

YOUNG50

YOUNG50 #Stay Healthy – Cardiovascular Risk Prevention

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D6.1 Procedure Manual

Beneficiaries

Country	Name	Acronym
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Italy	Azienda ULSS 4 Veneto Orientale	ULSS4 V. Orient - ProMIS
Luxembourg	Ministère de la Santé	MOHLUX
Lithuania	Viesoji Istaiga Centro Poliklinika	Centro Poliklin
Romania	Asociata Aer Pur Romania	AER PUR ROMANIA
Spain	Asociación Instituto de investigación en Servicios de Salud	KRONIKGUNE

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Lead Beneficiary	Kronikgune
Authors	Olatz Albaina, Kronikgune Ane Fullaondo, Kronikgune Esteban de Manuel, Kronikgune Lucia Lotrean, AER PUR ROMANIA Marius Eremia, AER PUR ROMANIA Vitalija Gelzinyte, Centro poliklinka Marius Ciurlionis, Centro poliklinka Nicola Scomparin, ULSS4 V. Orient - ProMIS Elena Squizzato, ULSS4 V. Orient - ProMIS Lisa Leonardini, ULSS4 V. Orient - ProMIS Mary Elizabeth Tamang, ULSS6 Euganea Joanne Mary Fleming, ULSS6 Euganea Matteo Scarpellini, ULSS6 Euganea



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Abbreviations

CVD	Cardiovascular diseases
DoA	Description of Action
GP	General practitioner
HR	Human resources
ICT	Information and Communications Technology
IT	Information technology
MS	Member states
NGO	Non-governmental organization



Executive summary

YOUNG50 screening project aims to transfer the Italian best practice CARDIO 50 project to Lithuania, Luxembourg and Romania. The implementation process requires a set of planned activities that aim to put actions, policies and procedures into real practice. In this context, this deliverable outlines the steps for a successful implementation process.

This Procedure manual aims to provide practical support for the preparation phase of the CARDIO 50 good practice transfer and implementation. It provides a detailed planning of the activities included in the Action Plan, procedures to ensure the engagement of key stakeholders, to develop an effective communication among stakeholders and to define the supporting networks as well.



Aim and scope of the report

The purpose of this deliverable is to specify and describe the steps of the preparatory phase for transferring CARDIO 50 into real practice. The overall aim of this deliverable is to prepare the ground for transferring and implementing the CARDIO 50 good practice in the pilot sites.

The Procedure manual deliverable is executed in response to work package six of the Description of Action (DoA).



1. Introduction

CARDIO 50 is an intervention focused on changing unhealthy lifestyles and increasing knowledge and perceptions of the risks of cardiovascular diseases (CVD) by estimating cardiovascular risk among the 50-year-old population. CARDIO 50 is a good practice of active risk identification and cardiovascular prevention elucidated the effect of CVD risk factors, including smoking, hypertension, hyperglycaemia, high cholesterol, abdominal obesity, while demonstrating the protective effects of eating fruit, vegetables and fish, regular physical activity, moderate alcohol consumption and smoking cessation.

The aim of the YOUNG50 project is to transfer the Italian best practice CARDIO 50 project to Lithuania, Luxembourg and Romania. "Best practices" are proven programs or policies shown to be effective with a particular issue and specific population.

The implementation of YOUNG50 is divided into three phases:

- Phase 1 (preparation) will assess the feasibility of the implementation in each Member State (MS) through situation analysis and adaptation of the existing materials and Information Technology (IT) tools to the local context, and plan the good practice transfer and implementation.
- Phase 2 (execution) the local YOUNG50 programmes will be piloted in selected regions or cities, with the involvement of health professionals and prevention programmes.
- Phase 3 (evaluation) will assess the impact of the action and explore its institutionalization.

Transfer and implementation of CARDIO 50 good practice in the healthcare settings of the three implementation sites remains a challenge. Implementing new programmes might require a set of planned activities that aim to put actions, policies and procedures into real practice.

Due to COVID-19 crisis, the final preparatory period prior to roll preparation process and the consequent Deliverable 6.1 (Procedure Manual) have been strongly affected. Deliverable 6.1 scheduled to be submitted in April 2020 (M12) has been rescheduled to December 2020 (M20). This document contains the Local preparation planning of the CARDIO 50 of Lithuania, Romania and the affiliated partner of ProMIS, Campania Region, where this good practice is being scaled-up. It is foreseen to develop a complete version of Deliverable 6.1 with Luxembourg's preparatory planning.



