Joint Action on Tobacco Control (JATC)

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WP3- D3.2. Interim Evaluation Report

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Executive summary

The 'Joint Action on Tobacco Control' project (hereafter referred to as JATC) is an action funded by the European Union's Health Programme (2014-2020). It is being implemented by 31 project partners of 24 EU Member States. The implementation of this developmental project is accompanied by an internal evaluation of the interim results, which are being presented in this report.

The overall aim of the internal evaluation is to determine if the project objectives have been achieved with regard to the delivery of outputs (section 3), to measure to what extent the planned outcomes of the JATC meet the needs of the project's target group (section 5) and to assess the process used to ensure that the project activities are implemented as intended (section 4). Details on the evaluation concept and the methodological design can be found in Annex I. The report covers the period from 16.10.2017 to 14.04.2019 (month 1 to month 18 of the project). Its preliminary evaluation findings, conclusions and recommendations are presented below.

Generation of outputs

Refers to **Evaluation question 1: Have the intended outputs of the JATC been delivered? How can they be improved?**

For the assessment of the generation of outputs, the planned delivery dates indicated in the overall work plan and taking into account the Amendment request[1] submitted by the consortium to CHAFEA, were compared to the actual dates of output submission to the project's portal. In addition, the reasons for delays were raised by informal talks with WP members and findings from a survey on the project's progress and procedures.

Findings

In total 37 outputs (deliverables and milestones) had to be submitted in the current reporting period. Some minor and some major delays of the submissions of deliverables and achievements of milestones were identified: 6 outputs were submitted on time, 26 were delayed and 5 have not been up-loaded yet. Factors contributing to the delays are the involvement of several WP members in the creation of one deliverable/milestone and subsequent mutual dependencies, dependency of

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[1] Ares (2018) 5678068-07/11/2018

outputs on other deliverables, turn-over of staff during the reporting period and a lack of specification of the content of deliverables and milestones. Further reasons include improvable social interaction between WP members, a lack of regular updates on the progress of the WP and little information exchange about tasks concerning specific competence areas.

Conclusion

Even if the observed discrepancy between submission date and up-load date of outputs is taken into consideration, the intended delivery dates might be over-ambitious, notably in view of the project's complexity that entails many mutual dependencies within work package members as well between different work packages. Experience shows that especially in multi-stakeholder projects such dependencies tend to become bottlenecks that can significantly slow down project implementation.

Recommendations

In order to support the timely delivery of outputs/milestones the following measures should be taken into consideration:

- Regular review of the work plan and planned delivery dates taking into account the dependencies between work packages;
- Establishment of a process to monitor dependencies and to facilitate the communication within and between work packages, including an 'early warning system' for impending delays;
- Elaboration of more detailed specification of planned deliverables and milestones;
- Establishment of a process that allows the monitoring of actual submission dates of deliverables/milestones.

Quality of project implementation

Refers to **Evaluation question 2: How can the quality of the implementation of the JATC be optimised during the project period?**

The assessment of the quality of project implementation followed a two-pronged approach: firstly, to evaluate the usage of a survey tool referring to the organisation of meetings and teleconferences; secondly, to analyse the findings of a survey on the project's progress and procedures.

<u>Findings</u>

1. The survey tool was used four times within the current reporting period.

2. The feedback tendencies for the domain 'general satisfaction', accounting for the overall satisfaction with the progress of the project, tends from the 'neutral' rating level to the 'positive' rating level. The satisfaction with single work packages varied to a certain degree. The biggest difference between WPs perceptions (largest range of answers for one item) was given with items 'information exchange about tasks concerning my competence area' and 'implementation of planned activities'. The feedback tendency for the item 'regular updates on the progress of the WP' improved but dropped for the item 'social interaction between WP members'.

A need for enhanced communication between WP members was articulated. Information on WP progress, meetings, milestones, task distribution, next steps and single tasks within each WP was required. A need for regular updates was repeatedly stressed by participants, some concerns and some appreciations about the work progress were made.

<u>Conclusion</u>

1. The employment of the quality questionnaire on meetings and teleconferences did indicate evidence of positive effects on specific WP success. Nevertheless, the tool was underutilised.

2. The improvement of information and communication efforts and the specification of the above-mentioned details for each team member is essential for the success of the project.

<u>Recommendations</u>

1. In consequence of the positive feedback on the interims consortium meeting, this on-demand service should be provided further on.

2. WP leaders could use short monthly web conferences for the improvement of team interaction. Additionally, time-bound quarterly steering group meetings with consistent agenda topics, e.g. progress update, could improve the quality of the projects progress.

Expected outcomes of the project

Refers to **Evaluation question 3: To what extent have the intended outcomes of the JATC been achieved? Which factors supported/hampered their achievement?**

For the assessment of outcomes (1) findings of expert interviews and (2) a survey on the initial project context will be compared to the findings of focus groups on the final project context. The current report covers the initial phase.

Findings

1. The efforts within the project were perceived to be highly suitable. In general, the vast majority of interview partners agreed upon the importance of the JATC to improve communication between Member States to implement the TPDII. While most parts of the collaborations were found to function very well, a focus should be set on the exchange between enforcement agencies and the systematisation and management of the achieved solutions.

2. A survey found the scope of the project well in line with the needs of the target group. Firstly, a large portion of the difficulties in the countries is potentially solved on EU level. Secondly, most of the expected outcomes of the project are covered by the work packages. Thirdly, the importance of each work package was reassured.

Conclusion

The perceptions of member states on the initial situation will be central to outcome evaluation of the final report. Nevertheless, one major unintended outcome already revealed. Bi- and multilateral communication and cooperation structures evolved due to the interaction space the project provided and laid fruitful ground for exchange on specific TPDII related implementation approaches.

The interims evaluation findings will be communicated in several ways to account for the evaluation purpose and to utilise findings for different stakeholders. At the end of the project period, a final evaluation report will be generated and the findings presented herein as well as the actions taken with regard to evaluators suggestions accounted for.

One change referring to the submission process is suggested to the initial evaluation plan.

Format	Delivery month	Target group	Method
Presentation preview for interims report	M16 [x]	Consortium, (including steering committee CHAFEA)	Face to face presentation at the consortium meeting in Brussels
Document, interims report	M18 [D3.2.]	steering committee	E-mail
SWOT analysis central aspects of the JATC interims findings including contextual factors	M20 [x]	steering committee	E-mail

Table of contents

List of abbreviations and acronyms

AGES	Austrian Agency for Food and Health Safety
LogFrame	M&E matrix in the format of a Logical Framework for Evaluation
TPDII	Tobacco Products Directive II
WP	Work package
JATC	Joint Action on Tobacco Control
MS	Member States of the European Union
CEG	Common Entry Gate of the European Union
QQ	Quality Questionnaire
TG	Topic Guide
CHAFEA	Consumer, Health, Agriculture and Food Executive Agency

List of tables

List of graphs

1. Introduction

The general objective of the project is to provide support for the implementation of the TPD throughout the 28 EU MS, to improve European public health.

The support shall be provided through the mining of EU-CEG data, supporting of laboratory collaborations and effort to evaluate priority additives. The specific aims are the following and shall be reached by the efforts within nine work packages with their specific process, output and outcome indicators.

- To ensure appropriate coordination and evaluation;
- To support the dissemination of information to the public, regulators and researchers;
- To enhance the ease of access to the data collected through the EU-CEG;
- To monitor and provide support to the tasks of tobacco and e-cigarette product regulation;
- Assist EU MS networking and collaborations between laboratories for tobacco evaluation;
- Support EU MS in the process of monitoring and updating priority additives;
- To integrate the JATC results into national policies.

The aim of this interim evaluation report is to illustrate the progress of the Joint Action on Tobacco Control (JATC) by referring to: a) process and output indicators (achievement of objectives), b) quality of meetings and project procedures (assessment of processes). The initial elicitation of data for outcome measurement will be described in detail (assessment of outcome). Outcome evaluation will be the focus of the final evaluation report.

Monitoring and evaluation is guided by an M&E matrix. It has the format of a *logical framework* yet adapted to the needs of the project. It summarises the main project elements and was used to illustrate the progress of the project in this interim report.

This report covers activities undertaken until 15.04.2019 (month 1 to month 18). The project activities carried out after that date will be subject to the final evaluation report. The results of the report will be communicated to the steering group and shall support WP leaders to improve their achievements and, consequently, the outcome of the JATC. If deemed necessary, an adaptation of the evaluation plan will be made in line with the evaluation approach, to generate benefit for JATC members at an optimal level.

2. Generation of outputs

This section evaluates the extent to which project objectives have been achieved with regard to the planned outputs.

Over the entire life-span of the project, a total of 72 outputs (34 deliverables and 38 milestones) (see Annex II). Out of these, 11 deliverables and 26 milestones were due from month 1 to month 18, i.e. the reporting period covered by this report (16.10.2017 - 14.04.2019).

For the purpose of the internal evaluation, monitoring data on output delivery were collected and analysed with a view to compare planned and actual delivery. To this end, the **participants portal** was consulted to verify the date on which documents on deliverables/milestones were up-loaded. This approach was based on the assumption that the up-load of deliverables/milestones would take place within one day after submission.

Table 1: Overview on deliverables and milestones

Project period	Deliverables	Milestones
Total (M1-M36)	**34**	**38[2]**
Due between M1 and M18 (until 14/04/2019)	**11**	**26**
Submission on time	1	7
Submission delayed	9	17
Submission delayed by <1 month	5	11
Submission delayed by >1 month	4	6
No submission	1	2

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[2] milestone 12 was withdrawn after the initial project phase

2.1. Findings on milestones and deliverables

The table below summarises the up-load dates registered on the participant portal for all planned deliverables/milestones in the reporting period as well as the respective delivery dates foreseen in the project work plan. Additional information was provided by the Coordinating team.

Table 2: Comparison of up-load dates of deliverables/milestones with planned delivery dates

Output	Type of output*	Planned delivery	Date of up-load	Status
Minutes of the 1st Consortium meeting	M	15.02.2018	02.03.2018	Delayed
Minutes of the 2nd Consortium meeting	M	15.02.2019	19.03.2019	Delayed
Conflict of interest forms	M	15.10.2018	11.09.2018	On Time
List of tobacco control stakeholders and regulators[3]	M	15.10.2018	09.10.2018	On time
Development of the project logo[4]	M	15.01.2018	12.12.2017	On time
Development of leaflets	D	15.01.2018	04.02.2018	Delayed
Launch of the project's website	D	15.02.2018	28.02.2018	Delayed
Evaluation indicators finalised (Logical Evaluation framework)	M	15.02.2018	19.03.2018	Delayed
Quality Questionnaire finalised[5]	M	15.01.2018	16.01.2018	Delayed
Communication and reporting plan finalised[6]	M	15.01.2018	16.01.2018	Delayed
Topic guides finalised[7]	M	15.01.2018	17.01.2018	Delayed
Interviews held and summary communicated[8]	M	15.04.2018	16.04.2018	Delayed
Interim focus groups held and summary communicated [9]	M	15.03.2019	06.02.2019	On time
Evaluation Plan	D	15.03.2018	07.06.2018	Delayed
Action plan for sustainability activities	M	15.04.2018	14.04.2018	On time

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[3] The stakeholder's list was completed and delivered with a delay so as to also incorporate the participant stakeholders of both the 3rd ENSP International conference and the stakeholders of the 14th International Society for the Prevention of Tobacco Induced Diseases. Upon completion of these two major conferences, the stakeholder's list was finalised. It will remain a live document however and will be used as the base from which to start communication activities. Further stakeholders are expected to be added to the list during the life of the project.

[4] The logo was prepared for the kick off meeting for use in the project folder, project banners and opening ceremony material.

