



## **Joint Action on Tobacco Control (JATC)**

Agreement n°: 761297— JATC — HP-JA-03-2016

### **WP3 - D3.3. Final Evaluation Report**

Circulation: Public

Authors: AGES

Date: November 2020

Doc. Ref. N°: D3.3.

<http://www.jatc.eu>



THIS ACTIVITY IS PART OF THE PROJECT / JOINT ACTION '761297 / JATC' WHICH HAS RECEIVED FUNDING FROM THE EUROPEAN UNION'S HEALTH PROGRAMME (2014-2020).

This activity has received funding from the European Union's Health Program (2014-2020) under grant agreement – 761297. The content of this publication represents the views of the author only and is his/ her sole responsibility; it cannot be considered to reflect the views of the European Commission and/or the Consumers, Health, Agriculture and Food Executive Agency or any other body of the European Union. The European Commission and the Agency do not accept any responsibility for use that may be made of the information it contains.

Version	Date of creation	Title	Handling
1	28.11.2020	Draft report for consultation	Sent out to steering committee for consultation, submitted as deliverable
2	06.01.2021	Final Evaluation Report	Final version

Contributing authors (in alphabetical order):

Irina Gebetsberger-Hartleitner, BSc (AGES)

Stefanie Kirchner, BSc, MPH (AGES)

Fiona Pastler (AGES)

Mag. Dr. Iris Schroll (AGES)

Mag. Dr. Friedrich Sövegjarto (AGES)

## Table of Contents

0. Executive summary .....	5
1. Context and purpose of the project .....	13
2. Features of the evaluation.....	14
2.1. Type of evaluation .....	14
2.2. Scope of the evaluation.....	14
2.3. Methodology.....	14
2.4. Addressees of the Final evaluation report.....	15
3. Limitations of the evaluation.....	16
4. Evaluation results .....	19
4.1. Process evaluation .....	19
4.1.1. Output delivery.....	19
4.1.2 Quality of project implementation as perceived by project staff .....	23
4.1.3 Recommendations.....	29
4.2. Outcome evaluation.....	31
4.2.1. The starting environment .....	31
4.2.1.1 Baseline Survey – Common Needs Assessment .....	32
4.2.1.2 Interviews .....	33
4.2.2. Situation at the end of the project.....	35
4.2.2.1 Focus Groups and Survey.....	35
4.2.3. Conclusions .....	39
4.2.4. Recommendations.....	41

## List of Tables

Table 1: Planned delivery dates and upload dates of outputs.....	20
Table 2: Dates of distribution, number of completed questionnaires and response rate of QQ progress.....	24
Table 3: Question: “Please indicate how satisfied you are with the progress of the project at the moment” .....	25

## List of Figures

Figure 1: Factors influencing output delivery.....	23
Figure 2: Overall satisfaction with WP (average score across all items) .....	26
Figure 3: Expected Outcomes of the JATC .....	32

## 0. 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 in 24 EU Member States.

Project activities and outputs were clustered into/ assigned to nine work packages (WPs), most of which are being implemented by several project partners (hereafter also referred to as WP members).

An internal evaluation designed as process-outcome evaluation accompanied the implementation of the project. Its aim was to assess the implementation of project activities, the delivery of output and to assess the likeliness of the planned outcomes of the JATC project to be achieved.

To this end, it sought to answer three main evaluation questions:

1. Have the intended **outputs** of the JATC been delivered?
2. How can the **quality** of project implementation be optimized?
3. To what extent have the intended **outcomes** of the JATC been achieved? Which factors supported/hampered their achievement?

This final evaluation report presents the results of the evaluation. It covers the period from 16.10.2017 to 31.10.2020 (month 1 to month 37 of the project). The following sections summarise the main conclusions and recommendations. Details on the respective data basis and findings are presented in chapter 4.

### 0.1 Process evaluation

#### 0.1.1 Evaluation question 1: Have the intended outputs of the JATC been delivered?

##### Conclusions

Of the 65 outputs due during the reporting period, around half were delivered on time or with minimal delay. For a project with such a large number of project partners from different countries, who had to cooperate closely not only in the overall project but also within individual WPs, this is a good result.

The factors which according to stakeholders affected the timeliness of output delivery are characteristic for multi-country projects with a higher number of project partners than work packages. In the case of the JATC project, such a structure was necessary because the project’s objectives required the active involvement of numerous stakeholders. Therefore, most work

packages involved many project partners as WP members and often several of them worked together on one output.

Such a project structure is very complex because it requires a high degree of coordination and communication not only among different work packages, but also within the individual work packages. Regular, continuous communication at all level is challenging but at the same time plays a central role, for it acts as a kind of bracket that holds project partners and work packages together.

An increase of WP members usually leads to a decrease of formal and informal communication, mostly because of organisational challenges such as, for example, finding a suitable date for meetings. Less communication results in less information exchange which has an impact on both coordination and collaboration and finally influence output delivery.

All this has been mentioned in the surveys but also in informal talks at meetings. It is backed by research, which confirms the importance of both formal and informal communication. Formal communication structures such as, for example, regular coordination meetings are important for the organisation of work, allocation of tasks, and information flows among project partners. Informal communication, on the other hand, is essential for practical cooperation. It creates trust among project staff and makes it possible for people who work on the same output to just call their counterparts in another partner organisation in case of a problem.

### **0.1.2 Evaluation question 2: How can the quality of project implementation be optimized?**

#### **Conclusions**

Since a large part of the quantitative and qualitative feedback relates to the individual work packages, only few general conclusions can be drawn.

#### **General satisfaction with the project**

The average satisfaction with the JATC project was quite high during the whole project duration. Also, external challenges like the "Covid-19 crisis" did not lead to a decrease. Even though these are average values, it is quite remarkable for a project of this size and complexity. For it suggests that for a large part of the project staff their original expectations for the project were at least partially met.

#### **Satisfaction with work packages**

The results for the individual work packages were also good but showed greater fluctuations in the course of the project with regard to satisfaction with specific items. Although there were no

statistically significant differences among the work packages, the data suggests that the vertical work packages faced greater challenges in terms of WP management and communication among WP members. This might be because these WPs consist of more WP members spread over different countries, which renders communication more difficult. At the same time, communication and information exchange among WP members is of utmost importance because of the mutual dependencies among team members regarding the production of planned outputs.

The importance of communication and collaboration within a WP and among WPs for the respondents can also be seen from the comments in the questionnaires. Interestingly, these comments decreased significantly since the beginning of the pandemic. One possible explanation could be that the lack of direct, personal contacts, which had been criticized at the beginning of the project, had suddenly become "normal".

In terms of content, the comments indicate that some of the central objectives of the JATC project such as the accessibility and exchange of EU-CEG data have not yet been satisfactorily achieved in the eyes of many of the respondents.

### **0.1.3 Recommendations**

The complexity of the JATC project is a major challenge for the coordination, communication, and collaboration within and among work packages.

In principle, there are two ways to address these issues. First, you can reduce the complexity of the project by reducing the number of WP members involved in an output, as well as the dependencies among WPs.

Second, one can establish processes and mechanisms that make it easier to deal with the existing dependencies.

In this regard, regular, continuous **communication** plays a key role, as both coordination and collaboration depend on it.

The following measures could be considered to improve both the communication among WPs as well as the communication within WPs:

#### **At the level of work packages**

- the creation of structures for a regular exchange of information among WP members, e.g. via monthly virtual meetings with a fixed agenda. Specific features of conference software that are as close as possible to a face-to-face meeting should also be used, such as bilateral meetings in a separate "virtual room"

- the setting up of a forum where questions can be posted and answered by WP members
- the creation of structures that allow for a regular exchange of information among WPs that need input from one another for the production of outputs
- the organisation of regular meetings with all WP members to share information about the overall project
- the creation of informal information channels that facilitate contacts among project staff working on the same output. For this purpose, personal meetings work best and in some cases might be feasible: for example, if five people from three project partners are working together on a very demanding output a one-day meeting could be organised. Also, specific software could be used to create a space where staff from different WPs who must work together can meet, chat, etc.

#### At the level of project coordination

- the continuation of the regular steering group meetings with a fixed agenda
- the creation of a communication channel where project staff can anonymously articulate specific concerns, such as ideas, complaints, etc. If the project is being evaluated, this would be a task of the evaluation
- the facilitation of personal meetings: the size of the project and the number of project partners makes a personal meeting of all participants, especially at the level of project staff, almost impossible. Nevertheless, every possibility of personal meetings should be supported. Studies show that even in times of ZOOM, MS Teams, Skype, etc. once-only personal meetings significantly improve collaboration

In addition, the **coordination** within and among work packages could be enhanced by adapting the overall project management (PM) as well as the management of individual work packages more closely to the complex project structures. Amongst others, this could encompass the following:

- an inclusion of sufficient “time buffers” in the work plan for the delivery of outputs that depend on the delivery of one or more other outputs
- the use of a PM software that allows to link overall PM with the management of work packages. This would facilitate a joint monitoring of the work schedule and mutual dependencies among different project activities and outputs

Should the second project phase also be accompanied by an **internal evaluation**, the approach used for output evaluation, too, should be adapted more closely to the complex project



structures. To this end, a stronger focus could be put on the of the individual work packages using methods and instruments tailor-made to the information needs of WP leaders and WP members.

## **0.2 Outcome evaluation**

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

#### **Conclusions**

It is still too early to draw final conclusions about outcomes triggered by the JATC project. The following paragraphs thus only provide a snapshot at the end of the project and it can be expected that further changes unfold during the next year.

#### **Implementation of the TPDII**

One of the major objectives of the JATC was the support and facilitation of the implementation of the TPDII in the EU Member States. Expected project outcomes therefore include the implementation of specific provisions and regulations across all or the majority of countries. At the end of the JATC project stakeholders already observed of the outcomes envisaged, notably

- the implementation of warning labels and graphic warning labels
- regulations of ingredients and additives
- regulations regarding novel tobacco products and e-cigarettes, since there was not much of a regulatory environment before

It was also noted that the competent authorities have started to change administrative processes and internal regulations necessary for the implementation of the TPDII as well as the related training of staff.

The expert group on tobacco policy provides a good platform for information sharing among EU MS, which has helped to reduce the differences in their approach regarding the implementation of the TPDII.

There are, however, still differences concerning enforcement, inspections and control.

Also, there remain some ‘grey areas’ with insufficient specifications within the TPDII, notably as regards NTPs, which need to be reassessed.

The campaigns conducted in the EU MS to raise awareness of the dangers of tobacco consumption did not achieve the desired results. This is consistent with the experience of other

public awareness campaigns on harmful behaviour, such as HIV prevention, the dangers of physical inactivity, etc. This could be because they focused on providing information and knowledge, but according to scientific studies, lack of knowledge is not the problem. Today, everyone who smokes knows that smoking is unhealthy and contributes to the development of many diseases.

