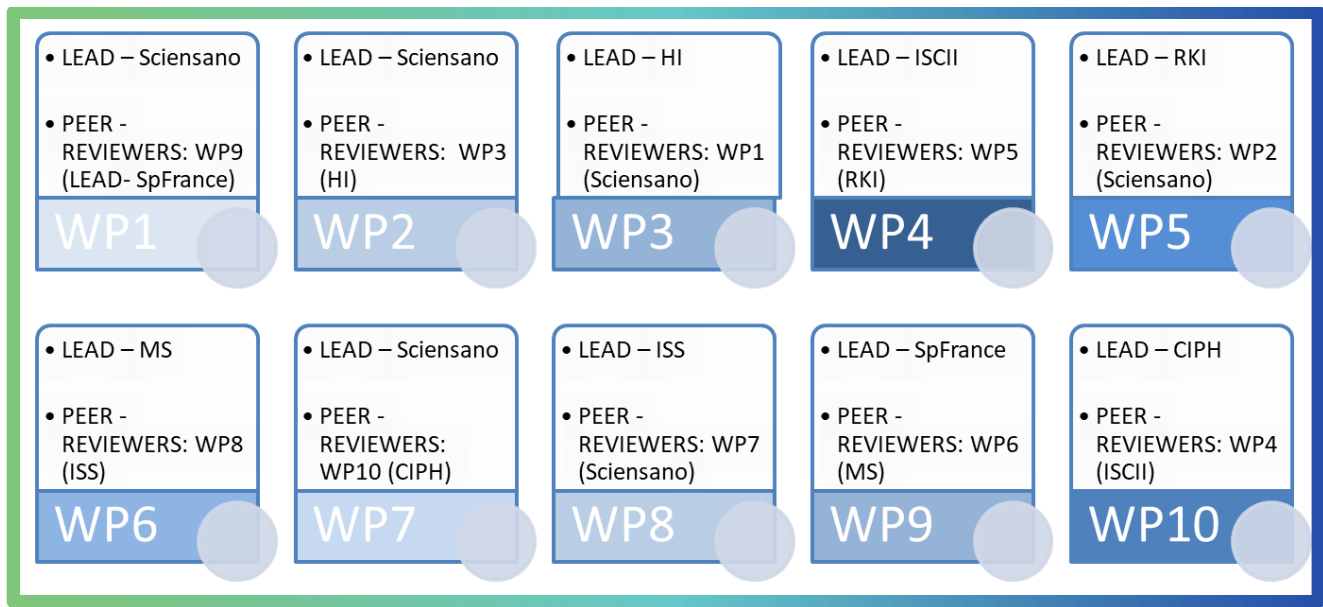


Figure 2. Overview of the organisation of peer review.

Each WP will have 1 month to complete the feedback process (to send documents, receive feedback and make adjustments). Therefore, we recommend to follow this timetable:

1. The deliverable's outcomes and/or corresponding documents are submitted for peer review (sent to reviewers and cc to WP3 and uploaded to OpenLucius) **4 weeks prior the due date** .
2. WP leaders assigned to review the deliverable, provide feedback using the template (Annex 2) **during a 2-week period** and send the filled in form to the assessed WP leader and upload it to OpenLucius.
3. The feedback is received and the final adjustments are made **by the last Friday before the last working day of the month of the deliverable due date** (see Annex 3 for the exact dates).

4. Table 1. Detailed organisation of peer review.

<u>WP</u>	<u>WHICH WP IS REVIEWED?</u>	<u>WHO REVIEWS WP'S WORK</u>
<u>WP1</u>	<u>WP3</u>	<u>WP9</u>
<u>WP2</u>	<u>WP5</u>	<u>WP3</u>
<u>WP3</u>	<u>WP2</u>	<u>WP1</u>
<u>WP4</u>	<u>WP10</u>	<u>WP5</u>
<u>WP5</u>	<u>WP4</u>	<u>WP2</u>
<u>WP6</u>	<u>WP9</u>	<u>WP8</u>
<u>WP7</u>	<u>WP8</u>	<u>WP10</u>
<u>WP8</u>	<u>WP6</u>	<u>WP7</u>
<u>WP9</u>	<u>WP1</u>	<u>WP6</u>
<u>WP10</u>	<u>WP7</u>	<u>WP4</u>

MEETING EVALUATION

As a part of evaluation, each of the major meetings and workshops will be assessed (see the list of evaluated events in Annex 4). The feedback is very valuable in view of future meetings and in view of the progress this project is making.