[5] Sent to coordinating team via mail

[6] Sent to coordinating team via mail

[7] Sent to coordinating team via mail

[8] Communicated to Steering Committee by mail

[9] This milestone was not revised in the amendment -however, there is no task linked to this milestone in the project description. This was noted by both WP3 and WP1 and discussed at the SC level. IN place of these interim focus groups WP3 has performed a more comprehensive and continuous evaluation of the JATC meetings, as per the grant agreement.

Questionnaire for mapping and sustainability[10]	M	15.01.2018	07.03.2018	Delayed
'How to'-guides platform developed	M	15.01.2019		No submission
"How-to" guide repository fully functional	M	15.02.2019	08.02.2019	On time
Identification of model/framework for public data[11]	M	15.06.2018		No submission
EU MS datasets ready	M	15.01.2019	19.03.2019	Delayed
Active data collection process from EU MS regulators on EU-CEG[12]	M	15.07.2018	24.09.2018	Delayed
Report on defined legal aspects	D	15.07.2018	27.08.2018	Delayed
Report for M1-18 on potential improvements	D	15.10.2018	27.03.2019	Delayed
Technical solution for data transfer EU-CEG	D	15.01.2019	19.03.2019	Delayed
First wave of product data analysis[13]	M	15.10.2018	05.11.2018	Delayed
Needs assessment questionnaire developed[14]	M	15.01.2018	07.03.2018	Delayed
Report on the needs assessment questionnaire	D	15.10.2018	26.10.2018	Delayed
First wave of product data analysis	M	15.10.2018	05.02.2019	Delayed
Needs assessment questionnaire developed[15]	M	15.01.2018	06.06.2018	Delayed
Report on the needs assessment questionnaire	D	15.10.2018	26.10.2018	Delayed
Networking meeting minutes	M	15.01.2019	05.02.2019	Delayed
Data collection survey[16]	M	15.02.2018	14.02.2018	On time
Status quo of laboratories mapped[17]	M	15.07.2018	24.07.2018	Delayed

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[10] Circulated internally and edited. To be merged with Milestone 22, 30 and then incorporated when all are finalised into milestone 26 (HCS will convene the Common Needs Assessment Group) and all questionnaires will be merged into one data collection sheet within Milestone 26.

[11] This milestone was strategically delayed as it was deemed of more importance to assess the confidential data before assessing the public data

[12] The data sharing agreement has been circulated to all partners of the JATC. This agreement is based on D5.2 of WP5 and sets the base for the sharing of data between EU MS and within the JATC.

[13] We have created the analysis plan for the analysis of WP6 data.

[14] Circulated internally and edited. To be merged with Milestone 22, 30 and then incorporated when all are finalised into milestone 26 (HCS will convene the Common Needs Assessment Group) and all questionnaires will be merged into one data collection sheet within Milestone 26.

[15] The needs assessment questionnaire was presented to the Members of the Expert Subgroup on Ingredients, as they are a specific target group for this questionnaire. This led to a delay in presentation.

[16] Circulated internally and edited. To be merged with Milestone 22, 30 and then incorporated when all are finalised into milestone 26 (HCS will convene the Common Needs Assessment Group) and all questionnaires will be merged into one data collection sheet within Milestone 26.

[17] The common needs assessment questionnaire covered all aspects of initial data collection from EU Regulators and Competent authorities. It covered all WPs involved. Results were finalised on the 24/7/2018.

Report on capacity requirements for labs	D	15.12.2018	21.11.2018	On time
Priority additives data obtained[18]	M	15.10.2018	12.11.2018	Delayed
Assessment framework finalised	D	15.06.2018	26.10.2018	Delayed
Report on 15 priority additives	D	15.10.2018		No submission

* D= deliverable, M= milestone

An analysis of the table shows that out of the 37 deliverables/milestones planned for the reporting period, 8 were delivered on time, whereas 26 were delayed. One deliverable and two milestones were not delivered at all, i.e. they have not been up-loaded yet.

Informal talks/discussions of the evaluation team with several work package members have revealed the following reasons for delayed delivery or non-delivery respectively:

- Involvement of several WP members in the creation of one deliverable/ milestone and subsequent mutual dependencies
- Dependency of outputs on other deliverables
- Turn-over of staff during the reporting period
- Lack of specification of the content of deliverables and milestones

Findings of the surveys on the project progress (see section 3) indicate further potential reasons:

- Improvable social interaction between WP members
- Lack of regular updates on the progress of some WP
- Impact of information exchange about tasks concerning specific competence areas

2.2. Conclusion

Due to the observed discrepancy between submission date and up-load date of deliverables/milestones an accurate plan-actual comparison of output delivery was not possible. However, as the majority of deliverables/milestones that were delayed to be submitted were on average up-loaded within one month of the delivery date the impact on the process of the actual project is deemed to be negligible.

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[18] This date reflects the data that the DATA were shared with the expert panel of peer reviewers through the secure RIVM transfer system.

The delay in the remaining deliverables/milestones may also indicate that the intended delivery dates might be over-ambitious, notably in view of the project's complexity that entails many mutual dependencies within work package members as well between different work packages. Experience shows that especially in multi-stakeholder projects such dependencies tend to become bottlenecks that can significantly slow down project implementation. Though they cannot be eliminated, specific measures can be taken to facilitate communication and information exchange within and between work packages.

2.3. Recommendations

In order to support the timely delivery of outputs/milestones the following measures should be taken into consideration:

- Regular review of the work plan and planned delivery dates taking into account the dependencies between work packages;
- Establishment of a process to monitor dependencies and to facilitate the communication within and between work packages including an 'early warning system' for impending delays.
- Elaboration of more detailed specification of planned deliverables and milestones;
- Establishment of a process that allows the monitoring of actual submission dates of deliverables/milestones, i.e. involvement of WP3 evaluation team in the submission of outputs.

3. Quality of project implementation

This section assesses the process used to ensure that the project activities are implemented as intended. This is done with two questionnaires that monitor the project procedures and quality throughout the project period.

3.1. Findings from the quality questionnaire on meetings and teleconferences

The QQ on meetings and teleconferences is designed to provide a service for WP leaders. The results will only be communicated to them. This report therefore only evaluates to what extent this service was used.

The QQ on meetings and teleconferences was distributed as often as requested. At the time this report was generated, the service was performed four times. The following list shows the occasion, time and requesting party.

occasion	*time*	*requesting party*
• Kick-Off Meeting Athens	December 2017	WP3 leader for WP1
• WP5 teleconference	March 2018	WP5 leader
• WP5 teleconference	October 2018	WP5 leader
• Interims meeting Brussels	February 2019	WP3 leader for WP1

In the most comprehensive version the questionnaire includes the following domains, for which multi-item scales where provided.

- Organisation of the meeting
- The venue
- Presentations and information
- Communication and teamwork
- General satisfaction

It was possible to add open comments to each of the domains and general comments without referring to a single domain. This option was used in most cases.

3.2. Findings from the quality questionnaire on project procedures

The QQ on project progress is designed to provide a quantitative and qualitative perspective on the development of the project. This section reflects on the use of QQ project progress by the consortium as well as on the communicated content and findings.

In sum, this questionnaire will be distributed eight times during the project period. At the time this report was generated, the survey was performed three times. The following list shows the time, response rates and number of participants to each round.

	time	*response rate*	*participants*
•	April 2018	26.4%	38
•	August 2018	25.2%	36
•	December 2018	24.3%	35

The **general satisfaction** of respondents ranges between 6.3 and 7.2 across all survey results. The scale ranges from 1, meaning worst, to 10, meaning best [i.e. 1-2 (very dissatisfied), 3-4 (dissatisfied), 5-6 (neutral), 7-8 (satisfied), 9-10 (very satisfied)]. The corresponding question is 'Please indicate how satisfied you are with the progress of the project at the moment'.

Table 3: General satisfaction, QQ project progress, all surveys

	April 18	**August 18**	**December 18**
Mean	6.26	6.11	7.14
Standard Deviation	1.82	2.28	1.71
Rating	neutral	neutral	satisfied

While results on the general satisfaction suggest a positive feedback tendency, the conclusions on the satisfaction with single work packages is more divergent.

The **satisfaction with single work packages** ranges between 1.1 and 2.7 across all items. The scale ranges from 1 (highest satisfaction) to 5 (lowest satisfaction). The different work group sizes affect the results of the respective work package, corresponding details are provided in the subsequent sections.

Table 4: Satisfaction with single work packages, average score throughout all items

Work package	Apr 18	Aug 18	Dec 18
WP1	1.2	1.3	1.4
WP2	1.8	1.9	1.4
WP3	1.1	1.2	1.2
WP4	2.5	2.4	2.5
WP5	2.7	2.5	1.9
WP6	2.4	2.3	2.2
WP7	2.2	2.4	2.1
WP8	2.0	1.9	2.0
WP9	1.7	1.6	1.4

Comparing the mean values of each work package, the following visualisation can be given.

Graph 1: Satisfaction with single work packages, average score throughout all items
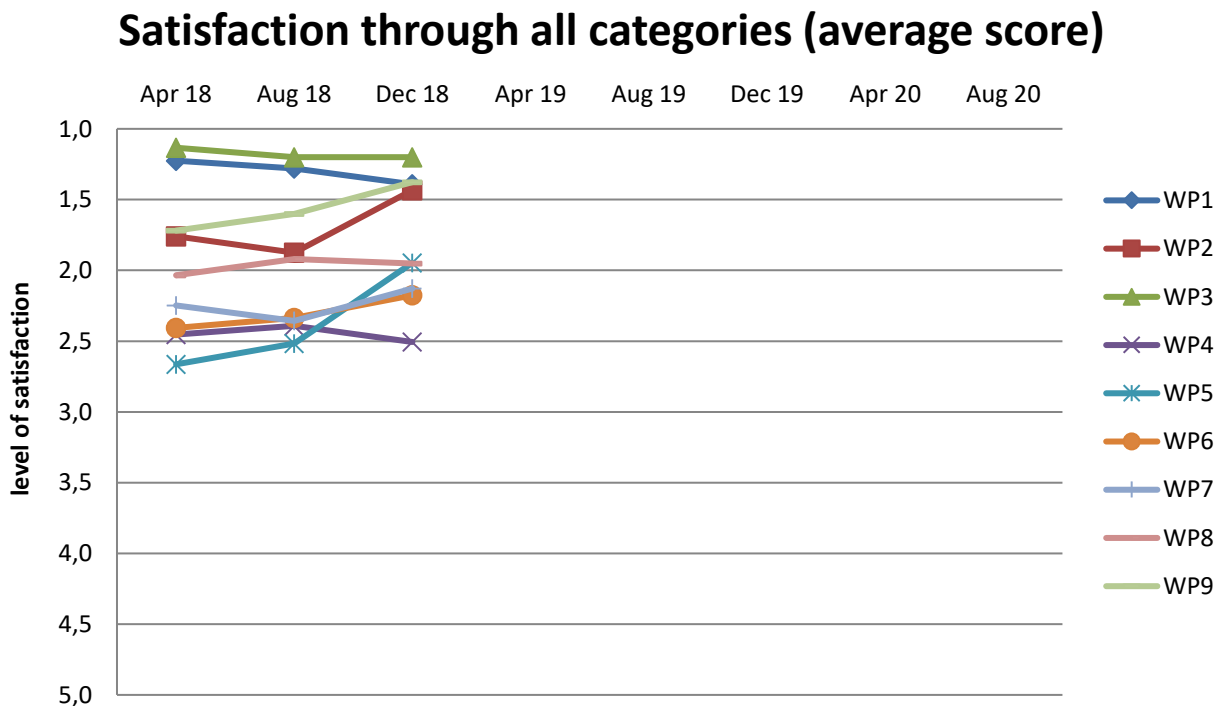
Satisfaction through all categories (average score)

Coding level of satisfaction: 1= Very Satisfied, 2= Satisfied, 3= Neutral, 4= Unsatisfied, 5= Very Unsatisfied

For each WP, ten items can be answered. The corresponding question is 'In regard to WP #, how satisfied are you with….'

