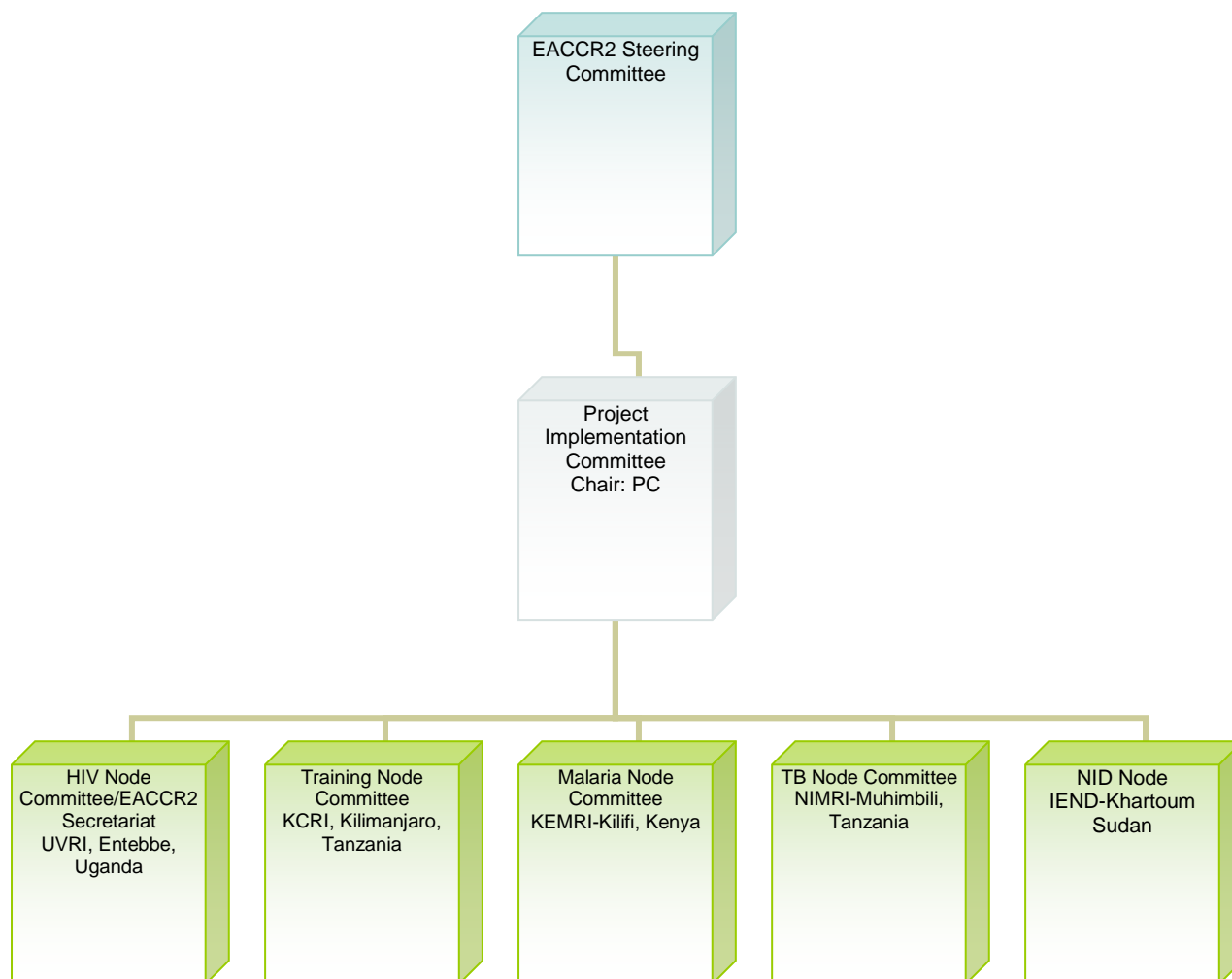


EACCR2 – Communication Plan

This plan describes how best the EACCR2 partners will ensure timely and appropriate generation, collection, dissemination, storage, and ultimate disposition of project information

1. Project management

Below is the approved governance structure to manage this project.