2. Implementation

Implementing and transferring CARDIO 50 requires a set of planned activities that aim to put actions, policies and procedures into real practice.

Implementation involves executing the project action plan that has been developed throughout the life of the project. Implementation must be based on a well laid-out action plan, while at the same time, should keep a certain degree of flexibility to be able to quickly react and adapt to unexpected situationsⁱ. For the implementation phase to take place successfully and efficiently, it should be well planned.

Implementation occurs in three phases: preparation, execution and evaluation. The initial steps of the preparation phase are described in the *D4.1 Local adapted YOUNG50 Programmes and Implementation Action Plans*. This deliverable details the last step of the preparation phase: planning the activities included in the local Action Plans preparation.

3. Implementation plan

Implementation plan is the process of determining how CARDIO 50 will be implemented in the sites. It addresses key actors, tasks, roles, responsibilities, settings and timelines.

The implementation requires a detailed, complete and consistent action plan. The quality of the action plan is a key element in the success of the implementation and transfer of the CARDIO 50 good practice.

In YOUNG50, pilot Action plans elaborated during the initial steps of the preparation phase are crucial.

The benefits of dedicating time to planning for implementation will enable toⁱⁱ:

- Align specific implementation project objectives with concrete actions
- Secure implementation project sponsorship and governance
- Establish the roles and responsibilities of an implementation project team
- Build a strong local case for change to explain and clarify the need for change within your organisation
- Set implementation project timelines
- Define key questions and the data required to address them
- Determine how success will be measured
- Identify the key stakeholders to be involved
- Develop a communication plan

- Commence a risks and issues log

The main output of the implementation plan is a detail planning of the activities drafted in the action plan: what (tasks and subtasks), who (stakeholders to be involved), when (timeframe) and how (resources needed).

3.1 Local implementation plans

This section presents local implementation plans built upon the Action Plans defined by the pilot sites.

A specific template was created (ANNEX I-Implementation plan section) to outline the overall activities to be undertaken for preparing the implementation of CARDIO 50 program.

3.1.1 Lithuania

Action area (title)	1. Specialist training
Activity (Change Package)	1.1 Performing training in small groups
What are the sub-activities required?	<i>a) Define the training objectives and methodology b) Create the training material c) Schedule training agenda d) Prepare logistics (room, computers, projector)</i>
Who will implement each sub-activity?	<i>a) Project manager, Prevention experts and Cardiologists b) Project manager, Prevention experts and Cardiologists c) Project manager d) Project manager</i>
Which resources will be needed?	<i>Create a working team which develops the training program (structure, sessions, material, methodology and assessment). Technicians to set up the information systems for the training and make the training material online. Resources to print out the material.</i>
Where will be implemented?	<i>All the organizations involved in the program will take part.</i>
When will be implemented?	<i>September-October 2020</i>

Action area (title)	1. Specialist training
Activity (Change Package)	1.2 Revising documentation
What are the sub-activities required?	a) Define search methodology b) Make available information sources c) Launch the bibliography search
Who will implement each sub-activity?	a) Expert in bibliography searches b) Informatician c) Expert and Project manager
Which resources will be needed?	Bibliography search methodology (manual), computer, search programs, evaluation (of the results) strategy
Where will be implemented?	Centro Poliklinika services
When will be implemented?	September 2020
Activity (Change Package)	1.3 Ensuring schedule of support persons
What are the sub-activities required?	a) Identify support persons b) Engage them and ask for their head's authorization c) Define and plan activities, workload, responsibilities and work procedures with support persons
Who will implement each sub-activity?	a) Project manager and Coordinator b) Project manager and Coordinator c) Project manager and Coordinator
Which resources will be needed?	List of potential candidates as support persons and their contact details
Where will be implemented?	Centro poliklinika services
When will be implemented?	September-October 2020

Action area (title)	2. Follow-up
Activity (Change Package)	2.1 Structuring the procedure