Table 5: Quality questionnaire on project progress, items

No.	Description of item
1	Management of the WP
2	Implementation of planned activities
3	Outputs produced
4	Relevance of the documents dispatched within the WP
5	Information exchange about tasks concerning my competence area
6	Regular update on progress of the WP
7	Cooperation and teamwork between WP members
8	Social interaction between WP members
9	Allocation of tasks between WP members
10	Possibility to exchange information with other WP members

A juxtaposition of the items throughout the three survey rounds present as follows.

Graph 2: Satisfaction with items, average score throughout all work packages

Satisfaction through all WP (median)
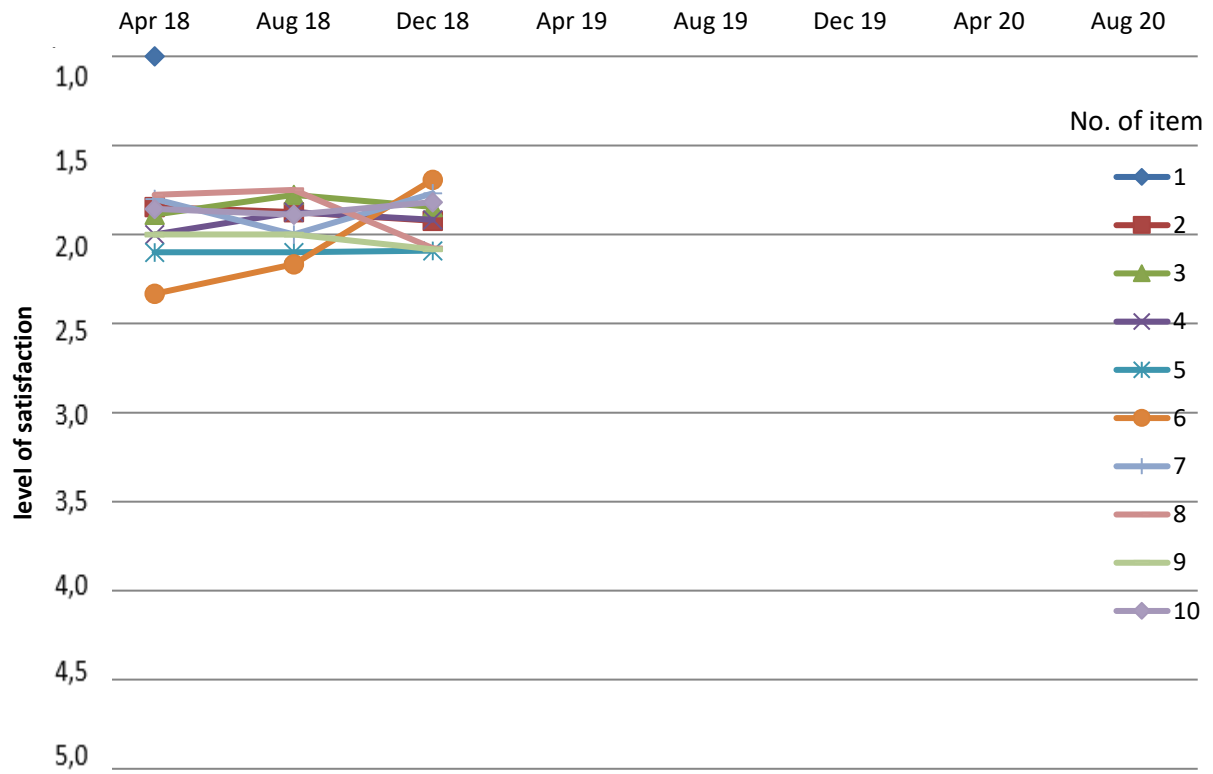
3.2.1. Survey April 2018

In total, 38 persons (out of 144) participated in the survey. Most of the participants were WP leaders and members.

Table 6: Role within JATC, QQ project progress, April 2018

Options to answer	Number of participants	%
WP member	23	60.53
WP leader	9	23.68
Stakeholder	0	0.00
Collaboration partner	5	13.16
EU Commission	0	0.00
CHAFEA	0	0.00
Other, please specify	1	2.63
Total	**38**	**100.00**

The option to answer WP specific items is due to the corresponding participation/involvement. Therefore, the following question was articulated: 'In which WP are you involved/do you participate?'

Table 7: Participation/involvement in single WP, survey April 2018

Options to answer	Number of participants
WP 1	4
WP 2	5
WP 3	3
WP 4	11
WP 5	14
WP 6	17
WP 7	20
WP 8	11
WP 9	8
I am not involved in any of the WPs	3
Other, please specify	1

The general satisfaction of respondents was rated neutral in the April 2018 survey (see table 12). Referring to the expectations of participants, 42% of participants answered that their expectations have been met so far, 58% do not see that their expectations have been met so far.

The satisfaction with single work packages in detail visualises as follows.

Graph 3: Satisfaction with single work packages, survey April 2018
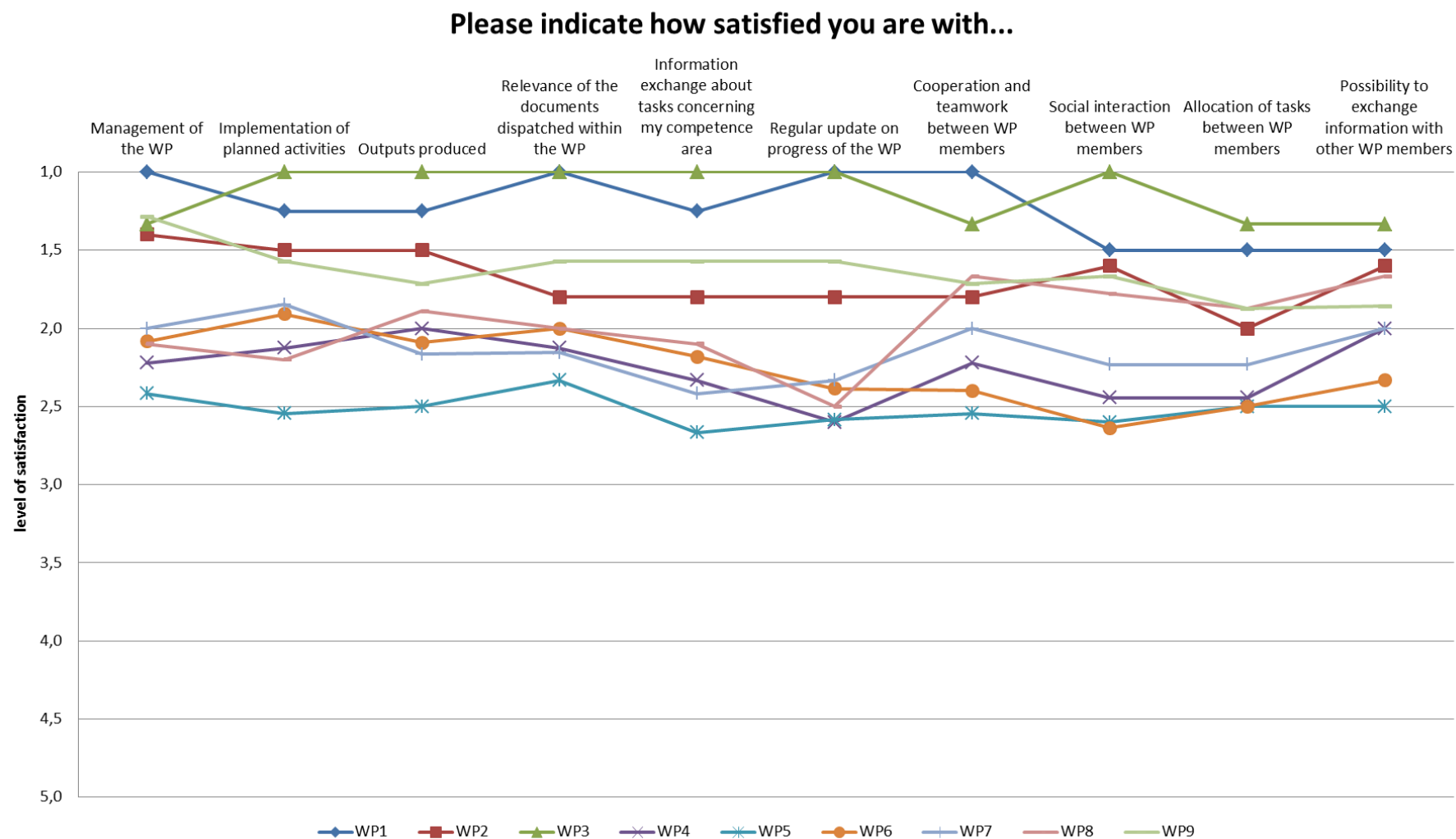
Please indicate how satisfied you are with...

Coding level of satisfaction: 1= Very Satisfied, 2= Satisfied, 3= Neutral, 4= Unsatisfied, 5= Very Unsatisfied

3.2.2. Survey August 2018

In total 36 persons (out of 143) participated in the survey. Most of the participants are WP leaders and members.

Table 8: Role within JATC, QQ project progress, August 2018

Options to answer	Number of participants	%
WP member	23	63.89
WP leader	9	25.00
Stakeholder	0	0.00
Collaboration partner	3	8.33
EU Commission	0	0.00
CHAFEA	0	0.00
Other, please specify	1	2.78
total	**36**	**100.00**

The option to answer WP specific items is due to the corresponding participation/involvement. Therefore, the following question was articulated: 'In which WP are you involved/do you participate?'

Table 9: Participation/involvement in single WP, survey August 2018

Options to answer	Number of participants
WP 1	5
WP 2	8
WP 3	5
WP 4	12
WP 5	17
WP 6	15
WP 7	15
WP 8	10
WP 9	9
I am not involved in any of the WPs	2
Other, please specify	0

The general satisfaction of respondents was rated neutral in the August survey (see table 12). Referring to the expectations of participants, 47% of participants answered that their expectations have been met so far, 53% do not see that their expectations have been met so far.

The satisfaction with single work packages in detail visualises as follows.