#### The EU-CEG

The improvement of the EU-CEG was perceived to be the most important outcome of the JATC. Most stakeholders noticed a significant improvement over the project period, notably regarding user-friendliness. Nevertheless, a lot of improvements as well as harmonized approaches in data handling still need to be addressed in the future.

Some of the stakeholders expect the EU CEG to evolve into a more business intelligence-like system with more advanced dashboards for regulators to analyse data and to determine the quality and consistence of the data in a more effective way.

#### Analysis of tobacco products and risk assessment

With regard to the analysis of tobacco and risk assessment, project outcomes did not unfold yet. The control of ingredients is still challenging, especially for countries with insufficient laboratory and/or chemical analysis capacity. Overall, there are not enough accredited and independent laboratories and/or expertise to analyse tobacco products, e.g. novel tobacco products and smokeless tobacco. Regarding electronic cigarettes in general, there are not enough validated analytical methods for testing the composition of refill containers.

A further and ongoing challenge is the monitoring and regulation of the ever-evolving tobacco product landscape. This is a continuous task of all competent authorities which could be facilitated by the establishment of a network for information sharing.

Presently, assessment frameworks for the evaluation of various novel tobacco products related to their toxicity, addictiveness and attractiveness, as well as validating methods on measuring nicotine emission in e-cigarettes are in the process of being developed.

However, the approaches towards the toxicological evaluation and the risk assessment of tobacco and related products still need to be harmonized.

#### Collaboration among MS

As a result of the JATC, cooperation among EU Member States has improved significantly, as has cooperation among EU Member States and the EU.

A stronger involvement of project partners in future project phases might strengthen the cooperation even more.

What is still missing, however, are systems for a permanent exchange of information among EU MS, also at an informal level. The systems that are currently in place, for example, EHHP or RAPEX are not defined by the needs of the end users.

### **0.2.2 Recommendations**

During the focus group participants also gave some recommendations for future tasks of competent authorities as did the respondents to the questionnaire. They are summarised below. For the second phase of the JATC project, it could be considered to develop specific activities/outputs to address some of the issues raised.

#### **Implementation of the TPDII**

- The TPD II contains grey areas, which should to be clarified. Especially, but not only, concerning NTPs the TPD II needs to be reassessed and adapted. A broadening of the TPD (e.g. concerning advertising and taxation) should be taken into consideration. The creation of a work group to identify and consequently clarify the grey areas, as well as ambiguous parts of the TPD II, could be taken into consideration.
- Future tasks also include the implementation of plain uniform packaging and the removal of descriptors, further and better regulations of e-liquids and ingredients, more focus on novel tobacco products.
- Regarding public campaigns about smoking, it could be considered to give up the assumption that smokers are not aware of the negative consequences of smoking. Instead, one could do a meta-analysis of studies/evaluations of other interventions against harmful behaviour to find out what makes people stick to a behaviour that they already know is harmful and use the findings for the creation of new campaigns.

#### **The EU-CEG**

In the course of the last three years, the **EU-CEG** portal has greatly improved in terms of accessibility and user-friendliness. However, some features are still missing, for example:

- An additional national data collection system
- Separate areas for public and confidential data
- Functions for the download of public data
- The possibility of extracting information of all the products submitted in a list, where also key data (e.g. amount of nicotine) appears

- The possibility to automatically download pdf files, which were attached to specific ingredients, or to have the name of the pdf document displayed in the bulk download along with the specific entry
- Addition of filter options for all data fields
- Automated notification and data rejection for incorrect data submission
- Submitters should be able to access their own notifications in EU CEG
- Artificial intelligence algorithms to identify non-compliant products and ingredients

Unified guidelines with clear rules for submitters should be established to prevent inconsistent and incorrect submissions.

Discrepancies among MS when it comes to the analysis of EU CEG data allow for further uniformity.

The implementation of a supporting EU CEG data analysis team could be considered. A manual that summarizes the options of the EU-CEG would be helpful as well as a training course.

#### Analysis of tobacco products and risk assessment

- A harmonized approach of the toxicological evaluation and the **risk assessment**, as well as a common assessment of ingredients and additives should be developed.
- More funding is needed to ensure that every member state has at least one independent laboratory. Networks of scientists and laboratories are crucial for information exchange and need to be maintained even after the project.
- Appropriate measures to facilitate the agreement on uniform test parameters within laboratory tests, analogous to food monitoring, should be considered such as for example the establishment of a respective working group.
- A critical review of literature and studies on NTPs should be conducted. It could be considered to integrate it as an output in the 2<sup>nd</sup> phase of the JATC.

#### Collaboration among MS

As the cooperation of EU MS has already improved during the first phase of the JATC project, in the second phase specific outputs could further strengthen it. The currently available systems such as EHHP or RAPEX could be complemented by a platform/forum to share and organize information with moderators of different fields of expertise. Ideally, such a system would also allow an informal exchange of knowledge/information and would be accessible via cell phone.

## 1. Context and purpose of the project

Smoking and other forms of tobacco consumption are considered the single most important cause of preventable morbidity and premature mortality worldwide. Efforts to reduce the devastation of tobacco-related deaths and illness in the EU consist of the Tobacco Products Directive (TPD), and the WHO Framework Convention on Tobacco Control (FCTC). The TPD lays down rules governing the manufacture, presentation and sale of tobacco and related products.

The TPD stipulates that Member States shall require manufacturers and importers of tobacco products to submit to their competent authorities information, via a common entry gate (EU-CEG) – an IT tool designed to ensure uniform application of the reporting and notification obligations, harmonise the submission of data, facilitate comparison and reduce administrative burden.

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 should 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 should 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 among laboratories for tobacco evaluation
- Support EU MS in the process of monitoring and updating priority additives
- To integrate the JATC results into national policies

## **2. Features of the evaluation**

### **2.1. Type of evaluation**

The evaluation accompanied the implementation of the JATC project and was conducted by one of the project partners under a separate work package (WP3). It had thus the character of an internal evaluation.

Based on the types of data used the evaluation was a combination of a process, and outcome evaluation. Its main purpose was to support the optimisation of project implementation with a special focus on an improved communication.

### **2.2. Scope of the evaluation**

The evaluation WP ends with the life span of the project and has to deliver its final report until 15.11.2020, one month before the end of the project. Therefore, only activities from **16.10.2017 until 31.10.2020** could be considered. Any actions, evolving issues and emergent outcomes after that date could not be tracked and thus did not feed into the findings of this report.

### **2.3. Methodology**

For data collection and analysis, the evaluation used a mixed-method design drawing on different data sources and types of data, each relating to different indicators.

More specifically, the following methods were used:

Process evaluation:

a) A target-actual comparison was used to assess the timeliness of output delivery. To this end, the delivery dates of all outputs that constitute milestones or deliverables were tracked via the central project portal and compared to the planned dates of delivery. Seven deliverables were not included in this final evaluation report, since their delivery was only due after the submission of the report. Information on reasons for delays were collected via the QQ on project procedures.

b) The quality of project implementation was tracked and supported with two standardized questionnaires that were administered during the whole project period. One questionnaire, the QQ on meetings and teleconferences, was only used for internal purposes and served as a tool to support WP leaders. Its findings were communicated to WP leaders, but are not considered in this report. A second QQ on project procedures was distributed three times a year and used to collect the WP members views on and satisfaction with the quality of project implementation.

To complement respective findings, members of the evaluation team participated in 17 steering committee teleconferences and three in-person consortium meetings.

c) Finally, to gain a first overview on outcomes that had already started to unfold during the project period, the evaluation team conducted expert-interviews, focus groups, and disseminated standardized questionnaires to selected experts.

In the course of the project, challenges related to data collection made it necessary to adapt the original plan for data collection and analysis.

## **2.4. Addressees of the Final evaluation report**

This report is the final issue of a set of evaluation documents (D3.1. Evaluation plan, D3.2. Interim evaluation report<sup>1</sup>) produced by the **internal evaluation** team.

Its results will be communicated to the EU Commission, the steering group and consortium, as well as the public via the project homepage.

---

<sup>1</sup> The deliverables can be downloaded on the Homepage of the JATC (<http://jaotc.eu/>)

### **3. Limitations of the evaluation**

The evaluation of the JATC project had to face several limitations. They resulted from the timing of the evaluation, constraints in data collection and the measures taken in connection with COVID-19.

In this section, we describe these limitations and their consequences for the evaluation in more detail.

#### **Process evaluation**

The evaluation was set up as an "internal evaluation", whereby the evaluation team was one of the project partners and the evaluation was a separate work package (WP3). Evaluation activities were therefore carried out in parallel to project activities implemented by other work packages. Since the evaluation report had to be submitted before the end of the project, it only covers month 1 – month 37 and could not consider seven deliverables that were not due until the end of the project.

#### **Outcome evaluation**

The timing of the evaluation also impacted on the assessment of outcomes. Outcome-oriented projects are based on a causal intervention logic, in which activities enable the delivery of outputs, outputs trigger outcomes which finally should lead to impacts. While the implementation of activities and the production of outputs take place during the life-span of the project and thus lie within the control of the project management, the outcomes envisaged need time to unfold and usually only occur after the project ends. Also, their achievement depends to a large extent on external factors. Therefore, a time span of at least several months after the end of the project would have been needed to comprehensively identify project outcomes and to analyse if and how project outputs were taken up and further used by the target group. Since the internal evaluation ends with the project, the outcomes of the JATC project could not really be assessed. Consequently, this evaluation report can only provide a first overview of outcomes that had already started to unfold during project implementation and of indications for further developments.

#### **Constraints in data collection**

One of the main tasks of the evaluation was the analysis of the internal project structures and processes with the aim of identifying factors that facilitate or hinder the implementation of project activities. To this end, it is necessary to gather the opinions and experiences of project



staff, which is often done by conducting short, but regular surveys among all persons working on a particular work package. If their composition does not or only slightly change during the project duration, a comparison of the different survey results can be used to gain insights on the development of the work package regarding teamwork, information flows or communication structures. In the case of the JATC project this was only possible to a limited extent. Except for key persons, the people involved in the WPs often changed and it must be assumed that the surveys conducted were at least partially answered by different persons each time. The various survey results for a single work package therefore only provide a limited indication of the development of the work package, but rather represent snapshots of the situation at the time of the survey.

A further task of the evaluation was to monitor the timeliness of the delivery of outputs. This is especially important for large and complex projects, as delays due to the dependencies among outputs can have far-reaching consequences. All deliverables of the JATC project had to be submitted to the project coordinator and be uploaded to the project portal. The evaluation team only had access to the upload date, but no information about the exact date an output was submitted. Therefore, and based on the assumption that the upload of the output would take place at the latest one day after its submission, the upload dates served as delivery dates for the evaluation. However, it cannot be excluded that in some cases much more than one day passed among submission and upload.

