



5.1 DOCUMENTATION AND KNOWLEDGE SHARING TOOL

QUESTIONS TO ASK WHILE DOCUMENTING LESSONS LEARNED AND PROMISING PRACTICES:

- What worked well — or didn't work well — either for this project or for the project team?
- What needs to be done differently?
- What surprises did the team have to deal with?
- What project circumstances were not anticipated?
- How is this action being monitored?
- Were the project goals attained? If not, what changes need to be made to meet goals in the future?

TOOL A. DOCUMENTATION OF LESSONS LEARNED

Throughout each project life-cycle, lessons are learned and successes or opportunities for improvement are discovered. As part of a continuous improvement process, documenting lessons learned and promising practices helps the project team to discover the causes of critical problems that occurred and how to avoid those problems in future roll-out.

The objective of this report and these tools is to gather all relevant information for better planning of later project stages and future projects, improving implementation of new projects, and preventing or minimizing risks for future projects. Documentation of lessons learned on a regular basis will assist Foundation members in identifying key “promising practices,” which can be shared throughout the Foundation to increase effectiveness of the roll-out of the revised WHO guidelines.

LESSONS LEARNED DOCUMENTATION TEMPLATE

Top Three Significant Project Successes:

| Project Success | Factors That Supported Success |
|-----------------|--------------------------------|
| | |
| | |
| | |

Other Notable Project Successes:

| Project Success | Factors That Supported Success |
|-----------------|--------------------------------|
| | |
| | |
| | |

Project Challenges and Solutions:

| Project Challenge | Recommended Solutions |
|-------------------|-----------------------|
| | |
| | |
| | |

TOOL B. DOCUMENTATION OF PROMISING PRACTICES

Documenting lessons learned using tool A may lead to the identification of one or more promising practices, promising practices can be documented as case studies used to facilitate the sharing of innovative and/or successful approaches in program implementation. Promising practice information also helps the Foundation to replicate successful approaches across its country programs, while addressing critical gaps or difficulties, a vital component for success of the revised WHO guidelines roll-out.

To be considered a promising practice, the practice in question should meet all of the following criteria:

- Incorporates the philosophy, values, characteristics, and indicators of other positive/effective public health interventions.
- Based on guidelines, protocols, standards, or preferred practice patterns that have been proven to lead to effective public health outcomes.
- Incorporates a process of continual quality improvement that:
 - Accumulates and applies knowledge about what is working and not working in different situations and contexts;
 - Continually incorporates lessons learned, feedback, and analysis to lead toward improvement or positive outcomes.
- Has an evaluation plan in place to measure program outcomes, but it does not yet have evaluation data available to demonstrate the effectiveness positive outcomes.
- Has strong quantitative and qualitative data showing positive outcomes, but does not yet have enough research or replication to support generalizable positive public health outcomes.

Note: Promising Practices vs. Best Practices

People often confuse “promising practices” with “best practices,” but they are not the same thing. To be considered as a best practice the practice must meet the following additional criteria:

- Has been reviewed and substantiated by experts in the public health field according to predetermined standards of empirical research;
- Is replicable, and produces desirable results in a variety of settings.
- Clearly links positive effects to the program/practice being evaluated and not to other external factors.

When a potential promising practice has been identified, the country programs should hold a meeting with relevant stakeholders to debrief on key elements of the practice and important lessons. The information collected during this meeting can be used to fill out Tool B. Multiple promising practices are welcome (fill in a separate table for each). Upon completion, this information should be sent to the WHO TAG members who will compile this information for dissemination throughout the Foundation.

PROMISING PRACTICES DOCUMENTATION TEMPLATE

| | |
|--|---|
| Title of Promising Practice: | |
| Summary of core components of the promising practice: | <ul style="list-style-type: none"> • • • • • |
| Overview of key issues and gaps that this practice addresses: | <ul style="list-style-type: none"> • • |
| Specific actions taken: | <ul style="list-style-type: none"> • • • • |
| Noteworthy results: | <ul style="list-style-type: none"> • • • |
| How has your promising practice been monitored for success? | <ul style="list-style-type: none"> • • • |

| | |
|-----------------------------------|--|
| New updates to revisit quarterly: | <ul style="list-style-type: none"> |
|-----------------------------------|--|



ELIZABETH GLASER
PEDIATRIC AIDS FOUNDATION



DOCUMENTATION AND KNOWLEDGE SHARING

Step 5: Documentation and Knowledge Sharing



Documentation

Documenting Your Experiences

- Use simple tools contained in Step 5 of the Toolkit to document “as you go”
- Formally write up your experiences for *Haba Na Haba*, program briefs, other documentation
- Plan ahead! Use the Country Documentation Planning Toolkit to guide this process (see Step 5 Appendix)

Contact Sara Teitelman, Senior Technical Editor,
(steitelman@pedaids.org) for more information
or assistance.

Criteria for Emerging, Promising and Best Practices

| | |
|---------------------------|--|
| Emerging Practice | <ul style="list-style-type: none"> • Incorporates the philosophy, values, characteristics, and indicators of other positive/effective public health interventions. • Based on guidelines, protocols, standards, or preferred practice patterns that have been proven to lead to effective public health outcomes. • Incorporates a process of continual quality improvement. • Has an evaluation plan in place to measure program outcomes, but it does not yet have evaluation data available to demonstrate the effectiveness positive outcomes. |
| Promising Practice | <p>In addition to fulfilling the criteria above, has been, or is being evaluated and:</p> <ul style="list-style-type: none"> •Has strong quantitative and qualitative data showing positive outcomes, but does not yet have enough research or replication to support generalizable positive public health outcomes. |
| Best Practice | <p>Results from a rigorous process of peer review and evaluation that indicates effectiveness in improving public health outcomes for a target population. A best practice:</p> <ul style="list-style-type: none"> •Has been reviewed and substantiated by experts in the public health field according to predetermined standards of empirical research; •Is replicable, and produces desirable results in a variety of settings. •Clearly links positive effects to the program/practice being evaluated and not to other external factors. |

UNAIDS Criteria for Evaluating a Best Practice

- Effectiveness
- Ethical soundness
- Relevance / acceptability
- Efficiency and cost-effectiveness
- Sustainability

Why Do We Want to Document Promising and Best Practices?

- To record, understand, and appreciate good experiences;
- Save others from duplication of effort and having to reinvent the wheel;
- Assist in broader replication of successful interventions;
- Help others avoid pitfalls of work in a certain area;
- Promote knowledge, exchange, and learning, allowing others to adapt their strategies to better advantage.

The Foundation's Suggested “Promising Practices” Documentation Process

- Identify promising practices
- Reflection (agree with stakeholders)
- Data collection and promising practice evaluated against criteria
- Write-up promising practice (see templates provided in Step 5 of toolkit)
- Peer review
- Finalization and dissemination



Foundation Gray Literature

Definition of Gray Literature

“That which is produced on all levels of government, academics, business and industry in print and electronic formats, but which is not controlled by commercial publishers.”