Graph 4: Satisfaction with single work packages, survey August 2018
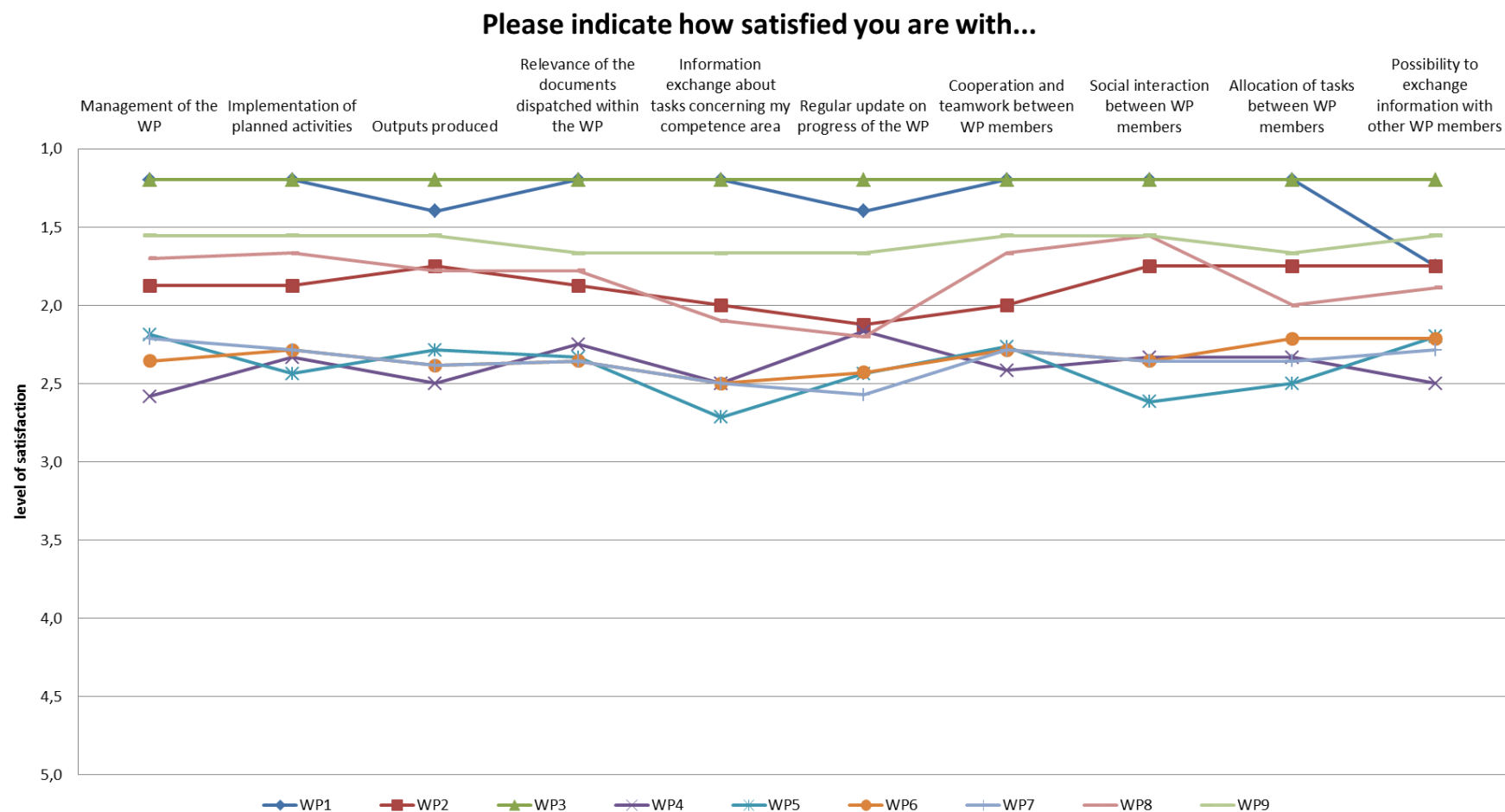
Please indicate how satisfied you are with...

Coding level of satisfaction: 1= Very Satisfied, 2= Satisfied, 3= Neutral, 4= Unsatisfied, 5= Very Unsatisfied

3.2.3. Survey December 2018

In total 35 persons (out of 144) participated in the survey. Most of the participants are WP leaders and members.

Table 10: Role within JATC, QQ project progress, December 2018

Options to answer	Number of participants	%
WP members	22	62.86
WP leaders	7	20.00
Stakeholder	0	0.00
Collaboration partner	5	14.29
EU Commission	0	0.00
CHAFEA	0	0.00
Other, please specify	1	2.86
total	35	100.00

The option to answer WP specific items is due to the corresponding participation/involvement. Therefore, the following question was articulated: 'In which WP are you involved/do you participate?'

Table 11: Participation/involvement in single WP, survey December 2018

Options to answer	Number of participants
WP 1	6
WP 2	6
WP 3	5
WP 4	9
WP 5	13
WP 6	16
WP 7	20
WP 8	12
WP 9	8
I am not involved in any of the WPs	4
Other, please specify	0

The general satisfaction of respondents was rated satisfied in the December survey (see table 12). Referring to the expectations of participants, 54% of participants answered that their expectations have been met so far, 46% do not see that their expectations have been met so far.

The satisfaction with single work packages in detail visualises as follows.

Graph 5: Satisfaction with single work packages, survey December 2018
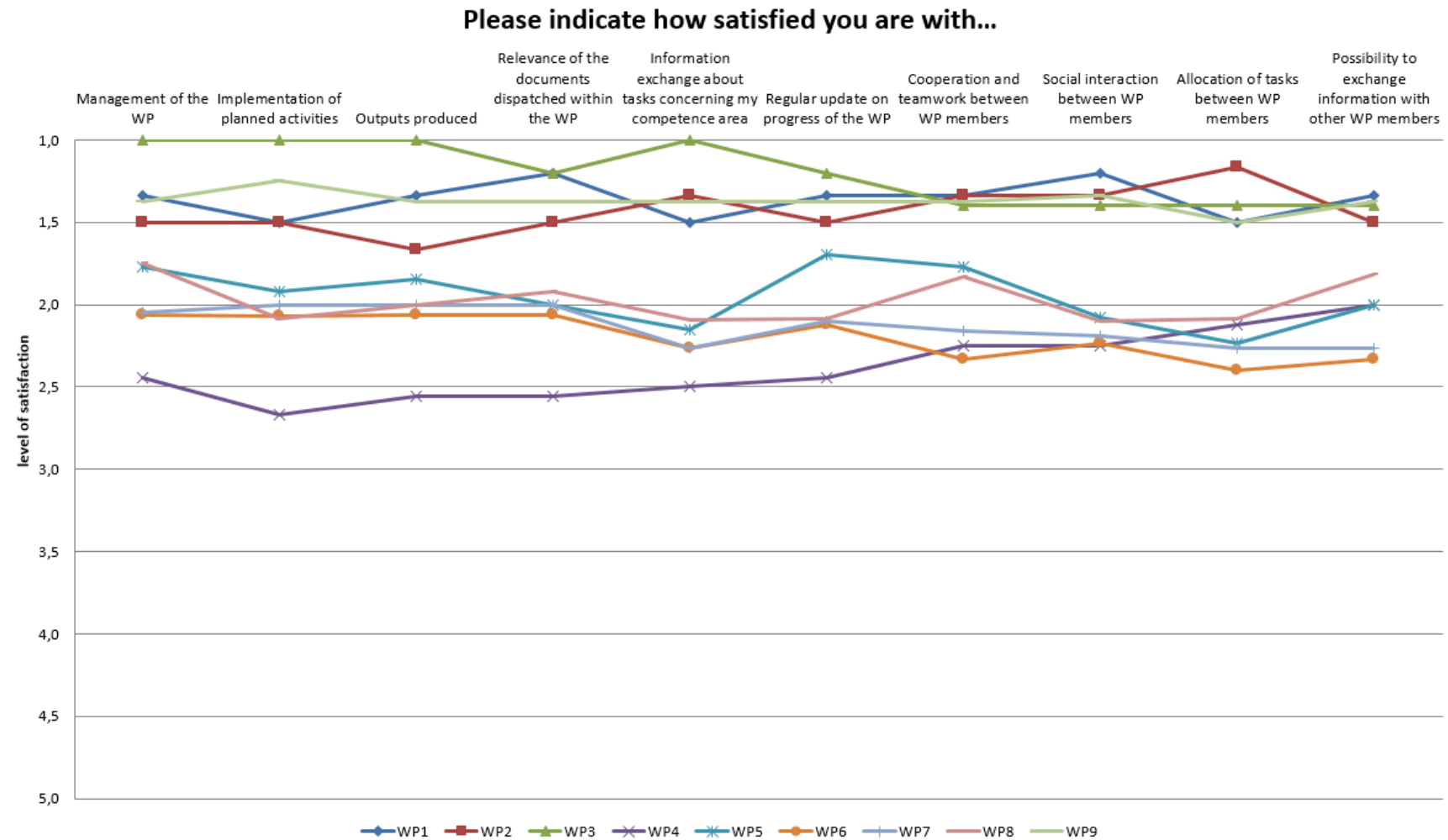
Please indicate how satisfied you are with...

Coding level of satisfaction: 1= Very Satisfied, 2= Satisfied, 3= Neutral, 4= Unsatisfied, 5= Very Unsatisfied

3.3. Conclusion

QQ on meetings and teleconferences

The employment of the quality questionnaire on meetings and teleconference did show some evidence of positive effects on WP success (see section 4.3.). Nevertheless, this tool was underutilised.

QQ on project progress and procedures

The response rates of all surveys undertaken so far could be improved. The participant groups 'Stakeholder', 'EU Commission' and 'CHAFEA' do not show responses in the first rounds. A review of the contact list and the definition of criteria to exclude specific groups of the main contact list distributed by the coordinating team is likely to improve response rates.

For the quantitative aspects, the different work group sizes affect the results of the respective WP (see graph 12, 14, 16).

The feedback tendencies for the domain 'general satisfaction', accounting for the overall satisfaction with the progress of the project, tends from the 'neutral' rating level to the 'positive' rating level (see table 12).

The satisfaction with single work packages (average across all items; see table 13 and graph 10) varies to a certain degree. The biggest difference between WPs perceptions (i.e. largest range of answers for one item) is given with the items 'information exchange about tasks concerning my competence area' (survey April 2018, 1.7 points, 34%; survey August 2018, 1.5 points, 30%) and 'implementation of planned activities' (survey December 2018, 1.7 points, 34%). Throughout all items (i.e. the largest range of answers within one WP) WP 4 (survey December 2018, 0.7 points, 14%), WP 1 (survey August 2018, 0.6 points, 12%) and WP8 (survey, April 2018, 0.8 points, 16%; survey August 2018, 0.6 point, 12%) show the largest range of answers.

For two work packages (WP2, WP5) rating shows improved results up to 0.7 points (see table 13). Factors contributing to this change include the strengthening of communication and management efforts, an alternation in personnel as well as a change in expertise and competencies. For example, the work package that improved most also used the quality assurance tool 'quality questionnaire on meetings and teleconferences' (developed by WP3) twice, a fact that contributes to improved results.

Comparing all items throughout the three survey rounds the rating of two items changed to a certain degree (see graph 11). The item 'regular updates on the progress of the WP' improved (0.6 points)

and the item 'social interaction between WP members' dropped (0.3 points). One item 'little information exchange about tasks concerning specific competence areas' shows the lowest rating throughout all survey rounds.

Many open comments in the surveys articulate a need for enhanced communication between WP members. Information on WP progress, meetings, milestones, task distribution, next steps and single tasks within each WP is required. Participants repeatedly stressed a need for regular updates, articulated some concerns and some appreciations about the work progress.

3.4. Recommendations

QQ on meetings and teleconferences

On the interim consortium meeting a preview for the interim evaluation report was given and the underutilisation open to debate. Considering the positive feedback provided, this on-demand-service should be provided further on.

QQ on project procedures

The improvement of information and communication efforts and the specification of the above-mentioned details for each team member are essential for the success of the project. For example, WP leaders could use short monthly web conferences for the improvement of team interaction. In case of WPs with many team members a split in several smaller web conferences and the sharing of minutes of each group may be helpful.

Additionally, time-bound quarterly steering group meetings with some consistent agenda topics (e.g. progress update) could improve the quality of the projects progress.

To improve the survey's response rates the reach out to participant groups that do not show responses so far could be envisaged.

4. Expected outcomes of the project

Besides processes, outputs and the quality of project implementation, this evaluation addresses the outcomes of the JATC. For this reason, data on the starting environment was elicited with the preliminary instrument being expert interviews. In the course of the project another instrument, the baseline survey 'common needs assessment', was considered as useful and introduced by WP1. WP3 used this additional source to expand the data set on the starting environment for the project evaluation.

This section lays the foundation to evaluate if the outcomes of the JATC meet the needs of the project target group. This is done by analysing how the scope of the project addresses the needs of the target group and the expected outcomes.

4.1. Findings from expert interviews on the initial project context

A comprehensive perspective on the starting environment was gained by conducting 10 interviews between February and April 2018. Partners were EU regulators and EU-CEG experts from five European regions. The findings are used to assist work package leaders of the JATC in the improvement of their work and to evaluate the outcome of the joint action by comparison to focus group results at the end of the project.

The domains included in the topic guides 'implementation of the TPDII', 'the EU-CEG, analysis of tobacco products and risk assessment', 'cooperation between member states', 'the joint action on tobacco control'.