The meeting organiser is responsible for distribution of questionnaires, assessing the results and presenting them to WP3 (email: ausra.zelviene@hi.lt).

The meeting evaluation questionnaire is composed of 4 clusters of questions, representing:

- logistics and organization;
- contents;

- working communication;
- conclusions.

Each topic has 3-4 questions, representing the item. There is a possibility to add one additional meeting specific cluster of questions, but not more than 4 questions. The example of a kick-off meeting questionnaire is given in Annex 5.

After each topic there is a space to write comments and suggestions how to improve future meetings or other insights.

An evaluation sheet needs to be distributed at the end of the meeting or workshop in order to evaluate its impact. The time of fulfilling the questionnaire is not limited, but normally it is not more than 10 minutes. The completed questionnaires should be collected at the end of the meeting by meeting organisers.

The results should be analysed and a **1-3** page description sent to WP3 (email: *ausra.zelviene@hi.lt*) and uploaded to OpenLucius within a month after the meeting.

EXTERNAL EVALUATION

Lead: INSP, Romania, Co-lead: IACS, Spain

An external evaluation occurs at 3 time points during the JA (M 13, 25, 35). Members of the External evaluation committee are representatives from :

- The European Public Health Association (EUPHA),
- The EUPHA section on Public Health Monitoring and Reporting,
- The EUPHA section on Health Services Research,
- The Association of Schools of Public Health in the European Region (ASPHER),
- The Expert Group on Health Information (EGHI),
- The Expert Group on Health System Performance Analysis (EGHSPA),
- The Belgian Ministry of Research,
- The Belgian Ministry of Health,
- The Coordinators of other JAs,
- The Non-Governmental advocacy group EuroHealthNet.

Letters requesting the nomination of the members of the external evaluation committee will be sent to the above mentioned organisations by the JA coordinator. The letters will include the terms of reference for the committee members and a description of the project.

The external evaluation committee appoints a meeting chair among its members. The missions of the Committee are:

- to discuss and validate the activity report (achievement of the objectives and impact on the target groups) of the project for the previous period using the list of milestones and deliverables and the internal evaluation report;
- to discuss and validate the work plan for the following period;
- to discuss and review critically the outcomes in function of action ability for policy; sustainability; success and/or pitfalls towards a sustainable structure.

The JA coordinator participates to the meeting in order to provide additional information on request.

The meetings of the external evaluation committee will be organized back-to-back with the Steering Groups meetings, that will include sessions on the activity reporting and proposed work plan, that will be attended by the committee members. A survey form will be prepared for the committee members to assess their views regarding status of achievement of project objectives and suggestions for improving activities, better dissemination and ensuring sustainability.

The role of INSP is to provide the logistics of the organization of the meetings (date, documents and reporting).

IMPACT ASSESSMENT

An impact assessment will be carried out measuring the perception of a sustainable structure at the start and at the end of InfAct through a survey. The target group includes the senior representative of ministries of health and ministries of research from MS and associated countries. As such, the perception will be evaluated in the planned AOM meetings (M12, M20, M32).

An additional assessment will be planned at the end of the project to investigate whether the goals of InfAct have been achieved and what is the impact of its activities and outcomes. This will be implemented with specific focus on the initial objectives of the project and the three pillars: capacity building, health information tools, and political support for a sustainable health information infrastructure.

Finally, *Google analytics* will be used to evaluate the outreach of InfAct through the website.