Action area (title)	2. Follow-up
What are the sub-activities required?	<ul style="list-style-type: none"> a) Define the follow-up system and objectives b) Create the follow – up system c) Prepare the resources (room, computer, database, IT tool, phone)
Who will implement each sub-activity?	<ul style="list-style-type: none"> a) Project manager, healthcare professional b) Project manager, healthcare professional. c) IT team
Which resources will be needed?	Project manager and healthcare professional which defines and creates follow-up structure (sessions, invitation, and consultation system). IT team - to set up the resources for invitation and data input.
Where will be implemented?	Centro poliklinika services
When will be implemented?	September 2020
Activity (Change Package)	2.2 Participant invitation and participation
What are the sub-activities required?	<ul style="list-style-type: none"> a) Define follow-up importance b) Define personal data use in follow-up procedures c) Make invitation methods available d) Make schedule flexible e) Gather patient contact information
Who will implement each sub-activity?	<ul style="list-style-type: none"> a) Healthcare professional b) Project manager, lawyer c) IT team d) HR e) Healthcare professional
Which resources will be needed?	Healthcare professional, lawyer and project manager defining the importance of follow-up and usage of personal data. IT team ensuring that all invitation methods are available. HR ensuring consulting professionals schedule. Healthcare professional for participant invitation and information.
Where will be implemented?	Centro poliklinika services

Action area (title)	2. Follow-up
When will be implemented?	<i>September 2020</i>

Action area (title)	3. Internal institution communication
Activity (Change Package)	<i>3.1 Structuring the procedure</i>
What are the sub-activities required?	<i>a) Define the communication methods b) Create the schedule c) Prepare the resources (computer, phone, apps, internal systems)</i>
Who will implement each sub-activity?	<i>a) Project manager b) Project manager c) IT team</i>
Which resources will be needed?	<i>Project manager uses PMI methodology and defines communication methods, including frequency, quality, tools, plans, teams and targets. IT team prepares resources and tools for timely and effective communication.</i>
Where will be implemented?	<i>Centro poliklinika services</i>
When will be implemented?	<i>August 2020</i>



3.1.2. Romania

Action area (title)	1. Screening of biological and behavioral risk factors for cardio-vascular diseases among 50 years old people from Cluj-Napoca, Romania
Activity (Change Package)	<i>1.1 Invitation of eligible participants to the screening activities using different channels (e.g. mass-media, promotion through general practitioners)</i>
What are the sub-activities required?	<p><i>a. Organization of consultations with the stakeholders (members of the Romanian expert group) in order to identify possible barriers and solutions for recruitment of participants</i></p> <p><i>b. Identification of general practitioners who will accept on volunteer bases to be involved in inviting their eligible patients for the screening</i></p> <p><i>c. Development and sending of invitation letters through email/ post to the eligible patients from the general practitioners</i></p> <p><i>d. Identification of pharmacies which accept to allow the development of the screening on their location among their patients (when the epidemiological situation will allow this)</i></p>
Who will implement each sub-activity?	<i>The activities will be performed by members of the Organization Aer Pur Romania in cooperation with general practitioners and members of the Romanian group of experts</i>
Which resources will be needed?	<p><i>Key partners: Romanian group of experts, general practitioners, pharmacists</i></p> <p><i>Staff time, funding</i></p>
Where will be implemented?	<i>The consultations and discussions are performed via telephone and online and face to face meetings</i>
When will be implemented?	<p><i>a and b: September-October 2020</i></p> <p><i>c: January-October 2021</i></p> <p><i>d: March-April 2021</i></p>
Activity (Change Package)	<i>1.2 Organizing of several sessions for screening activities</i>