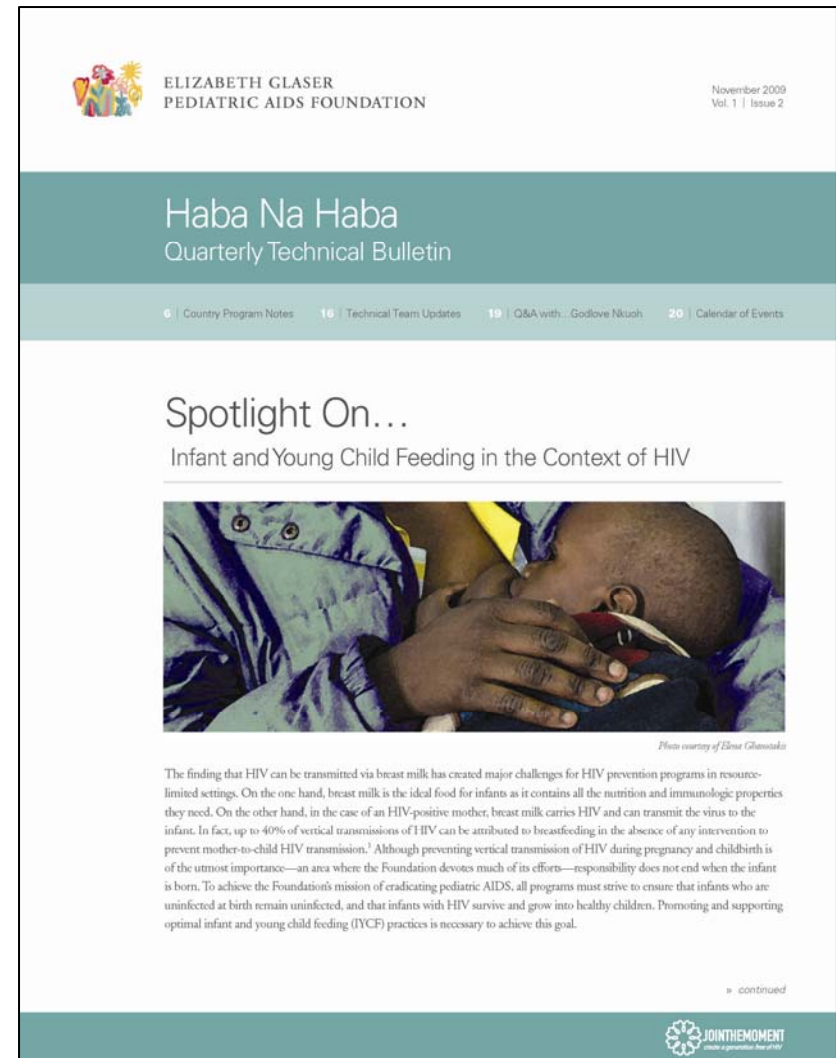
Fourth International Conference on Gray Literature (1999)

Types of Foundation Gray Literature

| Global | Local |
|--|--|
| <ul style="list-style-type: none">• Position paper• <i>HabanaHaba</i> | <ul style="list-style-type: none">• Program brief• Best practices• Notes from the field• USAID “Success Stories”• Toolkits & job aids• Country office newsletters• <i>Others being developed</i> |


Haba Na Haba

- EGPAF Technical Newsletter — **belongs to all of us**
- Quarterly publication
- Call for submissions sent approximately one month prior to deadline
- Send email to techbulletin@pedaids.org for more information.



Program Brief

- A focused description of **promising practices**
- Provides lessons and recommendations based on program experience(s) in one or more country
- Examples:
 - *HIV Counseling and Testing in Labor and Delivery*
 - *Offering ARV Prophylaxis at Time of HIV Diagnosis*

| | |
|--|--|
|  <small>ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION</small> <small>www.pedf.org</small> | <p>PMTCT Program Brief</p> <h2>Offering ARV Prophylaxis at Time of HIV Diagnosis</h2> |
| <p>Implementer's Guide</p> <h3>Prevention of Mother-to-Child Transmission</h3> <p><small>This program brief is part of an Implementer's Guide which has been developed by the Elizabeth Glaser Pediatric AIDS Foundation to highlight successful approaches in implementing PMTCT and care and treatment programs. The audience for the guide includes program implementers, managers, clinicians and anyone involved in creating, managing, or providing PMTCT and care and treatment services.</small></p> | <p>Background Expanding access to interventions that successfully prevent mother-to-child transmission is an urgent priority. As countries continue to roll out prevention of mother-to-child transmission (PMTCT) services, many achieve high uptake of HIV counseling and testing but do not secure optimal uptake of antiretroviral (ARV) prophylaxis among HIV-positive pregnant women.¹ In many countries, single-dose nevirapine (SD-NVP) continues to be the most feasible ARV prophylactic regimen for PMTCT. It consists of one 200 mg tablet ingested by the mother at the onset of labor and a single dose of NVP syrup provided to the infant within 72 hours of birth.</p> <p>Description National policies on dispensing maternal SD-NVP are still evolving. Initially, most national PMTCT policies only permitted maternal SD-NVP to be prescribed and dispensed in maternity wards when women arrived for delivery, to be ingested immediately with direct observation. However, many of the programs of the Elizabeth Glaser Pediatric AIDS Foundation (the Foundation) recognized that women might not deliver in healthcare facilities or might arrive at the facility too late to receive the NVP tablet.² To reach additional women, some countries have begun providing SD-NVP to mothers in antenatal care (ANC) at a fixed point of gestational age; for example, at 28 weeks gestation or later, advising women to swallow the tablet at the onset of active labor.³ However, healthcare providers have discovered that many women who have initial ANC visits early in gestational age do not return to the facilities later in their pregnancies or after the fixed point, limiting the distribution of the nevirapine. Accordingly, some countries now encourage healthcare providers to distribute the nevirapine tablet when pregnant women are diagnosed with HIV regardless of the gestational age.³ Instructions are provided to the pregnant woman to ingest the medication at the onset of labor. This practice does not require additional resources and enhances pregnant women's opportunity to receive the intervention. Provision of SD-NVP at the time of diagnosis ensures the pregnant woman has access to the medication at the onset of labor, but does not ensure that the medication is actually ingested.</p> |

Best Practices Report

- Presents a detailed description of Foundation **best practices**, including challenges, and lessons learned
- Data driven: Based on proven practices that are supported by good quality data
- Typically focused on experiences in one country or program area
- Includes information on building sustainability, optimizing service delivery, and replication
- Audience: Implementers, managers, policy makers
- Building template on two documents developed with Ministries of Health:
 - *Tanzania District Approach*
 - *Zimbabwe Revision of Child Health Card*



Tanzania Ministry of Health and Social Welfare

Rapid Scale-Up of PMTCT Service Provision Using a District Approach

The Tanzania Experience



National
AIDS Control
Program
Tanzania



U.S. Agency for
International
Development



U.S. President's
Emergency Plan
for AIDS Relief



Elizabeth Glaser
Pediatric AIDS
Foundation



"Best Practice"

Revision of the Child Health Card in Zimbabwe:
Modifying existing systems to improve general and
HIV specific care of all children

MINISTRY OF HEALTH
**CHILD HEALTH
CARD**
ZIMBABWE



GOOD INFANT FEEDING PRACTICE
Give only breast milk for the first 6 months.
Introduce solids and liquids from 6 months.
Continue breast feeding up to 24 months or beyond
unless counselled otherwise by a health worker.

KUDYA KWAKARARA KWEZIMBANA
Iyi mwenzi wakaduna wemwenzi wakaduna
mababwiro pakaduna.
get kumwe kudzika kumwe kumwe kumwe kumwe
mababwiro.
Dambira mababwiro wakaduna kumwe kumwe
kumwe kumwe kumwe kumwe kumwe kumwe
mababwiro wakaduna.

MUNYISA OKUNGADANGELIMISODI
Munyisa ingene yekwa okungadanga okungadanga
pakaduna.
Gais okungadanga okungadanga kumwe kumwe
umababwiro wakaduna.
Gubwira kumwe kumwe ingene yekwa kumwe kumwe
umabwiro wakaduna. Ingene yekwa kumwe kumwe
umababwiro wakaduna.

NAME OF CHILD: _____
SURNAME OF CHILD: _____
SEX: ☐ MALE ☐ FEMALE DATE OF BIRTH: _____
NAME OF MOTHER: _____
PHYSICAL ADDRESS: _____
PLACE OF BIRTH: _____
HEALTH CENTRE: _____

For more information on child health, contact your nearest health worker.

Ministry of Health & Child Welfare, Zimbabwe,
with support from the Elizabeth Glaser Pediatric AIDS Foundation



USAID “Telling our Story”

- USAID’s effort to let everyone see the impact of their work and meet the people whose lives it changed
- Also to say “thank you” for America’s help

<http://www.usaid.gov/stories/archiveafr.html>

Notes From the Field

- Giving a sense of the Foundation's activities "on the ground"
- A personal perspective
- Showcase voices from the Foundation's field offices, provide profiles of Foundation employees and first-person accounts of day-to-day work
- Posted on the Foundation website:
www.pedaids.org

Successful Documentation Is Up to Us

- If we don't document and share lessons ourselves —**it won't happen.**
- If we don't contribute what we know by documenting and disseminating it —**we only have ourselves to blame for slow progress.**
- If we don't like the content of gray literature, journals, conferences —**it's up to us to participate and change it.**



Knowledge Sharing

The Importance of Knowledge Sharing

- The 2009 revised guidelines add complexity to the decision-making around what ARV regimens should be offered to children and adults living with HIV.
- It is imperative that the Foundation's country programs regularly share the knowledge they gain through implementation to build capacity of Foundation staff and country partners and guide informed decision-making and increased service quality.