### **Outcome evaluation**

One of the biggest challenges in connection with the outcome evaluation was the fact that many potential beneficiaries of the project outcomes, such as EU MS regulators/competent authorities, were themselves actively involved in the JATC project as project partners. Interviewing them about the emerging outcomes is methodologically delicate, as it is then no longer an "internal evaluation" but actually a "self-evaluation". For this reason, the evaluation plan provided for the identification of external interview partners who are 'regularly involved in CEG data handling' or 'regularly involved in collaboration among MS'. However, this proved to be extremely difficult. Eventually, the number of interviews had to be reduced from 14 to 10.

### **Impacts of the COVID-19 pandemic**

For spring/summer 2020 several focus groups with stakeholders were planned to discuss immediate project outcomes as well as the likeliness of longer-term outcomes to occur. But due to the national measures to contain the Covid-19 pandemic and the associated restructuring of processes and workflows within public administrations, many stakeholders could not participate. Only one focus group with five participants took place and a questionnaire was therefore sent out to 66 experts as a substitute, but only 7 people completed it (10,61%).

## **4. Evaluation results**

### **4.1. Process evaluation**

In a project like the JATC, where a large number of project partners are working together for the first time, project and communication structures and modes of collaboration must first be developed. Process evaluation can support this development process by collecting and analysing both objective and subjective process data. Respective results are especially useful for WP leaders and the project coordinator.

The following two sections present the findings and conclusions of the analysis of output delivery (objective process indicator) and the satisfaction of project staff with project implementation (subjective process indicator).

#### **4.1.1. Output delivery**

##### **Data basis**

For the purpose of the internal evaluation, monitoring data on output delivery was collected and analysed with a view to compare planned and actual delivery. To this end, the output delivery dates indicated in the project work plan were compared with actual delivery dates. For the latter, 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. . Additional information, notably on reasons for delay and challenges encountered regarding the production of outputs, was collected via the questionnaire on project implementation (QQ project progress), which will be described in section 4.1.2. This topic was also discussed during meetings of the consortium and the steering group attended by a member of the evaluation team and possible reasons for delays were identified.

##### **Findings**

The project workplan provided for a total of 72 outputs – 38 milestones<sup>2</sup> and 34 deliverables. This evaluation report covers month 1-37. Within the evaluation period 65 outputs were due - 27 deliverables and 38 milestones. As can be seen from the following table, 14 (21,54%) of these were delivered on time, 15 (23,08%) with a slight delay and 30(46,15%) with a significant delay. 6 outputs were in the final stages at the end of the evaluation period.

---

<sup>2</sup> Milestone 12 was withdrawn after the initial project phase

Table 1: Planned delivery dates and upload dates of outputs

Project period	Type of output	No. of outputs due according to work plan	Delivered on time	Delay < 1 month	Delay > 1 month	In finalization <sup>3</sup>
Month 1 - 6	Deliverables	3		2	1	
	Milestones	12	3	5	4	
Month 7 - 12	Deliverables	6		2	4	
	Milestones	8	2	3	3	
Month 13 - 18	Deliverables	9	2		7	
	Milestones	6	1	1	4	
Month 19 - 24	Deliverables	4		1	1	2
	Milestones	2		1	1	
Month 25 - 30	Deliverables	1			1	
	Milestones	7	1		4	2
Month 31 - 37	Deliverables	4	2			2
	Milestones	3	3			
		65	14	15	30	6

The information obtained during consortium and steering committee meetings as well as comments provided by project staff via questionnaires revealed several underlying reasons for the delays of outputs.

<sup>3</sup> As of 03.12.2020 all of the pending deliverables and milestones, which were due until 31.10.2020, have been delivered.

**Related to the complexity of the project structure**

- The majority of outputs involved several WP members and thus created mutual dependencies. As a result, a slight delay in the input of one WP member, for example caused by the need for further specification, could trigger a chain reaction and lead to a considerable delay in the final delivery of the output.
- This was reinforced by additional dependencies among outputs, which in some cases caused a sort of "domino effect" of delays in output delivery.

**Related to communication and collaboration**

- Respondents of the surveys also noted an insufficient communication and information exchange among WP members as well as among members of different WPs.
- In this regard, the lack of clarifications on the real possibility to access EU CEG data from countries and the delayed sharing of EU-CEG data was frequently mentioned as a major bottle-neck.

**Related to project staff**

- Another factor perceived as challenging for output delivery was the turn-over of staff during project implementation.
- Also, in some cases insufficient experiences or qualification of some project staff was mentioned.

**Related to project planning**

- Especially in the first half of the project survey respondents noted an insufficient specification of the content of deliverables and milestones in the work plan
- Some of them identified over-ambitious deadlines for deliverables as an important reason for delays.
- In some cases this was aggravated by limited resources, notably insufficient funds to fulfil all necessary tasks.

**Related to external/ context factors**

- From March 2020, the measures implemented due to the Sars-CoV-2 pandemic led to internal organisation changes within most WP members which accounted for additional delays in the delivery of outputs.

## Conclusions

Of the 65 outputs due during the reporting period, around half were delivered on time or with minimal delay. For a project with such a large number of project partners from different countries, who had to cooperate closely not only in the overall project but also within individual WPs, this is a good result.

The factors which according to stakeholders impacted on the timeliness of output delivery are characteristic for multi-country projects with a higher number of project partners than work packages<sup>4</sup>. In the case of the JATC project such a structure was necessary because the project's objectives required the active involvement of numerous stakeholders. Therefore, most work packages involved many project partners as WP members and often several of them worked together on one output.

Such a project structure is very complex because it requires a high degree of coordination and communication not only among different work packages, but also within the individual work packages. Regular, continuous communication at all level is challenging but at the same time plays a central role, for it acts as a kind of bracket that holds project partners and work packages together.

The diagram below shows a simplified<sup>5</sup> system model of how several factors mentioned above inter – relate with each other and with the delivery of an output in which several members of a WP are involved.

---

<sup>4</sup> If the number of project partners equals the number of work packages the complexity of project structures can be reduced by each project partner being responsible for the implementation of a specific work package.

<sup>5</sup> It is simplified because it does not show all linkages among factors and, more importantly, because it does not take into consideration collaboration with other work packages which creates an additional layer of complexity.

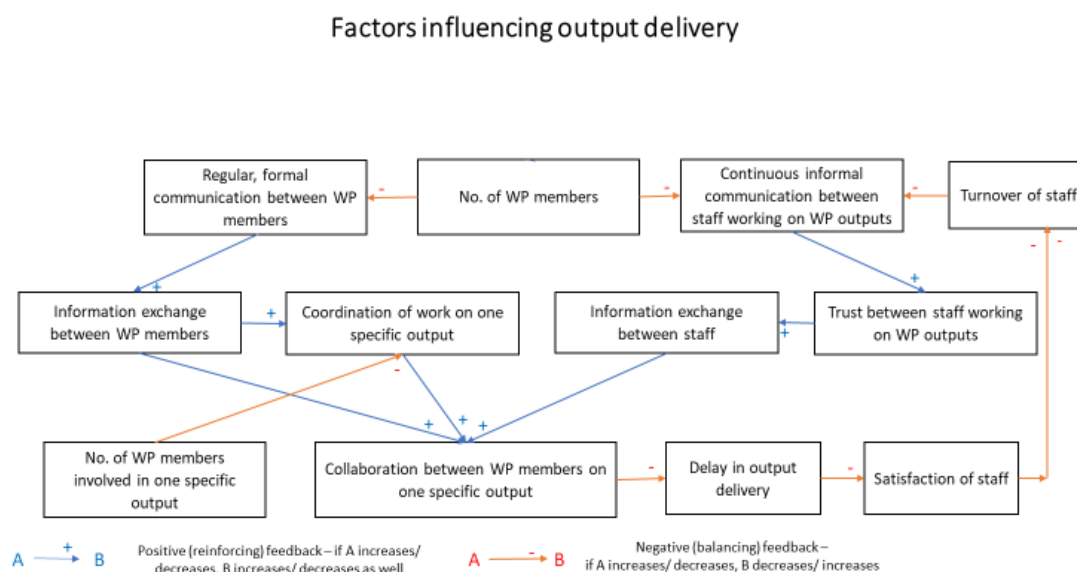


Figure 1: Factors influencing output delivery

As depicted in the diagram, an increase of WP members usually leads to a decrease of formal and informal communication, mostly because of organisational challenges such as for example finding a suitable date for meetings. Less communication results in less information exchange which has an impact on both coordination and collaboration and finally influence output delivery.

All this has been mentioned in the surveys but also in informal talks at meetings. It is backed by research which confirms the importance of both formal and informal communication. Formal communication structures such as, for example, regular coordination meetings are important for the organisation of work, allocation of tasks, and information flows among project partners. Informal communication, on the other hand, is essential for practical cooperation. It creates trust among project staff and makes it possible for people who work on the same output to just call their counterparts in another partner organisation in case of a problem.

### 4.1.2 Quality of project implementation as perceived by project staff

#### Data basis

As a complement to the collection of data on output delivery, the evaluation team also collected data on the subjective perception of project implementation by project staff. A special questionnaire (QQ project progress) was used to receive feedback from the people involved in the different WPs about their perception of the quality of important elements of project implementation such as collaboration, information flows, etc.

The survey was created with the online-tool Askallo and was carried out eight times in the course of the project. Each time an e-mail with a link to the online questionnaire was sent to all project staff based on a list received from the project coordinator. Since in this list the people working on the project were only assigned to the partner institutions and not to individual WPs, it was not possible to determine the response rate for each WP.

In total, 1186 questionnaires were sent out during the project, of which 261 were completed and could be analysed for the evaluation.

*Table 2: Dates of distribution, number of completed questionnaires and response rate of QQ progress*

Time	QQ Distributed	No. of completed questionnaires <sup>6</sup>	Response rate
April 2018	144	38	26.39%
August 2018	143	36	25.17%
December 2018	144	35	24.31%
April 2019	151	33	21.85%
August 2019	151	31	20.53%
December 2019	151	27	17.88%
April 2020	151	38	25.17%
August 2020	151	23	15.23%
Total	1186	261	22%

---

<sup>6</sup> Recipients of the questionnaire were asked to complete a separate questionnaire for each WP they were involved in. Therefore, the number of respondents might be smaller than the number of completed questionnaires.



## Findings

The questionnaire included one general question related to the overall satisfaction of respondents with the progress of the project at the time of the survey. It used a ten-point Likert scale (1= Very dissatisfied,.....10= Very satisfied).

The table below shows the results for each round of the survey:

*Table 3: Question: "Please indicate how satisfied you are with the progress of the project at the moment"*

Date of survey	Mean value	Standard deviation	No. of respondents (n)
April 2018	6.26	1.82	38
August 2018	6.11	2.28	36
December 2018	7.14	1.71	35
April 2019	6,76	2,1	33
August 2019	6,45	1,98	31
December 2019	6,74	2,14	27
April 2020	6,87	1,99	38
August 2020	6,96	1,9	23

The general satisfaction of respondents with the progress of the project varied among 6.3 and 7.1, which is slightly above average. There is, however, a relatively high standard deviation which indicates a distribution of values among 4.5 and 8.5. Differences among the mean values are not statistically significant.