Action area (title)	1. Screening of biological and behavioral risk factors for cardio-vascular diseases among 50 years old people from Cluj-Napoca, Romania
What are the sub-activities required?	<p><i>a. Establishing the protocol for screening of the biological factors based on the Italian model</i></p> <p><i>b. Adaptation of the questionnaire for assessing behavioral risk factors</i></p> <p><i>c. Establishing of medical doctors and students from organization Aer Pur Romania and Iuliu Hatieganu University of Medicine and Pharmacy from Cluj-Napoca Romania who will be involved in performing the screening</i></p> <p><i>d. Development of the agenda and materials for the training of persons involved in performing the screening</i></p> <p><i>e. Training of persons involved in performing the screening</i></p> <p><i>f. Deciding together with general practitioners (GP) involved in the project of dates/time for organizing of screening sessions for their patients in their consultation</i></p> <p><i>g. Organizing of sessions of screening sessions in the consultation of GPs</i></p> <p><i>h. Deciding together with the pharmacies management which accept to allow the development of the screening on their location among their patients (when the epidemiological situation will allow this)</i></p> <p><i>i. Organizing of sessions of screening sessions in the pharmacies</i></p>
Who will implement each sub-activity?	<p><i>a, b, c, d and e: Organization Aer Pur Romania</i></p> <p><i>f and g; Organization Aer Pur Romania, University of Medicine and Pharmacy from Cluj-Napoca, Romania, GPs from Cluj-Napoca and rural areas from the surroundings</i></p> <p><i>h and i: Organization Aer Pur Romania, University of Medicine and Pharmacy from Cluj-Napoca, Romania, pharmacists from Cluj-Napoca and rural areas from the surroundings</i></p>

Action area (title)	1. Screening of biological and behavioral risk factors for cardio-vascular diseases among 50 years old people from Cluj-Napoca, Romania
Which resources will be needed?	<p><i>Staff time of medical doctors and students from organization Aer Pur Romania and Iuliu Hatieganu University of Medicine and Pharmacy from Cluj-Napoca Romania who will be involved in performing the screening</i></p> <p><i>Cooperation with GPs and pharmacists to allow the performing of screening using their locations</i></p>
Where will be implemented?	<i>GPs consultation, pharmacies from Cluj-Napoca and rural areas from the surroundings</i>
When will be implemented?	<p><i>a and b: April-June 2020</i></p> <p><i>c, d and e: September-October 2020</i></p> <p><i>f and g: January-October 2021</i></p> <p><i>h and i: April-October 2021</i></p>
Activity (Change Package)	<i>1.3 Performing of screening activities regarding biological risk factors (body mass index, blood pressure, blood glucose, cholesterol and triglycerides) for cardio-vascular diseases among and electronic recording of the data</i>
What are the sub-activities required?	<p><i>a. Development and printing of the informed consent who has to be signed by the participants</i></p> <p><i>b. Signing of the informed consent by the participants in the moment they come for the planned screening</i></p> <p><i>c. Assuring the equipment and devices needed for the screening activities for biological factors</i></p> <p><i>d. Performing the screening activities for biological risk factors</i></p>
Who will implement each sub-activity?	<p><i>a: Organization Aer Pur, Romania</i></p> <p><i>b, c and d: medical doctors and students from organization Aer Pur Romania and Iuliu Hatieganu University of Medicine and Pharmacy from Cluj-Napoca Romania who will be involved in performing the screening</i></p>

Action area (title)	1. Screening of biological and behavioral risk factors for cardio-vascular diseases among 50 years old people from Cluj-Napoca, Romania
Which resources will be needed?	<p><i>Time of staff who will be involved in performing the screening</i></p> <p><i>Equipment and consumables needed for performing the screening</i></p> <p><i>Cooperation with GPs and pharmacists to allow the performing of screening using their locations</i></p>
Where will be implemented?	<i>GPs consultation, pharmacies from Cluj-Napoca and rural areas from the surroundings</i>
When will be implemented?	<p><i>a: November 2020</i></p> <p><i>b, c, d and e: February 2021-October 2021</i></p>
Activity (Change Package)	<i>1.4 Assessment through means of questionnaires of behavioral risk factors (alimentary habits, physical activity, smoking behavior, alcohol use) and electronic recording of the data</i>
What are the sub-activities required?	<p><i>a. Interviewing of the participants by staff performing the screening using the questionnaire assessing the behavioral risk factors (alimentary habits, physical activity, smoking behavior, alcohol use)</i></p> <p><i>b. Electronic recording of the data in the software developed for the screening using tablets during the interviews</i></p>
Who will implement each sub-activity?	<i>Medical doctors and students from organization Aer Pur Romania and Iuliu Hatieganu University of Medicine and Pharmacy from Cluj-Napoca Romania who will be involved in performing the screening</i>
Which resources will be needed?	<p><i>Staff time</i></p> <p><i>Tablets for data recording</i></p>
Where will be implemented?	<i>GPs consultation, pharmacies from Cluj-Napoca and rural areas from the surroundings</i>
When will be implemented?	<i>February 2021-October 2021</i>

