



Final Report

1 January to 31 December 2014

*Chafea Operating Grant Nr:
2013 32 05*

*Acronym:
DAH_FY 2014
Title:
Operating Grant 2014*

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Date:
31 December 2014*

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Declaration by the operating grant coordinator

I, as coordinator of this operating grant and in line with the obligations stated in the Grant Agreement declare that:

- The report represents an accurate description of the work carried out under this operating grant for this reporting period;
- To my best knowledge, the financial statements that are being submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project and, if applicable, with the certificate of the financial statement.

Name of the coordinator:

Michael Krone

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Signature:

.....

Place, Date:

Berlin, 26 March 2015

Specification of the action

Operating grant title:	Operating grant 2014 – AIDS Action Europe - 2013 32 05
Acronym:	SANL_FY2014, DAH_FY2014
Starting date of the grant agreement:	01-01-2014
Duration of the grant agreement (in months):	12 months
EC co-funding:	€ 131.281
Priority area:	renewal of operating grant received under call for proposals 2010
Sub-action:	N/A
Action:	N/A
Main partner information and contact person:	Deutsche AIDS Hilfe, Wilhelmstr. 138, 10963 Berlin, Germany Contact: Michael Krone michael.krone@aidsactioneurope.org +493069008742

Keywords (using MESH terms):

1. HIV
2. AIDS
3. Human Right
4. Public Policies
5. Europe

Acknowledgements

AIDS Action Europe (AAE) is a central player at the European level in the field of HIV/AIDS policies and interventions, and it works towards its objectives in cooperation with a comprehensive, Europe-wide network. The diverse work plan could not be realised without the support of a great amount of stakeholders, colleagues and friends. We sincerely would like to acknowledge their involvement and thank them for their valuable input throughout the previous year.

As the first months of 2014 were very much characterised by the changes at AIDS Action Europe – i.e. the moving of the secretariat from STI AIDS Netherlands to Deutsche AIDS-Hilfe – we would like to acknowledge in particular the work of chair and members of the AAE Steering Committee. Their guidance and smooth cooperation were vital for the successful re-hosting process.

In addition we would like to extend our sincere thanks to:

- The AIDS Action Europe members: They provided input into our work plan, were dedicated partners during the previous months and contributed significantly to the AAE Clearinghouse;
- The members of the EU HIV/AIDS Civil Society Forum: In early 2014, the membership has been renewed, and the fruitful cooperation in the renewal process is promising for the future collaboration. From their respective NGO backgrounds, they will play an important role in indicating needs for policy change and action;
- Our co-chairs of the EU HIV/AIDS Civil Society Forum, the European AIDS Treatment Group (EATG): As patient-led organisation, they safeguarded the input from the perspective of affected communities in policies and interventions;
- The partners in the European HIV Legal Forum: In April 2014, a meeting of the EHLF took place, at which important strategic decisions were taken. In December 2014, the EHLF met in Budapest to plan and organise the activities in 2014/2015 in order to improve access prevention, treatment and care for people with no entitlement to HIV services due to their current legal residence status. The involvement of all EHLF partners in this process was very valuable;
- Staff members of AIDS Action Europe, STI AIDS Netherlands and Deutsche AIDS-Hilfe: Their involvement was vital to the smooth functioning and administration of the AAE office;
- Last but not least, thanks go to the various funding agencies: The European Commission/CHAFEA, ViiV Healthcare Positive Action and Gilead provided generous financial support and made the implementation of AIDS Action Europe in 2014 possible.

All of the above-mentioned partners provided very valuable support to AIDS Action Europe, thereby contributing meaningfully to the fight against HIV and AIDS in Europe.

Final Publishable Executive Summary

Introduction

AIDS Action Europe is a European-wide network, covering EU Member States, neighbouring countries and countries in Eastern Europe and Central Asia. By September 2014, AIDS Action Europe comprise a diversity of 440 NGOs, national networks, AIDS service organisations, activists and community based groups of people living with HIV in 47 countries in the WHO European Region, with 162 members in the 28 EU Member States and 6 in Norway and Switzerland. We have 65 members in the 13 newest EU Member States. 272 are from countries outside the EU, predominantly from Eastern Europe and Central Asia.



After ten years of hosting AIDS Action Europe and providing organisational and financial support, STI AIDS Netherlands and the AIDS Action Europe Steering Committee decided to transfer the secretariat of the network to a new host organisation. After negotiations with the European Commission/CHAFEA, an amendment has been agreed, in which the termination of AIDS Action Europe at STI AIDS Netherlands and the continuation by the new host Deutsche AIDS-Hilfe as of **15 July 2014** has been established. This report covers both, the period AIDS Action Europe was hosted by STI AIDS Netherlands and the one hosted by Deutsche AIDS-Hilfe, hence all activities realised from 1 January to 31 December 2014.

All activities that had been scheduled for 2014 in the framework of this operating grant have been implemented successfully. This achievement was possible due to the involvement and support of numerous institutions, partners and friends. The valuable cooperation with the AIDS Action Europe Steering Committee, the network partners and members, the EU HIV/AIDS Civil Society Forum and – last but not least – the funding agencies needs to be praised in this regard.

In this executive summary, the mission, aims and objectives of AIDS Action Europe will be described briefly. Then, the activities carried out, the results of the programme and its strategic relevance for the EU Health Programme are summarised. Finally, some conclusions and recommendations will be presented.

Mission & Strategic objectives of AIDS Action Europe

The mission of AIDS Action Europe is to bring civil society together and to work towards an effective response to the HIV epidemic in Europe and Central Asia.

The strategic objectives are to strengthen and support civil society's contributions in the fight against HIV and AIDS by:

- Making an effective and meaningful contribution to regional and national policies related to HIV and AIDS;
- Facilitating continuous exchange among NGOs on good practices and lessons learned in the field of HIV and AIDS;
- Developing a stronger, more effective organisation and network.

Specific objectives of the operating grant for 2014

1. Strengthen civil society contribution to regional and national HIV/AIDS policies and programmes;
2. Facilitate collaboration, linking & learning, and good practice exchange among NGOs, networks, policy makers and other stakeholders;
3. Manage internal processes to successfully implement the work programme.

The work plan of the 2014 operating grant was a continuation of the 2013 operating grant.

Description of work

Activities to achieve objective 1: Strengthen civil society

As in previous years, AIDS Action Europe played a key role for the HIV/AIDS Civil Society Forum (CSF), in close cooperation with the European AIDS Treatment Group (EATG). Both organisations provide a co-chair of the CSF and have staff members involved. Together, they act as the CSF coordination team.

In 2014, the CSF coordination team supported the European Commission in the selection process for the new CSF members that have been selected for the coming three years. In addition, the coordination team prepared the 19th CSF Meeting in Luxembourg on 8 & 9 July 2014 and the 20th CSF Meeting on 24 & 25 of November 2014 in Rome. They developed the agenda, contacted speakers and compiled background documents for the meeting.



All documentation regarding the CSF meetings has been included in the AIDS Action Europe website.

Representatives of AIDS Action Europe took part in the Think Tank meeting in July 2014 and November 2014, in order to provide input from the civil society perspective.

AIDS Action Europe – together with partners – supported and facilitated the update of the EU Commission Communication, in particular by motivating its members to contribute to the evaluation of the previous Communication and the new EU HIV/AIDS Action Plan.

In 2014, AIDS Action Europe supported a variety of civil society advocacy interventions. For example, regarding

- the Morocco EU FTA negotiations
- criminalisation of sex work
- threatened harm-reduction intervention in Crimea
- access to Curative Hepatitis C Treatment in the EU and Beyond
- follow up on the Dublin declaration during the Rome Ministerial Conference
- addressing most pressuring issues in a meeting with the new Commissioner Andriukaitis in November in Rome

The CSF list server was a well-used and highly appreciated instrument to discuss civil society needs and put them on the political agenda.

Outcomes related to objective 1:

The process of constituting the new Civil Society Forum has been rounded off successfully. In addition, the CSF meetings in July 2014 and November 2014 took place as planned and have been evaluated positively.

The input from civil society – to a great extent via AIDS Action Europe – to the new EU Commission Communication has explicitly acknowledged by the European Commission, and many points of concern that were expressed by civil society have been incorporated in the new Communication.

Advocacy interventions regarding the situation of drug users in Crimea have resulted in strong expressions of concern and an explicit plea for harm reduction and OST interventions in the region by UNAIDS at the EECAAC Conference in Moscow.

The call on the pharmaceutical industry, governments and regulators to show their commitment to saving lives by making dual and triple combinations of directly active antiretrovirals (DAA) available was crucial to put affordability of medicines to treat hepatitis C on the agenda.

Activities to achieve objective 2: Facilitate collaboration, linking & learning, and good practice exchange

In 2014, the AIDS Action Europe communication channels supported partners and members in disseminating their news, calls for action, announcements, vacancies, events, key materials, etc. The AIDS Action Europe communication coordinator updated the website continuously and took care of regular moderation of the Facebook account. Facebook and the website were both used to reinforce each other and reach more stakeholders. Every time the website was updated with vacancies, events or other news, the respective links were posted on Facebook, in order to generate more traffic to the website.

The Clearinghouse continues to play an important role in facilitating linking and learning between the various stakeholders in Europe and Central Asia. Many of the communication activities that were carried out in 2014 were therefore directly linked to the Clearinghouse. These activities broadly consisted of

- promotion of the Clearinghouse
- keeping the Clearinghouse up to date
- (technical) maintenance.

The communication coordinator developed and distributed bi-monthly newsletters and Clearinghouse updates. To make the newsletter more attractive, they contained personal stories of member organisations related to newsworthy issues, such as homophobic laws in Russia or the tension between Russia and the Ukraine and its impact on HIV prevention interventions. The first three newsletters contained a section 'Member in the spotlight' in order to facilitate exchange. Members were offered the opportunity to present their organisation and/or a specific project, of which they were particularly proud. After the MH17 disaster, in which Martine de Schutter, former Executive Coordinator of AIDS Action Europe was killed, an issue of the newsletter was specifically dedicated to her and her work for AIDS Action Europe.

AIDS Action Europe continued to disseminate tailored information to reach specific target groups with relevant information (instead of addressing the overall network). In addition, general mailings were disseminated that were relevant to the entire network, for instance, regarding the changing of a new host organisation for AIDS Action Europe and the call for new steering committee members. Finally, the AIDS Action Europe leaflet was disseminated at several occasions and events.

Outcomes related to objective 2:

In 2014, AIDS Action Europe successfully facilitated collaboration, linking & learning and good practise exchange. AIDS Action Europe kept growing in 2014 as the number of Clearinghouse members and e-news readers increased. The number of e-news readers for example increased with 29 readers in the first half of 2014. At the end of 2014 634 e-news readers were counted.

The Clearinghouse grew gradually with a 3% increase of new resources. This was less as the envisaged 5% until July 2014. At the end of the year the number of new resources was 6%. The envisaged of 5% were achieved.

In the first half of 2014, the average number of visitors per month of the AIDS Action Europe website grew steadily with an average of 2.100, compared to 1.800 in 2013. The number of visitors of the Clearinghouse remained stable from an average of 258 in 2013 to 250 in 2014. In the second half of 2014 the average number of visitors per month of the website and the Clearinghouse according to the site statistics amounted to 3.572.