To receive feedback on each WP the questionnaire included also an item battery. It consisted of six items referring to aspects related to WP management and implementation as well as four items related to communication and teamwork among WP members.

### WP management and implementation

- Management of the WP
- Implementation of planned activities
- Outputs produced
- Relevance of the documents dispatched within the WP
- Information exchange about tasks concerning my competence area
- Regular update on progress of the WP

### Communication and teamwork

- Cooperation and teamwork among WP members
- Social interaction among WP members
- Allocation of tasks among WP members
- Possibility to exchange information with other WP members

Respondents were asked to indicate their satisfaction with the WPs they were involved in on a five-point Likert scale (1=Very satisfied,...5=Very unsatisfied)

The diagram below provides an overview of the overall satisfaction of respondents with their WP, calculated as mean value across all items.

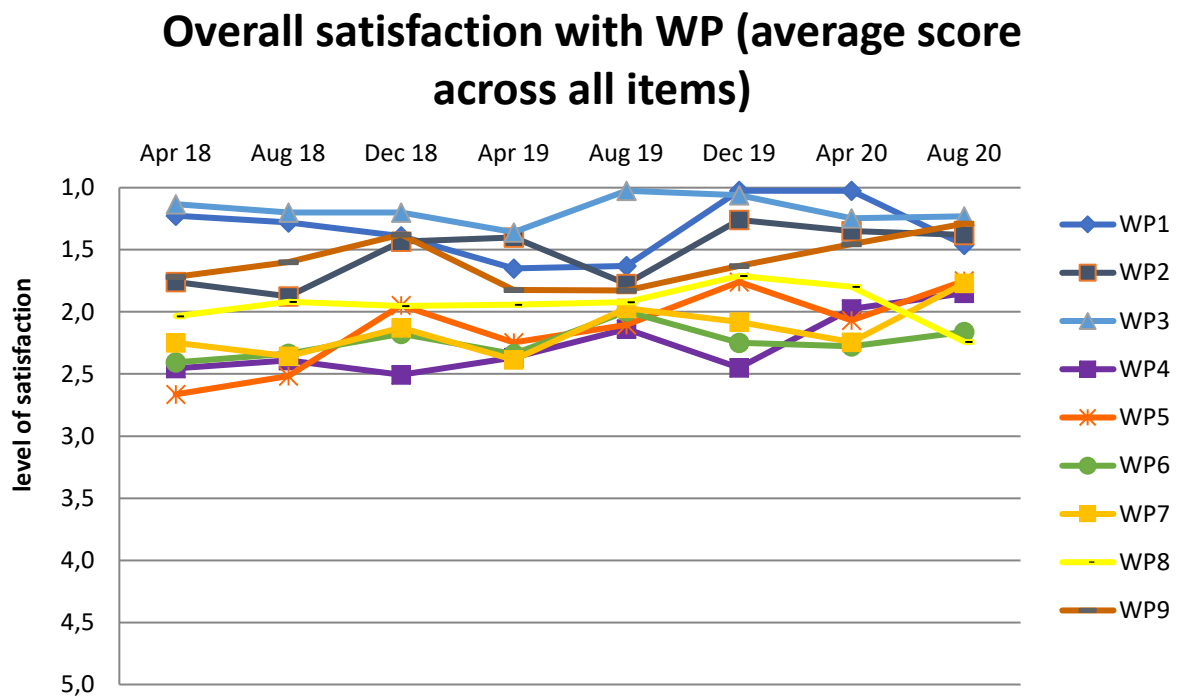


Figure 2: Overall satisfaction with WP (average score across all items)

As can be gathered from the diagram, overall satisfaction was quite high with mean values among 1.0 and 2.5.<sup>7</sup> A mean value comparison shows no significant differences among the WPs. However, with the exception of WP 4, the overall satisfaction tends to be higher for the horizontal WPs (bluish colours) than for the vertical WPs<sup>8</sup>.

<sup>7</sup> In this respect it should be taken into account that similar to the question on the general satisfaction with the JATC project here also the answers of respondents are quite diverse.

<sup>8</sup> The change in satisfaction over time that can be seen in the diagram should not be interpreted as a "development" of the work packages, as explained in chapter 3.

The satisfaction with individual items was also above average in all WPs with mean values among 1.0 and 2.67. Especially in the vertical WPs, however, there was a tendency for greater dissatisfaction with items related to communication and teamwork among WP members.

In addition, the respondents had the opportunity to explain the reasons for satisfaction or dissatisfaction with their work package in more detail. This opportunity was used quite frequently, whereby the number of comments decreased a little in the course of the project.

Throughout the project, there were mainly two topics that were repeatedly addressed: Communication and collaboration, and delays in the implementation of project activities, and the delivery of outputs.

### **Communication and collaboration**

Most of the comments concerned communication and information flow both within a WP and among different WPs. Several respondents stated that they neither had enough information from other WP members nor information about WP progress as a whole. Also, information on milestones and especially task distribution and next steps within the WP were perceived as insufficient. In this context the lack of a personal meeting of all WP members at the beginning of the project was mentioned as a shortcoming of the project. Also, the communication among WPs, collaboration partners and authorities were perceived as insufficient, and caused overlaps in tasks among WPs.

### **Delays in implementation and output delivery**

Delayed outputs were often linked to insufficient task clarification both within and among work packages. Some respondents perceived a deficient compliance of staff of other WP members to fulfil tasks in due time and to make information available to the project teams as well as overall participation and teamwork.

Financial constraints and limited resources were also mentioned as obstacles to project implementations.

Content wise, difficulties to access the EU-CEG data and concerns about the TPD were perceived as major challenges. Amongst others, the ambiguity of the TPD was mentioned several times and doubts about an improved and harmonized implementation of the TPD II were expressed.

## **Conclusions**

Since a large part of the quantitative and qualitative feedback relates to the individual work packages, only few general conclusions can be drawn.

### **General satisfaction with the project**

The average satisfaction with the JATC project was quite high during the whole project duration. Also, external challenges like the "Covid-19 crisis" did not lead to a decrease. Even though these are average values, it is quite remarkable for a project of this size and complexity. For it suggests that for a large part of the project staff their original expectations for the project were at least partially met.

### **Satisfaction with work packages**

The results for the individual work packages were also good but showed greater fluctuations in the course of the project with regard to satisfaction with specific items. Although there were no statistically significant differences among the work packages, the data suggests that the vertical work packages faced greater challenges in terms of WP management and communication among WP members. This might be because these WPs consist of more WP members spread over different countries, which renders communication more difficult. At the same time, communication and information exchange among WP members is of utmost importance because of the mutual dependencies among team members regarding the production of planned outputs.

The importance of communication and collaboration within a WP and among WPs for the respondents can also be seen from the comments in the questionnaires. Interestingly, these comments decreased significantly since the beginning of the pandemic. One possible explanation could be that the lack of direct, personal contacts, which had been criticized at the beginning of the project, had suddenly become "normal".

In terms of content, the comments indicate that some of the central objectives of the JATC project such as the accessibility and exchange of EU-CEG data have not yet been satisfactorily achieved in the eyes of many of the respondents.

### 4.1.3 Recommendations

The complexity of the JATC project is a major challenge for the coordination, communication, and collaboration within and among work packages.

In principle, there are two ways to address these issues. First, you can reduce the complexity of the project by reducing the number of WP members involved in an output, as well as the dependencies among WPs.

Second, one can establish processes and mechanisms that make it easier to deal with the existing dependencies.

In this regard, regular, continuous **communication** plays a key role, as both coordination and collaboration depend on it.

The following measures could be considered to improve both, the communication among WPs as well as the communication within WPs:

#### At the level of work packages

- the creation of structures for a regular exchange of information among WP members, e.g. via monthly virtual meetings with a fixed agenda. Specific features of conference software that are as close as possible to a face-to-face meeting should also be used, such as bilateral meetings in a separate "virtual room"
- the setting up of a forum where questions can be posted and answered by WP members
- the creation of structures that allow for a regular exchange of information among WPs that need input from one another for the production of outputs
- the organisation of regular meetings with all WP members to share information about the overall project
- the creation of informal information channels that facilitate contacts among project staff working on the same output. For this purpose, personal meetings work best and in some cases might be feasible: for example, if five people from three project partners are working together on a very demanding output a one-day meeting could be organised. Also, specific software could be used to create a space where staff from different WPs who must work together can meet, chat, etc.

### **At the level of project coordination**

- the continuation of the regular steering group meetings with a fixed agenda
- the creation of a communication channel where project staff can anonymously articulate specific concerns, such as ideas, complaints, etc. If the project is being evaluated, this would be a task of the evaluation
- the facilitation of personal meetings: the size of the project and the number of project partners makes a personal meeting of all participants, especially at the level of project staff, almost impossible. Nevertheless, every possibility of personal meetings should be supported. Studies show that even in times of ZOOM, MS Teams, Skype, etc. once-only personal meetings significantly improve collaboration

In addition, the **coordination** within and among work packages could be enhanced by adapting the overall project management (PM) as well as the management of individual work packages more closely to the complex project structures. Amongst others, this could encompass the following:

- an inclusion of sufficient “time buffers” in the work plan for the delivery of outputs that depend on the delivery of one or more other outputs
- the use of a PM software that allows to link overall PM with the management of work packages. This would facilitate a joint monitoring of the work schedule and mutual dependencies among different project activities and outputs

Should the second project phase also be accompanied by an **internal evaluation**, the approach used for output evaluation, too, should be adapted more closely to the complex project structures. To this end, a stronger focus could be put on the of the individual work packages using methods and instruments tailor-made to the information needs of WP leaders and WP members.

## **4.2. Outcome evaluation**

Besides processes, outputs and the quality of project implementation, this evaluation addresses also the outcomes of the JATC. In project logic, the term ‘outcomes’ refers to the changes triggered by project outputs. Depending on the project duration, outcomes usually start to unfold after the finalization of a project. The internal evaluation, which ends with the JATC, could therefore only attempt to identify indications of emerging changes. To this end, the situation at the beginning of the project was compared to the situation at its end.

### **4.2.1. The starting environment**

#### **Data basis**

A comprehensive perspective on the starting environment was gained by conducting ten semi-structured interviews among February and April 2018. Interview partners were EU regulators and EU-CEG experts from five European regions.<sup>9</sup> Topics addressed included the ‘implementation of the TPDII’, ‘the EU-CEG’, ‘analysis of tobacco products and risk assessment’, ‘cooperation among member states’, and the JATC.