Action area (title)	2. Classification of the participants from the target group in different groups, based on the assessed biological and behavioral risk factors, in order to facilitate tailored prevention activities
Activity (Change Package)	<i>2.1 Development of a software which allows electronic record for the data from the screening and classification of the participants in different groups, according to their biological and behavioral risk factors</i>
What are the sub-activities required?	<i>a. Adapting the algorithm for classification of the participants in different groups, according to their biological and behavioral risk factors</i> <i>b. Development and testing of the software</i> <i>c. Defining the final version of the software and the way for data presentation</i> <i>d. Organizing information with instructions for its use</i>
Who will implement each sub-activity?	<i>Organization Aer Pur Romania and IT specialist who was subcontracted for the development of the computer program, based on the Italian experience</i>
Which resources will be needed?	<i>Funding</i> <i>Staff time</i>
Where will be implemented?	<i>Home based work for IT specialist</i>
When will be implemented?	<i>February-October 2020</i>
Activity (Change Package)	<i>2.2 Using of the computer program for the classification of the participants in the screening activities</i>
What are the sub-activities required?	<i>a. Organizing access to software utilization through passwords for staff performing the screening</i> <i>b. Data recording and automatic classification of the participants in risk categories</i>
Who will implement each sub-activity?	<i>IT specialist and Organization Aer Pur Romania</i>
Which resources will be needed?	<i>Software</i>
Where will be implemented?	<i>Organization Aer Pur Romania</i>
When will be implemented?	<i>February-October 2020</i>

Action area (title)	2. Classification of the participants from the target group in different groups, based on the assessed biological and behavioral risk factors, in order to facilitate tailored prevention activities
Activity (Change Package)	<i>2.3 Informing the participants with regard to the results of the screening and further activities and actions which are recommended for them for healthy lifestyle promotion and cardio-vascular disease prevention</i>
What are the sub-activities required?	<p><i>a. Creation of the informing letters based on the results from the screening and the classification in risk categories</i></p> <p><i>b. Including in the letters information about further activities and actions which are recommended for them for healthy lifestyle promotion and cardio-vascular disease prevention</i></p> <p><i>c. Sending the letters by email/mail (where email is not an option)</i></p>
Who will implement each sub-activity?	<i>Organization Aer Pur Romania</i>
Which resources will be needed?	<i>Staff time</i>
Where will be implemented?	<i>Organization Aer Pur Romania (On-line/email)</i>
When will be implemented?	<i>February-October 2021</i>

Action area (title)	3. Development and implementation of information, education and counselling activities for promotion of healthy nutrition and cardio-vascular disease prevention among people from the target group
Activity (Change Package)	<i>3.1 Development of educational materials and activities for promotion of healthy nutrition and cardio-vascular disease prevention among people from the target group</i>
What are the sub-activities required?	<p><i>a. Development of posters, leaflets, postcards for promotion of healthy nutrition and cardio-vascular disease prevention</i></p> <p><i>b. Development of the educational objectives, messages, content, educational materials (videos, power point presentations) of lecturers and workshops for promotion of healthy nutrition and cardio-vascular disease prevention</i></p> <p><i>c. Development of monthly newsletters with information, ideas and practical tips for promotion of healthy nutrition and cardio-vascular disease prevention</i></p>
Who will implement each sub-activity?	<i>Organization Aer Pur Romania</i>
Which resources will be needed?	<i>Staff time</i> <i>Funding</i>
Where will be implemented?	<i>Organization Aer Pur Romania</i>
When will be implemented?	<i>a and b: April 2020-February 2021</i> <i>c: March 2021-January 2022</i>
Activity (Change Package)	<i>3.2 Distribution of educational materials during screening visits</i>
What are the sub-activities required?	<i>Distribution of leaflets/postcards regarding healthy nutrition immediately after the screening visits</i>
Who will implement each sub-activity?	<i>Medical doctors and students from organization Aer Pur Romania and Iuliu Hatieganu University of Medicine and Pharmacy from Cluj-Napoca Romania who will be involved in performing the screening</i>
Which resources will be needed?	<i>Leaflets/postcards</i>