The number of Facebook fans grew steadily: from 761 to 845 in the first six months of 2014 and in the last six months up to 1.062. The envisaged growth of Facebook fans of minimum 900 was achieved in the remaining months of 2014. For reasons of effectiveness in the first half of 2014, it was decided to stop updating the twitter account and focus on the website and Facebook. In the second half of the year the twitter account was reactivated. 491 of the envisaged 500 twitter users were reached.

For future intensification of the Clearinghouse use, new ideas and incentives for communication were captured in a communication advice, which was shared with the new host organisation Deutsche AIDS-Hilfe.

Activities to achieve objective 3: Manage internal processes

In the first six months of 2014, AIDS Action Europe coordinator and staff took care of the timely and proper implementation of the work plan. AIDS Action Europe staff met bi-weekly, in order to organise the work flow. At these meetings, both operational questions and communication activities were managed. After AIDS Action Europe moved to Deutsche AIDS-Hilfe, new staff was needed to be hired. An Executive Coordinator was employed on 1 August 2014 and a Communications Coordinator on 1 October 2014.

In addition, the first months of 2014 were characterised by supporting the transferral of AIDS Action Europe to a new host organisation.

On 31 March and 1 April 2014, a Steering Committee meeting took place, in which all strategic and practical aspects were discussed and agreed. The second annual meeting was implemented on 20 and 21 November 2014. It was attended by three new Steering Committee members and the new staff of AIDS Action Europe. The AIDS Action Europe office took care of all logistic and supportive parts of the meeting.

Several phone conferences with the Steering Committee were organised, which were also coordinated by the AIDS Action Europe office.

Outcomes related to objective 3

The Steering Committee meeting were organised successfully and the results were summarised in executive minutes.

The re-hosting process was implemented in a smooth and cooperative way and resulted in agreements between Steering Committee, old and new host, so that the transfer could be executed properly.

Further activities: AIDS Action Europe in the EU Joint Action on Improving Quality in HIV Prevention (QHP)

AIDS Action Europe is partner in the EU Joint Action on Improving Quality in HIV Prevention (QHP): <http://www.qualityaction.eu/>.

Contributions were made to Work Package 2 (Dissemination) and Work Package 8 (Policy):

- WP 2: visit to work package coordinator in Brussels and providing advice and support regarding communication strategy and actions;
- WP 8: participation in coordination meeting in Berlin, followed-up by endorsement letter and other support activities.

The partnership with Quality Action provided opportunities to engage with a broad variety of (new) stakeholders in the field and increase AAE's visibility in the European region.

Further activities: AIDS Action Europe involved in preparing the EU Joint Action on HIV and co-infections

AIDS Action Europe was nominated to join the EU Joint Action on HIV and co-infections and supported the application process by taking part in the meetings in Luxembourg and Riga.

Strategic relevance and contribution to the EU Health Programme

AIDS Action Europe continued in 2014 to focus on all three objectives of the second EU Public Health Programme. More specifically, its activities contributed in the following way:

1. Improvement of citizens' health security: Through its involvement in the HIV/AIDS Civil Society Forum and via its communication tools, AIDS Action Europe contributed to 4.1.1.4, i.e. the improvement of access to early diagnosis and timely treatment and care of most vulnerable groups and in priority regions.

2. Promotion of health, including the reduction of health inequalities: in particular via advocacy interventions, in cooperation with a broad variety of partners, AIDS Action Europe was strategically relevant for this objective.

3. Dissemination of health information and knowledge: The AIDS Action Europe Clearinghouse and its Linking and Learning activities contributed to this objective. The AIDS Action Europe website, Newsletter and social media communication proved to be appropriate tools in this respect.

In the first half of 2014, AIDS Action Europe substantially supported the evaluation of Commission Communication on Combating HIV/AIDS in the European Union and played a key role for the renewal of the Civil Society Forum, thereby underlining its strategic relevance for HIV policies in Europe. In the second half, preparing and supporting the Rome Ministerial Conference was of great importance. Although the conference did not have the desired result of a renewed declaration, AIDS Action Europe as part of the Civil Society Forum contributed to set up a draft of the declaration and will follow up to have a declaration through one of the upcoming EU-presidencies.

Conclusions and recommendations

The experiences of AIDS Action Europe in 2014 show, that this European network is a valuable player in the area of HIV and AIDS in Europe. Both the NGO sector and (European) policy makers in Europe benefit from this network. Through its central role for the HIV/AIDS Civil Society Forum and Think Tank, AIDS Action Europe facilitates sharing and dissemination of valuable experiences and expertise of affected communities. In addition, it safeguards that policy issues are communicated effectively to non-governmental actors in the field.

The fact that the network has grown again in 2014 and that communication with the network members has intensified, is a clear indication that AIDS Action Europe responds to the needs of its stakeholders.

The focus of AIDS Action Europe on three major working fields – strengthen civil society, increase collaboration, linking and learning, and manage internal processes – have

proven to be suitable and effective to achieve the main aim and the strategic objectives of the network.

The involvement in the EU-wide *Joint Action on Improving Quality in HIV prevention* in general and in two work packages in particular, has been and will be of great potential to improve the visibility and increase the profile of AIDS Action Europe.

The European HIV Legal Forum took up its work to improve access for people with limited access to HIV services due to their residency status. This is a very important project, not only for AIDS Action Europe but also out of Public Health perspective in order to reduce burden on health systems in European countries.

In the first half of 2014, the AIDS Action Europe Steering Committee responded to the persistent financial challenges for coordinating the network. In a thorough re-hosting procedure, a new host organisation for AIDS Action Europe – Deutsche AIDS-Hilfe in Berlin – was identified and prepared for taking over the network. All administrative procedures have been carried out to continue AIDS Action Europe, so that the work could continue in a new framework and provide the network with future perspectives. The second Steering Committee meeting in 2014 was conducted in Berlin on the premises of the new host organisation.



Initial scope of the operating grant

Mission and vision of the operating grant

- Please copy from Grant Agreement, Annex I

The principles of the Deutsche AIDS-Hilfe (German AIDS Service Organisation) presented in the following summarize the maxims, values and behaviours that bind the voluntary and full-time staff of the DAH member organizations, the state associations and the Federal Office as well as the members of the committees, and that serve as orientation when dealing with the constantly changing challenges posed by HIV and AIDS.

The principles were adopted by the DAH General Assembly on October 6, 2007; they are reviewed regularly and adjusted to changing conditions, if necessary.

People and their health are the focus of work of the Deutsche AIDS-Hilfe. We promote structural prevention and health in the area of HIV/AIDS and other sexually transmitted infections (STI) for groups particularly at risk for and affected by these infections. These groups are always included in our efforts.

Our goals:

We want to empower people to protect themselves and create a socio-political framework where infections can be prevented. Since we know that every HIV infection damages health, we conduct "primary prevention" (prevent new infections).

We want people to be able to live free from serious diseases for as long as possible despite their HIV infection. That is why we conduct secondary prevention, so that people who are infected do not fall ill.

We want to improve the lives of people who are sick to the greatest possible extent. That is why we conduct "tertiary prevention."

General objectives of the organisation and its main activities

- Please copy from Grant Agreement, Annex I

Framed by our mission, vision, guiding principles and core values, AAE's strategic objectives in Europe and Central Asia are to:

- Serve as a gateway to members to drive forward advocacy for HIV policy change.
- Provide a platform for regular information exchange, knowledge sharing and networking.
- Develop a stronger more effective organisation and network amongst our members.

AAE's core activities focus around advocacy and policy advice, linking & learning and network strengthening. Starting from the epidemiological reality of our region combined with human rights and public health challenges, our work prioritises the groups that are most affected: men having sex with men, people using drugs and migrants. Within this context, we aim to strengthen civil society's response since non-governmental organisations (NGOs) and community based groups in our region have been at the forefront of providing services and support for the above groups and PLHIV.

Our strategic objectives were recently further operationalised as follows:

- Advocate for policy change on behalf of AAE members
- Support the advocacy for policy change of AAE membership
- Establish more effective links and relationships among stakeholders
- Create and opportunity to learn

Advocacy and policy advice:

AAE undertakes advocacy efforts and is continuously involved in policy influencing and advice at the European level. As co-chair, together with EATG, of the HIV/AIDS Civil Society Forum (CSF) since 2005, we prepare, organise and chair 2 CSF meetings yearly (Luxembourg). AAE also acts as rapporteur of the CSF meetings and ensures follow-up including exchange and communication among the CSF members. AAE is also a member of the HIV/AIDS Think Tank (TT) and has 3 seats at the twice-yearly TT meetings following the CSF. The CSF and TT advisory bodies enable AAE's pro-active involvement in development and implementation of European HIV/AIDS policies. We played a key role in the development as well as monitoring of implementation of the EU HIV/AIDS Communication 2009-2013. In 2013 AAE is advocating for the development of a third EU policy beyond 2013. At this time we don't know if there will be a new Communication, Action Plan or other format. But in our role as CSF co-chair we will continue to be involved in implementation, M&E of EU & neighbouring HIV policy. In our overall advocacy we will continue to raise awareness about the main challenges for our region, with a specific focus on legal issues. We will organise a second round table of the European HIV Legal Forum, following the first one in 2013.

Linking & learning:

AAE has committed itself to prevent duplication of existing activities by stimulating linking and learning and encouraging our members and partners to share their work. In 2007 we launched the Clearinghouse – the online database on HIV and AIDS for Europe and Central Asia. As a subsite of the AAE website, it is closely linked to the members profiles on aidsactioneurope.org. The maintenance and promotion of the AAE website and Clearinghouse has evolved into one of AAE's core activities. Maintenance includes weekly updates of the site as well as its hosting and making technical (usability) improvements. Promotion takes place through different communications activities, including our social media channels, bi-monthly Network News, bi-monthly Clearinghouse updates; (e)mailings; dissemination of leaflet and other promotion material; presentations at events and promotion through other websites (link-seeding).

AAE is also involved, through separate funding channels, as member in the IQHIV initiative and partner in the Joint Action 'Improving Quality in HIV Prevention'.

Summary of the organisation's work programme for 2014

- Please copy from Grant Agreement, Annex I, including a time table with the list of activities and events scheduled for the year 2014

The work programme contributes to AAE's strategy 2011-2015 (recently partially adapted)

Objective I: Strengthen civil society contributions to regional and national HIV/AIDS policies and programmes

Activities/Means:

1. Act as CSF co-chair

- manage CSF coordination group[AAE co-chair reimbursed as external expert];
- organise 2 CSF meetings (Luxembourg);
- manage online CSF group;
- produce letters & calls for support

2. Contribute to implementation, monitoring & evaluation of European HIV policy

- coordinate CSF input in EC policy implementation & monitoring;
- input into WHO/UNAIDS/ECDC policies

3. Coordinate European HIV Legal Forum (EHLF)

- organise round table of 5 founding member countries in Amsterdam;
- manage listserv

4. Advocate as AAE for civil society concerns at European policy opportunities

- participate & present in key European events [travel of staff, SC Chair & CSF co-chair to represent civil society]

Outcomes:

- NGOs/stakeholders are well-informed about policy developments (Indicators(I): 2 CSF meetings with 40 people from 25 countries; no. of NGOs receiving information on CSF agenda/ reports; 90% CSF members satisfied with quality of information)
- CSF involved in implementation of new EU policy (I: new policy is on agenda of both CSF meetings)
- Civil society concerns are advocated for at European policy opportunities (I: min. 2 meetings where AAE presented civil society concerns; report round table EHLF).