Foundation Knowledge Sharing Activities

- The Foundation is establishing knowledge management tools and processes to ensure that knowledge gained from the national guideline revision and implementation processes can be shared and applied across countries in a timely, effective manner.
- Country teams and global staff will engage in a variety of forums for information sharing and technical assistance to support guideline revisions at the country level throughout this lengthy process.

Examples of Knowledge-Sharing Activities

- Sub-regional country technical meetings
- Peer-to-peer support
- Technical assistance trips
- Elizabeth lectures
- E-mail listservs/discussion groups
- Publication database
- Documentation

Support for Documentation and Knowledge Sharing



- For information and support on knowledge sharing and documentation, contact the Global Technical Policy Unit: gtpinfo@pedaids.org.
- Contact WHO TAG members for technical or programmatic issues: WHOTAG@pedaids.org
- Submit requests for any technical assistance to TArequest@pedaids.org

Foundation Resources

- Country Documentation Planning Toolkit
 - ▣ See Step 5 Appendix
- Writing Workshop Curriculum
 - ▣ Sara Teitelman for inquiries: steitelman@pedaids.org
 - ▣ Additional roll-out with country teams as able
 - ▣ Working towards interactive, CD-Rom, self-study version
- EGPAF Operations Research Training USB (November 2009)
 - ▣ Module 5.2: Documentation and Dissemination in Operations Research
 - This presentation
 - List of key resources
 - Electronic copies of all key resources listed
- Searchable Publications Database USB



COUNTRY DOCUMENTATION PLANNING TOOLKIT

Version 1 (March 2010)

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For questions or comments on this document, please contact
Sara Teitelman, Senior Technical Editor, at steitelman@pedaids.org.

Introduction to the Documentation Planning Toolkit

A. Purpose of a Documentation Plan

The development of a comprehensive documentation plan is a vital first step in the process of producing quality written materials. While it is not mandatory that every country program produce such a plan, this document can be very useful in helping teams anticipate and coordinate the various steps in the documentation process. In short, it can serve as the guide to all documentation activities, helping teams to set objectives, define strategies, assign actions, identify target audiences, select the right document types, draw up production schedules and budgets, and disseminate the finished product. Ultimately, the development and sharing of this plan helps everyone in the organization to better support country documentation efforts while ensuring that these valuable additions to the Foundation's technical knowledge base inform our work at both the global and country levels.

B. Toolkit Content Overview

This toolkit contains a documentation plan template, as well as a variety of related tools. The documentation plan template is divided into two main parts:

1. **Country Program Overview**—contains general information about the country program, budget amounts and funding sources, and staff capacity for documentation.
2. **Documentation Activities Summary**—overview of all documentation activities planned during the stated time period, including deadlines for completion.

The following related tools may be helpful in preparing and executing the documentation plan and are included in the appendices of this toolkit:

- A. **Individual Planning Worksheet**—designed to help teams think through the details of an individual document once work is set to begin.
- B. **Budgeting Table**—provides estimated costs of document production, broken down by document type.
- C. **List of Document Types**—table containing descriptions of common document types produced by Foundation country programs, as well as standard definitions for emerging, promising, and best practices.
- D. **Publications Steering Committee Users Guide**—an overview of which documents must be submitted for committee review and instructions on how to use this process, as well as a standard submission form.
- E. **Dissemination Planning Worksheet**—a thorough walk-through of key considerations for disseminating a document at the country and global levels, along with planning tables and tools.

C. How to Use the Plan Template

The planning template can be used by country program staff and global support team staff to coordinate country-level documentation activities and outline needs for various types of support. ***It is suggested that one or more members of the country team be designated as “documentation leads.” Documentation leads can be responsible for leading the planning process and ensuring that the plan is kept up to date.*** While it is up to each individual country program to determine how best to carry out these activities, suggested steps for completion of this plan are as follows:

1. Draft plan developed by senior country program staff (i.e., documentation leads), with support from country coordinators and the senior technical editor.
2. Draft plan shared with global teams (GTP, Communications, PCTS, M&E, Research, GPPRM) for input, as appropriate.
3. Comments incorporated by senior country program staff and sent to country program leadership (i.e., country director, technical director) for review and approval.
4. Country teams (and, if appropriate, country coordinator) meet quarterly or semi-annually to review the plan and make needed updates.
5. Country teams meet with senior technical editor and other global team representatives semi-annually (or more frequently if desired) to review and revise the plan as needed and to identify additional support needs.

D. The Document Creation Process

Figure 1 illustrates the key steps in the document creation process. While every documentation effort will be unique, these generic steps will likely be followed for most document types. Table 1 on the following page contains recommendations for key actions and collaborations that may occur at each step in the process.

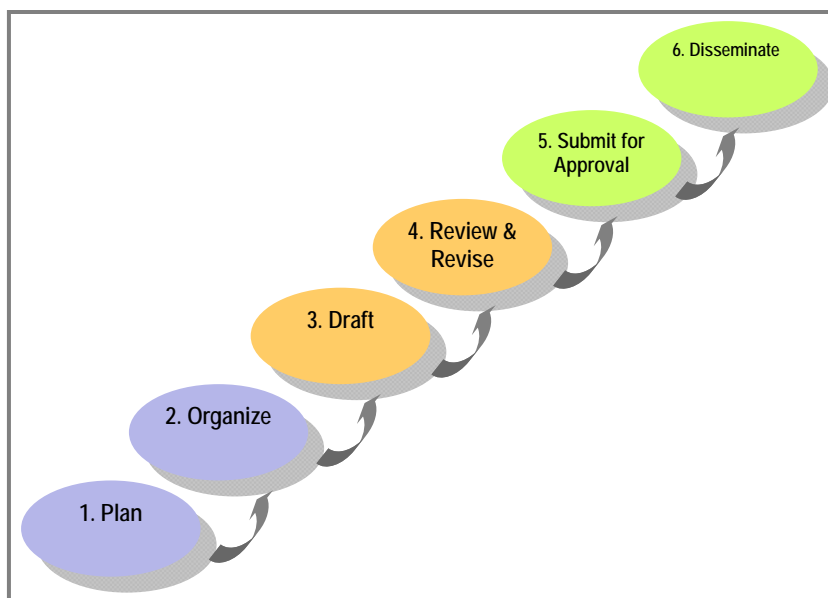


Figure 1. Steps to document creation

Table 1. Recommendations for Key Actions and Collaborations

| Step | Actions | Potential Collaborators |
|-------------------------------|--|--|
| 1. Plan | <ul style="list-style-type: none"> Choose topic/subject /activity to be documented Assess whether proposed documentation activity is in line with country program strategic documentation goals and objectives (Section 2.2 of plan template) Identify appropriate document type (see Appendix C) Identify authors and contributors Complete a document development plan (Appendix A) Identify available funding sources and / or additional support needs Begin dissemination planning (see Appendix E for a dissemination planning worksheet) | <ul style="list-style-type: none"> Country Coordinator Senior Technical Editor / GTP staff Other country and global support teams as appropriate (PCTS, Communications, M&E, Research, GPPRM) Program partners and donors |
| 2. Organize | <ul style="list-style-type: none"> Gather data and other source information (reports, photographs, etc.) Develop a detailed document outline, abstract, or concept note Share outline / abstract / concept note for input with key collaborators and/or co-authors for review Identify / hire writing consultant (if applicable) | <ul style="list-style-type: none"> Country Coordinator GTP staff Other global support teams as appropriate (PCTS, Communications, M&E, Research, PPGRM) Program partners and donors Writing consultant |
| 3. Draft | <ul style="list-style-type: none"> Write first draft Send Notice of Proposed Publication to EGPAF Publication Steering Committee if applicable (see Appendix D for criteria and submission guidelines) | <ul style="list-style-type: none"> Writing consultant (if applicable) GTP Communications |
| 4. Review & Revise | <ul style="list-style-type: none"> Send first draft to key collaborators / stakeholders for review Incorporate feedback and send out for additional review as needed If Foundation to publish... * <ul style="list-style-type: none"> Send for professional copyediting Finalize design / layout Send for professional proofreading <p><i>*Note: GTP can coordinate these steps</i></p> | <ul style="list-style-type: none"> Writing consultant EGPAF Graphic Designer/design consultant Senior Technical Editor / GTP staff Other global support teams as appropriate (PCTS, Communications, M&E, Research, PPGRM) Program partners and donors |
| 5. Submit for approval | <ul style="list-style-type: none"> Send to EGPAF Publications Steering Committee for final review if applicable (see Appendix D for guidance on this process) Address committee comments and finalize | <ul style="list-style-type: none"> EGPAF Publications Steering Committee Writing consultant (if applicable) |