Action area (title)	3. Development and implementation of information, education and counselling activities for promotion of healthy nutrition and cardio-vascular disease prevention among people from the target group
Where will be implemented?	<i>GPs consultation, pharmacies from Cluj-Napoca and rural areas from the surroundings</i>
When will be implemented?	<i>February-October 2021</i>
Activity (Change Package)	<i>3.3 Invitation of the participants from the target group, based on the classification performed using the data from the screening, to participate in information, education and counselling activities</i>
What are the sub-activities required?	<p><i>a. Establishing of dates for organizing different types of in information, education and counselling activities and the target group</i></p> <p><i>b. Inviting by emails/telephones the participants from the screening activities, based on their risk factors, to participate</i></p> <p><i>c. Monitoring the number of people who accept to participate</i></p>
Who will implement each sub-activity?	<i>Organization Aer Pur Romania</i>
Which resources will be needed?	<i>Staff time</i>
Where will be implemented?	<i>Organization Aer Pur (On-line)</i>
When will be implemented?	<i>February-October 2021</i>
Activity (Change Package)	<i>3.4 Organizing the information, education and counselling activities</i>
What are the sub-activities required?	<p><i>a. Establishing agenda, speakers, structure of courses and workshops</i></p> <p><i>b. Sending to the participants the link in order to access the on-line activities</i></p> <p><i>c. Delivery of on-line courses and workshops</i></p> <p><i>d. Delivery of face to face courses and workshops (when the epidemiological situation will allow this, for groups who cannot participate to on-line activities)</i></p>

Action area (title)	3. Development and implementation of information, education and counselling activities for promotion of healthy nutrition and cardio-vascular disease prevention among people from the target group
Who will implement each sub-activity?	<i>Organization Aer Pur Romania, Iuliu Hatieganu University of Medicine and Pharmacy, and Cluj-Napoca</i>
Which resources will be needed?	<i>Staff time Platform for on-line activities Educational materials</i>
Where will be implemented?	<i>Organization Aer Pur Romania (On-line) Iuliu Hatieganu University of Medicine and Pharmacy, Cluj-Napoca</i>
When will be implemented?	<i>March 2021-February 2022</i>
Activity (Change Package)	<i>3.5 Identification of information and education activities organized by other organizations/programs which could be additionally indicated to the participants (if available)</i>
What are the sub-activities required?	<i>a. Periodical mapping of information and education activities organized by other organizations/programs which could be additionally indicated to the participants b. Offering information for the participants through newsletters regarding resources/activities organized by other organizations which might be beneficial for them (if available)</i>
Who will implement each sub-activity?	<i>Organization Aer Pur Romania</i>
Which resources will be needed?	<i>Staff time</i>
Where will be implemented?	<i>Organization Aer Pur Romania (On-line)</i>
When will be implemented?	<i>August 2020- February 2021</i>

Action area (title)	4. Development and implementation of information, education and counselling activities for promotion of an active lifestyle and cardio-vascular disease prevention among people from the target group
Activity (Change Package)	<i>4.1 Development of educational materials and activities for promotion of an active lifestyle and cardio-vascular disease prevention among people from the target group</i>
What are the sub-activities required?	<p><i>a. Development of posters, leaflets, postcards for promotion of an active lifestyle and cardio-vascular disease prevention</i></p> <p><i>b. Development of the educational objectives, messages, content, educational materials (videos, power point presentations) of lectures and workshops for promotion of an active lifestyle and cardio-vascular disease prevention</i></p>
Who will implement each sub-activity?	<i>Organization Aer Pur Romania</i>
Which resources will be needed?	<p><i>Staff time</i></p> <p><i>Funding</i></p>
Where will be implemented?	<i>Organization Aer Pur Romania</i>
When will be implemented?	<i>a and b: April 2020-February 2021</i>
Activity (Change Package)	<i>4.2 Distribution of educational materials during screening visits</i>
What are the sub-activities required?	<i>Distribution of leaflets/postcards regarding the importance of an active lifestyle immediately after the screening visits</i>
Who will implement each sub-activity?	<i>Medical doctors and students from organization Aer Pur Romania and Iuliu Hatieganu University of Medicine and Pharmacy from Cluj-Napoca Romania who will be involved in performing the screening</i>
Which resources will be needed?	<i>Leaflets/postcards</i>
Where will be implemented?	<i>GPs consultation, pharmacies from Cluj-Napoca and rural areas from the surroundings</i>
When will be implemented?	<i>February-October 2021</i>