Objective II: Facilitate collaboration, linking & learning, and good practice exchange among NGOs, networks, policy makers and other stakeholders

Activities/Means:

5.Offer good practice exchange via Clearinghouse

Maintenance + promotion Clearinghouse:

- hivaidsclearinghouse.eu EN/RU,
- Clearinghouse Update EN/RU,
- Facebook,
- Twitter,
- Network News EN/RU,
- tailored mailings EN/RU,
- Youtube EN/RU,
- RSS,
- link seeding,
- leaflet,
- events.

[subcontract for management of Russian communication channels])

6.Promote linking & learning through collaboration with members/partners/(EU)projects

Above communication channels + tailored mailings.

7.Communicate effectively with AAE network

- tailored mailings EN/RU,
- social media,

- website EN/RU,
- newsletters EN/RU,
- leaflet,
- events,
- RSS.

Outcomes:

- Clearinghouse + users regularly updated (I: bi-monthly Clearinghouse Updates; 50% new uploads communicated via Facebook + Twitter)
- Target group use Clearinghouse more (I: 5% increase in new publications and accounts, 5% increase in downloads, 25% traffic via referring sites, 30% return visits)
- News, publications, events, info about and materials of members/partners disseminated through our communication channels (I: via website, members/partners/EU project profiles, Network News and Clearinghouse Update, Facebook, Twitter)
- Strengthened connection with network (I: 460 members, 1300 monthly web visits, 30% return visits, 30% referring traffic via social media, 500 followers on twitter, 900 Facebook fans, 5% more opens and click-throughs of tailored mailings)

Objective III: Manage internal processes to successfully implement work programme

Activities

8. Overall governance by AAE SC

- general management;
- governance;
- M&E;
- 1 SC/staff meeting [Amsterdam];
- 6 conference calls.

[SC Chair reimbursed as external expert for overall supervision, SC members travel reimbursed])

9. Implement, monitor, evaluate and fundraise for work programme

- staff & Chair SC meetings;
- quarterly progress reports;
- annual report;
- donor relation management.

Outcomes:

Work programme 2014 implemented as planned:

- 1 SC meeting report;
- minutes 6 teleconferences;
- 95% work done;
- 2013 annual report online;
- quarterly progress reports.

N O	GENERAL OBJECTIVE	SPECIFIC OBJECTIVE FOR 2014	ACTIVITY	TIME- LINE	PERSON RESPONSIBLE	DELIVERABLES
1	Serve as a gateway to members to drive forward advocacy for HIV policy change	Strengthen civil society contributions to regional and national HIV/AIDS policies and programmes	Act as CSF co-chair	1-12	Executive Coordinator & AAE co-chair CSF	2 CSF meeting reports
2			Contribute to implementation, monitoring & evaluation of European HIV policy	1-12	Executive Coordinator & AAE co-chair CSF	2 CSF meeting reports, annual report 2013
3			Coordinate European HIV Legal Forum	1-12	Executive Coordinator	Roundtable report European HIV Legal Forum
4			Advocate as AAE for civil society concerns at European policy opportunities	1-12	Executive Coordinator, Chair SC & SC members	Network news, AAE website, annual report 2013
5	Provide a platform for regular information exchange, knowledge sharing and networking	Facilitate collaboration, linking & learning, and good practice exchange among NGOs, networks, policy makers and other stakeholders	Offer good practice exchange via Clearinghouse	1 - 12	Communications Officer	Clearinghouse, Clearinghouse update
6			Promote linking & learning through collaboration with members/partners/(EU)projects	1 - 12	Communications Officer	AAE website, Clearinghouse

7			Communicate effectively with AAE network	1 - 12	Communications Officer	Leaflet, AAE website, Clearinghouse, Clearinghouse update, Network news
8	Develop a stronger more effective organisation and network amongst our members	Manage internal processes to successfully implement work programme	Overall governance by AAE SC	1 - 12	Executive Coordinator, Chair SC & SC members	AAE SC report
9			Implement, monitor, evaluate and fundraise for work programme	1 - 12	Executive Coordinator & team	Annual report 2013, Technical and Financial Report 2014

Synergies of the organisation's activities with the priorities of the WP 2014

- Please copy from Grant Agreement, Annex I, including a description of the EU added value of these activities

In its 9 years of existence, AAE positioned itself as the largest European NGO network contributing significantly to HIV-related objectives of the first and second EU Public Health Programme. Overall, our work contributes to all three objectives of the work programme:

- Improvement of citizens' health security: although we do not apply directly to this line of action, the work of AAE will contribute to 4.1.1.1.'improve access to early diagnosis of HIV/AIDS and timely treatment and care of most vulnerable groups and in priority regions'. The CSF always has a strong focus on early testing and access to treatment, and a focus on key populations and most affected regions is at the core of what we do.
- Promotion of health, including the reduction of health inequalities: our policy and advocacy work, specifically in relation to the CSF.
- Dissemination of health information and knowledge: through our linking and learning activities, such as the Clearinghouse, website, Network News etc.

By collaborating with civil society organisations from 46 countries in Europe and Central Asia, our work programme contributes to the smart growth and inclusive growth priorities as set out in the Communication COM(2010) Europe 2020. With our HIV/AIDS Clearinghouse we focus on knowledge and innovation and contribute to smart growth; while with our policy and advocacy work we focus on a reduction of health inequalities related to HIV and AIDS, hence advocating for inclusive growth. Our work relates directly to the Europe 2020 priorities in relation to health promotion and disease prevention, prevention of health inequalities (HIV disproportionately affects certain groups and subregions), and through our advocacy on universal access we aim to ensure better access to health care for all.

The Commission Communication on Combating HIV/AIDS in the European Union and neighbouring countries 2009-2013 set among its objectives further involvement of civil society and the continuation with the CSF as main interface to advise the Commission and TT. We will advocate strongly in 2013 for a continuation/renewal of a Commission Communication and/or Action Plan and envision that CSF continues as an interface and advisory body towards the EC and member states. Through our partnership in the Joint Action 'Improving Quality in HIV Prevention' we are also able to strengthen linkages at different levels (EU, WHO, member states, NGOs, European networks). Our membership of the EU Health Policy Forum also links HIV/AIDS to wider health issues. The Communication on Health Inequalities serves as well as a framework, linking to AAE's focus on most at risk populations. As a network with over 400 members we build capacity for effective public health policies by linking civil society with other stakeholders, ensuring sustainability of actions. Our online Clearinghouse is one of the most well-known and well regarded tools for the exchange of good practices in the region. It allows quick and easy cross-border information sharing on a wide variety of HIV-related topics. Its content is generated by the users themselves, making it an interactive tool that offers new materials regularly. By having access to good practice resources and key documents, we can accelerate the response to the HIV epidemic and reach our goals regarding universal access to prevention, treatment, care and support faster.

Dissemination strategy (external dissemination)

- Please copy from Grant Agreement, Annex I

Our dissemination strategy, based on our cross-media communications strategy, takes into account the latest developments in the social media landscape and is tailored to our strategic framework 2011-2015. It involves a mix of online and offline media tools, although online channels dominate. We disseminate content in different forms and herewith create a successful symbiosis of policy, linking & learning and networking.

Objective 1: Strengthen civil society contributions to regional and national HIV/AIDS policies and programmes

What: policy developments, advocacy issues, CSF agenda/meeting reports, calls for action

Whom: members, partners, CSF & TT members, policy makers

Why: to ensure that

- concerns of AAE network and CSF are communicated widely
 - key stakeholders live up to their commitments
 - calls for action and petitions are widely supported by civil society
- How: (CSF) meetings; aidsactioneurope.org; Network News; mailinglists; facebook; twitter; youtube; leaflet; open letters

When: When new information is available and around selected priorities and key meetings (CSF, TT, Roundtable European HIV Legal Forum, AIDS2014 conference)

Objective 2: Facilitate collaboration, linking & learning, and good practice exchange among NGOs, networks, policy makers and other stakeholders

What: Clearinghouse, new uploads, downloads, introduction of members; aidsactioneurope.org, announcements, events; collaboration with members/partners/EU projects; social media

Whom: members, partners, European NGOs, networks and projects, policy makers and international institutions

Why: to ensure that

- target groups visit the Clearinghouse regularly
- they use the Clearinghouse to search for and share good practice resources
- new visitors create a user account to upload information
- news, events, publications, materials of members/partners/EU projects and other relevant information reach our target groups in a most effective way
- it strengthens the connection with the network
- members and partners appreciate to be a part of AAE, are involved in our work and promote AAE within their own network
- sponsors continue to fund our work and new funders want to support us

How: aidsactioneurope.org; Clearinghouse; facebook; twitter; youtube; RSS feeds; link seeding; tailored mailings; leaflet; Network News; Clearinghouse update; announcements; events; Member Monday on Facebook, Member in the Spotlight in our Network News

When: twice per week; highlight of the month; bi-monthly Clearinghouse update; bi-monthly Network News (including member in the spotlight); around events like AIDS2014, weekly Member Monday

In order to reach our entire target group, all our communications are bilingual (English/Russian). However, for social media we use primarily English, although other languages might be used by our members or Steering Committee members.

EU co-funding will be mentioned on website, leaflet, and annual report.

Evaluation strategy

- Please copy from Grant Agreement, Annex I

KPMG's financial audit of operating grant 2012 concluded that expenses were in line with contract & accounting principles. Next to the planned annual financial external audit by KPMG of both the operating grant and the overall SANL programme, every year an internal and external ISO audit takes place. AAE measures the work programme according to the following evaluation questions(Q); data collection(DC) methods & indicators(I):

Objective 1: POLICY AND ADVOCACY

Q: Have NGOs & relevant stakeholders been well-informed about relevant policy developments?

DC: tracking web visits; no. of Network News readers; twitter followers & facebook fans; CSF members survey

I: 2 CSF meetings with 40 people from 25 countries; no. of NGOs getting information about content CSF meetings, CSF listserv (60); Network News (>600), facebook (900), twitter (500); news section in top 5 most visited pages; 90% CSF members satisfied with quality of information received (evaluation survey of each meeting)

Q: Has civil society been involved in implementation and monitoring of new European HIV policy?

DC: agenda & report CSF meetings

I: European HIV policy is on agenda of both CSF meetings; input from CSF is received & communicated into EU HIV/AIDS Think Tank

Q: Have civil society concerns been advocated for at key policy opportunities?

DC: tracking of key policy opportunities in region

I: No. of key opportunities where AAE presented priority civil society concerns (min. 2 meetings and roundtable of European HIV Legal Forum)

Objective 2: LINKING AND LEARNING

Q: Is the Clearinghouse regularly updated & are users informed?

DC: No. of uploads; Clearinghouse updates, twitter/facebook notifications

I: 5% growth in uploads; 6 Clearinghouse updates; 60% of new uploads communicated via facebook/twitter

Q: Are target groups better informed & do they make more use of Clearinghouse?

DC: no. of up & downloads & accounts; traffic via referring sites & social media sites, return visits, no. of news items and social media posts

I: 5% growth in uploads & accounts, 5% more downloads, 25% referring traffic, 30% return visits, twice per week posting of announcements on website and facebook/twitter

Q: Are news, publications, events, materials of members/partners/EU projects e.g. regularly disseminated through our communication channels?

DC: announcements and events sections website, member/partner/EU project profiles, newsletters, social media

I: at least 2 announcements per week posted on website, posts on facebook/twitter 2 days per week, material of members/partners/EU projects uploaded if applicable

Q: Has AAE strengthened connection with its network?