| | | |
|-----------------------|--|--|
| 6. Disseminate | <ul style="list-style-type: none"> • If Foundation to publish... <ul style="list-style-type: none"> ○ Finalize dissemination plan (see Appendix E) ○ Print / reproduce final document ○ Distribute according to plan • If published externally <ul style="list-style-type: none"> ○ Submit approved version to publisher / conference ○ Address publisher comments ○ Consider additional ways to promote / distribute the finished product | <ul style="list-style-type: none"> • GTP staff • Other global support teams as appropriate (PCTS, Communications, M&E, Research, PPGRM) • Program partners and donors |
|-----------------------|--|--|

Country Program Documentation Plan

Country: [Country Name]

Time Period: [Month/Year] to [Month/Year]

Created on: [insert date]

Last revised on:

1. COUNTRY PROGRAM OVERVIEW

1.1. Country Program Summary

The following details are intended to provide a brief summary of the overall country program resources and strategic partnerships.

Note: Please indicate if figures provided are actual or projected.

Total country program budget - fiscal year [insert year]:

Specific funding sources (e.g., USAID, Abbott):

Total number of staff:

Brief description of program activities:

Sub-grantees:

Program partners:

Other key stakeholders:

1.2. Country Program Staff Capacity for Documentation

List below all country program staff that are expected to engage in documentation activities. While specific project-related roles and responsibilities will be detailed in Section 2 of the plan, the information provided here will help to: 1) assess current staff capacity for documentation, 2) identify gaps or additional staffing needs, and 3) determine appropriate roles for specific projects according to staff skill sets. If additional staff are to be hired that will be engaged in documentation outlined in this plan, please enter "new hire" under name, along with the expected date of hiring, and anticipated skills/responsibilities for documentation.

| Name | Title | Skills/responsibilities related to documentation |
|------|--------------------|--|
| | Country Director | |
| | Technical Director | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

1.3. Global Staff Providing Support for Country-Level Documentation

List below all global staff that are expected to assist in documentation activities. This section should be filled out in consultation with the relevant global teams.

| Name | Title, Unit | Skills/responsibilities related to documentation |
|------|---------------------------|--|
| | Country Coordinator, PCTS | |
| | | |
| | | |
| | | |
| | | |
| | | |

2. DOCUMENTATION ACTIVITIES SUMMARY

2.1. List of Required Documentation Activities

Required documentation includes all documents that are requested by the Foundation, donors, partners, and others as a standard requirement of program operations. These include program reports, reapplications, end-of-project reports, etc. The information provided here will help determine the program's overall documentation "burden."

| Document Name | Document Type | Requestor | Due date(s) | Frequency (quarterly, annual, etc.) | Country Program Lead |
|---------------|---------------|-----------|-------------|-------------------------------------|----------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

2.2. Documentation Leadership, Goals, and Objectives

The following information will guide the country documentation strategy. It is important to give some thought as to the program's overall goals and objectives so that proposed activities in Section 2.3 can be properly evaluated and prioritized according to their strategic importance.

Country Program Leadership

List the name(s) of country program staff responsible for leading the program's overall strategy for country-level documentation and for approving documents before they are finalized

Documentation Goal(s):

- 1.
- 2.
- 3.

(Example: To highlight the program success integrating PMTCT into primary care clinics.)

Documentation Objectives*:

- 1.
- 2.
- 3.
- 4.
- 5.

**Make sure objectives are SMART: specific, measurable, appropriate, realistic, and time-bound*

(Example: To develop an abstract and scientific paper analyzing the 2008 program evaluation data by February 2010.)

2.3. List of Proposed Elective Documentation Activities

Elective documentation includes all written products produced by the country program that are not required by the Foundation or an external requestor. These include conference abstracts, scientific papers, program briefs, best practices reports, “stories of hope,” curricula, tools (e.g., job aids, wall charts, checklists), etc. It is important to list all proposed activities that are being considered for the plan time period, regardless of whether or not an estimated date of completion has been set (these dates can be added / revised at a later date). **Note: Designated country program leads can fill out and attach a separate individual document planning worksheet (Appendix A) for each document listed here once work on that document is set to begin.**

| Document Name/Topic | Document Type | Estimated Completion Date | Estimated Budget(see Sec. A.2) | Funding Secured (Y/N)? | Country Program Lead |
|---------------------|---------------|---------------------------|--------------------------------|------------------------|----------------------|
| | | | | | |
| | | | | | |
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3. PLAN REVIEW & APPROVAL

The following team representatives have reviewed this plan:

| Name | Title, Unit/Department | Date of Review |
|------|------------------------|----------------|
| | | |
| | | |
| | | |
| | | |

The following individuals approve of the contents of this plan and agree to provide support for completion of planned activities as outlined.

Country Director

Date

Technical Director

Date

Country Coordinator

Date

Senior Technical Editor, GTP

Date

Director of Editorial Services,
Communications

Date

Date

APPENDIX A. INDIVIDUAL DOCUMENT PLANNING WORKSHEETS

Instructions: Fill out a separate worksheet for each elective documentation product listed in Section 2.3 of the documentation plan once work is set to begin.

A1. Individual Document Summary

| Overview | |
|---|--|
| Document Title | |
| Country Program Lead | |
| Author / Co-authors | |
| Other Contributors (Editors, technical reviewers, etc.) | |
| Estimated Completion Date | |
| Purpose <i>What would you like to achieve by producing this document?</i> | |
| Topic Statement <i>What specifically are you going to write about?</i> | |
| Target Audience <i>Who are the group(s)/individuals that should read this document?</i> | |
| Document Type (see Appendix C for a list of document types) <i>What type of document will it be?</i> | |
| Content Background | |
| Data sources | |
| Key source documents (including older versions of the planned document or generic materials to be adapted) | |
| Problem / question / gap that document is addressing | |
| Dissemination | <i>*See Appendix D for a detailed dissemination planning worksheet</i> |
| Upcoming events for “launch” of this document (include dates if applicable)? | |

A2. Individual Document Budget

Note: Refer to Appendix B for estimated costs by document type.

| Description | Budgeted Amount | Funding Source(s) | Notes |
|--|-----------------|-------------------|-------|
| Staff Support | | | |
| Country program staff time / travel costs | | | |
| Other non-country program staff time / travel costs | | | |
| Writing Consultant Fees (if applicable) | | | |
| Document Finalization Copyediting, proofreading, design/layout, translation | | | |
| Document Dissemination* Printing, launch events, travel to conferences/meetings, shipping, etc. <i>*See Appendix E for a detailed dissemination budget template</i> | | | |
| Other | | | |
| TOTAL | | | |

A3. Detailed Individual Document Workplan

Document Title:

Project Lead:

Estimated Date of Completion:

| | | [Enter Year] | | | | | | | | | | | |
|--------------|-----------------------|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Action Point | Person(s) responsible | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
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APPENDIX B. DOCUMENTATION BUDGETING TABLE

Notes on using this table:

- This table is intended to help countries programs anticipate the costs associated with document production
- It is broken out into two types of costs: professional contracted services and direct support by GTP staff, so that countries can decide the mix that suits each project best
- The cost of country program staff time and staff support from other global teams (e.g., GTP, PCTS, Communications, etc.) is not included in these estimates.
- While these estimates are far from exact, they are meant to provide a rough measure of the relative costs and levels of effort for different document types
- Costs for document layout apply only when design consultant is used. Foundation graphic designer may be available for some projects.
- Costs for printing and translation vary greatly depending on the document type and are therefore not included in this table. GTP can provide quotations for the cost of these services from trusted service providers at the country program's request.
- For questions or further information, contact Sara Teitelman at steitelman@pedaids.org.