In addition, WP6 and WP7 conducted a ‘Common Needs Assessment with the aim to understand the issues, barriers and potential gaps regarding the areas covered by the JATC. It was conducted in the form of a standardized, written survey among 25 competent authorities<sup>10</sup> who participated in the survey during the summer months of 2018<sup>11</sup>. A detailed description of the methodology and the complete survey results can be found in the report on the survey results.<sup>12</sup>

---

<sup>9</sup> A list of interview partners can be found ....Annex

<sup>10</sup> Within the report, competent authorities refer to either the competent authority or the person responsible for EU-CEG data handling

<sup>11</sup> The questionnaire was developed by representatives of all WPs in the JATC during an in-person meeting at the Kick-Off of the JATC and several teleconferences. It has been approved by all members of the participating Common Needs Assessment Working Group.

<sup>12</sup> Needs Assessment Evaluation from EU MS regulators; Deliverable D6.1 and D7.1

#### 4.2.1.1 Baseline Survey – Common Needs Assessment

Below, results of the Common Needs Assessment which are related to project outcomes or expected project outcomes respectively are summarized.

##### Findings

The following diagram shows the areas in which respondents expected the JATC project to bring about changes i.e. produce outcomes.

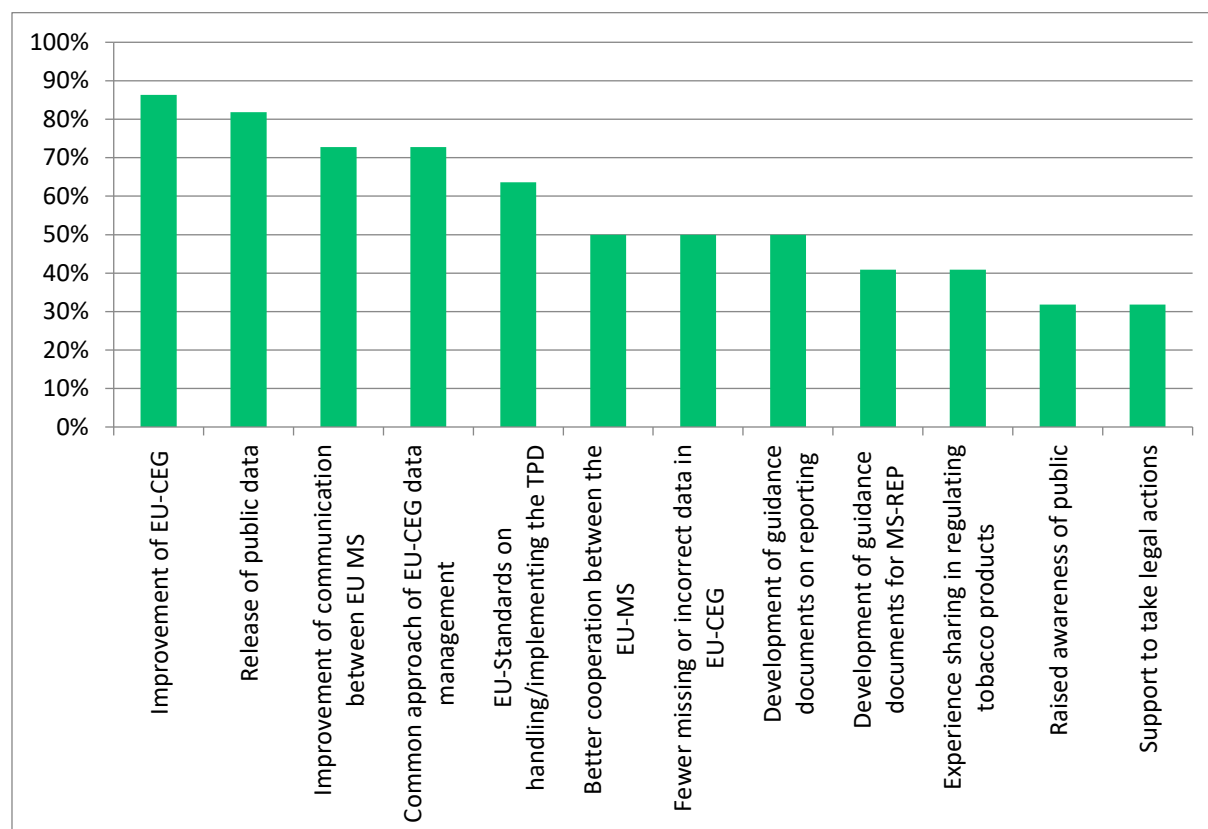


Figure 3: Expected Outcomes of the JATC

From 80 to 90% of the respondents and thus most frequently mentioned were ‘Improvement of EU-CEG data handling’ and ‘Release of public data’, followed by ‘Common approach in EU-CEG data handling’ and ‘Improvement of communication and information exchange among EU MS’ which roughly 70% found important.

Barriers identified by the survey referred mostly to the implementation of the TPD in EU MS and EU-CEG.



Concerning the implementation of the TPD a lack of

- staff with specialized knowledge
- a list of market surveillance authorities
- local laboratories for ingredient analysis
- a central information platform/database
- a database of data on ingredients and emissions of tobacco products

were perceived as the most important.

The barriers related to the utilization of EU-CEG/MS-REP were identified as

- Lack of information on ‘what is considered confidential data’
- Incomplete or wrongly completed submissions
- Difficulty to extract and make use of individual data within MS-REP system
- Uncertainty on how to make use of MS-REP data due to lack of statistical processing capacity
- Ability to share EU-CEG data across EU MS

#### **4.2.1.2 Interviews**

The following section presents an overview of the perception of stakeholders interviewed.

##### **Findings**

##### **Implementation of the TPD**

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

Though there was a good legislative framework, new product categories, technical equipment, non-nicotine liquids and characterising flavours required new discussions and specific regulations. Interview partners mentioned the lack of product specific regulations (e.g. notifications of novel products), the agreement on scientific methodologies (e.g. regarding standardisation), and the lack of a uniform approach to implementation (e.g. packaging) as challenging. They also found the communication and coordination among and within member states difficult, which for example caused some confusion about the responsibilities of different stakeholders of the TPDII. 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.

In terms of the level of information of the general public, all interview partners perceived an increase in knowledge about the dangers of tobacco products.

### **The EU-CEG**

Interviewed partners were largely satisfied with the basic purpose and functionality of the **EU-CEG**, but stressed the need to improve public access to information on ingredients of tobacco and non-tobacco products as well as corresponding contact details of companies. It was pointed out that crucial requirements for data management in the EU-CEG reporting tool for MS and manufacturers were not yet fulfilled, such as 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 was expected to provide a harmonised ready to use approach for confidentiality and the disclosure of information.

### **Analysis of tobacco products and risk assessment**

The awareness of available laboratories for tobacco and non-tobacco product **analysis** varied among interview partners. Progress was identified in the development of standards for sampling and testing of tobacco products and partially for e-cigarettes and liquids, yet approaches differed among MS. Analytical skills needed to be developed and independence was an issue in cases where expenditures related to testing were borne by the manufacturers. Building up expertise was mentioned as being a big challenge.

Improvements could have been made with the analysis of characterising flavours, harmful ingredients beyond TNCO, prioritisation of chemical substances for analysis, exposure scenarios in cooperation among MS' laboratories, and fund management by an independent authority. Interview partners also stressed the need for critical reviews of tobacco product studies.

### **Cooperation among MS**

**Overall, interview partners perceived the cooperation** among MS to function very well, to be very lively and fruitful for national developments. Communication channels mentioned included meetings in Brussels, online discussions, working groups and subgroups. This notwithstanding, some interview partners suggested to establish an additional, regular exchange format for enforcement authorities and a forum to support daily problem solving. In order to strengthen its role in guidance and coordination, it was found that the EC should take more

action with regard to supporting communication, making summaries of specific solutions and disseminating detailed meeting minutes of expert groups.

## **4.2.2. Situation at the end of the project**

### **Data basis**

To obtain a comprehensive overview of the challenges and changes during the project period as well as future tasks one focus group with five participating stakeholders was conducted, complemented by the dispatch of a standardized questionnaire which was answered by eight stakeholders.

The participants were EU Regulators, EU CEG experts, collaboration partners, WP members and leaders, from five European regions.

Both the focus group and the questionnaire addressed the same topics as the expert interviews.

### **4.2.2.1 Focus Groups and Survey**

#### **Findings**

#### **Implementation of TPD II**

During the period of the Joint Action on Tobacco control, the implementation of the TPD II was the main task, especially in countries that had a delayed transposition.

Since the national legislation with transposed TPD II provisions was published, the economic operators were informed by the competent authorities about the changes in the legislation and were guided how to succeed in meeting the legal requirements connected with a new tobacco traceability system. After the transitional period and after the withdrawal of the non-compliant products the economic operators cope with the legislation. There are some ongoing problems though, especially because of the recent application of the tobacco traceability rules.

Although changes in regulatory provisions did not impact every country significantly, some participants mentioned a high activity level due to measures that needed to be implemented and an increase in regulations of tobacco products, e-cigarettes and especially novel tobacco products.

The transposition of the TPD II into national legislation led to changes in internal regulations and in performing the controls, which required a thorough training of field inspectors. The

increase in administration related to the EU-CEG and the advisory role for the economic sector is seen to be demanding on human resources.

TPD II marked a milestone for **e-cigarettes**, in that it introduced regulations and respective controls of e-cigarettes and e-liquids, especially of toxic and CMR ingredients. The advertisement of electronic cigarettes is now controlled too. However, the specification and definition of the new requirements turned out to be very demanding and time consuming for public administrations. Manufacturers try to avoid regulatory provisions of the TPD II for example with “Do-it-yourself” products<sup>13</sup>.

At the time the TPD II was written there was little information on **novel tobacco products** available (e.g. heated products, herbal products, tobacco product alternatives and nicotine pouches). Therefore, they are not well covered by the TPD II. In fact, new products that cannot be assigned to one of the existing categories emerge constantly. This makes the regulation of these products more and more complex. Many of the members of the focus group and respondents of the survey see novel tobacco products as the challenge of the future and advocate for a common European strategy in this area, including the provision of better information to the general public. This requires an adequate legislative answer to new developments on the market which takes into account a high level of protection for human health. The challenge here is the ability of NTPs and e-cigarettes to create poly-addictions. The addictive element is not necessarily nicotine but can be flavour, smoking sensation or the smoking device itself, just to name a few.

Regarding **tobacco products** the main changes occurred due to the adoption of regulations. These changes include for example pictorials on cigarette packs, the menthol ban and the prohibition of internet sales, which also applies to related products.

However, regarding regulations related to **additives**, some countries are perceived to be lacking behind. Some additives, as for example menthol, which has inhalation facilitating properties, should be banned under the TPD II but due to implementation issues, so far only a few countries have banned it.

It was also mentioned that a lot of awareness raising measures to increase the public knowledge on the risks of tobacco are being implemented, yet with only limited effects. .

---

<sup>13</sup> The manufacturer sells the e-cigarettes, the base of the liquid, the flavours and the nicotine separately. Only the nicotine needs to be notified under the TPD II.