Annex 1. Internal review form

1. Take a close look at the milestones (M) and deliverables (D) of your WP and the expected dates. Please name the main activities to reach each deliverable and milestone and their expected time. Finally, evaluate if there are any potential risks to reach them in time.

		Month	Date	Activities to reach milestones or deliverables	Expected date of each activity	Risks	Means of risk alleviation	Remarks
D1.1	<i>(name of the deliverable)</i>	<i>M</i>	<i>DD Month YYYY</i>					
M1.1	<i>(name of the milestone)</i>	<i>M</i>	<i>DD Month YYYY</i>					

2. Name other potential risks (not listed above) to reach the deliverables and milestones:

3. Actionable outcomes: if applicable, please indicate how the milestones (M) or deliverable (D) of your WP can be translated into a policy/research relevant actionable outcome.

Actionable: Relating to or being information that allows a decision to be made or action to be taken; capable of being put into practice.

Sustainability: if applicable, please specify how the milestones (M) or deliverables (D) of your WP contributes to sustainability, both within InfAct and beyond. For example, how will your milestone or deliverable contribute to the vision of InfAct beyond the project lifespan.

Sustainable: Able to be maintained at a certain rate or level; able to be upheld.

		Month	Date	Translation into actionable outcomes	Actions towards sustainability
D1.1	(name of the deliverable)	M	DD Month YYYY		
M1.1	(name of the milestone)	M	DD Month YYYY		

Annex 2. Peer review form

Subject:	INTERNAL REVIEW FORM: <i>Please complete Deliverable Number and Title</i>
Date:	<i>Please insert the date that you completed and mailed your review</i>
Reviewer:	<i>Your name, email, affiliation, WP</i>

Description of the Deliverable:

Reviewer summary and Recommendation

Please try to provide constructive and specific comments that will help to improve the value, clarity, and coherence of the deliverable under review.

Was the Deliverable submitted on time? Does the Deliverable comply to its description provided in the Annex 1, Description of Action?

Is the Deliverable technically sound? How do you value its language and style?

What is the overall quality of the Deliverable? (with respect to the “Description of Action”)

How would you describe the innovation and sustainability of the Deliverable?

Please pinpoint parts of the Deliverable that require improvement.

Please shortly describe whether there is need for corrections with regards to typos, grammar and syntax mistakes.

**Please provide full feedback on document through track changes.*

Annex 3. Timetable of the deliverables

WP #	M/D #	Name Deliverable and Milestones	Responsible Participant	Month	Date
1	D1.1	Conceptual framework and vision	SCIENSANO	3	25 May 2018
1	D1.2	Risk management and contingency plan	SCIENSANO	3	25 May 2018
1	D1.3	Interim report	SCIENSANO	18	23 Aug 2019
1	D1.4	Final report	SCIENSANO	36	19 Feb 2021
2	D2.1	Leaflet and Website	SCIENSANO	3	25 May 2018
2	D2.2	Promotional video	CIPH	18	23 Aug 2019
2	D2.3	Layman version of final report	HI	36	19 Feb 2021
2	D2.4	Conference and workshops	SCIENSANO	36	19 Feb 2021
3	D3.1	Interim & final report of “External Evaluation Committee”	IACS	36	19 Feb 2021
4	D4.1	Terms of Reference and Operating Procedure of the AoM	ISCIII	6	24 Aug 2018
4	D4.2	Reports on AoM assessments	ISCIII	36	19 Feb 2021
4	D4.3	Fact sheets	ISCIII	17, 29	26 July 2019 24 July 2020
4	D4.4	Reports on key holders and relevant EU-international partners meeting	ISCIII	31	25 Sep 2020
4	D4.5	Sustainability Plan: follow-up of integrated proposals and long-term reporting scenarios	ISCIII	21, 31	22 Nov 2019 25 Sep 2020
5	D5.1	Pilot HI system peer assessment and review of experience	MFH	32	23 Oct 2020
5	D5.2	Cataloguing health information networks, projects and indicator sets	RIVM	22, 32	13 Dec 2019 23 Oct 2020
5	D5.3	Prioritisation in HI development and recommendations	RKI	32	23 Oct 2020