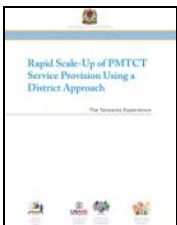

| Document Type | Suggested Budget Range for Professional Services (USD) | Services Global Technical Policy (GTP) Can Provide and/or Coordinate |
|---------------------------|--|---|
| Program brief (3-8 pages) | <p>Writing Consultant (not including travel) \$3000 to \$6000</p> <p>Copyediting \$150 to \$200</p> <p>Layout in EGPAF template \$150 to \$200</p> <p>Proofreading \$100 to \$150</p> <p>Total \$3400 to \$6550</p> | <ul style="list-style-type: none"> • Early-stage guidance on scope and structure • Final technical and editorial review by senior team member(s) prior to Publications Steering Committee review • Coordination of professional writing, copyediting, proofreading, and/or design/layout services • Assistance with internal and external dissemination |

| | | |
|-------------------------------------|---|---|
| Best practices report (15-20 pages) | <p>Writing Consultant (not including travel) \$5000 to \$10000 Copyediting \$300-\$400 Layout in EGPAF template \$300 to \$500 Proofreading \$200 to \$300</p> <p>Total \$5800 to \$11200</p> | <ul style="list-style-type: none"> • Early-stage guidance on scope and structure • Final technical and editorial review by senior team member(s) prior to Publications Steering Committee review • Coordination of professional writing, copyediting, proofreading, and/or design/layout services • Assistance with internal and external dissemination |
| Conference abstract | <p>Writing consultant (not including travel) \$1500 to \$3000</p> <p>Other services not applicable</p> | <ul style="list-style-type: none"> • Early-stage guidance on scope and structure and/or conference selection • Final technical review by senior team member • Coordination of professional writing services |
| Journal article | <p>Writing Consultant (not including travel) \$5000 to \$10000</p> <p>Other services not applicable</p> | <ul style="list-style-type: none"> • Early-stage guidance on scope and structure and/or journal selection • Final technical review by senior team member prior to Publications Steering Committee review • Coordination of professional writing services |
| Implementation guide | <p>Writing consultant (not including travel) \$6000 to \$12000 Copyediting \$400 to \$600 Original design/layout \$1800 to \$2500 Proofreading \$300 to \$500</p> <p>Total \$8500 to \$15600</p> | <ul style="list-style-type: none"> • Early-stage guidance on scope and structure • Final technical and editorial review by senior team member(s) prior to Publications Steering Committee review • Coordination of professional writing, copyediting, proofreading, and/or design/layout services |

| | | |
|--------------------|---|--|
| Job aids/tools | <p>Writing consultant (not including travel) \$1500 to \$4000 Copyediting \$100 to \$200 Original design/layout \$1000 to \$2000 Proofreading \$85 to \$150</p> <p>Total \$2685 to \$6350*</p> <p><i>*For adaptation of existing tools, costs should be approx. 40% to 60% lower</i></p> | <ul style="list-style-type: none"> • Early-stage guidance on scope and structure • Final technical and editorial review by senior team member(s) prior to Publications Steering Committee review • Coordination of professional writing, copyediting, proofreading, and/or design/layout services |
| Annual report | <p>Writing consultant (not including travel) \$2000 to \$3500 Copyediting \$100 to \$250 Layout in EGPAF template \$200 to \$400 Proofreading \$85 to \$150</p> <p>Total \$2385 to \$4300</p> | <ul style="list-style-type: none"> • Final technical and editorial review by senior team member(s) prior to Publications Steering Committee review • Coordination of writing, copyediting, proofreading, and/or professional layout services |
| Country newsletter | <p>Writing consultant (not including travel) \$400 to \$800 Copyediting \$85 to \$150 Layout in EGPAF template \$150 to \$200 Proofreading \$50 to \$100</p> <p>Total \$685 to \$1250</p> | <ul style="list-style-type: none"> • Final editorial review prior to Publications Steering Committee review • Coordination of professional writing, copyediting, proofreading, and/or design/layout services |

APPENDIX C. LIST OF DOCUMENT TYPES

The following table presents a list and brief description of the most common documents types produced by Foundation country programs. Please note that this table covers “elective” documentation only, and therefore does not include routine reports and other required program documentation.

| Document Type | Description | Standard Template / Guidelines Available? |
|--|---|--|
| Program brief  | <ul style="list-style-type: none"> A summary description of emerging and promising practices* in a specific country setting. Provides lessons learned and recommendations based on program experiences. Approx. 3-8 pages | Yes |
| Best practices report  | <ul style="list-style-type: none"> A detailed description of proven best practices* in one or more country settings Includes lessons learned and recommendations based on program-specific or Foundation-wide experiences Approx. 15-20 pages | Yes |
| Haba Na Habaarticle  | <ul style="list-style-type: none"> Foundation quarterly technical bulletin that profiles the experiences of country programs Most common submissions are brief write-ups of activities in progress, preliminary research findings, and promising practices | Yes |
| Conference abstract | <ul style="list-style-type: none"> Brief summary of a program experience or results of original research Targeted to a specific conference based on intended audience Can lead to an in-person presentation upon abstract acceptance | See conference-specific guidelines. For general guidance, see the IAS abstract toolkit . |

| | | |
|-----------------------------|---|----------------------------|
| Journal article | <ul style="list-style-type: none"> • In most cases, a detailed description of the results of original research (i.e., clinical trials, studies). • Must undergo a rigorous peer-review process • Can also be a review article, meta-analysis, letter to the editor, programmatic lessons learned, etc., depending on the specific journal. | See journal instructions |
| Implementation guide | <ul style="list-style-type: none"> • Outlines a detailed step-by-step approach to implementation of a policy, program, or practice • Often created in collaboration with local partners | No, but examples available |
| Job aids and tools | <ul style="list-style-type: none"> • Intended to be used by health care providers at service delivery points • Often produced as part of a broader effort to implement a policy, program or practice or to improve the quality of existing services • Can include wall charts, pocket guides, decision-making flowcharts, etc. | No, but examples available |
| Annual report | <ul style="list-style-type: none"> • A summary of annual program activities, including program data and outcomes • Geared toward a general, rather than technical audience • May partially fulfill donor reporting requirements | Yes |
| Country newsletter | <ul style="list-style-type: none"> • Features activity highlights, program news, and other country-specific information • Generally produced 2 to 4 times per year | Yes |

Requests for editorial support for all document types listed, as well as available templates and guidelines, can be sent to Sara Teitelman at steitelman@pedaids.org.

***See table on the following page for definitions of emerging, promising, and best practices.**

Standard definitions of emerging, promising, and best practices in public health

| | |
|---------------------------|---|
| Emerging Practice | <ul style="list-style-type: none"> • Incorporates the philosophy, values, characteristics, and indicators of other positive/effective public health interventions. • Based on guidelines, protocols, standards, or preferred practice patterns that have been proven to lead to effective public health outcomes. • Incorporates a process of continual quality improvement that: <ul style="list-style-type: none"> ○ Accumulates and applies knowledge about what is working and not working in different situations and contexts; ○ Continually incorporates lessons learned, feedback, and analysis to lead toward improvement or positive outcomes. • Has an evaluation plan in place to measure program outcomes, but it does not yet have evaluation data available to demonstrate the effectiveness positive outcomes. |
| Promising Practice | <p>In addition to fulfilling the criteria above, has been, or is being evaluated and:</p> <ul style="list-style-type: none"> • Has strong quantitative and qualitative data showing positive outcomes, but does not yet have enough research or replication to support generalizable positive public health outcomes. |
| Best Practice | <p>Results from a rigorous process of peer review and evaluation that indicates effectiveness in improving public health outcomes for a target population. A best practice:</p> <ul style="list-style-type: none"> • Has been reviewed and substantiated by experts in the public health field according to predetermined standards of empirical research; • Is replicable, and produces desirable results in a variety of settings. • Clearly links positive effects to the program/practice being evaluated and not to other external factors. |

Source: Association of Maternal and Child Health Programs. Best Practices Categories and Criteria [Web page]. <http://www.amchp.org/AboutAMCHP/BestPractices/Pages/BestPracticeTerms.aspx#science>. Accessed March 12, 2010.