At the end of the project period, focus groups will build upon the findings of the expert interviews to evaluate the outcome of the JATC. Moreover, the findings already fed into the development of the 'Common Needs Questionnaire' (milestone 22), which elicited data on the mentioned domains on a more detailed level and provided a quantitative perspective (see section 4.2.).

Interview partners have the following notion of the initial project context.

The **TPDII** is completely transposed into national laws, yet a lot of work is required for practical implementation of the regulation, including track and trace issues. The collection of fees is a controversial issue to finance corresponding duties of member states.

While appreciating the good legislative framework, new discussions and specific regulations for new product categories, technical equipment, non-nicotine liquids and characterising flavours is required. Challenges were found to be a lack of product specific regulations (e.g. notifications of novel products), scientific methodologies (e.g. standardisation) and the uniform implementation (e.g. packaging). There was confusion on the responsibilities of different stakeholders of the TPDII (Interview 2, lines 56-64). Communication and coordination between and within member states was mentioned to be difficult. Moreover, procedural and practical challenges such as a lack of reporting by companies, the monitoring of cross-border distance sale and fee calculation were identified.

Large manufacturers are assumed to have good knowledge about TPDII regulations while small retailers do not. Some interview partners find the public well informed about the TPDII while others stress the lack of information on the regulations. Consent is reached on the broad public knowledge about the harmfulness of tobacco products:

> *I feel while reading the TPD II that some things remain unclear. It is not very clear to understand who should declare or notify the product: either the manufacturer or the importer or both and in what kind of situations. I think that there are a few crucial definitions that are missing in the Directive. (Interview 5, lines 121-135)*

Interviewed partners are largely satisfied with the basic purpose and functionality of the **EU-CEG** and stress the need to improve public access to information on ingredients of tobacco and non-tobacco products as well as corresponding contact details of companies (Interview 3, lines 119-125). Crucial requirements for data management in the EU-CEG reporting tool for MS and manufacturers are not yet fulfilled, including time efficient data handling and user friendliness, data extraction and analysis performance and automation. Technical improvements concerning the generation of reports, an alert system for notifications, the systematisation and automation of data imports, the submitters access to up to date information and options for file validation are mentioned along with the need for better submitter information to avoid redundant data. The European Commission is presumed to be responsible in providing a harmonised ready to use approach for confidentiality and the disclosure of information.

Knowledge on the availability of laboratories for tobacco and non-tobacco product **analysis** varies between interview partners. Progress is identified in the development of standards for sampling

and testing of tobacco products and partially for e-cigarettes and liquids, yet approaches differ between MS. Analytical skills need to be developed and independency is an issue in cases where expenditures related to testing are borne by the manufacturers. Building up expertise is mentioned as being a big challenge (Interview 1, lines 380-385).

Improvements could be made with the analysis of characterising flavours, harmful ingredients beyond TNCO, prioritisation of chemical substances for analysis, exposure scenarios in cooperation between MS´ laboratories and fund management by an independent authority. No set up for critical reviewing of tobacco product studies is currently identified.

Cooperation between MS is perceived to function very well, to be very lively and fruitful for national developments. As defined by the participants the cooperation compromises meetings in Brussels, online discussions, working groups and subgroups. Additional exchange for enforcement authorities and a forum to support daily problem solving is urged. Better preparation of some discussions prior to meetings is expected for more focused issue handling and better results (Interview 6, lines 169-185). In order to strengthen its role in guidance and coordination, the EC is required to take more action with regard to supporting communication, making summaries of specific solutions and disseminating detailed meeting minutes of expert groups.

Almost all areas of the **JATC** Project are perceived as important, yet the scope of WP5 'EU-CEG data extraction and handling' is mentioned to hold a special position (n=4). The EU-CEG is defined to be the core and basis of the whole work (Interview 7, lines 450-451).

> (…) because of the requirement for sharing data, I think work program 5 has been identified as (…) the one that (…) has the most interest in terms of (…) needing to (…) be actioned and fulfilled quickly. (Interview 4, lines 435-439)

The project should further help to establish standardised methods, to share data, to implement the TPDII uniformly, share experience (e.g. guideline development) and enhance cooperation and assistance across member states (n=9). Furthermore, the EU-CEG should be adapted and a list of priority additives should be developed in order to facilitate the market. There is a general need for more transparency of activities in the JATC, a common approach of tackling challenges (e.g. in regards novel tobacco products), and an improved cooperation (economies of scale) (Interview 5, lines 446-456).

The benefit for the public is mentioned to unfold with the novel analysis of priority additives in e-cigarettes, improved communication and information on products, and a consequent support in the reduction of smoking rates across Europe.

4.2. Findings from the baseline survey 'Common Needs Assessment'

The survey was conducted by the common needs assessment group. The participants are members of WP3, WP4, WP6, WP7, WP8 and WP9, led and coordinated by WP1. Several domains were covered by the survey, with three questions designed to give a quantitative impression on the starting environment of the JATC and expected outcomes. The questionnaire was addressed to EU MS regulators, primarily those involved with MS-REP data handling, EU-CEG monitoring and tobacco/e-cigarette product regulation.

The questions are based on the results from the pilot questionnaire (QQ meetings) of the Kick-off Meeting in December 2017 as well as personal feedback from members of the consortium.

In total 25 competent authorities participated in the survey during the summer months of 2018. A detailed description of the methodology and the complete survey results can be found in the report on the survey results (deliverable/D.7.1.).

The survey results answer three central questions to analyse how the scope of the project meets the needs of the target group:

- Are difficulties solvable on EU level?
- Are expected outcomes covered by the project?
- Is the content of the project extensive?

The **difficulties experienced** by MS and their corresponding needs with the implementation of the TPDII **are solvable on EU level.**

Most areas identified by MS are EU wide issues that are potentially be solved with an EU project or program Other issues though national issues may be addressed by specific measures on EU level For example, the organisation of training activities for staff of member states.

Nevertheless, the most crucial issue for respondents was the lack of personnel with 78%, a challenge where only the member state can act accordingly.

Graph 6: WP3, Issues of evaluation, question 1, difficulties of MS
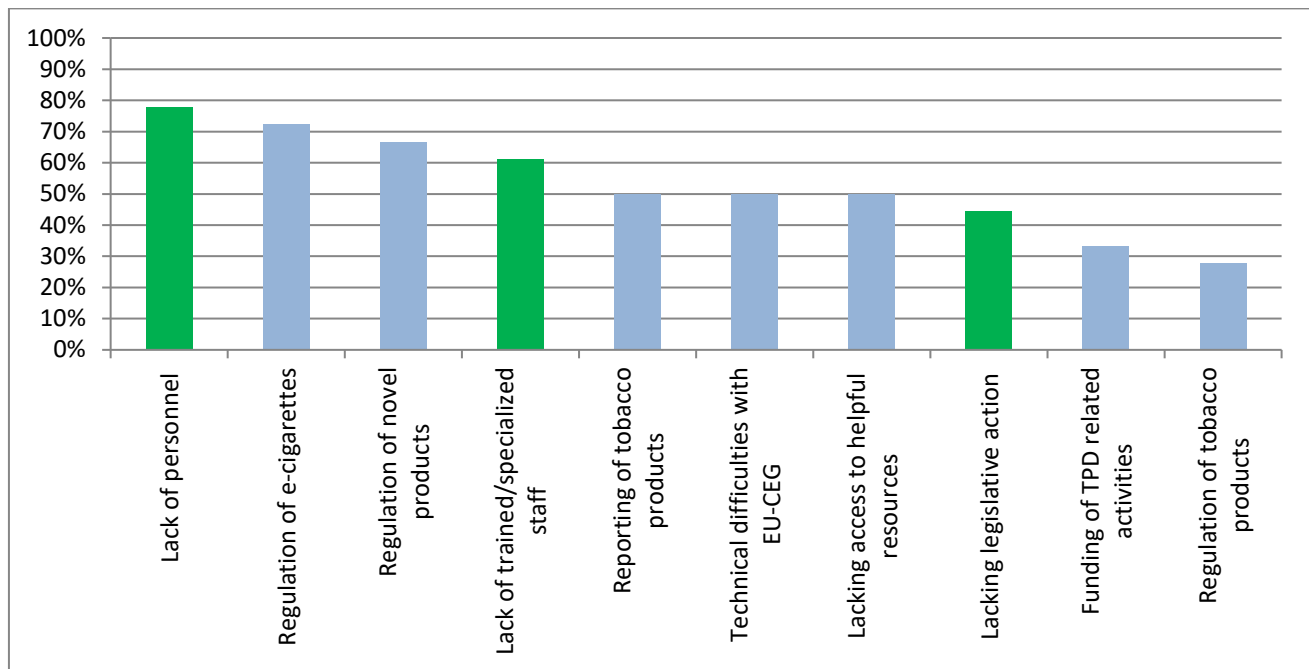
Q: In which areas have you experienced difficulties in the implementation of the TPD in your country?
Blue: difficulties potentially solved on EU level
Green: difficulties potentially solved on national level

Most of the **expected outcomes** of project **are covered** directly or potentially by one of the work packages of the JATC.

Expectations of stakeholders often go far beyond the solvable challenges within in the scope of a project or program. Therefore, it seemed necessary to verify this issue for the JATC. The table below matches each aspect of the question 'Which outcomes do you expect from the activities of the Joint Action?' to a specific WP and shows that 75% of the expectations are addressed with the scope of the project.

Table 12: Expectations on the outcomes of the JATC

Aspects of question 2	Relation to WP and objective
Improvement of communication and information exchange between EU Member States	WP2-obj.2
Improvement of EU-CEG data handling	WP5-obj.3
Common approach of EU-CEG data management	WP5-obj.3

Better cooperation between the EU-Member States	WP2-obj.2 WP8-obj.2,3 WP1-indirectly
EU-Standards on handling/implementing the TPD	WP4-obj.2
Fewer missing or incorrect data submitted by the tobacco industries in EU-CEG	WP6-indirectly WP7- indirectly WP9- indirectly
Development of guidance (documents) for usage of the MS-REP tool	WP4-obj.2
Development of guidance (documents) for industry on reporting	WP6-indirectly WP7- indirectly WP9- directly in one segment
Improved release of public data available in EU-CEG	WP5-obj.1
Raised awareness of public concerning the ingredients in tobacco products	WP5-obj.1 indirectly
Experience sharing in regulating tobacco products	WP2-obj.1,2 WP4-obj.2
Support for EU-Member States to take legal actions	WP1-9

Blue: expected outcomes covered by the scope of the project
Green: expected outcomes not directly covered by the scope of the project

Three expectations about the outcome are not directly covered with work packages and would need further 'out of scope'-effort to be met.

a) Fewer missing or incorrect data submitted by the tobacco industries in EU-CEG
b) Development of guidance (documents) for industry on reporting

The first aspect is covered indirectly by WP6 and W7. Results on correct or incorrect data submitted by industry are generated but no specification on the further steps to be taken are made. This topic has to be discussed in more detail. National enforcement mechanisms would be necessary to enact the aim articulated in aspect a. The development of guidance documents for industry does not guarantee correct data submission. Increased capacity of MS to monitor and correct data at the time submissions are made could overcome this shortage. Another way is to improve the functionality

of the CEG software. It should not be possible to finalise the submission process if some data are missing or incomplete (e.g. numbers without units). Just WP9 directly covers this expectation in only one segment, the priority additives. Expectations therefore cannot be comprehensively met by the scope of the project.

c) Raised awareness of public concerning the ingredients in tobacco products

This aspect is covered indirectly by WP5, objective 1. Public data is identified and made available for the public. However, the mere possibility cannot guarantee raised awareness. This expectation cannot fully be met by the scope of the project.

The ranking between single items of the question on expected outcome is visualised below.