6	D6.1	Mapping needs, capacities and training programmes in health information	MS	18	23 Aug 2019
6	D6.2	A flagship training programme to improve MS capacities in population health and health system performance analysis and monitoring	MS	24	21 Feb 2020
6	D6.3	Training Piloting and Flagship Training Programme Evaluation	MS	30	28 Aug 2020
6	D6.4	Road map for capacity building programme	MS	36	19 Feb 2021
7	D7.1	A sustainable network of networks	SCIENSANO	24	21 Feb 2020
7	D7.2	HIREP- ERIC: Business case and Road map for implementation	RIVM	30	28 Aug 2020
7	D7.3	Governance structures of a sustainable health information system	SCIENSANO	18	23 Aug 2019
7	D7.4	Health Information web platform	SCIENSANO	24	21 Feb 2020
8	D8.1	Health Information System development: data collection and quality assurance for a common health information system	ISS	28	26 June 2020
8	D8.2	Sustainable ECHI process from technical, content and user perspective	RIVM	32	23 Oct 2020
8	D8.3	Guidelines for accessibility and availability of health information	ISS	32	23 Oct 2020
8	D8.4	Guidelines for MS and regions for health report	RKI	22, 32	13 Dec 2019 23 Oct 2020
9	D9.1	Road map and case studies report	SpFrance	24	21 Feb 2020
9	D9.2	Guidelines, case study and best practices	SpFrance	30	28 Aug 2020
9	D9.3	Report series on the application of the best practices	SpFrance	32	23 Oct 2020
9	D9.4	Tool kit to produce better health indicators	WG	33	27 Nov 2020
9	D9.5	Road map for uptake of indicators - opportunities and obstacles	SpFrance	34	18 Dec 2020
10	D10.1	Report: Interoperability landscape in Europe	CIPH	30	28 Aug 2020
10	D10.2	Technical report: interoperability implementation	ISCI	36	19 Feb 2021

ANNEX 4. List of meetings that will be evaluated

#WP	Activity in WP	Date	Number of participants	Goal of the meeting	Location of meeting	Evaluation (+ or -)
<u>1</u>	T1.1	20th and 21 Sep, 2018	20-30	SC meeting II	Brussels, Belgium	+
<u>1</u>	T1.1	27th and 28th Feb, 2019	20-30	SC meeting III	Brussels, Belgium	+
<u>1</u>	T1.1	25th and 26th Sep, 2019	20-30	SC meeting IV	Brussels, Belgium	+
<u>1</u>	T1.1	26th and 27th Sep, 2019	40-60	GA meeting II	Brussels, Belgium	+
<u>1</u>	T1.1	13th and 14th Feb, 2020	20-30	SC meeting V	Brussels, Belgium	+
<u>1</u>	T1.1	11th and 12th June, 2020	20-30	SC meeting VI	Brussels, Belgium	+
<u>1</u>	T1.1	20th and 21st Jan, 2021	20-30	SC meeting VII	Brussels, Belgium	+
<u>1</u>	T1.1	21st and 22nd Jan, 2021	40-60	GA meeting III	Brussels, Belgium	+
<u>8</u>	T8.1, T8.2, T8.3, T8.4	20th or 21st Sep, 2018	20-30	F2F 1st annual WP8 meeting	Brussels, Belgium	+
<u>8</u>	T8.1, T8.2, T8.3, T8.4	TBC	20-30	F2F 2nd annual WP8 meeting	Rome, Italy/Brussels, Belgium	+

<u>8</u>	T8.1, T8.2, T8.3, T8.4	TBC	20-30	F2F 3rd annual WP8 meeting	Rome, Italy/Brussels, Belgium	+
<u>9</u>	TBD	TBD	TBD	TBD	TBD	TBD
<u>9</u>	TBD	TBD	TBD	TBD	TBD	TBD
<u>10</u>	T10.1;T10.2;T10.3;T1 0.4	24th and 25th May, 2018	20-30	F2F Kick-off	Zagreb, Croatia	+

Annex 5. Meeting evaluation form

INFACIT EVALUATION FORM

Name of the meeting

Date of the meeting

Place of the meeting

Dear Colleague,

We invite you to take part in the evaluation of this meeting.