APPENDIX D. PUBLICATIONS STEERING COMMITTEE USERS GUIDE

What is the PSC?

- The Foundation's body for the review of Foundation-produced written materials destined for external dissemination.

Who is on the PSC?

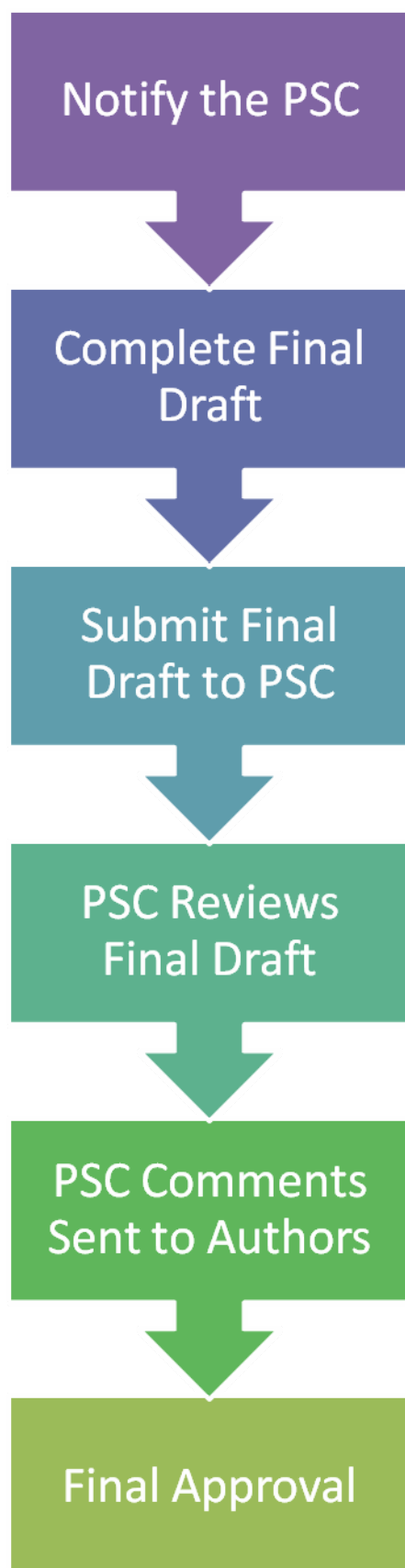
- Representatives from the following teams: Program Implementation, Research, Monitoring & Evaluation, Communications, Public Policy, and Advocacy, and Development.
- The PSC is co-chaired by the Director of Editorial Services (Communications Dept.) and the Director of Global Technical Policy (Program Implementation Dept.).
- The VP of Public Policy, Advocacy and Communications and the EVP of Scientific and Medical Affairs grant final approval for publication, as applicable.

What does the PSC do?

- Coordinates the review of Foundation publications intended for external dissemination.
- Ensures the quality, consistency and technical accuracy of publications.
- Provides constructive feedback to authors that assists them in preparing for final dissemination.
- The PSC does not:*
 - Coordinate unit/departmental approvals (such as the Research Committee or sign-off by a country director)
 - Write, copyedit, or design materials—Communications or GTP can help to coordinate these steps before a document goes to PSC for review (see section below "Where can I get help?").

Which materials need to be submitted to PSC?

- All written materials generated by Foundation staff intended for external use. These include:
 - Journal articles (where one or more authors name the Foundation as their professional affiliation; drafts must be approved by PSC prior to journal submission)
 - Abstracts and posters for external conferences and meetings
 - Manuals and training materials
 - Reports and program briefs
 - Presentations (speeches, PowerPoints, etc.) made to an audience that includes those who are not Foundation staff or partners
 - Newsletters and annual /financial reports
- As a rule of thumb, the PSC should review any document that uses the Foundation's name and/or logo, and/or on which Foundation staff are principal authors.*



- Before final draft is complete, send the PSC a **Notice of Proposed Publication**. This will put you in touch with staff who can assist you as necessary with finalizing the document.
- This step helps support staff consider internal/external communication needs, including opportunities to showcase the publication and for general dissemination.

- Your document should be at **final draft** stage before it is submitted to the PSC. This means that all supervisors, authors, and other stakeholders have reviewed and approved the content and that it has been professionally copyedited as appropriate.
- See the section “Where can I get help?” for assistance with getting your document to this stage.

- Send your final to the PSC along with a completed **Submission of Document for Review** form. If your submission is in a language other than English, it must be translated before it is submitted for review.
- The document should be copyedited prior to submission, but does not need to be in its final layout or design at this stage.

- Generally, PSC reviewers will have 5 to 10 working days to review and provide their comments. In special cases where a document is on an accelerated schedule, the PSC can provide an expedited review.
- Please notify the PSC ahead of submission if an expedited review will be needed.

- PSC members will review the document and/or solicit feedback from members of their departments as appropriate.
- Notice sent to authors will indicate whether the document is: approved; approved pending changes; or rejected.
- If further revision is required, any subsequent draft(s) will need to be resubmitted to PSC following the same process. Turn-around time for re-submissions is usually more rapid.

- Once the document has been approved by PSC members, it will be submitted to the VP of Public Policy and Communications for final review and approval for external release. If the document is technical in nature and intended for high-level and/or wide distribution, it will also be submitted to the EVP of Scientific and Medical Affairs. This review will generally take 5 to 10 additional working days.

Where Can I Get Help?

For general questions about the PSC review process:

Katherine Long (klong@pedaids.org)

For review/assistance with finalization of documents for a technical audience (abstracts, program briefs, etc.) prior to PSC submission:

Sara Teitelman (steitelman@pedaids.org)

For review/assistance with finalization of documents for a non-technical audience (fundraising materials, country newsletters, annual reports, etc.) prior to PSC submission:

Katherine Long (klong@pedaids.org)

For assistance/questions regarding selection/retention of consultants for writing, copyediting/proofreading, or design:

Sara Teitelman (steitelman@pedaids.org) or Katherine Long (klong@pedaids.org)

For all other inquiries, contact the PSC at: publications@pedaids.org.

Fill out and include the following form with documents submitted to the Publications Steering Committee.

Publications Steering Committee: Submission of Document for Review

Please complete the following and submit, along with your document, to publications@pedaids.org.

Publication title:

Submitted by:

Email:

Phone:

Department:

Office Location:

Lead author(s):

Mode of publication:

Brief description:

Intended audience:

Expected or proposed publication date:

Final approval required no later than (if applicable):

Does this document reflect input from colleagues in and outside your department as appropriate?

Yes. I have engaged members of the following departments for their expertise (put an "X" next to all that apply):

Communications

Development

Monitoring and Evaluation

International Programs

Programs

Public Policy and Advocacy

Research

Have donors supported the actual production of this document and/or the work it describes?

Yes. The following donors supported production:

Yes. The following donors supported the work described:

If donors supported the production of this document and/or the work it describes, the document may be subject to donor acknowledgment and design guidelines.

I believe this document to be in compliance with donor requirements.

I have received sign-off on the donor acknowledgment language from the following public and/or

private EGPAF agreement managers:

The country director has approved any donor acknowledgments.

The country director has determined/will determine that the design adheres to donor stipulations as applicable, per the funding agreements.

This document been thoroughly copyedited to comply with Foundation style (Refer to the Foundation's Writing Style and Technical Terminology Guide released in 2009 – available on the intranet or by sending a request to Heather Mason Kiefer at hkiefer@pedaids.org.)