### *The EU-CEG*

The EU CEG is seen to be a big success of the JATC. It facilitates exchange among MS by providing codeable information. The EU CEG was established and step by step new features were added. After initial problems, it is perceived to be well developed and extremely useful.

The front office of the EU CEG, where manufacturers submit their products, has not changed in the last years. Changes were made at the back-end which is the member states reporting tool MS-REP. It has evolved from a read-only interface to a more advanced interface with, for example, the possibility to share datasets, thanks to the JATC data sharing agreement. There is also the possibility to get raw .xml product files on a monthly basis since the end of 2018. This is very useful to analyse the composition of products and to put these datasets into databases to make multivariate statistical analyses.

The main problem with the EU CEG system is the huge amount of information, which are difficult to manage. Currently, all registrants upload all kinds of documents, and the evaluation becomes very confusing and time consuming.

Frequent duplication of product submissions still seems to be an issue. As written in the TPD II, the possibility that the manufacturer and the importer will communicate the same product is foreseen. However, if an importer communicates the product, the information will not be transferred to other importers, who are commercial competition (referring to the submission itself on the portal, as well as packaging and leaflet designs). This leads to some products being communicated several times, which generates immense clutter within the database. It also creates difficulties for inspections in the market by brand. Not only are many of the submissions inconsistent, incorrect or duplicated, but manufacturers are frequently correcting notifications after submission.

The EU-CEG was designed to reduce the workload for manufacturers. However, submitters complain about the system not being user friendly. Participants mentioned that submitters request help because they lost .xml files they uploaded or ask for a list of products they uploaded.

It is also important for each individual country to know that EU CEG only works with sufficient bandwidth; a simple “fast” internet connection is not enough. The IT departments of many research institutions overlook this.

### *Analysis of tobacco products and risk assessment*

No big changes in risk assessment were observed. Mostly novel tobacco products are subject of toxicological evaluation and risk assessment. Novel tobacco products do not yet fall under the TPD II. Therefore, manufacturers circumvent various tobacco laws. National laws stipulate an authorisation process for novel tobacco products.

Good examples are the smokeless heated herbal products, herbal cigarette papers, shisha steam stones and gels, vitamin inhalators and nicotine pouches. For some of these products there are no specific rules in the legislation. However, they should be covered because they may be used as a substitution for the smoking of tobacco and may be widely used by young people.

There is lack of accredited laboratories and of knowledge to analyse tobacco products, e.g. novel tobacco products, smokeless tobacco (excluding the emission measurement in cigarettes). Regarding electronic cigarettes, in general, there are not enough validated analytical methods for testing the composition of refill containers. Additionally, inadmissible ingredients are not treated equally among MS.

### *Collaboration among MS*

The JATC is perceived to have strengthened the cooperation and collaboration among MS.

Regular meetings of expert groups were seen to be fruitful regarding information exchange (e.g. issues with the implementation of the TPD II, tobacco product data analysis, testing of tobacco products and e-cigarettes, trends in tobacco use, regulatory impact of fees on the market, testing tobacco products and e-cigarettes and market surveillance practices across the EU).

The use of a common EU MS email is useful for queries that arise, for example, in reference to any breach of a product, which allows to learn the position of each country in a short amount of time. However, email is not the right medium in the long run, because the current system lacks structure. It is very vulnerable, since it depends on the contacts and knowledge of single persons, which can be lost, for example, due to staff fluctuation.

### **4.2.3. Conclusions**

It is still too early to draw final conclusions about outcomes triggered by the JATC project. The following paragraphs thus only provide a snapshot at the end of the project and it can be expected that further changes unfold during the next year.

#### **Implementation of the TPDII**

One of the major objectives of the JATC was the support and facilitation of the implementation of the TPDII in the EU Member States. Expected project outcomes therefore include the implementation of specific provisions and regulations across all or the majority of countries. At the end of the JATC project stakeholders already observed of the outcomes envisaged, notably

- the implementation of warning labels and graphic warning labels
- regulations of ingredients and additives
- regulations regarding novel tobacco products and e-cigarettes, since there was not much of a regulatory environment before

It was also noted, that the competent authorities have started to change administrative processes and internal regulations necessary for the implementation of the TPDII as well as the related training of staff.

The expert group on tobacco policy provides a good platform for information sharing among EU MS, which has helped to reduce the differences in their approach regarding the implementation of the TPDII.

There are, however, still differences concerning enforcement, inspections and control.

Also, there remain some ‘grey areas’ with insufficient specifications within the TPDII, notably as regards NTPs, which need to be reassessed.

The campaigns conducted in the EU MS to raise awareness of the dangers of tobacco consumption did not achieve the desired results. This is consistent with the experience of other public awareness campaigns on harmful behaviour, such as HIV prevention, the dangers of physical inactivity, etc. This could be because they focused on providing information and knowledge, but according to scientific studies, lack of knowledge is not the problem. Today, everyone who smokes knows that smoking is unhealthy and contributes to the development of many diseases.

### **The EU-CEG**

The improvement of the EU-CEG was perceived to be the most important outcome of the JATC. Most stakeholders noticed a significant improvement over the project period, notably regarding user-friendliness. Nevertheless, a lot of improvements as well as harmonized approaches in data handling still need to be addressed in the future.

Some of the stakeholders expect the EU CEG to evolve into a more business intelligence-like system with more advanced dashboards for regulators to analyse data and to determine the quality and consistence of the data in a more effective way.

### **Analysis of tobacco products and risk assessment**

With regard to the analysis of tobacco and risk assessment, project outcomes did not unfold yet. The control of ingredients is still challenging, especially for countries with insufficient laboratory and/or chemical analysis capacity. Overall, there are not enough accredited and independent laboratories and/or expertise to analyse tobacco products, e.g. novel tobacco products and smokeless tobacco. Regarding electronic cigarettes in general, there are not enough validated analytical methods for testing the composition of refill containers.

A further, and ongoing challenge is the monitoring and regulation of the ever-evolving tobacco product landscape. This is a continuous task of all competent authorities, which could be facilitated by the establishment of a network for information sharing.

Presently, assessment frameworks for the evaluation of various novel tobacco products related to their toxicity, addictiveness and attractiveness, as well as validating methods on measuring nicotine emission in e-cigarettes are in the process of being developed.

However, the approaches towards the toxicological evaluation and the risk assessment of tobacco and related products still need to be harmonized.

### **Collaboration among MS**

As a result of the JATC, cooperation among EU Member States has improved significantly, as has cooperation among EU Member States and the EU.

A stronger involvement of project partners in future project phases might strengthen the cooperation even more.



What is still missing, however, are systems for a permanent exchange of information among EU MS, also at an informal level. The systems that are currently in place, for example, EHHP or RAPEX are not defined by the needs of the end users.

#### **4.2.4. Recommendations**

During the focus group participants also gave some recommendations for future tasks of competent authorities as did the respondents to the questionnaire. They are summarised below. For the second phase of the JATC project, it could be considered to develop specific activities/ outputs to address some of the issues raised.

##### **Implementation of the TPDII**

- The **TPD II** contains grey areas, which should to be clarified. Especially, but not only, concerning NTPs the TPD II needs to be reassessed and adapted. A broadening of the TPD (e.g. concerning advertising and taxation) should be taken into consideration. The creation of a work group to identify and consequently clarify the grey areas, as well as ambiguous parts of the TPD II, could be taken into consideration.
- Future tasks also include the implementation of plain uniform packaging and the removal of descriptors, further and better regulations of e-liquids and ingredients, more focus on novel tobacco products.
- Regarding public campaigns about smoking, it could be considered to give up the assumption that smokers are not aware of the negative consequences of smoking. Instead, one could do a meta-analysis of studies/evaluations of other interventions against harmful behaviour to find out what makes people stick to a behaviour that they already know is harmful and use the findings for the creation of new campaigns.

### **The EU-CEG**

In the course of the last three years, the **EU-CEG** portal has greatly improved in terms of accessibility and user-friendliness. However, some features are still missing, for example:

- An additional national data collection system
- Separate areas for public and confidential data
- Functions for the download of public data
- The possibility of extracting information of all the products submitted in a list, where also key data (e.g. amount of nicotine) appears
- The possibility to automatically download pdf files, which were attached to specific ingredients, or to have the name of the pdf document displayed in the bulk download along with the specific entry
- Addition of filter options for all data fields
- Automated notification and data rejection for incorrect data submission
- Submitters should be able to access their own notifications in EU CEG
- Artificial intelligence algorithms to identify non-compliant products and ingredients

Unified guidelines with clear rules for submitters should be established to prevent inconsistent and incorrect submissions.

Discrepancies among MS when it comes to the analysis of EU CEG data allow for further uniformity.

The implementation of a supporting EU CEG data analysis team could be considered. A manual that summarizes the options of the EU-CEG would be helpful as well as a training course.

### **Analysis of tobacco products and risk assessment**

- A harmonized approach of the toxicological evaluation and the **risk assessment**, as well as a common assessment of ingredients and additives should be developed.
- More funding is needed to ensure that every member state has at least one independent laboratory. Networks of scientists and laboratories are crucial for information exchange and need to be maintained even after the project.
- Appropriate measures to facilitate the agreement on uniform test parameters within laboratory tests, analogous to food monitoring, should be considered such as for example the establishment of a respective working group.

- A critical review of literature and studies on NTPs should be conducted. It could be considered to integrate it as an output in the 2<sup>nd</sup> phase of the JATC.

### **Collaboration among MS**

As the cooperation of EU MS has already improved during the first phase of the JATC project, in the second phase specific outputs could further strengthen it. The currently available systems such as EHHP or RAPEX could be complemented by a platform/forum to share and organize information with moderators of different fields of expertise, Ideally, such a system would also allow an informal exchange of knowledge/information and would be accessible via cell phone.<sup>14</sup>

---

<sup>14</sup> An example would be 'Slack' which can be installed on the PC but also be downloaded as an App to the cell phone. There are, however, many other solutions available.