Graph 7: WP3, issues of evaluation, question 2, expectations about outcomes
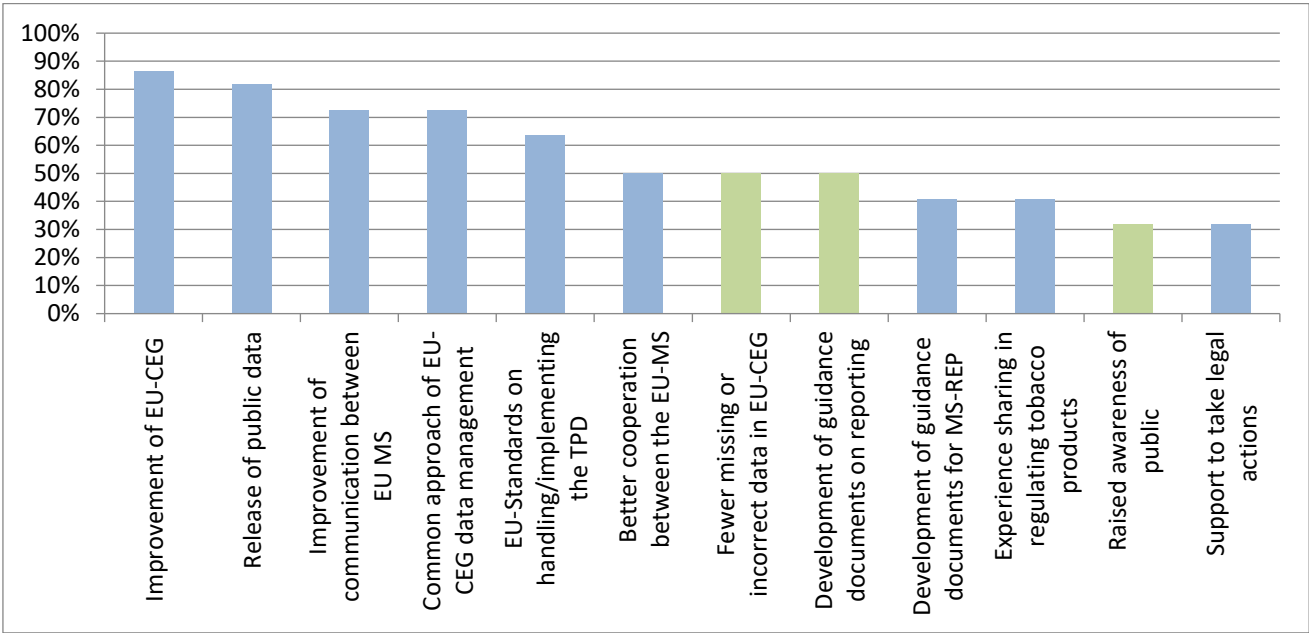
Q: Which outcomes do you expect from the activities of the Joint Action?
Blue: expected outcomes covered by the scope of the project
Green: expected outcomes not directly covered by the scope of the project
(multiple responses allowed)

The **importance of all work packages** was reassured with question 3. All of the technical WPs of the JATC are perceived to be crucial by respondents. The most important area was perceived to be concerned with issues related to EU-CEG submissions and handling (around 85% of all responses of question 3). Even though there is a clear focus on data handling within the CEG, the results show

that again all areas covered by the JATC were a valid choice to address at the beginning of the project.

4.3. Conclusion on the initial project context

In general, the vast majority of interview partners agree upon the importance of the JATC to improve communication between MS to implement the TPDII. While most parts of the collaborations function very well, a focus should be set on the exchange between enforcement agencies and the systematisation and management of the achieved solutions.

The TPDII is required to include definitions that are more specific and extend the scope to relevant novel products and aspects of the market. While representatives of member states and manufacturers seem to have a sound knowledge of the regulation, information efforts still need to target smaller companies, retailers, consumers and the public.

The huge potential of a common EU system for data management like the EU-CEG is recognised by most interviewed partners and a broad set of functional improvements are required to gain best results. The common system urges MS to agree on common approaches of several aspects, a task where assistance of the European Commission is expected.

The analyses and the risk assessment of tobacco and non-tobacco products are just at the beginning to develop its potential. Standardised analytical and sampling methods, experiences and skills are needed to establish a common approach across Europe and achieve best benefits for the public.

The scope of the project meets the needs of the target group. Firstly, a large portion of the difficulties in the countries is potentially solved on EU level. Secondly, most of the expected outcomes of the project are covered by the work packages. Thirdly, the importance of each work package was reassured.

Graph 8: Summary of the results of evaluation issues, needs assessment questionnaire
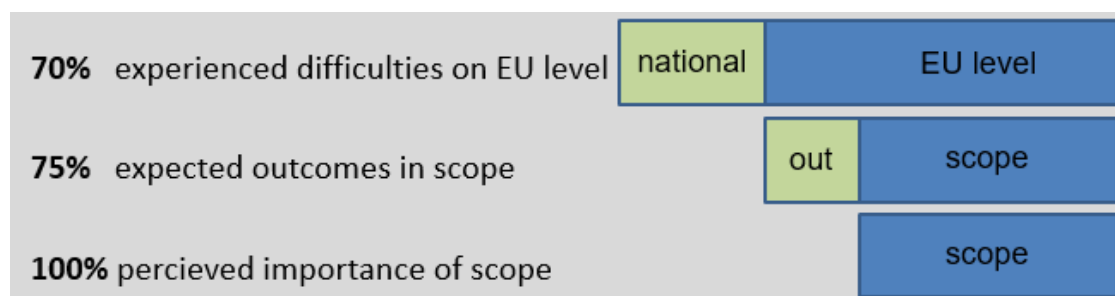
5. General conclusion

The general objective of the project, to support MS in the implementation of the TPDII, is well articulated in the project.

The perceptions of MS on the initial project context are manifold and will be central to outcome evaluation of the final report. Nevertheless, one major unintended outcome already reveals. Bi- and multilateral communication and cooperation structures evolve due to the interaction space the project provides and lays fruitful ground for exchange on specific TPDII related implementation approaches.

The specific objectives and the delivery of corresponding outputs are an eclectic issue and from the current perspective, some steps need to be taken to strengthen related achievements. Intended delivery dates might be over-ambitious in view of the projects complexity. For example, cross country data analysis of tobacco and e-cigarette products.

The improvement of information and communication efforts and the specification of single tasks for each team member are essential to guarantee high quality of project implementation. The employment of the quality questionnaire on meetings and teleconferences did show some evidence of positive effects on WP success. Nevertheless, this tool was underutilised.

The current evaluation tools are suitable but not extensively used by the project team.

6. Summary on recommendations

Work package meetings
WP leaders could use short monthly web conferences to improve team interaction and to provide regular updates on the WPs progress and next steps. Initially, the elaboration of more detailed specification of upcoming deliverables and milestones should be focused.

Steering group meetings
Time-bound quarterly steering group meeting with consistent agenda topics, e.g. work progress and dependencies, could improve the quality of the projects progress. It could be beneficial to establish a process to monitor dependencies and to facilitate the communication within and between work packages including an 'early warning system' for impeding delays.

Procedural changes

A regular review of the work plan and planned delivery dates taking into account the dependencies between work packages could improve output achievements.

Moreover, the establishment of a process that allows the monitoring of actual submission dates of deliverables/milestones, i.e. involvement of the evaluation team when outputs are submitted, could overcome the observed discrepancy between submission date and up-load date.

Annex I

Methodology of the evaluation

The planned evaluation constitutes WP3 of the JATC project and has thus the character of an internal evaluation. It has a participatory approach, and aims at constant interaction between stakeholders and at creating a mutual supportive environment for the benefit of the JATC.

Evaluation objectives

The evaluation aims at

a) assessing to what extent the project **objectives have been achieved** (section 3),

b) assessing if the **outcomes of the JATC meet the needs of the project´s target group** (section 5), and

c) optimising the implementation of project activities so as to ensure the production of all outputs envisaged (section 4).

Object of the evaluation

Objects of the evaluation are the JATC project as a whole as well as its work packages.

Type of evaluation

There are many different ways of classifying evaluations most of which refer to the following features: type of data, methodological approach and evaluation purpose.

- Type of data

Donabedian (2003) developed one of the most common classifications of evaluation types around 30 years ago for quality assurance in hospitals. It differentiates between `process quality´, `outcome quality´ and `structural quality´. These dimensions are based on the following data:

- Process data: describe the entire process during the implementation of projects/programs
- Outcome data: data on the impacts on the target group and on the costs of the project/programs
- Structural data: data related to the structural conditions of project implementation, such as location of intervention, qualification of project implementers, target group characteristics, etc.

Since for the planned evaluation all three types of data will be used, it will be a combination of structural, process, and outcome evaluation.

- Methodological approach

A second classification refers to the general methodological approach and concerns not only evaluation, but also social science in general. It is particularly important in terms of the meaningfulness of the evaluation results and differentiates between:

- Descriptive evaluation: records and documents phenomena without deriving new hypotheses
- Explorative evaluation: aims at the discovery of new phenomena, provides impulses for the development of new hypotheses and theories, results have a preliminary character
- Hypothesis-testing evaluation: aims to test hypotheses and theories, attempts to use the rules of probability theory and closing statistics to distinguish random effects from substantial ones, produces scientifically proven results.

The planned evaluation will have the character of a descriptive evaluation.

- Evaluation purpose

One of the most important questions in any evaluation is the intended use of its results. In the standard literature, five to six possible purposes are usually distinguished:

- Programming
- Improvement/optimisation (including learning from experience)
- Legitimacy/accountability
- Deepened understanding/knowledge gain
- Strategic purposes
- Improved internal and external communication

The main purposes of the planned evaluation are the optimisation of project implementation as well as an improved communication.

Timing of the evaluation

The evaluation will accompany the implementation of the JATC project.

Evaluation questions

In line with the overall aim of this evaluation, five central **questions** will guide the evaluation of this Joint Action.

1. Have the intended **outputs** of the JATC been delivered? How can they be improved?
2. How can the **quality** of the implementation of the JATC be optimised during the project period?
3. To what extent have the intended **outcomes** of the JATC been achieved? Which factors supported/hampered their achievement?
   3.1. To what extent have the **procedures** for reporting, assessing and regulating tobacco ingredients, priority additives and e-cigarettes been improved? How?
   3.2. To what extent has the **peer review process** and assessment of comprehensive studies been improved? How?
   3.3. To what extent has the work-sharing and **cooperation** between Member States and collaboration with transnational networks been improved with regard to laboratory capacity, verification of submitted data, comparability of submitted data? How?

Combination of methods

Several sources and types of data, each relating to different indicators, are used to evaluate the JATC.

The following table provides an overview on indicators, instruments, quality and types of data used within WP3.

Table 13 Overview on indicators, instruments, quality and type of data

Indicator Type	Instrument for Data Collection	Quality of Data from Evaluator´s Perspective	Type of Data
Process	Participant Portal* Additional information will be collected via email	Secondary data	Quantitative

	correspondence as agreed with the WP leaders		
Output	Participant Portal* Additional information will be collected via email correspondence as agreed with the WP leaders	Secondary data	Quantitative
Outcome	Qualitative interviews based on topic guide for interviews (TG) Focus groups based on topic guide for focus groups (TG) *Quality Questionnaire* (QQ) on the project progress	Primary data	Qualitative
Quality Assurance	Questionnaire to collect data on the quality of project procedures (QQ)	Primary data	Quantitative and qualitative

*information from the Participant Portal will be collected by the coordinating team

Annex II

LogFrame Matrix

In total, for month 1 to month 36, 88 process, 85 output and 38 outcome indicators were defined to track the progress of the project quantitatively. The LogFrame matrix below includes all of these indicators, highlights the planned and actual delivery dates in case of deliverables and milestones, and aligns them to the corresponding WP. The approval of each deliverable and milestone lies within the responsibility of the coordinating team.