PC=Overall Project Coordinator

1.1. EACCR2 Steering Committee (ESC)

It is the highest and ultimate decision-making authority over information management within EACCR2.

-Composition of the 13 members:

i) 2 representatives of northern partners to be chosen annually by the 5 northern partners. Currently, we have Prof Anna Mia (Karolinska Institute) Sweden and the legal representative of AIGHD Amsterdam -Institute-Netherlands. Other potential representatives will serve as experts and they will be ex-officials on this committee.

ii) 11 Legal heads major institutions and representatives of the regional Ministries of Health in EACCR2. These include: Director General of Health services, Ministry of Health- Uganda; Executive Secretary, East Africa Health and Research Commission; Legal representative of Kilimanjaro Clinical Research Medical Centre (KCMC); Uganda National Health Research

Organization and Representative of Uganda in the EDCTP General Assembly; Legal Representative of Kenya Medical Research Institute (KEMRI); Legal Representative of National Institute for Medical Research –(NIMR)- Mwanza; Representative of Tanzania in the EDCTP General Assembly

iii) Overall Project Coordinator- Pontiano Kaleebu.

iV) At the 1st meeting, members will choose their chair. Pontiano Kaleebu (Overall Project Coordinator) will be the secretary.

Methods of communication and schedule: Annual face-to-face meetings, interim teleconferences whenever necessary and e-mails on ad-hoc basis (organized by the Project coordinator).

-Methods of reporting: Minutes of meetings/teleconferences will be generated by its secretary (Overall Project Coordinator) and approved by the chair. Minutes will be circulated to members within 1 week of a convened meeting. The turn-around time for comments from members on documents where approvals may be required shall not exceed two weeks. This steering committee will receive and discuss the annual progress reports from the Project Implementation Committee. The steering committee shall periodically review and update the strategic direction of EACCR2 through its various mechanisms

1.2. The Project Implementation Committee (PIC)

The PIC is responsible for the proper execution of the planned activities of EACCR2 according to the approved work plan and budget and in a coordinated manner. The PIC is chaired by the Overall Project Coordinator who is responsible for reporting to the EACCR2 Steering Committee, EDCTP and other stakeholders refer to table attached.

-Composition: Pontiano Kaleebu (Overall Project Coordinator - Chair), Prof. Blandina Mmbaga (Deputy Project Coordinator), Prof Reginal Kavishe (Training Node Coordinator), Sayoki Mfinanga (TB Node Coordinator), Bernard Kikaire (HIV Node Coordinator), Nobert Peshu (Malaria Node Coordinator), Emily Nyanzi-Project manager (Secretary), Jonathan Kayondo (member), -Deborah Alibu (Finance Officer-Secretariat).

- Methods of communication and schedule: E-mails on an ad-hoc basis, quarterly teleconferences (convened by the chair and organized by the Project Manager), and face-to-face meetings (once every year but before the annual meeting of the EACCR2 Steering Committee), EACCR2's annual scientific meetings and international meetings/conferences.
- Methods of reporting: Minutes of meetings and teleconferences (generated by the Project Manager and approved by the entire committee), e-mails and other written communication (progress reports, publications, conference presentations/posters/abstracts. All these documents must be approved by the Overall Project Coordinator. Minutes will be circulated to members within 1 week of a convened meeting. The turn-around time for comments from members on documents where approvals may be required shall not exceed two weeks. The PIC will receive and discuss quarterly updates and annual progress reports from the node coordinators.

1.3. The Node Management Committees (NMCs)

1. These activated 5 nodes are governed by their documented respective terms of reference through the node coordinators. The Nodes shall at the end of every quarter and every year keep the EACCR2 secretariat (Project Manager) fully informed of the developments at the various nodes so that they can be relayed to members of the PIC and the Overall Project Coordinator.