**This document has been translated into English for review, but the final product will be in a language other than English.
Please specify:**

APPENDIX E. DISSEMINATION PLANNING WORKSHEET

Description

This worksheet is intended to be used as a planning tool to guide the process of disseminating a Foundation-produced document or series of documents. Completion of this worksheet should be initiated and led by the country documentation lead and/or lead author.

Completion of the worksheet ***should begin during the early planning stages*** and is a three-way process involving:

1. Country teams
2. Global Technical Policy Unit
3. Communications

All three will work together to develop a final dissemination plan for each document based on the information entered into this worksheet.

While each critical step in the dissemination planning process is included in this worksheet, ***not all steps will be applicable to all documents***. Recognizing that the Foundation is engaged in a diverse range of activities across several different countries, this worksheet is designed to be general enough for use in any setting, and can be further modified by its users to suit their specific needs.

How to Use This Worksheet

There are a number of ways to use this worksheet depending on your stage of planning and the nature of the document(s) you are producing. You may fill it out all at once, or come back to specific areas over time as you think through the various stages of dissemination. ***There is no one right way to use it and it does not have to be completely filled in to be of use to you and your team in developing a sound dissemination strategy.***

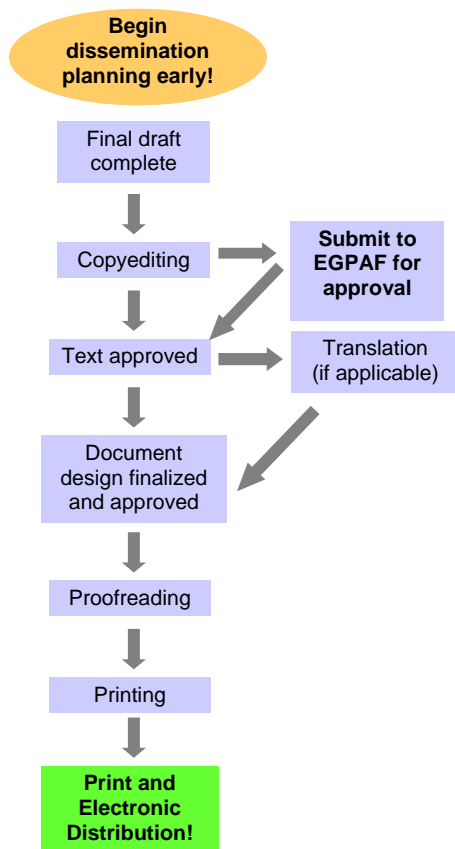
If a document is initiated by a country program, it is likely that many of the decisions regarding dissemination, especially at the global level, will be made in collaboration with U.S.-based Foundation staff, such as the Global Technical Policy Unit or Communications. In such cases, the following steps toward completion of this worksheet are recommended:

1. Fill in all fields for which information is available
2. If certain sections do not apply, leave them blank
3. Highlight all fields for which further input is needed
4. Contact appropriate units or departments for further input and discussion

Once all outstanding questions have been satisfied and all relevant fields filled in, this worksheet can serve as the basis for a formal dissemination strategy, either alone or in combination with other more detailed plans.

Steps to Dissemination

The figure below outlines the typical steps involved in the dissemination of a single document. All documents to be released externally by the Foundation (with the exception of conference abstracts) must go through the Foundation's approval process. Details of this process, along with associated submission instructions and forms, are contained in a separate document (see EGPAF External Publication Procedure).



Technical Document Dissemination Planning Worksheet

1. General Information

| | | |
|---|--|-----------------|
| Document Title | <i>Enter title of document (enter brief name or description if not a document, such as a toolkit, CDROM, etc.)</i> | |
| Project Leader(s) | <i>Enter person(s) responsible for overseeing dissemination of this document (and their contact info)</i> | |
| Lead Author | <i>Name and contact info</i> | |
| Co-Authors | <i>Names and contact info</i> | |
| Contributors | <i>Names and contact info (see IMCJE guidelines [www.icmje.org] for definitions of authors vs. contributors)</i> | |
| Document Type | <i>e.g., White paper, best practices, program brief, etc. If a series, describe the type(s) of documents contained in the series.</i> | |
| Topic Area(s) | <i>e.g., Pediatric ART, human resource management, scale-up, psychosocial care, etc.</i> | |
| Original Language | <i>Enter language the document was written in</i> | |
| Sponser(s)/Funder(s) | <i>List entities providing financial/in-kind support for this document that should be acknowledged in the document</i> | |
| Data Sources | <i>List sources of any data used in the document – note whether permission to publish data has been obtained</i> | |
| Document Approval | <i>List names of individuals/groups (other than EGPAF publications steering committee) who must approve of the document and whether or not approval has been obtained</i> | |
| Document Description | <i>Brief description of the document(s) to be disseminated</i> | |
| Dissemination Objectives | <i>List the main objectives to be achieved through dissemination, in order of priority (such as knowledge-sharing, heightening the Foundation's visibility, etc.)</i> 1. 2. 3. | |
| Targeted Internal and External Audience(s): In Country | <i>List <u>all</u> of the <u>broad</u> in-country EGPAF and non-EGPAF groups and/or types of individuals that you want to receive this document (e.g., EGPAF country director, implementers in Tanzania). More details, such as names of specific agencies or individuals, may be entered in Appendix B.</i> | |
| | Internal | External |
| Targeted Internal and External Audience(s): Global | <i>List <u>all</u> of the <u>broad</u> international external groups and/or types of individuals that you want to receive this document (e.g., EGPAF technical advisors, global donors and partners). More details, such as names of specific agencies or individuals, may be entered in Appendix B.</i> | |
| | Internal | External |

2. Document Production

Tip: You may request assistance from the Global Technical Policy Unit to complete this section at: steitelman@pedaids.org.

| | |
|---|--|
| All source(s) of funding for document production | <i>Enter all applicable funding sources (may also provide specific amounts available or types of costs to be covered for each)</i> |
| Total # of Pages | <i>Enter total # of printed pages (please note: 1 double-sided printed page equals 2 pages)</i> |
| Color or Black and White | <i>Options include full color, color cover with B&W interior, 1 color plus black, etc.</i> |
| Finished size | <i>Letter (8.5" x 11"), A4 (standard non-U.S. letter size), other custom size</i> |
| Copyeditor | <i>Copyediting should occur <u>before</u> layout. If applicable, enter name and contact info of copyeditor and whether they are EGPAF staff or consultant – if not yet selected, enter "TBD"</i> |
| Proofreader | <i>Proofreading should occur <u>after</u> layout and <u>before</u> printing. If applicable, enter name and contact info of proofreader and whether they are EGPAF staff or consultant – if not yet selected, enter "TBD"</i> |
| Translator(s) | <i>If applicable, enter name and contact info of translator(s) for each language and whether they are EGPAF staff or consultant – if not yet selected, enter "TBD"</i> |
| Designer | <i>If applicable, enter name and contact info of designer and whether they are EGPAF staff or consultant – if not yet selected, enter "TBD"</i> |
| Binding? | <i>Spiral bound / stapled / booklet?</i> |
| Location where it will be printed | <i>If in a particular EGPAF country office, specify country If in U.S., specify D.C. or Santa Monica</i> |
| Printer | <i>Enter name and contact info of printer to be used - if not yet selected, enter "TBD"</i> |
| Total # to be printed | <i>Enter total(s) from the Print Quantity Worksheet (Appendix A). If languages other than English will be printed, enter totals for each language separately.</i> |
| Print copy delivery | <i>Specify one or more EGPAF offices where the printer is to ship finished copies. If more than one office, state quantities for each.</i> |

3. Digital Distribution: E-mail, Internet and Listservs

Tip: You may request assistance from the Global Technical Policy Unit to complete this section at steitelman@pedaids.org.

| | |
|--|---|
| E-mail Distribution Lists | List external Foundation E-mail distribution lists that will receive a copy of the document. (See Appendix C for available E-mail lists and corresponding target groups.) |
| To be posted on EGPAF Intranet? | Yes/No Specify where (e.g., publications database, GTP intranet homepage, etc.) |
| To be posted on EGPAF website? | Yes/No Specify where (e.g., publications page, country program page) |
| To be posted on external websites? | Yes/No If yes, see Appendix C for a list of recommended websites. |
| To be posted on listeservs? | Yes/No If yes, see Appendix D for recommended listservs |
| Key contact for digital delivery requests | Enter name and email address of person responsible for responding to E-mail inquiries |

4. Publicity and Promotional Dissemination

Tip: You may request assistance from the Global Technical Policy Unit to complete this section at steitelman@pedaids.org.