### Logical Framework- Joint Action on Tobacco Control

## Annex I

	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	Comments			
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					The last minutes were moved to the 4th-5			
			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 Steering committee meeting minutes written	3 3			15.02.2018 + 15.02.2019 + 15.12. 2019	02.03.2018 + 03.02.2020 19.03.2019	Project's meetings held Steering committee meetings held	3 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 Grant agreement signed by all parties.	3 interactions 31					Ensure collaboration between individual WPs by linking up with third parties and networks Grant agreement developed.	1 1								
			To coordinate financial management.	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	First periodical technical and financial report delivered. Final report approved by CHAFAEA and EC	1 1	15.04.2019 15.12.2020	02.04.2020	Interim financial report written Final report written	1 1										
				Effective financial management as identified by the beneficiaries	Results of interviews and focus groups show improvement in the Joint Action on Tobacco Control across all domains	Set up of structure for external communication (with WP2)	1			Preparation of a structure for external communication (with WP2)	1									
			To support communication activities.	Enhanced knowledge and literacy of the JATC identified by regulators and competent authorities	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									
				High satisfaction of communication in the JATC 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 Attendance of (a) representative(s) of the EC at consortium and steering committee meetings and the final conference	3 100% attendance			Organise special workshops on common research interests Invitation of representatives of the EC to project meetings and dissemination events	3 3									
			To provide scientific support to individual WPs.	High satisfaction in regards to the workshops communicated by the consortium	Participation of at least 1 member of the EC in 100% of consortium and steering group meetings	feedback activities provided by the network of experts COI forms signed by all partners	6 31			Establish a network of experts providing feedback during the project period Absence of conflict of interest (COI) and confidentiality forms written	min 6 experts 1				15.10.2018 11.09.2018					
				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															
			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	15.12.2020		Dissemination plan and stakeholder analysis developed	1								The stakeholder's list was completed and delivered with a delay so as to also incorporate the participant stakeholders of both the 3rd TENSP International
						Project website visited	1000 visits in 6 months from date of website launch			Project Logo developed (Ms.) Project's website launched (Dev.)	1	15.02.2018	28.02.2018	15.01.2018	12.12.2017					
						laymen report available on the website and downloaded	100 Downloads			laymen report prepared and agreed with consortium partners	1	15.12.2020								
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 appearance						Establish a social media appearance	1												
Project newsletter disseminated to public	300 subscribers						Send out a project newsletter	3												
List of tobacco control stakeholders and regulators delivered	1	15.10.2018				09.10.2018	Perform a stakeholder analysis	1												

	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'	Results and relevant 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				
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 15.01.2018 15.04.2018 15.07.2020	16.01.2018 16.01.2018 17.01.2018 16.04.2018 06.02.2019	Finalise instruments for data collection	3				
					Approval for evaluation plan obtained from the steering committee	1					Prepare an evaluation plan	1	15.03.2018	07.06.2018		
					Findings of qualitative and quantitative WP3 evaluation data presented and communicated	3					Collection and analysis of qualitative and quantitative WP3 evaluation data	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	Interim evaluation report approved by CHA/FEA, EC, and steering committee	1					Write interim evaluation report	1	15.04.2019	02.04.2020		
					Final evaluation report approved by CHA/FEA, EC, and steering committee	1					Develop final evaluation report	1	15.11.2020			
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 resources 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			15.01.2018	07.03.2018
					Questionnaire disseminated to the EU MS	60% response rate					Develop a questionnaire for mapping and sustainability	1				
					Outline on the mapping of the current status quo of TPD implementation	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 capacities delivered	1	15.04.2019	09.06.2019			Map in-house and cross border regulatory, scientific and technical capacity resources	1				
					Action Plan for sustainability activities delivered	1			15.04.2018	14.04.2018	Develop an action plan for sustainability activities	1				
					Sustainability plan, including scenarios for long-term sustainability delivered	1					Sustainability plan detailed	1	15.12.2020	03.12.2020		
		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	15.10.2019
					E-learning material by EU MS regulators downloaded	1 download from each of 28 MS					"How to" guide platform created and fully functional	1			15.02.2019	08.02.2019
					Update of the status quo of the repository for long term planning given to project team	1			15.12.2019	04.02.2020	Continuous feeding of the platform with reports and dissemination material	3				
					Participation of stakeholders, NGOs, researchers and regulators	70% attendance					External joint meetings organised	3				



					Participation of regulators in the meetings	70% attendance					Internal joint action training seminars for regulators organised	3				
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	Results of interviews and focus groups show improvement in the domain 'The EU-CEG in your country'	Report on the principles to distinguish what data is public non-confidential delivered	1	15.04.2019	28.09.2020			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 in EU-CEG	1			15.06.2018	30.06.2020	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 model/framework	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				
		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.			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				
					Report on technical solution for securely accessing and processing public non-confidential data including best practices on making data available to the general public at national level delivered	1	15.05.2020	03.12.2020			Develop a technical solution in EU-CEG for the transfer of data for analysis in collaboration with DG Sante	1	15.01.2019	19.03.2019		
			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'	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	19.03.2019	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				
		To enhance utility and propose improvements to the EU-CEG, including on the basis of feedback from EU MS regulators.			Second round of EU MS datasets ready and delivered to the relevant vertical WPs	4			15.10.2019	18.10.2019	Preparation of a second round of EU MS datasets	4				
			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	29.09.2020		
					Report for M1-18 and M18-34 on the potential improvements and/or alterations of the EU-CEG system	2	15.10.2018	27.03.2018 + 29.09.2020			Perform an active data collection process from EU MS regulators on the EU-CEG	1			15.07.2018	24.09.2018
			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 to WP1 on the tasks performed under WP5	1			15.08.2020	30.06.2020	Summarize findings and solutions from the whole WP5 project	1				
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
		To assess tobacco product information as submitted data via the EU-CEG.			Report of the WP6 needs assessment evaluation from EU regulators	1	15.10.2018	26.10.2018			Analysis of data for WP6 from needs assessment questionnaire	1				
					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 completed	2			15.10.2018		Assess tobacco product description data and tobacco product presentation and sales/market data	3				
									15.2.2020	05.11.2018 + 12.05.2020	Perform a statistical analysis of the tobacco ingredients and additives in relation to their function, weight and registration within REACH and CLP classification	1				
		To monitor tobacco product ingredient and additive data.					15.04.2019	31.01.2020			Assess the associations between declared tobacco product information (recipe) vs. measured tobacco product information	1				
			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	15.10.2020	03.12.2020			Qualitatively assess the submitted emission data for tobacco products (collaboration with WP8)	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														
			Greater awareness on toxicological/addictive 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				







1th February 2020

## Annex II

### QUALITY QUESTIONNAIRE

Dear participant,

The WP3- Evaluation of the action creates and implements 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. Throughout the project, we will collect data to monitor and evaluate the project procedures and assure quality.

Every 4 months we will send out a quality questionnaire about your subjective perception of the project's progress. Please take yourself approximately 5 minutes to reflect on each question addressed and try to be as sincere as possible. Your answers will be treated confidentially and anonymously. Your participation is voluntary.

Thank you for your cooperation!

#### PROJECT PROGRESS

##### Personal details

1. What is your role in the JATC project?

- ☐ WP leader                      ☐ WP member                      ☐ Stakeholder                      ☐ Collaboration partner
- ☐ EU Commission                      ☐ CHAFAEA                      ☐ Other, please specify \_\_\_\_\_

2. In which WP are you involved/do you participate?

- ☐ WP 1                      ☐ WP 2                      ☐ WP 3                      ☐ WP 4                      ☐ WP 5                      ☐ WP 6
- ☐ WP 7                      ☐ WP 8                      ☐ WP 9                      ☐ I am not involved in any of the WPs
- ☐ Other, please specify \_\_\_\_\_

##### Information quality

Please specify:

- ☐ WP 1                      ☐ WP 2                      ☐ WP 3                      ☐ WP 4                      ☐ WP 5                      ☐ WP 6
- ☐ WP 7                      ☐ WP 8                      ☐ WP 9

3. Please indicate how satisfied you are with...

[illegible]

Comment: \_\_\_\_\_

### Communication and teamwork

Please specify:

☐ WP 1      ☐ WP 2      ☐ WP 3      ☐ WP 4      ☐ WP 5      ☐ WP 6

☐ WP 7      ☐ WP 8      ☐ WP 9

4. Please indicate how satisfied you are with...

[illegible]

Comment: \_\_\_\_\_

### General

5. Please indicate how satisfied you are with the progress of the project at the moment (1= worst; 10= best):

□ □ □ □ □ □ □ □ □ □

1 2 3 4 5 6 7 8 9 10

(=worst) (=best)

6. Have your expectations been met so far?

☐ Yes ☐ No

If not, please specify why or what you have missed:

---

---

---

7. Is there something else you want to add?

---

---

---

Thank you for participating!

## Annex III

### QUALITY QUESTIONNAIRE

Dear participant,

The WP3- Evaluation of the action creates and implements 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. Throughout the project, we will collect data to monitor and evaluate the project procedures and assure quality.

Please take yourself approximately 5 minutes to reflect on each question addressed and try to be as sincere as possible. Your answers will be treated confidentially and anonymously. Your participation is voluntary.

Thank you for your cooperation!

### MEETINGS AND TELECONFERENCES

#### Personal details

1. What is your role in the JATC project?

- ☐ WP leader                      ☐ WP member                      ☐ Stakeholder                      ☐ Collaboration partner
- ☐ EU Commission ☐ CHAFAA                      ☐ Other, please specify \_\_\_\_\_

2. In which WP are you involved/do you participate?

- ☐ WP 1                      ☐ WP 2                      ☐ WP 3                      ☐ WP 4                      ☐ WP 5                      ☐ WP 6                      ☐ WP 7
- ☐ WP 8                      ☐ WP 9                      ☐ I am not involved in any of the WPs
- ☐ Other, please specify \_\_\_\_\_

#### Organisation of meetings

3. Which meeting/conference did you attend?

- ☐ Meeting    ☐ Teleconference
- ☐ Steering Committee meeting                      ☐ Steering Committee teleconference
- ☐ Consortium meeting                                      ☐ Consortium teleconference

- ☐ Meeting on WP \_\_\_\_\_
- ☐ Teleconference for WP \_\_\_\_\_
- ☐ Meeting on WP \_\_\_\_\_
- ☐ Teleconference for WP \_\_\_\_\_
- ☐ Meeting on WP \_\_\_\_\_
- ☐ Teleconference for WP \_\_\_\_\_
- ☐ Meeting on WP \_\_\_\_\_
- ☐ Teleconference for WP \_\_\_\_\_

☐ other meeting, please specify:

Title: \_\_\_\_\_

Date (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Title: \_\_\_\_\_

Date (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Title: \_\_\_\_\_

Date (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

4. Organisation of meetings held: Please indicate how satisfied you were with...

	Very satisfied	Satisfied	Neutral	Unsatisfied	Very unsatisfied	Not applicable
Timeliness of notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of the venue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessibility by plane, train, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compilation of the agenda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Length/Duration of the meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment: \_\_\_\_\_

5. The meetings' venues: Please indicate how satisfied you were with...

	Very satisfied	Satisfied	Neutral	Unsatisfied	Very unsatisfied	Not applicable
Premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical equipment of auditorium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acoustics in the meeting room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation and air- condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment: \_\_\_\_\_

#### Information quality

6. Information quality: Please indicate how satisfied you were with...

Comment:

7. Have your expectations regarding the aim of this meeting/teleconference been met?

If not, please specify why or what you have missed:

---

---

---

[illegible]

Thank you for participating!