DC: membership AAE; web statistics; readers Network News; social networking, tailored mailings

I: min. 460 members; 1300 monthly web visits; 30% return visits; 35% via Facebook/twitter, 600+ recipients of 6 Network News, 900 facebook fans; 500 twitter followers; 5% increase in opens and clicks in tailored mailings

Objective 3: GOVERNANCE AND MANAGEMENT

Q: Has the work plan 2014 been implemented as planned?

DC: SC meeting, teleconferences, quarterly reports

I: 1 SC meeting report, annual report 2013

Coordination with other organisations in the field

- Please copy from Grant Agreement, Annex I

Our role as CSF co-chair and member of the TT facilitates coordination with other European networks and projects, national NGOs and other key-stakeholders. Co-chairing of the CSF has led to close and good working relations with co-chair EATG and clear working divisions. It also enables AAE to exchange and work closely together with a core group of European NGOs, key regional networks, EC (DG Sanco & other DGs, EMCDDA, ECDC), WHO Europe, UNAIDS, UNAIDS PCB, UNODC. Co-chairing of the HIV in Europe Initiative and its five projects has led to closer collaboration between civil society, scientists and policy makers. We have good working relations with a number of European networks and projects, among them EHRN, IPPF, EATG.

Through the EU project profiles on our website AAE has a strong connection with other EU funded projects and we will continue to encourage projects to keep their profiles updated. We are also member of the EU Health Policy Forum which opens opportunities to advocate for concerns of civil society and keep HIV on the broader public health agenda.

Since 2006 we have a Memorandum of Understanding with WHO Europe. We work together on a variety of issues and provide input into new guidelines and policy documents. AAE is partner in the IQHIV initiative on quality improvement in HIV prevention, next to BZgA and WHO Europe. In 2013 we became an Associated Partner in the Joint Action 'Improving Quality in HIV Prevention' coordinated by BZgA where we contribute to the dissemination and policy work packages. There is close coordination with UNAIDS, especially in relation to the UNGASS and MDG6 goals. Coordination with ECDC on monitoring of the Dublin Declaration, Commission Communication and other issues take place through the CSF. Relations with the Fundamental Rights Agency and the Global Commission on HIV and the Law are strengthened through our work of the European HIV Legal Forum.

AAE SC members are part of board and advisory groups of ECDC, Global Fund, HIV in Europe, IQHIV (as core partner) and EATG (EATG Chair is member of AAE SC).

Deliverables of the operating grant

- Please fill the table for each deliverable in the grant agreement
- Please delete respective subsections, if your grant agreement foresees less than 10 deliverables

Deliverable 01:

Title of deliverable	CSF meeting reports
Deliverable number in grant agreement	01
Nature (eg. report, book, website etc.)	Summary reports and action lists
Delivery date to CHAFEA	February 2015
Specific remarks on this deliverable	2 meeting reports (19 th and 20 th meeting) and 2 one pagers with highlights of 2 meetings. Widely disseminated through CSF listserv, www.aidsactioneurope.org, e-news alerts, Commission website, social media
Can the deliverable be published at CHAFEA's project database?	yes

Deliverable 02:

Title of deliverable	Roundtable report of European HIV Legal Forum
Deliverable number in grant agreement	02
Nature (eg. report, book, website etc.)	Minutes of the meeting in Amsterdam Minutes of the meeting in Budapest
Delivery date to CHAFEA	August 2014 and March 2015
Specific remarks on this deliverable	Report of roundtable meeting with legal experts in Amsterdam Report of kick-off meeting with representatives from ten involved organisations of 10 countries in Budapest
Can the deliverable be published at CHAFEA's project database?	no

Deliverable 03:

Title of deliverable	Leaflet
Deliverable number in grant agreement	03
Nature (eg. report, book, website etc.)	leaflet

Delivery date to CHAFEA	February 2015
Specific remarks on this deliverable	Bilingual leaflet to be disseminated at relevant meetings
Can the deliverable be published at CHAFEA's project database?	yes

Deliverable 04:

Title of deliverable	Network News
Deliverable number in grant agreement	04
Nature (eg. report, book, website etc.)	newsletter
Delivery date to CHAFEA	August 2014; March 2015
Specific remarks on this deliverable	Network News disseminated 7 times (February, April, June, September, October, November and December) to more than 600 contacts.
Can the deliverable be published at CHAFEA's project database?	yes

Deliverable 05:

Title of deliverable	Clearinghouse Update
Deliverable number in grant agreement	05
Nature (eg. report, book, website etc.)	newsletter
Delivery date to CHAFEA	August 2014
Specific remarks on this deliverable	Clearinghouse Update disseminated 3 times (January, March, May) to more than 600 contacts.
Can the deliverable be published at CHAFEA's project database?	yes

Deliverable 06:

Title of deliverable	Clearinghouse
Deliverable number in grant agreement	06
Nature (eg. report, book, website etc.)	Online database
Delivery date to CHAFEA	August 2014
Specific remarks on this	www.hivaidsclearinghouse.eu , online database on HIV

deliverable	and AIDS EN/RU
Can the deliverable be published at CHAFEA's project database?	yes

Deliverable 07:

Title of deliverable	AIDS Action Europe website
Deliverable number in grant agreement	07
Nature (eg. report, book, website etc.)	website
Delivery date to CHAFEA	August 2014
Specific remarks on this deliverable	www.aidsactioneurope.org , EN/RU
Can the deliverable be published at CHAFEA's project database?	yes

Deliverable 08:

Title of deliverable	AIDS Action Europe SC meeting report
Deliverable number in grant agreement	08
Nature (eg. report, book, website etc.)	2 meeting reports
Delivery date to CHAFEA	August 2014 and March 2015
Specific remarks on this deliverable	Disseminated among SC, summary in e-news alert, available on www.aidsactioneurope.org
Can the deliverable be published at CHAFEA's project database?	yes

Deliverable 09:

Title of deliverable	Annual report AAE 2013
Deliverable number in grant agreement	09
Nature (eg. report, book, website etc.)	report
Delivery date to CHAFEA	February 2014
Specific remarks on this deliverable	Report in English and Russian. Available at www.aidsactioneurope.org Announced in e-news and on aidsactioneurope.org and social media.

Can the deliverable be published at CHAFEA's project database?	Yes
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Deliverable 10:

Title of deliverable	Technical and financial report of Operating Grant 2014
Deliverable number in grant agreement	10
Nature (eg. report, book, website etc.)	report
Delivery date to CHAFEA	August 2014 and March 2015
Specific remarks on this deliverable	Technical and financial report Operating Grant 2014 covering 1 January to 15 July 2014.
Can the deliverable be published at CHAFEA's project database?	yes

Operating Grant implementation

Organization and planning

- Please provide a list and **a description of the main activities implemented**, as much as possible in relation to the main aims of the 2014 Work plan
- Please provide **a summary of seminars, conferences and other events attended**, indicating the organiser, number of participants (possibly by country), date, etc.
- Please provide **a list of travel & substance costs** in connection with the implementation of the programme of activities
- Please describe changes to the original planning, which problems occurred and how did you solve them? (if applicable)

General remarks

All activities that had been scheduled in 2014 were successfully implemented according to the work plan, and the agreed deliverables were realised.

In the following paragraph, all activities are described in relation to the aims and objectives of the 2014 work plan.

- Section 1 describes activities in connection with objective one: Strengthen Civil Society;
- Section 2 describes activities in connection with objective two: Increase collaboration, linking and learning;
- Section 3 describes activities implemented in connection with objective three: Manage internal processes;
- Section 4 provides a summary of seminars, conferences and other events;
- Section 5 provides a list of travel and subsistence costs;
- Section 6, finally, refers to adjustments of the work plan in relation to the original planning.

1. Activities linked to objective 1: Strengthen civil society contribution to regional and national HIV/AIDS policies and programmes

1.1 Act as Civil Society Forum co-chair

AIDS Action Europe, together with representatives from the European AIDS Treatment Group (EATG), takes care of the coordination of the EU Civil Society Forum on HIV/AIDS (CSF). AIDS Action Europe staff supports all necessary tasks of the CSF, and an AAE Steering Committee member is one of the two co-chairs of the CSF.

1.1.1 Constitution of the new Civil Society Forum

In the first half of 2014, AIDS Action Europe supported the European Commission in the selection process for the new CSF members. Earlier, AAE had sent out the call for applications, and together with the responsible SANCO officer, and in cooperation with EATG colleagues, the final selection was made. The selection process was finalised by the end of May, in time for the invitations to the 19th CSF meeting in Luxembourg. After the confirmation of the new members by SANCO, the new list of CSF members was published on the AAE website.

1.1.2 19th CSF meeting in Luxembourg – 8 & 9 July 2014

AIDS Action Europe, in cooperation with EATG, took care of the preparation and implementation of the 19th meeting of the Civil Society Forum, which took place in Luxembourg in July 2014.

Deliverable 01: 19th CSF Meeting Summary Report and CSF One-Pager with action points

Main activities regarding the CSF meeting:

- Development of the agenda
- Contacting speakers
- Compiling background documents
- Disseminating agenda and background documents
- Supporting the co-chairs of the CSF
- Presenting minutes and action points at the meeting

Main topics on the agenda:

- Summary of CSF activities
- Policy framework and funding mechanism 2014 onwards
- Overcoming Stigma: Stigma index reports from Portugal and Ukraine
- HIV and drug use, in cooperation with CSF on Drugs
- Affordable quality treatment options: the role of generics
- Key updates from other agencies: UNAIDS and EMCDDA

1.1.3 20th CSF meeting – place and date still under negotiation

The 20th CSF meeting was implemented in Rome in November 2014 in the framework of the Ministerial conference and in connection with the 10 Years Dublin Declaration.

Deliverable 01: 20th CSF Meeting Summary Report and CSF One-Pager

Main activities regarding the CSF meeting:

- Development of the agenda
- Contacting speakers
- Solving organisational issues with the Italian Ministry
- Compiling background documents
- Disseminating agenda and background documents
- Supporting the co-chairs of the CSF
- Presenting minutes and action points at the meeting

Main topics on the agenda:

- Summary of CSF activities
- The Rome Conference and Rome Declaration
- 10 year Dublin overview
- Keep HIV, HCV, TB and STIs on the agenda of the Health Ministers Council
- Planning of UNGASS meetings on drugs and on HIV in 2016
- Rapid testing – community based testing outside medical settings
- PrEP - State of discussion in different countries
- Undocumented migrants: Access to treatment, prevention and care
- Access to affordable DAAs

1.1.4 Think Tank meetings

CSF co-chairs and additional AIDS Action Europe and EATG members attended the Think Tank meeting on 9 & 10 July 2014 in Luxembourg and on 25 November 2014 in Rome. In Luxembourg they reported back from the main points discussed at the CSF meeting and shared with the Think Tank members the concerns that were expressed at the CSF meeting regarding the three focus issues, i.e. stigma, drug use and affordable medicines. In Rome in November following topics were addressed by the CSF co-chairs: The Joint Action on Harm Reduction, UNGASS on drugs, rapid testing, PrEP, Undocumented migrants and universal access to affordable medicines.