Your feedback is very valuable in view of future meetings and in view of the progress this project is making. All data will be treated confidentially and will only be reported in a general way with no attribution of responses to individuals. Please indicate the context and country you work in.

I work in:

- | | |
|---|---|
| <input type="checkbox"/> ministry of health or research | <input type="checkbox"/> university |
| <input type="checkbox"/> national public health institute | <input type="checkbox"/> international organization |
| <input type="checkbox"/> statistics office | <input type="checkbox"/> other |

The country I work in is _____

Please indicate below if you agree with the statements regarding the project meeting:

	Logistics and organization	Strongly disagree	Disagree	Un-decided	Agree	Strongly agree
1	The meeting was well planned and organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The meeting met my expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	I received all information needed for the meeting on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The meeting rooms and its facilities were suitable and adapted for work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and suggestions: _____

	Content	Strongly disagree	Disagree	Un-decided	Agree	Strongly agree
1	The contents of the meeting corresponded with the objectives of the meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2	Presentations were clear and to the point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	The time schedule and length of the meeting were appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	There was enough time for questions and discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and suggestions: _____

	Communication	Strongly disagree	Disagree	Un-decided	Agree	Strongly agree
1	All participants had the opportunity to participate in the discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	I had the possibility to meet and interact with the other projects partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	I am satisfied with the working atmosphere during the meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and suggestions: _____

	Conclusions	Strongly disagree	Disagree	Un-decided	Agree	Strongly agree
1	My overall assessment of the event is satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The participation in the meeting was beneficial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	The meeting stimulated me and increased my motivation to work on the JA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suggestions for future improvement: _____

THANK YOU

Annex 6. Planned surveys

#WP	Activity in WP	Date of survey	Survey purpose and topic	Target audience	Type of respondent (Anonymous or registered respondent)	Survey type (Web based/paper)	Remarks
3	T3.1	M2	internal evaluation I	WP leaders		online questionnaire	
3	T3.1	M12	internal evaluation II	WP leaders		online questionnaire	
3	T3.1	M24	internal evaluation III	WP leaders		online questionnaire	
3	T3.1	M35	internal evaluation IV	WP leaders		online questionnaire	
3	T3.2	M13	external evaluation I	Members of external evaluation			member of external evaluation are EUPHA, ASPHER, EGHI, EGHSPA, Ministry of research, Ministry of health , Coordinators of other Jas

3	T3.2	M25	external evaluation II	Members of external evaluation			member of external evaluation are EUPHA, ASPHER, EGHI, EGHSPA, Ministry of research, Ministry of health , Coordinators of other Jas
3	T3.2	M35	external evaluation III	Members of external evaluation			member of external evaluation are EUPHA, ASPHER, EGHI, EGHSPA, Ministry of research, Ministry of health , Coordinators of other Jas
3	T3.3	M3 or M4	Impact Assessment-measuring perception	TBC	TBC	Web based-	measuring at start of InfAct
3	T3.3	TBC	Impact Assessment-measuring perception	TBC	TBC	Web based-	measuring at end of InfAct
5	T5.2	TBC	Network and project mapping	TBC	TBC	TBC	Mapping activity according to task description; no surveys planned yet
5	T5.3	within 1st year of project	Explore/ identify strategies for prioritizing health information at national levels	National experts	TBC	web-based Delphi survey	

6	TBD	TBD	TBD	TBD	TBD	TBD	
8	T8.1	within 2nd year of project	Explore/identify characteristics of health data and indicators on selected disease domains at national level	JA participants	TBC	TBC	To be submitted after the review process on the existing health data sources available at EU level
9	TBD	TBD	TBD	TBD	TBD	TBD	TBD