2. Dissemination of the EACCR2 project information and publications will be according to the EDCTP2 guidelines

1.4. Communication with collaborative institutions

Members of the Node Management Committees are responsible for the timely dissemination of project information to their respective partner institutions, and for representation their partner institutions in the respective nodes with the approval of the node coordinators.

1.5. Communication with the EDCTP

The Project Coordinator or his designated person shall be responsible for reporting to EDCTP as per the guidelines from EDCTP.

1.6. Dissemination of data

Once data is available, the Project Implementation Committee and the overall project Coordinator shall decide and guide how to best present data at scientific conferences and in publications.

1.7. Communication with other stakeholders

1. Stakeholders are individuals or organizations who are actively involved in the project or whose interests may be influenced, either positively or negatively, as a result of project execution or successful project execution. The heads of partner institutions will be responsible for updating the communities, regulatory authorities and the national governments with the approval of the Overall Project Coordinator. The interactive network website, brochure and newsletters will also be utilised to inform other stakeholders about the project with the approval of the Overall Project Coordinator. The Overall Project Coordinator or his designated officer will be responsible for communicating with other funding agencies and the press.

2. Storage of project information

The Overall Project Coordinator is responsible for the storage of all project essential documents in a master file at the UNHRO-UVRI. The master file is managed by the Project Manager who ensures that it is complete, properly filed and accessible. The members of the Project Implementation Committee are responsible for ensuring that copies of the project's essential documents generated from within their own nodes are forwarded to the Project Coordinator.

“Essential documents” are documents which individually and collectively permit evaluation of the conduct of the project and the quality of the data produced. Reports shall be stored in PDF versions on CD and on the website for a period of 5 to 10 years.

3. Disposition of project information

The project information will be archived according to the current general guidelines of EDCTP, ICH-GCP or according to institutional policies.

4. Conclusion

The main purpose of this document is to promote sharing and communicating of project information, plans, progress and reports to all the relevant stakeholders in a systematic, coordinated and timely manner (see summarized table below).

Persons for communications

- Project Teams
- Collaborators/partner institutions
- EDCTP and other funding agencies
- Regulatory authorities, Governments
- Communities – Community (local and international), media
- Other players/stakeholders

Table summarizing the EACCR2 communication plan.

Stakeholder	Communication needs, roles and responsibilities	Methods and Frequency	Contact person(s)
Node Management Committees	Activity planning, work plans,	As mentioned above +website	NCs

Stakeholder	Communication needs, roles and responsibilities	Methods and Frequency	Contact person(s)
	budgets, data analysis, reports, terms of reference, responsibility logs, linking with partner institutions		
Project Implementation Committee	Coordinate activities, monitor progress, collate reports, approve changes in course of action, linking with other NoEs	As mentioned above +website	PC
EACCR2 Steering Committee	Review progress, strategic direction, final decision making, funding strategies, linking with funders	As mentioned above	Chair
EDCTP & other funders	Work plan, budget, progress reports, Project profile, linking with other funders	As per EDCTP guidelines, website	PC
Government/MoH/regulatory authorities	Project information, plans, budgets, implementation processes, reports	Oral presentations, Research/policy, Annual reports, brochure, Mails and invitation to appropriate meetings.	Heads of partner institutions
Communities/media	Project information, plans, implementation processes, study results	Conference presentations, brochure, newsletter, publications, website, press releases or conferences, feature articles and policy briefs	Heads of institutions, NCs, PC

Media training courses are to be done e.g. one to be conducted at (Secretariat) in quarter 2 of the second year of project implementation

Need for:-

a communication expert
need for a communication expert
approach to newsletters, annual, full time and editorial board.

Key

NCs-Node Coordinators

PC-Overall Project Coordinator