1.1.5 General advocacy and policy work of the CSF in 2014

In cooperation with co-chairs and members of the CSF, AIDS Action Europe supported and participated in a broad range of advocacy actions. Below, a few examples are summarised:

- The Morocco EU EFTA negotiations: AAE endorsed and disseminated a letter to the negotiating parties, which urged *'to ensure that the negotiations lead by the European Commission's representatives, on behalf of the European Union, do not contain any intellectual property provisions that go beyond the requirements of the TRIPS Agreement or any investment requirements that could harm access to medicines'*.
- Criminalisation of sex work: AAE, in cooperation with sex work projects and networks, supported efforts to counter-act recommendations to criminalise the clients of sex workers (Honeyball report on sexual exploitation and prostitution to the European Parliament).
- Also in the area of sex work, AAE endorsed a letter to Amnesty International regarding decriminalisation of sex work.
- Threatened harm reduction interventions in Crimea: Intense efforts were made to support harm reduction services in Crimea that are under threat after the Russian annexation. These efforts were particularly geared towards UNAIDS to put this issue on the EECAAC Conference in Moscow.
- AAE supported the Call to EU Ministers of Health and CEOs of pharma companies regarding universal access to curative hepatitis C treatment in the EU and beyond.

- In a scheduled meeting with Commissioner Andriukaitis during the Rome conference, EATG and AAE representatives could address their concerns, that the contribution of the EU and the member states to the global AIDS response has decreased in the last 10 years while the bulk of the HIV and related epidemics, such as TB and viral hepatitis, happens currently in Europe. Furthermore, the pricing of pharmaceuticals, the needs of key affected populations, the efficacy of PrEP and the importance of a new policy framework for HIV/AIDS after 2015 could be referred to.
- Big efforts were put into the development of the Rome declaration by AAE and EATG as follow-up document of the Dublin declaration. Unfortunately this has not been successful but will be followed up in order to keep HIV on the political agenda.
- A press release in the framework of the HepHIV conference in Barcelona for renewed political leadership as key to halting the epidemics of HIV and viral hepatitis across Europe was supported by AAE.

1.1.6 CSF listserv

In 2014, the CSF email group/listserv has been updated, so that all new CSF members are included.

This e-mail network remains an important communication and advocacy tool for civil society organisations in Europe. As the e-mail group is limited to CSF members, other civil society actors have been invited to join the CSF on Facebook, as this is open to non-members:

https://www.facebook.com/groups/339663701003/10152633029181004/?notif_t=group_activity

All advocacy interventions were accompanied by communication via the respective AAE communication tools (website, newsletter, mailings etc.).

1.2 Contribute to implementation, monitoring & evaluation of European HIV policy

1.2.1 Evaluation of the EU Communication on HIV/AIDS

The AIDS Action Europe secretariat supported the external evaluation of the Commission Communication on Combating HIV/AIDS in the EU and ENP countries 2009-2013.

In January 2014, an email was disseminated to invite AAE members and partners to complete a survey, administered by RAND Europe and Van Dijk Management Consultants.

In February 2014, a reminder was sent out.

In May 2014, the evaluators addressed AIDS Action Europe with additional questions, related to several statements

- concerning the feature/characteristics of civil society in Eastern and Western Europe
- the different strengths of civil society actors, e.g. drug users vs MSM
- generational gap in levels of activism, e.g. younger MSM vs older MSM.

These questions were answered by various members of AIDS Action Europe.

1.3 Coordinate European HIV Legal Forum

1.3.1 European HIV Legal Forum (EHLF) Roundtable meeting, Amsterdam, 14 & 15 April 2014

Deliverable 02: Report of EHLF meeting in Amsterdam;

In April 2014, members of the European HIV Legal Forum (EHLF) met in Amsterdam. The meeting was a follow-up on a survey on legal issues regarding access to services and health insurance for migrants living with HIV in an irregular situation (conducted in late

2012) and a Roundtable meeting organised in October 2013, to define the general outline of the project plan.

The objectives of the meeting were to

- Agree on Terms of Reference for the EHLF
- Agree on objectives for 2014/2015
- Translate background country information into EU priorities and tools
- Agree on further steps and division of tasks

The main outcomes and conclusions of the meeting were:

- Regarding the scope: The members of the EHLF agreed not to restrict the activities to undocumented migrants but address all those who have limited access to HIV services due to legal obstacles.
- Regarding mission and objectives: These need to be reviewed.
- Regarding the geographical coverage: The EHLF should be extended to finally include Denmark, Germany, Greece, Hungary, Italy, the Netherlands, Poland, Spain, the UK and Switzerland (pending confirmation that the Swiss AIDS Federation is still involved in the EHLF and that they are eligible to participate).
- Regarding governance: EHLF will be co-ordinated by the AAE Secretariat (timelines, report-writing); EHLF partners will advise on projects/do the work; AAE Steering Committee will have final decision on activities, funding etc.
- Based on the minutes of the meeting, an existing funding application was fine-tuned.

Deliverable 02: Report of EHLF meeting in Budapest

Based on the outcome of the mentioned meeting in Amsterdam and an approved funding application, representatives of ten organisations from Italy, Hungary, France, Spain, the UK, the Netherlands, Serbia, Germany, Greece, Poland came together in Budapest in December 2014. The meeting was organised, implemented and facilitated by AAE and was a kick-off meeting for upcoming activities in the EHLF.

The main outcomes of the meeting were:

- The 10 participants gave an overview of the situation of undocumented migrants.
- The participants agreed to describe the addressed group as People with no entitlement to HIV services due to their current legal residence status.
- Legal observatories in France and Spain and the campaign of the National AIDS Trust in the UK were presented as good practices to pave the way for access to HIV services for the key population.
- Three working groups were established to create log frames for the upcoming activities and agreed to keep on working in these groups to achieve the objectives of the EHLF project.

1.4 Advocate as AAE for civil society concerns at European policy opportunities

In the first half of 2014, AIDS Action Europe Steering Committee and staff were involved in advisory activities in relation to relevant European and international policies. They participated at and contributed to various European/international events.

Examples are listed below:

- Steering Committee member Lella Cosmaro represented AIDS Action Europe at the "Health in Europe-making it fairer" Conference in March 2014 in Brussels;
- AAE Steering Committee and staff were present and provided presentations at the EU HIV Cluster Meeting, June 2014 in Athens;

- Interim executive coordinator Georg Bröring attended an informal meeting on a Pan-European campaign related to the future EU agenda and the post-2015 agenda, June 2014 in Brussels.

In the second half of 2014, European events saw the following involvement of AAE:

- Steering committee chair Anke van Dam and executive coordinator Michael Krone participated in the iCAN (increasing capacities, achieving novelties) conference in Warsaw.
- AAE staff took part in two kick-off meetings in the application process of the Joint Action on HIV and co-infections in Luxembourg in November 2014 and in Riga in December 2014.
- AAE staff member Lella Cosmaro represented AIDS Action Europe in the HepHIV meeting in Barcelona in October 2014.
- AAE Staff and steering committee chair Anke van Dam participated in the European Conference on Hepatitis C and Drug Use in Berlin in October 2014.
- Anke van Dam, Lella Cosmaro and AAE staff were actively involved in the Ministerial Conference in Rome in November 2014.
- SC members and AAE staff participated in the memorial ceremony in September 2014 in Amsterdam for the former Executive Coordinator Martine de Schutter who died in the MH 17 plane crash in July 2014. Her death is and will be a big loss for the whole community.

2 Activities linked to objective 2: Facilitate collaboration, linking & learning, and good practice exchange among NGOs, networks, policy makers and other stakeholders

2.1 Offer good practice exchange via Clearinghouse

These activities broadly consisted of promotion of the use of the Clearinghouse, keeping the Clearinghouse up to date and (technical) maintenance. The day to day maintenance activities of the Clearinghouse ensured that newly uploaded publications were reviewed and published both in English and Russian, and that the publications were located under the right topics, target groups and regions in the Clearinghouse. This included editing the descriptive information of each upload. Furthermore, it included follow-up communication with the persons who uploaded the materials, trouble shooting and coordinating with the external web company for technical support whenever needed. We also actively searched for relevant publications and stimulated our members to upload new resources.

Deliverable 05: Clearinghouse Update

The promotional activities of the Clearinghouse included compiling and distributing 3 bi-monthly Clearinghouse Updates in both English and Russian in the first half of 2014. This newsletter informs users about the latest added materials in the Clearinghouse and the most popular downloads. One of the Clearinghouse updates was a special edition, dedicated to the 10 years celebration of the Dublin Declaration. This Clearinghouse special informed users about documents in the Clearinghouse related to the Dublin Declaration. Further promotion and stimulation of the Clearinghouse was done through posting its latest publications as well as Update releases on Facebook.

2.2 Promote Linking And Learning Through Collaboration With Members/Partners/(EU)Projects

In the first half of 2014, we continued to facilitate linking and learning through the member, partner and project profiles on our website. New members, partners and EU projects were invited to create their profile and existing ones were invited to update their profile. The list with project files on the website was adjusted accordingly.

AIDS Action Europe was promoted at several meetings. The executive coordinator presented AIDS Action Europe at the EU Cluster meeting in Athens, and the communications coordinator promoted AIDS Action Europe during a meeting hosted by AFEW in Amsterdam. In the second half of the year the conference on Hepatitis C and Drug Use in Berlin; the iCAN conference in Warsaw and the Ministerial conference in Rome were at focus in promoting AAE.

In the first half of 2014, AIDS Action Europe enabled partners and members to disseminate their information to the network. Whenever the communication coordinator was informed about news, calls or publications, she disseminated the information through the suitable communication channels. Moreover, she actively searched for relevant news, vacancies, events etc. to keep the network up to date. AAE staff continuously interacted with network members, by actively sharing messages and responding to posts.

Every Monday, an AIDS Action Europe member was put in the spotlight on Facebook, in order to make the network aware of the diversity of members and their activities. With this special 'Member Monday', information about a member and a link to its website was disseminated. Each newsletter also contained a section 'Member in the spotlight', in which members had the opportunity to present their organisation and a project, of which they were particularly proud. This procedure was not kept up in the second half of the year in favour of increased network news dissemination involving members via Facebook.

AIDS Action Europe actively promoted the EU-wide *Joint Action on Improving Quality in HIV prevention*. The project section on the AAE website contains a description of the Quality Action initiative including objectives, strategies, partners and a link to www.qualityaction.eu. We also disseminated information about Quality Action in the Clearinghouse. For instance, we uploaded their newsletter in the Clearinghouse and promoted it on Facebook.

Deliverable 04: Network News

In the first half of 2014, the AAE *Network News* was distributed three times: in February, April and June. Each *Network News* contained a maximum of three news items. The outline aimed at focusing on activities that AAE either had carried out or had been involved in.

In the second half of 2014, the AAE *Network News* was distributed twice: in September and November. Each *Network News* contained a maximum of three news items. Furthermore two *Network news special editions* were distributed in October and December 2014.

Activities of the communication coordinator included writing, compiling and editing of articles, images and quotes; (coordinating) translations; setting up the newsletter in its layout and disseminating it among interested parties. In addition, the communication coordinator actively approached network members and EU funded projects and encouraged them to write contributions for the newsletter. In that sense, *Network News* provided organisations with a platform to expose their activities and at the same time to strengthen relations with them.

Information about Quality Action was actively communicated through the *Network News*. For instance, *Network News* contained articles about Quality Action training workshops, and about a meeting of the policy work package members in Berlin.

To make the newsletter more attractive, the first two newsletters contained a personal story of member organisations related to newsworthy event, such as: homophobic laws in Russia and the tension between Russia and the Ukraine. Personal stories are able to attract readers' attention, by making things concrete, interesting and tangible.