State briefly the overall strategy for publicity and promotional activities below. Then fill out the accompanying form for any specific events and media activities.

Strategy:

4a. Events

Please include both the event name and location (such as a conference, seminar, meeting) and the specific non-media activities (such as displaying documents at an exhibit booth)

| Event Name and Location | Local, National, Regional, or International? | Date(s) | Activities | Point Person |
|-------------------------|--|---------|------------|--------------|
| | | | | |
| | | | | |

4b. Media

Please include both the type of media (such as print, broadcast, new media) and the specific activities (such as issuance of a press release or media advisory, media briefing, press conference, media interviews with program stakeholders).

| Type of Media | Local, National, Regional, or International? | Activities | Date(s) | Point Person |
|---------------|--|------------|---------|--------------|
| | | | | |
| | | | | |

5. Dissemination Budget

Instructions: Double-click worksheet to enter data. At the planning stages, it is recommended that you enter cost estimates if exact costs are not yet available. This will help to ensure sufficient funds are secured prior to dissemination. The budget can then be modified once exact costs are known.

Use Appendix A to quantify number of copies to be printed and associated costs for insertion into the table below.

When you enter amounts in the “Unit Cost” and “# of Units” fields, the “Item Total” field will be automatically filled in for you. Click anywhere outside of worksheet when you are finished.

[illegible]

6. Dissemination Timeline

Please enter information in this table on both the dissemination activity (such as printing and translation or a launch event) and the deliverable (such as a certain number of copies, greater document visibility, etc.).

| Activity | Start Date | End Date | Activity Lead | Deliverable |
|----------|------------|----------|---------------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Appendix A: Print Quantity Worksheet

Tip: You may request assistance from the Global Technical Policy Unit to complete this section at: gtpinfo@pedaids.org.

(Note: If document will be disseminated in more than 1 language, copy and paste a separate worksheet for each language)

Language: English

| Recipient | Quantity |
|---|----------|
| Group A - EGPAF Country Offices | |
| <i>List individual countries and quantities for each</i> | |
| | |
| | |
| | |
| Group B – EGPAF U.S. Offices | |
| Washington, D.C. | |
| Los Angeles | |
| Group ____ | |
| <i>Fill in additional groups listed in section 1 and specify specific recipients and/or sub-groups below each header</i> | |
| | |
| | |
| Group ____ | |
| | |
| | |
| | |
| Specific Event(s) | |
| | |
| | |
| TOTAL | 0 |
| (right-click on number at right and select “update field” to see current total – enter this total where indicated in Sec. 2) | |

Appendix B: Detailed Description of Targeted Audience Groups

These detailed descriptions refer to the targeted audience groups listed in Section 1. These descriptions will help you specify the members of the broad groups listed earlier so that you can ensure specific agencies or individuals receive your document.

| | |
|---------------------------|--|
| Group Name: | <i>e.g., private donors</i> |
| Brief Description: | <i>e.g., private donors funding pediatric vaccine research</i> |
| Members: | <i>e.g., Gates Foundation, Johnson & Johnson</i> |

| | |
|---------------------------|--|
| Group Name: | <i>e.g., implementing partners</i> |
| Brief Description: | <i>e.g., organizations supporting PMTCT and pediatric treatment in country</i> |
| Members: | <i>e.g., ICAP, Baylor, UNICEF</i> |

| | |
|---------------------------|--|
| Group Name: | |
| Brief Description: | |
| Members: | |

| | |
|---------------------------|--|
| Group Name: | |
| Brief Description: | |
| Members: | |

Appendix C: HIV/AIDS Information Websites

| Name | URL |
|--|---|
| NAM | www.aidsmap.com |
| HIV InSite | www.hivinsite.ucsf.edu |
| HIV Medical Association (HIVMA) | http://www.idsociety.org/Content.aspx?id=8168 |
| AIDS Education Global Information System (AEGiS) | http://www.aegis.com/ |
| Women Children HIV | www.womenchildrenhiv.org |
| International Association of Physicians in AIDS Care (IAPAC) | http://www.iapac.org |
| Association of Nurses in AIDS Care | http://www.nursesinaidscare.org/i4a/pages/index.cfm?pageid=1 |
| Aids Portal | www.aidsportal.org |
| International AIDS Society | www.iasociety.org |
| Medline Plus – AIDS topic site | www.nlm.nih.gov/medlineplus/aids.html |
| AIDSinfo – USHHS | www.aidsinfo.nih.gov |
| Australasian Society for HIV Medicine | www.ashm.org.au |
| Infectious Diseases Society of America (IDSA) | www.idsociety.org |
| AllAfrica | http://allafrica.com/ |
| The Body – HIV information portal | www.thebody.com |
| Center for Global Development – HIV/AIDS Monitor | www.cgdev.org/section/initiatives/_active/hivmonitor/ |
| Global Health Council | www.globalhealth.org/ |
| Physician's Research Network (PRN) | http://www.prn.org/index.php |
| Global Health Reporting - Kaiser | www.globalhealthreporting.org |
| TB Education and Training Resources | http://www.findtbresources.org/scripts/index.cfm |
| HIV i-base | http://www.i-base.info/ |
| HIV and Hepatitis | http://www.hivandhepatitis.com/ |
| Plus News | http://www.plusnews.org/ |
| Global Health Reporting | http://www.globalhealthreporting.org/ |
| Broadcast HIV Africa | http://www.broadcasthivafrica.org/ |
| Medical News Today | http://www.medicalnewstoday.com/sections/hiv-aids/ |
| John Hopkins Center for Clinical Global Health Education | http://www.ccghe.jhmi.edu/CCG/about/index.asp |
| The Corporate Council on Africa | http://www.africacncl.org/HIV_AIDS/HIV_AIDS.asp |
| Kaiser Family Foundation | http://www.kff.org/hivaids/index.cfm |

Appendix D: HIV/AIDS Information Listservs

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|---|---|
| Women Children HIV | http://womenchildrenhiv.org/wchiv?page=wx-subscribe |
| Asian & Pacific Islander Women's HIV/ AIDS Network Listserv | apiwhann@yahoogroups.com |
| The Drum Beat – Communication Initiative | dheimann@comminit.com |
| HIF-net – Global Forum for Health Research | http://www.inasp.info/file/200/hif-net.html |
| HIV/AIDS Monitoring and Evaluation Network (AIMEnet) | moderator@AIMEnet.org |
| AFRO-NETS | http://www.healthnet.org |
| HEALTHNET | http://www.healthnet.org/healthnet.php |
| NCET Wire – National Coalition for the Elimination of TB | jseggerson@tbcoalition.com |
| CDC – National Prevention News Mailing List | www.cdcnpin.org/scripts/listserv/prevention_news_html.asp |
| CDC – TBEDucate | www.cdcnpin.org/scripts/listserv/tb_educate.asp |
| TB India | http://groups.yahoo.com/subscribe/tbni?user=&l2.x=54&l2.y=16 |
| dgCommunities | http://topics.developmentgateway.org/ |
| AEGiS | http://www.aegis.com/ |
| HDN- Health & Development Networks | http://hdnet.org/v2/home/ |
| ProCAARE | http://www.procaare.org/index.php |
| ProNut (Nutrition) | http://www.pronutrition.org/index.php |
| Health-e | http://health-e.org.za/index.php |
| UCSF International Nursing Network for HIV/AIDS Research | cathy.bain@nursing.ucsf.edu |

Your Feedback is Welcome!

This document will be modified and improved over time to best suit the needs of Foundation staff. If you have comments on how this worksheet can be improved, or questions about its use, please send an e-mail to steitelman@pedaids.org