The source for the definition of the indicators is the grant agreement that was used to generate a LogFrame, which then was circulated and approved by WP leaders. It was necessary to make minor adaptions to the content of the LogFrame as some aspects specified during initial project phase.

updated 23.01.2019	Overall Objective	Specific Objective	Purpose Outcome Indicator	Target Value	Results Output Indicator	Target Value	Deliverable planned	received	Milestone planned	received	Activities Process and Indicator	Target Value	Deliverable planned	received	Milestone planned	received
WP1- Coordination	WP1 To ensure appropriate coordination and evaluation	To support overall management of the project.	Effective coordination as identified by the JATC project team through internal evaluation	Interim and final evaluation report show improved results of the Quality Questionnaire (QQ) by at least 5% (ratio across domains) in the last two questionnaire surveys	Consortium agreement signed by all parties.	31					Consortium agreement developed.	1				
			Enhanced common understanding and sharing of the workplan within the JATC project team	Results of Quality Questionnaires on the meetings show a median satisfaction of 2 in the category 'information quality' in the last two questionnaire surveys	Project meeting minutes written	3			16.02.2018 + 16.02.2019 + 16.12. 2019	02.03.2018	Project's meetings held	3				
					Steering committee meeting minutes written	3					Steering committee meetings held	3				
			Enhanced collaboration between EU MS' national authorities and EU-CEG experts and third parties or networks	Results of interviews and focus groups show improvement in the category 'Cooperation between EU MS'	Established network	3 interactions					Ensure collaboration between individual WPs by linking up with third parties and networks	1				
		To coordinate financial management.	Effective financial management as identified by the beneficiaries	Receipt of total grant amount of each beneficiary as defined in the grant agreement until the end of the project and communicated to the WP3 team by the WP1 team	Grant agreement signed by all parties.	31					Grant agreement developed.	1				
					First periodical technical and financial report delivered.	1	15.04.2019				Interim financial report written	1				
					Final report approved by CHAFEA and EC	1	15.10.2020				Final report written	1				
		To support communication activities.	Enhanced knowledge and literacy of the JATC identified by regulators and competent	Results of interviews and focus groups show improvement in the Joint Action on Tobacco Control	Set up of structure for external communication (with WP2)	1					Preparation of a structure for external communication (with WP2)	1				
			High satisfaction of communication in the JATC communicated by the consortium	Results of Quality Questionnaires on the project progress show a median satisfaction of 2 in the domain 'information quality' and 'communication and teamwork' in the last two questionnaire surveys	Set up of structure for internal communication	1					Preparation of a structure for internal communication	1				
		To provide scientific support to individual WPs.	High satisfaction in regards to the workshops communicated by the consortium	Results of Quality Questionnaires on the meetings show a median satisfaction of 2 in the category 'information quality' and a general median satisfaction of 7 in the last two questionnaire surveys	Special workshops on common research interests held	3					Organise special workshops on common research interests	3				
		To communicate and report to the EC.	Extensive participation of EC in general meetings of the JATC	Participation of at least 1 member of the EC in 100% of consortium and steering group meetings	Attendance of (a) representative(s) of the EC at consortium and steering committee meetings and the final	100% attendance					Invitation of representatives of the EC to project meetings and dissemination events	3				
		To address emerging issues related to the implementation of the TPD for which the JATC could contribute	Effective issue management as identified by the consortium	Results of interviews and focus groups show improvement in the Joint Action on Tobacco Control across all domains	feedback activities provided by the network of experts	6					Establish a network of experts providing feedback during the project period	min 6 experts				
		To manage issues of ethics, confidentiality and absence of a conflict of interest.			COI forms signed by all partners	31					Absence of conflict of interest (COI) and confidentiality forms written	1			15.10.2018	

updated 23.01.2019	Overall Objective	Specific Objective	Purpose Outcome Indicator	Target Value	Results Output Indicator	Target Value	Deliverable planned	received	Milestone planned	received	Activities Process and Indicator	Target Value	Deliverable planned	received	Milestone planned	received
WP2- Dissemination		To disseminate, as widely as possible, the policy recommendations of the project to the target audiences identified in section 3 of the current JATC proposal.	Enhanced knowledge and awareness on the JATC and TPD among target audiences as identified in section 3 of the current JATC proposal by the JATC project team, regulators, and EU-CEG experts	Results of interviews and focus groups show improvement in the Joint Action on Tobacco Control and the domain 'Implementation of the TPD II'	Final dissemination report delivered	1	15.10.2020				Dissemination plan and stakeholder analysis developed	1				
					Project website visited laymen report available on the website and downloaded	1000 visits in 6 months from date of website					Project Logo developed (Ms.) Project's website launched (Dev.)	1	15.02.2018	28.02.2018	15.01.2018	12.12.2017
						100 Downloads					laymen report prepared and agreed with consortium partners	1	15.10.2020			
					Project leaflets handed out to stakeholders	50					Project's leaflet developed	1	15.01.2018	04.02.2018		
					Social media account liked and followed by other users	1,000 followers on overall social media					Establish a social media appearance	1				
					Project newsletter disseminated to public	300 subscribers					Send out a project newsletter	3				
	To support the dissemination of information to the public, regulators and researchers	To set up a network of interested policy makers, professionals and other stakeholders at an EU level, and to maintain communication and dissemination with this network.	Established partnership and information flow between regulators, professionals and other stakeholders involved in tobacco control, public health policy and practice within the JATC project as identified by the regulators, competent authorities, EU-CEG experts and WP members	Results of interviews and focus groups show improvement in the domain 'Cooperation between EU MS'	List of tobacco control stakeholders and regulators delivered	1			16.04.2018		Perform a stakeholder analysis	1				
					information communicated between regulators, professionals and other stakeholders involved in tobacco control, public health policy and practice including all WPs	1					List of regulators, professionals and other stakeholders involved in tobacco control, public health policy and practice prepared and communicated with all WPs	1				
					Written documentation on stakeholders engagement collected	20					Presentations for stakeholders at events and conferences held	6				
		To organize a final project conference.	Increased awareness for the achievements of the JATC as identified by the participants	Results of the Quality Questionnaire on meetings show a median satisfaction of 2 in the category 'information quality' and 'communication and teamwork' after the final conference at the end of the project period	MS participated in the JATC final conference	80% of invitees					Project's conference organised	1				

updated 23.01.2019	Overall Objective	Specific Objective	Purpose Outcome Indicator	Target Value	Results Output Indicator	Target Value	Deliverable planned	received	Milestone planned	received	Activities Process and Indicator	Target Value	Deliverable planned	received	Milestone planned	received
WP3- Evaluation of the action		To ensure appropriate coordination and evaluation	To create and implement an evaluation plan, that will describe the criteria, methods, activities and timeline for project evaluation, as well as the procedures and tools for project´s quality assurance.	Effective evaluation as identified by the JATC consortium	Results of the Quality Questionnaire show a median general satisfaction of at least 7 in the last two questionnaire surveys	Logical Evaluation Framework (LogFrame) delivered and approved by WP leaders	1			15.02.2018	19.03.2018	Create a Logical Evaluation Framework consisting of process, output and outcome indicators	1				
						Instruments delivered (and interviews held, focus groups held)	3			15.01.2018 15.01.2018 15.01.2018 15.04.2018 15.7.2020	16.01.2018 16.01.2018 17.01.2018 14.04.2018 ...	Finalise instruments for data collection	3				
		To implement the evaluation plan throughout the duration of the project.	Systematic outcome monitoring	All outcomes from WP1-9 are considered in the final evaluation plan at the end of the project	Approval for evaluation plan obtained from the steering committee	1					Prepare an evaluation plan	1	15.03.2018	7.6.2018 (false)		
					Findings of qualitative and quantitative WP3 evaluation data presented and	3					Collection and analysis of qualitative and quantitative WP3 evaluation data	3				
					Interim evaluation report approved by CHAFEA, EC, and steering	1					Write interim evaluation report	1	15.04.2019			
					Final evaluation report approved by CHAFEA, EC, and steering	1					Develop final evaluation report	1	15.03.2020			

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WP4- Integration into national policies and sustainability	To integrate the JATC results into national policies	To map and monitor the current status quo of TPD implementation and create a reporting mechanism to annually monitor the progress and ressources available across the 28 EU MS and EEA where applicable.	Enhancement of TPD II implementation in the EU MS within the project period as identified by the regulators, EU-CEG experts, WP members, and collaborating partners	Results of interviews and focus groups show improvement in the Joint Action on Tobacco Control in the domain 'Implementation of the TPD II'	Outline on the mapping of activities and capacity from 28 EU MS regulators delivered	1					Survey of activities and capacity from EU MS mapped	1				
					Questionnaire disseminated to the EU	60% response rate					Develop a questionnaire for mapping and sustainability	1			15.01.2018	07.03.2018
					Outline on the mapping of the current status quo of TPD	2					Map the current status quo of TPD implementation across the EU MS	2				
					Outline on the mapping of the tobacco control funding	1					Map tobacco control funding across the EU MS	1				
					Report on TPD mapping and sustainability activities including in-house	1	15.04.2019				Map in-house and cross border regulatory, scientific and technical capacity resources	1				
					Action Plan for sustainability activities delivered	1			15.04.2018		Develop an action plan for sustainability activities	1				
					Sustainability plan, including scenarios for long-term sustainability delivered	1					Sustainability plan detailed	1	15.10.2020			
		To develop a series of "how to" guides and an online repository for a sustainable long term educational intervention and to organise internal and external meetings/training seminars including stakeholder NGOs, researchers and regulators.	Raised awareness of EU MS regulators on domains covered in the "how to" guides	Results of interviews and focus groups show improvement in the domain 'Implementation of the TPD II' and 'The EU-CEG in your country'	E-learning material by EU MS regulators updated	1 update from 70% of MS					"How-to" guides developed and uploaded	5			15.01.2019	
					E-learning material by EU MS regulators	1 download from each of 28 MS					"How to" guide platform created and fully functional	1			15.02.2019	
					Update of the status quo of the repository for long term planning given to project team	1			15.12.2019		Continuous feeding of the platform with reports and dissemination material	3				
					Participation of stakeholders, NGOs, researchers and	70% attendance					External joint meetings organised	3				
					Participation of regulators in the	70% attendance					Internal joint action training seminars for regulators organised	3				