2.3 Communicate effectively with the AIDS Action Europe Network

Deliverable 07: AAE website

As in earlier years, the website was updated almost daily with announcements, calls for action, vacancies, events and key materials (in English and Russian). In the bi-monthly newsletter we informed the network about relevant (policy) developments, interesting projects and our activities. Moreover, in tailored mailings important announcements were made, for example regarding the re-hosting of AIDS Action Europe to Deutsche AIDS-Hilfe and two vacancies for the AIDS Action Europe Steering committee.

In addition, the network was updated about several meetings, which AIDS Action Europe staff attended. Georg Bröring wrote articles about the EU Cluster Meeting in Athens, the Quality Action meeting in Berlin and the meeting of the Legal Forum in Amsterdam. These articles were communicated via social media, the website and the network news.

In the second half of 2014 AAE disseminated news of the 20th International AIDS Conference, the EU HIV/AIDS Civil Society Meeting, a newsletter in memoriam of Marine de Schutter, introduced the EHRN campaign "Break the Silence, End Police Violence", as same as didyouknow.tips, a campaign of the DAH and insights about news on LGBT-

rights in Russia. This information was published in the newsletter and shared on social media and the website.

The AAE communication officer elaborated on the cross media communication plan and took care of regular moderation of the Facebook account. Information was spread on a variety of items:

- Clearinghouse publications
- calls for action
- EU funded projects
- external funding opportunities
- vacancies, events, petitions and other announcements
- E-news and Clearinghouse Updates

The messages were often accompanied by an image to trigger the interest of people and combined with questions to trigger dialogue or response.

On Facebook, images were used that supported the content of the posts with the aim to communicate in a more attractive way. A specific link was included in the e-news to the “*Member Mondays*” on Facebook, in order to facilitate further exchange between network members. The social media room on the website was kept up to date and promoted through several communication channels. Here, at a single glance, one can see what’s happening on the AIDS Action Europe social media: Twitter, Facebook, YouTube and WordPress

The new communications coordinator started working for AAE after the re-hosting process to Deutsche AIDS-Hilfe only in October 2014. Therefore the “*Member Mondays*” were not continued during the second half of the year.

To work more effectively, it was decided to stop updating the twitter account. Daily feed is needed to keep your twitter account alive. Since there was only time to update the twitter account twice a week, it was decided to focus our communication efforts on the website and Facebook.

Deliverable 03: AIDS Action Europe leaflet

In the first half of 2014, we did not update and reprint the AIDS Action Europe leaflet. It was decided to update the brochure after the re-hosting procedure. Deutsche AIDS-Hilfe can adapt the brochure in the second half of 2014, according to their views and including new contact details.

The original leaflet was disseminated at several meetings in the first half of 2014.

3 Activities linked to objective 3: Manage internal processes to successfully implement work programme

3.1 Overall governance by AAE Steering Committee

The AIDS Action Europe office supported the Steering Committee in its governing tasks. In the first place, this concerned the organisation of the Steering Committee meetings in Amsterdam and Berlin; but it also related to supporting communication between SC members and between SC and the wider AAE Network, e.g. during advocacy interventions. Three new SC members had to be identified and were found in 2014: Marianella Kloka from Greece and Nenad Petkovic from Serbia joined the SC from August 2014 on and Aigars Ceplitis from Latvia is the SC representative for the EU Eastern European region from January 2015 on.

The AAE office also facilitated phone conferences. SC chair and project coordinator took care of preparing the contents of the calls.

In 2014, the Steering Committee focused on the re-hosting process, which was supported by the AAE office.

3.1.1 Steering Committee Meeting, Amsterdam, 31 March & 1 April 2014

Deliverable 08: Steering Committee Meeting Minutes

The meeting took place in the office of STI AIDS Netherlands in Amsterdam and was attended by all seven SC members and the entire AAE staff.

The main objectives of the meeting were to address:

- State of affairs AAE
- Re-hosting
 - Report from proceedings
 - Decision on re-hosting
 - Further proceedings re-hosting
- AAE priorities 2014:
 - CSF
 - European HIV Legal Forum (EHLF)
 - Clearinghouse
 - EU Joint Action – Quality Action

All points of the agenda were covered at the meeting, and there was a successful selection process for a new host.

The meeting was evaluated very positively, and the SC members appreciated the good preparation of the meeting by the AAE office.

3.1.2 Steering Committee Meeting, Berlin, 20 and 21 November 2014

Deliverable 08: Steering Committee Meeting Minutes

Steering Committee members were welcomed on the premises of the new host organisation Deutsche AIDS-Hilfe in Berlin. The newly elected SC members and the new AAE staff met with the experienced ones.

The main objectives of the meeting were to address:

- Orientation to new SC and office staff

- AAE members needs and engagement
- Strategic Framework 2015 – 2017
- Core thematic areas for 2015
- The geopolitical situation in Europe and its impact on AAE's Action Plan
- Organisational issues due to the host organisation change.

Steering Committee members expressed their relief about the new host situation and their commitment to AAE. After a difficult year that cumulated in the tragic death of the former Executive Coordinator Martine de Schutter in the MH 17 plane crash, SC members are confident that AAE will maintain its important role as central player at the European level in the field of HIV/AIDS policies and interventions.

3.1.3 Steering Committee phone conferences

In January, May and June 2014, and in the second half of 2014 in August, September, October and December comprehensive phone conferences were organised to update about current affairs of AIDS Action Europe in general and on the re-hosting procedure in particular. All phone conferences were prepared by Chair and executive coordinator, and the results and agreements were summarised in minutes.

3.2 Implement, monitor, evaluate and fundraise for work programme

In order to safeguard a smooth implementation of the work programme, AAE staff had team meetings every second week in the first half of the year. These meetings were increased to weekly meetings in the second half of the year. At these meetings, current activities regarding project management and communication were fine-tuned, and upcoming meetings were discussed and prepared.

Quarterly progress reports – including information about activities and budget – were submitted to and approved by the Board of Directors of Stichting Aids Fonds-STOP AIDS NOW!-Soa Aids Nederland (in Dutch only) in the first half of the year. This procedure was maintained by Deutsche AIDS-Hilfe in the second half of the year.

AIDS Action Europe executive coordinator took care of the overall monitoring of the work, including supervising targets and timelines. The executive coordinator – in close cooperation with the Steering Committee – was also in charge of proper communication to and with funding agencies and AAE members and partners in order to provide all stakeholders timely with appropriate information.

3.2.1 Monitoring and Evaluation

In the first half of 2014, there were several opportunities for feed-back on the work of AIDS Action Europe. These were both structured, such as the evaluation of meetings, as unstructured, as during phone conferences.

All meetings that were organised in the framework of AIDS Action Europe have been evaluated in a structured manner:

- Evaluations from the Steering Committee meetings and the EHLF meeting were very positive, regarding both logistics and contents. Details can be found in the minutes.
- The CSF meetings were evaluated through an evaluation form. The very positive results of both meetings are part of the report package.

In addition, Steering Committee members expressed their appreciation for the work of the AAE at various occasions (SC meeting and phone conferences).

3.3 Reporting to the AIDS Action Europe network and stakeholders

Deliverable 09: Annual report AAE 2013

The work of AIDS Action Europe was justified in a comprehensive report aimed at a broader audience:

http://www.aidsactioneurope.org/system/files/1.About_us/1a.Who_we_are/annual_report_2013_def_en.pdf.

In this document, all activities and main conclusions are summarised. It also includes a financial justification.

The document was disseminated widely in early 2014 and is available on the AAE website.

4 Summary of seminars, conferences and other events

MEETING	ORGANISER	PLACE	DATE	ROLE AIDS Action Europe
EATG Stakeholder meeting	EATG	Brussels	3 & 4 February 2014	Executive coordinator participated and provided advice
Quality Action – WP8 meeting	BZgA and DAH	Berlin	6 & 7 February 2014	Executive coordinator participated, chaired one session and provided input
Bi-lateral meeting Quality Action WP2	European Health Net	Brussels	28 February 2014	Communication officer provided advice to WP2 coordinator
'Health in Europe - making it fairer'	European Commission	Brussels	18 March 2014	SC member participated and provided contribution
HIV Cluster Meeting	European Commission	Athens	12 & 13 June 2014	SC member and executive coordinator participated and provided presentations
Meeting on Pan-European campaign	UNAIDS & Stop AIDS Alliance	Brussels	26 June 2014	Executive coordinator participated and provided advice
Chafea Info Day	Chafea + Netherlands Enterprise Agency	The Hague	3 July 2014	Executive coordinator participated
19 th Meeting of the HIV/AIDS Civil Society Forum	CSF	Luxembourg	8 & 9 July 2014	Coordinate, act as co-chair, evaluation, minutes
iCAN (increasing capacities, achieving novelties)	EATG	Warsaw	10 &11 October 2014	SC chair and executive coordinator participated and provided contribution
Info day of the Joint Action on HIV and co-infections	European Commission	Luxembourg	6 & 7 November 2014	Executive coordinator participated and contributed
Meeting for the Joint Action on HIV and co-infections Riga in November 2014	Finnish National Institute for Health and Welfare (THL)	Riga	16 &17 December 2014	Communications coordinator and DAH staff on behalf of AAE participated and provided input
HepHIV meeting in Barcelona in October 2014	HIV in Europe	Barcelona	5 to 7 October 2014	SC members participated and contributed
European Conference on Hepatitis C and Drug Use	Correlation network	Berlin	23 & 24 October 2014	SC chair and staff members participated

Ministerial Conference in Rome	Italian MoH	Rome	27 & 28 November 2014	SC members and staff organised, participated and contributed
Memorial ceremony Martine de Schutter	SOA Aids Nederland	Amsterdam	22 September 2015	SC members and staff participated

5 List of travel & subsistence costs

TOTAL OF TRAVEL AND SUBSISTANCE STAFF AND EXTERNAL INVITEES	€18.061,37
TRAVEL STAFF	€1.614,26
19 th EU HIV/AIDS Civil Society Forum and Think Tank	€ 28,11
20 th EU HIV/AIDS Civil Society Forum and Think Tank	€ 301,51
Steering Committee I meeting Amsterdam	€ 0,00
Steering Committee I meeting Berlin	€ 0,00
European HIV Legal Forum Roundtable I Amsterdam	€ 0,00
European HIV Legal Forum Meeting I Budapest	€ 230,67
Joint Action on HIV and co-infections	€ 316,25
Other European meetings 1 st half of the year	€ 171,20
Other European meetings 2 nd half of the year	€ 566,52
SUBSISTANCE STAFF	€1.026,71
19 th EU HIV/AIDS Civil Society Forum and Think Tank	- € 12,00
20 th EU HIV/AIDS Civil Society Forum and Think Tank	€ 146,20
Steering Committee I meeting Amsterdam and AAE staff meeting	€ 0,00
Steering Committee I meeting Berlin	€ 0,00
European HIV Legal Forum Roundtable I Amsterdam	€ 0,00
European HIV Legal Forum Meeting I Budapest	€ 143,91
Joint Action on HIV and co-infections	€ 268,60
Other European meetings 1 st half of the year	€ 378,00
Other European meetings 2 nd half of the year	€ 102,00
TRAVEL EXTERNAL INVITEES	€8.029,28
Steering Committee I meeting Amsterdam	€ 1.661,78
Steering Committee I meeting Berlin	€ 1.719,48
European HIV Legal Forum Roundtable I Amsterdam	€ 1.196,88
European HIV Legal Forum Meeting I Budapest	€ 1.821,43
Joint Action on HIV and co-infections I meeting Riga	€ 825,75
Other European meetings 1 st half of the year	€ 678,57
Other European meetings 2 nd half of the year	€ 125,39
SUBSISTANCE EXTERNAL INVITEES	€7.391,12
Steering Committee I meeting Amsterdam	€ 1.972,57
Steering Committee I meeting Berlin	€ 1.016,80
European HIV Legal Forum Roundtable I Amsterdam	€ 2.573,33
European HIV Legal Forum Meeting I Budapest	€ 1.284,09
Joint Action on HIV and co-infections I meeting Riga	€ 172,00
Other European meetings 1 st half of the year	€ 372,33
Other European meetings 2 nd half of the year	€ 0,00

6. Adjustment of the work plan

The AIDS Action Europe work plan for 2014 was implemented by two host organisations. All activities until 15 July 2014 were taken care of by STI AIDS Netherlands (SANL); and as from 16 July 2014, the work plan was realised by Deutsche AIDS-Hilfe in Berlin (DAH).