## **Annex IV**

### **Declaration of consent for participation in interview**

#### **Joint Action on Tobacco Control- WP3 Evaluation of the action**

Dear participant,

Thank you for agreeing to be interviewed on the starting environment of the Joint Action on Tobacco Control Project. Please read the following consent form carefully. If you have any questions do not hesitate to ask your interviewer. Before the interview can start both you and your interviewer should sign two copies of the consent form. You will be given one copy; the interviewer will keep the other copy. The interview will take 60 minutes approximately.

With your signature you approve to following:

- The interview will be audio recorded and a transcript (for parts of the interview) will be produced.
- Access to the interview transcript will be limited to the WP3 Evaluation of the action team and researchers who are part of the research process.
- The transcript of the interview will be analysed by Stefanie Kirchner/Fiona Pastler/Iris Schroll.
- Your interview will be anonymized. Any quotations or summary interview content cannot be referred to you in the future.
- Data relevant to the individual and data related to the content will be kept separate in order to remain the confidentiality of the participant.
- The transcript/the recording will be kept five years from the end of the project and afterwards will be destroyed.

Your participation is voluntary and your time and effort cannot be compensated financially. At any time and without giving reasons, you can withdraw from participation or demand that your data be (partly or fully) deleted. You will be given the chance to correct any factual errors in the transcribed parts before publication of the interim evaluation plan.

Any variation of the conditions described above will only occur with your explicit approval.

With your signature you confirm that you have read and understood the text of the declaration of consent and that all of your questions have been satisfactorily answered.



---

Name of the participant (in block letters)

---

Signature of the participant

---

Name of the interviewer (in block letters)

---

Signature of the interviewer

Date and place: \_\_\_\_\_

Date of webconference: \_\_\_\_\_

Between: \_\_\_\_\_ and \_\_\_\_\_

# Topic Guide for semi-structured interviews

## Introduction

- Introduce yourself
- Thank person for taking time for you today and offering to take part in this interview
- Tell participant what the interview will be about and which topics are covered
- Tell participant that the questions asked are completely neutral. No judgment, just a portrayal of the current situation.
- Ask participant if you were allowed to do a tape recording
- Inform participant that notes may be taken during the interview to be able to come back to certain points later
- The participant is free to ask questions at any stage of the interview
- The participant is free to cut out passages of the transcript if he/she requests it
- If the participant wants to withdraw from the study, their data will not be used

## Topics/Questions

### Implementation of the TPD II

1. Please tell me something about the current situation in your home country regarding the implementation of the TPD II (administrative and operative).
2. What would you like to change regarding the TPD II on European level?

Topics for the participant:

- Responsibilities
- Current and future process of implementing the TPD II
- Satisfaction and improvement
- Challenges
- Dissemination to public/target group and knowledge
- Role of the European Commission

### The EU-CEG in your country

3. Please tell me something about the current situation concerning the EU-CEG in your home country.
4. What would you like to change regarding the EU-CEG on the European level?

Topics for the participant:

- Operation of the system and updates
- Responsibilities
- Access to data, data handling and management
- Additional features/other national data collection systems relating to the EU-CEG
- Reporting process
- Satisfaction and improvement
- Role of the European Commission

### Analysis of tobacco products and risk assessment

5. Please tell me something about the tobacco product testing and evaluation in your home country.
6. In your opinion, what would you like to change in the tobacco product testing and evaluation in your home country and on the European level?

Topics for the participant:

- Laboratories in your country
- Stake of the tobacco industry in these laboratories
- Critical review of studies on tobacco products
- Study findings
- Role of the European Commission

### Cooperation between EU MS

7. Please tell me your view of the cooperation between Member States regarding the topic tobacco.
8. What would you like to change regarding cooperation between Member States on the European level?

Topics for the participant:

- Implementation of the TPD II

- EU-CEG
- Tobacco product analysis
- Useful cooperation
- Exchanging experiences
- Role of the European Commission

### Joint Action on Tobacco Control

9. Do you know the Joint Action on Tobacco Control?

Topics for the participant:

- Important fields/areas
- Outcome of the JATC
- Expectations

10. Is there anything important you want to tell us that we have not mentioned?

## Annex V

### Declaration of consent for participation in focus groups

#### Joint Action on Tobacco Control (JATC – 761297) - WP3 Evaluation of the action

Dear participant,

Thank you for agreeing to participate in our focus groups as part of the WP3- Evaluation of the Joint Action on Tobacco Control. Please read the following consent form carefully. If you have any questions do not hesitate to ask the interviewer. Before beginning of the focus group, both you and the interviewer should sign two copies of the consent form. You will be given one copy; the interviewer will keep the other copy. The focus group will take 60 to 90 minutes approximately.

With your signature you agree to the following:

- The focus group will be audio recorded and a transcript (for parts of the focus group) will be produced.
- Access to the focus group transcript will be limited to the WP3 Evaluation team and researchers who are part of the research process.
- The transcript of the focus group will be analyzed by Irina Gebetsberger-Hartleitner.
- The findings of the focus group will be anonymized. Any quotations or summaries of content cannot be referred to you in the future.
- Data relevant to the individual and data related to the content will be kept separate in order to remain the confidentiality of the participant.
- The transcript and the recording will be kept for five years from the end of the project and will be destroyed afterwards.

Your participation is voluntary and your time and effort cannot be compensated financially. At any time and without giving reasons, you can withdraw from participation or demand that your data to be (partly or fully) deleted. You will be given the chance to correct any factual errors in the transcribed parts before publication of the final evaluation plan.

Any variation of the conditions above will only occur with your explicit approval.

With your signature, you confirm that you have read and understood the text of the declaration of consent and that all of your questions have been satisfactorily answered.

---

Name of the participant (in block letters)

---

Signature of the participant

IRINA GEBETSBERGER-HARTLEITNER

Name of the interviewer (in block letters)

---

Signature of the interviewer

Date of the web-conference: 01.07.2020

## Topic Guide for focus groups

### Joint Action on Tobacco Control (JATC – 761297) - WP3 Evaluation of the action

1. Referring to the period of the last three years (of the project), what happened on the European level concerning the following topics?
2. What was the reason for the changes you saw?
3. Where would you like to see changes in the future regarding the following topics?

#### Implementation of the TPD II

- Changes
- Current and future process of implementing the TPD II
- Your own view/opinion
- Satisfaction and improvement
- Future tasks/challenges
- Enhancement of public's knowledge

#### The EU-CEG in your country

- Updates of the system
- Access to data, data handling and management
- Additional features/Other national data collection systems
- Reporting process
- Improvements
- Future prospects/challenges/tasks

#### Analysis of tobacco products and risk assessment

- Availability of laboratories
- Critical review of studies on tobacco products
- Divergent study findings
- Common approach

#### Cooperation between EU MS

- Implementation of the TPD II
- EU-CEG
- Tobacco product analysis
- Useful cooperations
- Exchanging experiences
- Future prospects

## Annex VI

# Introduction

Dear participant,

In the beginning of the JATC, WP3 conducted several interviews to assess the status quo and the desired status concerning Tobacco Control. Now, after almost three years of the Joint Action on Tobacco Control we want to assess whether or not there has been an improvement on certain topics, what the challenges were and still are, as well as what kind of changes you want to see in the future.

Following, you find an open questionnaire. Please feel free to write whatever comes to your mind regarding the following topics. With each question, there are some examples of what your answers can include, but these are just suggestions. Your answer can be as short or as long as you see fit. Please reflect back on the past three years of the JATC. What were the issues in the beginning, what did you wish for the future, etc. and what has changed over the course of the project? Are some issues still the same? Where can you see improvement? Did something turn out not the way you anticipated in the beginning? What kind of changes do you want to see in the future? Etc.

Attached is also a declaration of consent. Please return the signed declaration alongside with the questionnaire.

You can answer directly in the word-version of this questionnaire. Each question has a text box for your answer. If you prefer to send me an extra document or provide the answers directly in an email, please make sure that you mark your answers according to the topics:

1. Personal Data
2. Implementation of the TPD II
3. EU-CEG in your country
4. Analysis of tobacco products and risk assessment
5. Cooperation between EU MS
6. Other



# Questionnaire

## 1. Personal Data

What is your role in the JATC project?

- ☐ WP leader/member, which WP: \_\_\_\_\_
- ☐ EU-CEG Expert
- ☐ Stakeholder
- ☐ Collaboration partner
- ☐ EU Commission
- ☐ CHAFAEA
- ☐ Regulator
- ☐ Other, please specify \_\_\_\_\_

In which European region are you located?

- ☐ Southeast Europe (Bulgaria, Cyprus, Greece)
- ☐ Southern Europe (Italy, Malta, Portugal, Spain)
- ☐ Central Europe (Austria, Croatia, Czech Republic, Germany, Hungary, Poland, Slovakia, Slovenia)
- ☐ Western Europe (Belgium, France, Ireland, Luxembourg, The Netherlands, United Kingdom)
- ☐ Northern Europe (Denmark, Estonia, Finland, Latvia, Lithuania, Sweden)

## 2. Implementation of the TPD II

2.1 Referring to the period of the last three years (of the project), what happened on the European/National level concerning the Implementation of the TPD II

2.2 What was the reason for the changes you saw?

2.3 Where would you like to see changes in the future regarding the Implementation of the TPD II?

Topics may include

- Changes
- Current and future process of implementing the TPD II
- Your own view/opinion
- Satisfaction and improvement
- Future tasks/challenges
- Enhancement of public's knowledge

### 3. The EU-CEG in your country

3.1 Referring to the period of the last three years (of the project), what happened concerning the EU-CEG in your country or on the European level?

3.2 What was the reason for the changes you saw?

3.3 Where would you like to see changes in the future regarding the EU-CEG?

Topics may include:

- Updates of the system
- Access to data, data handling and management
- Additional features/Other national data collection systems
- Reporting process
- Improvements
- Future prospects/challenges/tasks

#### 4. Analysis of tobacco products and risk assessment

- 4.1 Referring to the period of the last three years (of the project), what happened on the European/National level concerning the analysis of tobacco products and risk assessment?
- 4.2 What was the reason for the changes you saw?
- 4.3 Where would you like to see changes in the future regarding the analysis of tobacco products and risk assessment?

Topics may include

- Availability of laboratories

- Critical review of studies on tobacco products
- Divergent study findings
- Common approach

## 5. Cooperation between EU MS

5.1 Referring to the period of the last three years (of the project), what happened on the European level concerning Cooperation between EU Member States?

5.2 What was the reason for the changes you saw?

5.3 Where would you like to see changes in the future regarding the Cooperation between EU Member States?

Topics may include

- Implementation of the TPD II

- EU-CEG
- Tobacco product analysis
- Useful cooperations
- Exchanging experiences
- Future prospects

## 6. Other

Is there anything else you want to add?

Feel free to comment anything that seems relevant to you.

A large, empty rectangular box with a thin black border, intended for a user to provide comments or feedback.

Thank you for taking your time and filling out this questionnaire!

If you have any questions please do not hesitate to ask.