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WP5- Common Entry Gate (CEG) data extraction and handling	To enhance the ease of access to the data collected through the EU-CEG	To identify the variables that should be considered public within the information submitted via the EU common entry gate (EU-CEG) and to facilitate making this information available to the general public.	Easier identification of public non-confidential data in EU-CEG for EU MS' CEG experts		Report on the principles to distinguish what data is public non-confidential delivered	1	15.04.2019				Analysis of variables that should be considered public and not confidential in EU-CEG system (performed by Hellenic Cancer Society, HCS)	1				
					Identification of a model/framework, with focus on identifying public non-confidential data for classifying data	1			15.06.2018		Develop a classification model/framework in collaboration with a legal specialist	1				
					Approval of classification model/framework by EU MS and DG Sante	28					Organisation of a webconference for EU MS in JATC project to evaluate and receive feedback on the classification	1				
			Established legal basis for regulators and EU-CEG experts for publishing and sharing non-confidential data within the JATC project period	Results of interviews and focus groups show improvement in the domain `The EU-CEG in your country'	Report on the defined legal aspects of assessing other EU MS data in the JATC project delivered	1	15.07.2018	27.08.2018			Outline the legal requirements of assessing other EU MS data in the JATC project	1				
					Data exchange template for the sharing of data within the JATC project produced and delivered to JATC participants	1					Produce a template for the sharing of data within the JATC project	1				
	To define and complete the technical and legal aspects necessary for data transfer and handling and subsequently request the data from the EU-CEG for the purpose of the JATC and with regards to sales/market data from each EU MS.	Enhanced access and processing of public non-confidential data as identified by the EU MS' CEG experts within the JATC project period	Results of interviews and focus groups show improvement in the domain `The EU-CEG in your country'	Report on technical solution for securely accessing and processing public non-confidential data including best practices on making data available to the general	1	15.04.2019				Develop a technical solution in EU-CEG for the transfer of data for analysis in collaboration with DG Sante	1	15.01.2019			
					Insights about other EU MS best practices on making data available received	5					Organisation of a webconference about best practices from EU MS on how to make data available to the general public	1				
					EU MS datasets ready and delivered to the relevant vertical WPs	4			15.01.2019		Collect the list of variables that are requested by WP6-9 and send this list to Hellenic Cancer Society (HCS) so they can create the individual datasets	4				
					Second round of EU MS datasets ready and delivered to the relevant vertical WPs	4			15.10.2019		Preparation of a second round of EU MS datasets	4				
	To enhance utility and propose improvements to the EU-CEG, including on the basis of feedback from EU MS regulators.	Enhanced sharing of data among EU MS' CEG experts within the JATC project	Results of interviews and focus groups show improvement in the domain `The EU-CEG in your country'	Report on the proposal of permanent mechanism for sharing of EU-CEG data	1					Propose a permanent mechanism for the sharing of EU-CEG data based on the findings from legal and IT specialists	1	15.04.2020			
			Enhanced utility of the EU-CEG within the group of EU-CEG experts	Results of interviews and focus groups show improvement in the category `The EU-CEG in your country'	Report for M1-18 and M18-34 on the potential improvements and/or alterations of the EU-CEG system	2	15.10.2018 15.8.2020				Perform an active data collection process from EU MS regulators on the EU-CEG	1			15.07.2018	24.09.2018
					Report to WP1 on the tasks performed under WP5	1			15.08.2020		Summarize findings and solutions from the whole WP5 project	1				

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WP6- Tobacco product evaluation	To monitor and provide support to the tasks of tobacco and e-cigarette product regulation	To perform a needs assessment evaluation of EU regulators with regards to aspects of priority within EU-CEG.	Greater awareness of EU-CEG capabilities by EU MS regulators	Results of interviews and focus groups show improvement in the domain `The EU-CEG in your country´	Needs assessment questionnaire returned by EU MS regulators	min 12					Develop a needs assessment questionnaire for EU MS regulators	1			15.01.2018	07.03.2018
					Report of the WP6 needs assessment evaluation from EU	1	15.10.2018	26.10.2018			Analysis of data for WP6 from needs assessment questionnaire	1				
		To assess tobacco product information as submitted data via the EU-CEG.	Greater awareness on ingredient function, role and toxicity by EU MS regulators, EU-CEG experts and the JATC project team	Results of interviews and focus groups show improvement in the category `Analysis of tobacco products and risk assessment´	Analysis plans for tobacco products finalised	1					Data sets from EU MS regulators regarding requirements for EU-CEG collected from WP5	28				
					Initiation of first wave and second wave of product data analyses	2			15.10.2018 15.2.2020	05.11.2018	Assess tobacco product description data and tobacco product presentation and	3				
		To monitor tobacco product ingredient and additive data.	Greater awareness on product design and evolution by EU MS regulators, EU-CEG experts, and the JATC project team	Results of interviews and focus groups show improvement in the category `Analysis of tobacco products and risk assessment´	Reports on tobacco product data analysis delivered	2	15.04.2019 15.08.2020				Perform a statistical analysis of the tobacco ingredients and additives in relation to their function, weight and registration within REACH and CLP	1				
											Assess the associations between declared tobacco product information (recipe) vs. measured tobacco product information	1				
											Qualitatively assess the submitted emission data for tobacco products (collaboration	1				
											Identify and further evaluate products that have characterising flavours or containing additives described in TPD Art7(6-7)	1				
		To evaluate the toxicological/addictive data submitted for tobacco products, including also information on priority additives.	Greater awareness on toxicological/additive products by EU MS regulators, EU-CEG experts and the JATC project team	Results of interviews and focus groups show improvement in the category `Analysis of tobacco products and risk assessment´	Evaluation of toxicological information delivered	1					Evaluate the toxicological information on additives in line with TPD Art5, p3	1				
					List of additional additives that could be subject to enhanced reporting obligations	1			15.04.2020		Perform a qualitative and quantitative analysis of the data on priority additives as reported per brand and product type	1				

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WP7- E-cigarette product evaluation	To monitor and provide support to the tasks of tobacco and e-cigarette product regulation	To perform a needs assessment of EU MS regulators with regards to aspects of priority for e-cigarette products within the EU-CEG.	Greater awareness of EU-CEG capabilities by EU MS regulators		Needs assessment questionnaire returned by EU MS regulators	min 12					Develop a needs assessment questionnaire for EU MS regulators	1			15.01.2018	06.06.2018
			Results of interviews and focus groups show improvement in the domain `The EU-CEG in your country'		Report of the WP7 needs assessment evaluation from EU	1	15.04.2018	26.10.2018			Analysis of data for WP7 from needs assessment questionnaire	1				
		To assess e-cigarette product data as submitted data via the EU-CEG.	Greater awareness on ingredient function, role and toxicity by EU MS regulators, EU-CEG experts and the JATC project team		Analysis plans for e-cigarette products finalised	1					Data sets from EU MS regulators regarding requirements for EU-CEG collected	min 10				
			Results of interviews and focus groups show improvement in the category `Analysis of tobacco products and risk assessment'		Initiation of first wave and second wave of product data analyses completed	2			15.10.2018 15.02.2020		Quantitatively analyse e-cigarette submission description data and technical design, product presentation and toxicological information on ingredients	3				
		To monitor reported e-cigarette liquid ingredient and emission data in line with TPD Art20(2).	Greater awareness on product design and evolution by EU MS regulators, EU-CEG experts and the JATC project team		Report on e-cigarette product analyses written	2	15.4.2019 + 15.9.2020				To perform a statistical analysis of the data provided by EU-CEG	1				
			Results of interviews and focus groups show improvement in the category `Analysis of tobacco products and risk assessment'		Internal report on the e-cigarette emissions and international protocols completed	1			15.04.2020		To assess the emission data and their equivalent emission protocols as submitted through EU-CEG	1				
		To create a checklist to monitor e-cigarette product compliance to the TPD and support EU MS in the development of a system for the collection of information about suspected adverse	Easier long term e-cigarette compliance monitoring by EU MS' regulators		Checklist for e-cigarettes is provided to EU MS	10					Checklist for e-cigarette product compliance to the TPD created	1	15.04.2019			
			Better reporting for adverse events by EU MS regulators		Results of interviews and focus groups show improvement in the category `Analysis of tobacco products and risk assessment'											
					Report on a proposed system for the reporting of adverse events written	1	15.10.2019				Proposed system for adverse event reporting developed	1				

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WP8- Laboratory verification, collaboration and analyses	Assist EU MS networking and collaborations between laboratories for tobacco evaluation	To develop requirements of independent laboratories for ingredient evaluation.	Improvement of TPD approved lab independency from the tobacco/e-cigarette industry as identified by the EU MS' regulators	Decrees of independency for all TPD approved laboratories collected by the WP8 team and communicated to the WP3 team within the JATC project period	Data collection surveys filled out by CAs	min 20					Develop a data collection survey	1			15.02.2018	14.02.2018
					Report on the status quo of laboratories in use by the EU MS' competent authorities	1	15.12.2018	21.11.2018			Map the current status quo of laboratories	min 17			15.07.2018	24.07.2018
			Adoption of the proposed capacity requirements for ingredient, content and emission evaluation at the end of the JATC project by the EU MS' regulators	Written recognition of adoption of the proposed capacity requirements for ingredient, content and emission evaluation by min 5 EU MS' regulators collected by the WP8 team and communicated to the WP3 team within the JATC project period	Report on capacity requirements for EU MS laboratories written	1	15.08.2019				Develop laboratory capacity requirements for ingredient, content and emission evaluation	min 10 (i.e., TNCO for emission, N for content for tobacco + N for content /...				
		To review laboratory analysis activities performed by MS and to assess comparability across laboratories.	Compliance of results from laboratory analyses with data reported in the EU-CEG as identified by the WP8 team within the JATC project period	Written recognition of complete compliance of results by the WP8 team and communicated to the WP3 team within the JATC project period	Data collection forms filled out by CAs	min 10					Develop a data collection form to obtain either aggregate or disaggregate results from previously conducted analyses	1				
					Report on the results of inter-laboratory variability of EU MS emission data	1	15.09.2019				Datasets obtained from EU MS laboratories on analytical data for predefined products, which will be critically evaluated and re-analysed at a European scale	min 5				
					Report on the replication of laboratory measurements	1	15.08.2020				Commencement of the replicate laboratory measurements	min 1			15.10.2019	
		To develop collaborations and communication with other international activities on tobacco laboratory assessment.	Enhanced communication and collaboration between the EU Member States' laboratories as identified by the EU Member States' regulators	Results of interviews and focus groups show improvement in the category 'Analysis of tobacco products and risk assessment'	Report on emission protocols concluded	1					Networking meeting with EU and international laboratories (incl. GoToLab and TobLabNet) held	in 1 meeting				
					Networking meeting minutes, including minutes from the two internal meetings of WP8, written	2			15.01.2019 15.11.2019		WP8 internal meetings 1 and 2 held (in collaboration with already existent international activities)	2				

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WP9- Additives subject to enhanced reporting obligations	Support EU MS in the process of monitoring and updating priority additives	To compose an assessment/evaluation framework and guidelines for `good experimental practising' (GEP).	Enhanced sharing of reporting documents with the JATC consortium, the peer reviewers, and the tobacco industry	Dissemination to min 10 people from the target group by the WP9 team and communicated to the WP3 team within the JATC project period	Assessment/Evaluation framework finalised	1	15.06.2018	26.10.2018			Compose an assessment/evaluation framework	1				
			Established guidance for the tobacco industry on the kind and design of studies to be performed and assessed on	Min 10 downloads of good experimental practice guidelines from the JATC website within the JATC project period	Good experimental practice guideline written	1					Good experimental practice guidelines identified	1				
		To facilitate peer review of the enhanced reporting information submitted by a panel of suitable experts.		Results of interviews and focus groups show satisfaction concerning the peer reviewing process in the category `Analysis of tobacco products and risk assessment' as communicated by the participants at the end of the project	Reports on 15 priority additives obtained and categorised and inventory developed and	1	15.10.2018				Priority additive data and supporting information obtained	1			15.10.2018	12.11.2018
					Experts in document review trained	12					Peer reviewers, experts in the field recruited	12				
					Peer review meeting minutes written	1					Peer review process commenced and facilitated	1				
			Enhanced information on specific priority additive(s) for EU MS' regulators, EU-CEG experts and the JATC consortium within the project period		Report on peer review outcomes delivered	1	15.10.2019				Write a final report on the peer review of the enhanced reporting information on priority additives	1				
		To provide feedback on additional additives that could be subject to enhanced reporting obligations in collaboration with WP6 and WP7.		Results of interviews and focus groups show satisfaction concerning feedback on additional additives in the category `Analysis of tobacco products and risk assessment' as communicated by the participants at the end of the project	Report with reviewers judgement on other possible priority additive delivered	1					To provide feedback on additives and prepare a report	1				
		comprehensiveness of the assessment/evaluation template for the	Secure comprehensiveness of the assessment/evaluation template	Positive evaluation outcome in the evaluation report as communicated to the WP3 team by the WP9	Collaborative meeting minutes written	1					To organise a collaborative meeting	1				
					Evaluation report deliver	1	15.04.2020				comprehensiveness and utility of the provided assessment/evaluation framework for the priority	1				