All details were negotiated between SANL, DAH and DG SANCO/Chafea and were agreed upon in an amendment.

The framework for this adjustment in carrying out the work plan consisted of a Memorandum of Understanding between Steering Committee and new host DAH, a Tripartite agreement between Steering Committee, DAH and SANL and an amendment to the contract (Operating Grant) between EC/Chafea and SANL, which was signed by EC/CHAFEA and DAH in December 2014.

The re-hosting procedure did not affect the work plan that was defined in the Operating Grant and all deliverables were realised.

Evaluation

- Please provide a qualitative evaluation of the execution of all tasks mentioned in Annex I of the grant agreement

N O . .	GENERAL OBJECTIVE	SPECIFIC OBJECTIVE FOR 2014	ACTIVITY	PERSON RESPONSIBLE	DELIVERABLES	LEVEL OF ACHIEVEMENT
1	Serve as a gateway to members to drive forward advocacy for HIV policy change	Strengthen civil society contributions to regional and national HIV/AIDS policies and programmes	Act as CSF co-chair	Executive Coordinator & AAE co-chair CSF	2 CSF meeting reports	<u>Achieved:</u> Two meetings successfully organised Reports of both CSF meetings finalised and published
2			Contribute to implementation, monitoring & evaluation of European HIV policy	Executive Coordinator & AAE co-chair CSF	2 CSF meeting reports, annual report 2013	<u>Achieved:</u> Reports of both CSF meetings finalised and published Annual Report 2013 published
3			Coordinate European HIV Legal Forum	Executive Coordinator	Roundtable report European HIV Legal Forum	<u>Achieved:</u> Reports of both meetings, in Amsterdam and Budapest available
4			Advocate as AAE for civil society concerns at European policy opportunities	Executive Coordinator Chair SC & SC members	Network news, AAE website, annual report 2013	<u>Achieved:</u> Network News published Website updated Annual Report 2013 published
5	Provide a platform for regular information exchange, knowledge sharing and networking	Facilitate collaboration, linking & learning, and good practice exchange among NGOs, networks, policy makers	Offer good practice exchange via Clearinghouse	Communications Officer	Clearinghouse Clearinghouse update	<u>Achieved:</u> <i>Clearinghouse update</i> realised and widely disseminated

		and other stakeholders				
6			Promote linking & learning through collaboration with members/partners/(EU)projects	Communications Officer	AAE website, Clearinghouse	<u>Achieved</u> Example Interview with network members
7			Communicate effectively with AAE network	Communications Officer	Leaflet, AAE website, Clearinghouse Clearinghouse update, Network news	<u>Partly achieved:</u> <i>Clearinghouse Update and Network News</i> realised and widely disseminated
8	Develop a stronger more effective organisation and network amongst our members	Manage internal processes to successfully implement work programme	Overall governance by AAE SC	Executive Coordinator, Chair SC & SC members	AAE SC report	<u>Achieved:</u> Both SC meeting reports available and published
9			Implement, monitor, evaluate and fundraise for work programme	Executive Coordinator & team	Annual report 2013, Technical and Financial Report 2014	<u>Partly achieved:</u> Annual report realised 2014 report realised

Our internal evaluation is based upon the following evaluation questions:

Objective 1: Policy and Advocacy

1.

QUESTION	HAVE NGOS & RELEVANT STAKEHOLDERS BEEN WELL-INFORMED ABOUT RELEVANT POLICY DEVELOPMENTS?
DATA COLLECTION METHOD	TRACKING WEBSITE VISITS, NO. OF E-NEWS READERS, TWITTER FOLLOWERS AND FACEBOOK FRIENDS, CSF MEMBERS' SURVEY
Indicators	<p>2 CSF meetings with 40 people from 25 countries: partly achieved</p> <p>No. of NGOs getting information about content CSF meetings</p> <p>CSF listserv (60), e-news (>600), Facebook (900), Twitter (500), news section in top 5 most visited pages: partly achieved</p> <p>90% CSF members satisfied with quality of information received</p>

Specific evaluation outcomes 19th CSF meeting, Luxemburg, 8 & 9 July 2014 and 20th CSF meeting, Rome, 27 & 28 November 2014

General Impression

Both CSF meetings were evaluated very positively by the CSF members. The Luxembourg meeting was the first after appointing new members of the CSF and it could be concluded that the CSF members have been selected in an appropriate way, representing all major target populations and geographical regions. At the meeting it was praised that important networks, such as ILGA for the GLBTI community, are involved. The attendance of the meeting by the great majority of CSF members, despite the short notice, and the lively discussions during the meeting are very promising for the future work of the CSF.

The Rome meeting took place in the framework of the Ministerial conference on the premises of the Italian MoH. Vivid discussions evolved around PrEP, access to HIV services for undocumented migrants and rapid testing outside medical settings. The CSF coordination team and Commission were urged to organise dates and place for the CSF meetings more in advance as, in particular with this meeting in Rome due to different circumstances, the CSF meeting was announced on very short notice.

Involvement of CSF members

During the first session of the Luxembourg CSF meeting, all (new) members were reminded of their rights and duties, in particular regarding their role as interface between their respective national fields and the CSF at the European level.

EXPECTED OUTCOME 1	NGOS AND STAKEHOLDERS ARE WELL-INFORMED ABOUT POLICY DEVELOPMENTS
Indicators	<p>2 CSF meetings with 40 representatives from 25 countries</p> <p>No. of NGOs receiving information on meeting agenda and reports</p> <p>90% CSF members satisfied with quality of information received as indicated by evaluation forms</p>
Level of accomplishment	<p>Both CSF meetings accomplished.</p> <p>The general impression of the Luxembourg meeting was rated 4,52 (on a scale 1 for very poor and 5 for very good) and 4,35 in the Rome meeting.</p>

2.

QUESTION	HAS CIVIL SOCIETY BEEN INVOLVED IN IMPLEMENTATION AND MONITORING OF NEW COMMISSION COMMUNICATION?
DATA COLLECTION METHODS	AGENDA AND REPORT CSF MEETINGS
Indicators	<p>European HIV policy is on agenda of both CSF meetings: achieved for 19th CSF meeting</p> <p>Input from CSF is received and communicated into EU HIV/AIDS Think Tank: achieved for 19th and 20th CSF meeting</p>

The involvement of civil society – through the CSF – had an impact on the new Commission Communication, and numerous concerns of civil society have been taken into account.

This contribution has positively been acknowledged by the European Commission in a message from acting director John Ryan to the members of the CSF.

European HIV policies have been explicitly included in the agenda of the 19th CSF meeting, and Commission representatives were present to provide additional information and clarifications.

The main points of discussion and concerns expressed at the CSF meeting were communicated by the CSF chairs and additional representatives from AIDS Action Europe and the European AIDS Treatment group, to the Think Tank, right after both meetings.

The three focus issues of the 19th CSF meeting – i.e. Stigma, IDU and affordable medicines – were followed up and fed back into the planning of the 10 Years Dublin Declaration event in November 2014

In the Think Tank in Rome concerns regarding the Joint Action on HIV and co-infections, UNGASS on drugs, rapid testing, PrEP, Undocumented migrants and universal access to affordable medicines were addressed by the CSF co-chairs

EXPECTED OUTCOME 2	CSF IS INVOLVED IN IMPLEMENTATION OF NEW COMMUNICATION
Indicators	<p>New Commission Communication is on the agenda of both CSF meetings</p> <p>No. of CSF members involved in Communication implementation</p>
Level of accomplishment	<p>Accomplished for both CSF meetings</p> <p>Actual involvement of CSF members can only be analysed in a later stage</p>

3.

QUESTION	HAVE CIVIL SOCIETY CONCERNs BEEN ADVOCATED FOR AT KEY POLICY OPPORTUNITIES?
DATA COLLECTION METHODS	TRACKING OF KEY POLICY OPPORTUNITIES IN THE REGION
Indicators	No. of key opportunities where AAE presented priority civil society concerns (min. 2 meetings and roundtable of European HIV Legal Experts)

A complete list of meetings and conferences that were attended by AAE members and staff can be found in section 4.

Civil society concerns have been addressed in particular at the following events:

- "Health in Europe – Make it Fairer" Conference, Brussels, March 2014: Here, an AAE Steering Committee member attended, and addressed the audience from a civil society perspective
- European HIV Legal Forum (EHLF) Roundtable in Amsterdam, April 2014: The meeting took place as scheduled, and legal aspects regarding access to treatment and care were highlighted by representatives from different civil society background.
- European HIV Legal Forum (EHLF) Meeting in Budapest, December 2014: Based on the outcome of the mentioned meeting in Amsterdam and an approved funding application, representatives of ten organisations from Italy, Hungary, France, Spain, the UK, the Netherlands, Serbia, Germany, Greece and Poland gave an overview of the situation of undocumented migrants. Three working groups were established to create log frames for the upcoming activities and agreed to keep on working in these groups to achieve the objectives of the EHLF project.
- The EC "HIV Cluster Meeting on HIV", Athens, June 2014: AAE Steering Committee member Lella Cosmaro provided a keynote speech on the role of civil society, and executive coordinator Georg Bröring contributed the experiences of AIDS Action Europe in a panel discussion.
- Pan-European Campaign meeting, Brussels, June 2014: Executive coordinator participated and provided advice from the civil society perspective.
- Meeting with Commissioner Andriukaitis during the Rome conference: EATG and AAE representatives could address their concerns regarding various CSF concerns.
- Ministerial conference in Rome, November 2014: The conference to a big part was conducted by CSF representatives.
- HepHIV conference in Barcelona, October 2014: AAE expressed among other stakeholders the need of renewed political leadership as key to halting the epidemics of HIV and viral hepatitis across Europe was supported by AAE.

EXPECTED OUTCOME 3	CIVIL SOCIETY CONCERN ARE ADVOCATED FOR AT INTERNATIONAL POLICY OPPORTUNITIES
Indicator	No. of key opportunities where AAE presented priority civil society concerns (min. 2 meetings and roundtable of European HIV Legal Experts)
Level of accomplishment	Accomplished

Objective 2: Linking and learning

1.

Question	Is the Clearinghouse regularly updated and are users informed?
Data collection methods	No. of uploads, Clearinghouse updates, twitter/Facebook notifications
Indicators	5% increase in new recourses: achieved 6% 3 Clearinghouse updates: achieved 60% new uploads communicated through Facebook and Twitter: achieved on Facebook

Since its launch in 2007, the HIV/AIDS Clearinghouse has played an important role in facilitating linking and learning between the various stakeholders in Europe and Central Asia. Many of the communication activities that were carried out in the first half of 2014 were therefore directly linked to the Clearinghouse.

The objectives of this part of the programme has been achieved by the end of the year with 6% increase. Other aspects have been realised according to the original planning: the Clearinghouse was regularly updated throughout the year; users have been informed in an appropriate way about the Clearinghouse; new uploads were communicated via Facebook and Clearinghouse Updates. New uploads were not announced on twitter as it was decided to focus on Facebook and the website. At the end of the year the twitter account was reactivated, with low interaction though.

The Clearinghouse Update was disseminated three times. The 'open rate', i.e. the percentage of recipients who opened the Update, grew considerably compared to 2013. In 2014, the open rate was 26% on average compared to 20% in 2013. The percentage of recipients who clicked on one of the links within the Update - the 'click-through rate' - was 6%, compared to 5% in 2013. One of the Clearinghouse updates was a special edition, dedicated to the 10 years celebration of the Dublin Declaration. This special edition appeared to reach the target group effectively, as the open rate was 26%.

The number of people with an active user account for the Clearinghouse has grown with 11 new accounts in 2014. Clearinghouse users consist of NGOs, European networks and projects, members of the Civil Society Forum, policy makers and representatives of international bodies, such as the ECDC, WHO, UNAIDS and ICASO. The linking and learning activities have led to further consolidation of the Clearinghouse as a central platform for the exchange of good practices on HIV and AIDS materials and tools in Europe and Central Asia.

EXPECTED OUTCOME 1	CLEARINGHOUSE IS REGULARLY UPDATED AND USERS ARE INFORMED ABOUT THAT
Indicators	Bi-monthly Clearinghouse updates New uploads communicated via Facebook 5% increase in new recourses
Level of accomplishment	Partly accomplished

2.

Question	Are target groups better informed and do they make more use of the clearinghouse?
Data collection methods	no. of up- & downloads & accounts; traffic via referring sites & social media sites, return visits, no. of announcements and social media posts
Indicators	<p>5% growth in accounts: achieved</p> <p>5% growth in uploads: achieved 6%</p> <p>5% more downloads: - not indicated after re-hosting</p> <p>25% referring traffic: not achieved (12%); not indicated after re-hosting</p> <p>30% return visits: not achieved (15%)</p> <p>Twice per week posting of announcements on website and Facebook/twitter: achieved</p>

In the first half of 2014, 82 new documents were uploaded to the Clearinghouse database bringing the total number of key materials to 1.378, a growth of 6% was reached.

A bug in the download count feature in the CMS was solved in 2013. This bug prevented us from counting the number of downloads in 2013 in a reliable way. In the first six months of 2014, the number of downloads was on average 238. The average of September, October and November was 191. The number for December out of technical reasons cannot be indicated. Unfortunately, we were not able to compare this number to last year's download count. The number of Clearinghouse visitors remained stable compared to 2013. In the first half of 2014, the Clearinghouse was on average visited 251 times each month, compared to 258 in 2013. And in the last half of the year, the average of visits of Clearinghouse was 276. Seen the average number of downloads a conclusion could be that almost each visitor of the Clearinghouse has downloaded a resource.

In the first half of 2014, the number of Clearinghouse accounts increased to a total of 852. This is considerably more than the envisaged 5%. However, increased generation of referral traffic to the Clearinghouse remains difficult to accomplish. Referral traffic can be created through link seeding, e.g. our link to the Clearinghouse on an external website directing to the Clearinghouse. We promoted link seeding through Facebook and, in addition, we invited members in each Clearinghouse Update to include our Clearinghouse button on their website. Nevertheless, only 12% of the online visitors did come through referrals, compared to 17% in 2013. After the transfer of the database to DAH the websites of AAE and Clearinghouse were merged. Therefore a figure for the Clearinghouse only cannot be indicated.

EXPECTED OUTCOME 2	TARGET GROUP IS BETTER INFORMED AND USE CLEARINGHOUSE MORE
Indicators	<p>5% growth in accounts</p> <p>5% growth in uploads Via website, members/partners/EU project profiles, e-news, Facebook, Twitter</p> <p>Twice per week posting of announcements on website and Facebook/twitter</p> <p>25% referring traffic</p> <p>30% return visits</p> <p>Material of members/partners/EU projects uploaded if applicable</p>

Level of accomplishment	
	Partly accomplished
3.	
Question	Are news, publications, events, materials of members/partners/EU projects e.g. regularly disseminated through our communication channels?
Data collection methods	Announcements and events sections website, member/partner/EU project profiles, newsletters, social media
Indicators	At least 2 announcements per week posted on website: achieved Posts on Facebook 2 days per week: achieved Material of members/partners/EU projects uploaded if applicable: achieved

In 2014, the AAE communication channels have been intensively used for dissemination of news, calls for action, vacancies, events, key materials, newsletters etc. Whenever available, materials of the network were uploaded on the website. Facebook and the website were both used to reinforce each other and reach more stakeholders. Every time the website was updated with vacancies, events or other news, the respective links were posted on Facebook, in order to generate more traffic to the website. Vacancies, news and calls were announced on Facebook with a link to the website for more information and accompanied by an image to trigger the interest of people.

AIDS Action Europe's communication channels also contributed to the EU Quality Action initiative. In 2014, we provided input to both the dissemination and policy packages. The project section on the AAE website contains a description of the Quality Action initiative, including objectives, strategies, partners and a link to www.qualityaction.eu. Furthermore, information about Quality Action has been communicated through our social media channels, the Clearinghouse and the Network News.

EXPECTED OUTCOME 2	
	NEWS, VACANCIES, EVENTS, MATERIALS OF MEMBERS/PARTNERS DISSEMINATED THROUGH OUR COMMUNICATION CHANNELS
Indicators	At least 2 announcements per week posted on website Posts on Facebook 2 days per week Material of members/partners/EU projects uploaded if applicable
Level of accomplishment	Accomplished

4.	
Question	Has AAE strengthened connection with its network?
Data collection methods	membership AAE, web statistics, readers Network News, social networking, tailored mailings
Indicators	min. 460 members: not achieved 432 in December 2014 1300 monthly web visits: achieved 3.572 30% return visits: not achieved (11%) 600+ recipients of 3 Network News: achieved 900 Facebook fans: achieved 1.062 in December 2014 500 twitter followers: almost achieved 491 followers in December 2014 5% increase in opens and clicks in tailored mailings: not achieved (1%), after re-hosting not evaluated

The number of members grew slightly in the first half of 2014, from 437 to 441 members but in the last half of 2014 8 members left the network. The number of members of the network is stagnating. The envisaged growth of Facebook fans appeared to be too ambitious. However, the number of followers still grew considerably from 761 to 845 and at the end of the year to 1.062 likes. Efforts to generate more traffic to the website were successful as the average number of visitors grew from 1.800 in 2013 to 2.100 in the first half of 2014 and later up to 3.572.

In the first half of 2014, we continued to tailor information. In a tailored mailing, the re-hosting of AIDS Action Europe to Deutsche AIDS-Hilfe and two vacancies for the AIDS Action Europe Steering committee were announced. The open rate of these mailings was on average 31%, an increase of 1% compared to last year. This is however not as much as the envisaged 5%.

Network News were disseminated three times in the first half of 2014 and four times in the second half of 2014 to over 600 recipients. The open and click through rates of the newsletter remained stable: 25% opened and 6% clicked through, compared to 26% and 6% respectively in 2013. It should be noted that these statistics only apply to mailings. The newsletter can also be read on the website. Moreover, the open rate should be viewed as a minimum, since “opening” of recipients reading the mail with blocked images or in a plain text version cannot be recorded. The targets regarding visitor loyalty (30% return visits) appeared to be too ambitious. The average of return visits to the Clearinghouse decreased from 31% in 2013 to 15% in 2014.

It should be mentioned that communication could be maintained during the re-hosting process, but there is clearly room for improvement. With the foreseen re-launch of the Clearinghouse, increased member involvement and scaled up user interaction, clear objectives for the upcoming year are set.

EXPECTED OUTCOME 3	AAE strengthened connection with its network
INDICATORS	min. 460 members 1300 monthly web visits 30% return visits 600+ recipients of 3 Network News 900 Facebook fans 5% increase in opens and clicks in tailored mailings
Level of accomplishment	Partly accomplished

Objective 3: Governance and management

1.

QUESTION	HAS THE WORKPLAN 2014 BEEN IMPLEMENTED AS PLANNED?
DATA COLLECTION METHOD	STEERING COMMITTEE MEETING, TELECONFERENCES, QUARTERLY REPORTS
Indicators	SC meeting report, annual report 2013

All activities in the area of governance and management were realised.

Both Steering Committee meetings were organised and attended by all SC members and the staff. The minutes of the meetings were disseminated and published on the website. The meetings were evaluated very positively, regarding both contents and logistics. In addition, teleconferences with Steering Committee and staff were held on a regular basis, and documented with minutes and action lists.

The Annual Report 2013 was finalised in the first quarter of 2014, disseminated and published on the website (in English and Russian).

Finally, the executive coordinator compiled quarterly reports for the SANL management (in Dutch) and for the DAH management (in German) for the second half of the year that justified progress and expenses of the project.

EXPECTED OUTCOME 1	WORK PROGRAMME 2014 IMPLEMENTED AS PLANNED
Indicators	1 SC meeting report
	minutes teleconferences
	95% work plan implemented
	2013 annual report online
	Staff progress reports
Level of accomplishment	Accomplished

Dissemination

- Please provide a list of all published material and the website address

- *Annual report 2013*
- *Network News* – seven editions in English and six in Russian
- *Clearinghouse Updates* – three editions in English and Russian
- *Steering Committee minutes*
- www.aidsactioneurope.org

Participation in EU actions (if applicable)

- Please provide your role/contribution to EU actions (i.e. projects)

STI AIDS Netherlands, including AIDS Action Europe, is partner in the EU Joint Action on Improving Quality in HIV Prevention (QHP): <http://www.qualityaction.eu/>. This Joint Action is coordinated by the German organisation BZgA, started in March 2013, and will be implemented over a three year period.

AIDS Action Europe has been particularly involved in Work Package 2 (Dissemination) and Work Package 8 (Policy).

In 2014, AAE staff attended a coordination meeting of WP 8 in Berlin and took care of follow-up activities after the meeting. For instance, an endorsement letter by civil society was compiled and sent to the Quality Action coordination.

Also in 2014, AAE staff paid a visit to the WP 2 coordinator in Brussels, in order to provide advice and support to the communication activities of Quality Action.

During the process of re-hosting AIDS Action Europe, the Joint Action partners were properly informed, and efforts were undertaken to smoothly continue the cooperation in the new framework and realise the commitments that were agreed between BZgA and AIDS Action Europe.

For AIDS Action Europe, the partnership with Quality Action provides opportunities to engage in cooperation with a broad variety of (new) stakeholders in the field and increase AAE's visibility in the European region.

Further remarks

- Please state further remarks that you find noteworthy

This report is based on the interim report of SANL. It covers activities and expenditures of AIDS Action Europe for both periods, 1 January 2014 to 15 July 2014 and 16 July 31 December 2014.

Annexes

- Please enclose in this report two copies of all published material and the website address with evidences of publicity on Union funding

<http://www.aidsactioneurope.org/about-us/our-sponsors>