Action area (title)	4. Development and implementation of information, education and counselling activities for promotion of an active lifestyle and cardio-vascular disease prevention among people from the target group
Activity (Change Package)	<i>4.3 Invitation of the participants from the target group, based on the classification performed using the data from the screening, to participate in information, education and counselling activities</i>
What are the sub-activities required?	<p><i>a. Establishing of dates for organizing different types of in information, education and counselling activities and the target group</i></p> <p><i>b. Inviting by emails/telephones the participants from the screening activities, based on their risk factors, to participate</i></p> <p><i>c. Monitoring the number of people who accept to participate</i></p>
Who will implement each sub-activity?	<i>Organization Aer Pur Romania</i>
Which resources will be needed?	<i>Staff time</i>
Where will be implemented?	<i>Organization Aer Pur Romania (On-line)</i>
When will be implemented?	<i>February-October 2021</i>
Activity (Change Package)	<i>4.4 Organizing the information, education and counselling activities</i>
What are the sub-activities required?	<p><i>a. Establishing agenda, speakers, structure of courses and workshops</i></p> <p><i>b. Sending to the participants the link in order to access the on-line activities</i></p> <p><i>c. Delivery of on-line courses and workshops</i></p> <p><i>d. Delivery of face to face courses and workshops (when the epidemiological situation will allow this, for groups who cannot participate to on-line activities)</i></p> <p><i>e. Creation of walking/physical activity groups who will have periodical group activities in order to stimulate motivation and social support for an active lifestyle</i></p>

Action area (title)	4. Development and implementation of information, education and counselling activities for promotion of an active lifestyle and cardio-vascular disease prevention among people from the target group
Who will implement each sub-activity?	<i>Organization Aer Pur Romania Iuliu Hatieganu University of Medicine and Pharmacy, Cluj-Napoca</i>
Which resources will be needed?	<i>Staff time Platform for on-line activities Educational materials</i>
Where will be implemented?	<i>Organization Aer Pur Romania (On-line) Iuliu Hatieganu University of Medicine and Pharmacy, Cluj-Napoca</i>
When will be implemented?	<i>March 2021-February 2022</i>
Activity (Change Package)	<i>4.5 Identification of information and education activities organized by other organizations/programs which could be additionally indicated to the participants (if available)</i>
What are the sub-activities required?	<i>a. Periodical mapping of information and education activities organized by other organizations/programs which could be additionally indicated to the participants b. Offering information for the participants through newsletters regarding resources/activities organized by other organizations which might be beneficial for them (if available)</i>
Who will implement each sub-activity?	<i>Organization Aer Pur Romania</i>
Which resources will be needed?	<i>Staff time</i>
Where will be implemented?	<i>Organization Aer Pur Romania (On-line)</i>
When will be implemented?	<i>August 2020- February 2021</i>

Action area (title)	5. Development and implementation of information, education and counselling activities for decreasing of overweight and obesity among people from the target group with weight problems
Activity (Change Package)	<i>5.1 Development of educational materials and activities for weight management and cardio-vascular disease prevention among people from the target group</i>
What are the sub-activities required?	<p><i>a. Development of posters, leaflets, postcards for weight management and cardio-vascular disease prevention</i></p> <p><i>b. Development of the educational objectives, messages, content, educational materials (videos, power point presentations) of lectures and workshops for weight management and cardio-vascular disease prevention</i></p>
Who will implement each sub-activity?	<i>Organization Aer Pur Romania</i>
Which resources will be needed?	<p><i>Staff time</i></p> <p><i>Funding</i></p>
Where will be implemented?	<i>Organization Aer Pur Romania</i>
When will be implemented?	<i>a and b: April 2020-February 2021</i>
Activity (Change Package)	<i>5.2 Distribution of educational materials during screening visits</i>
What are the sub-activities required?	<i>Distribution of leaflets/postcards regarding weight management immediately after the screening visits</i>
Who will implement each sub-activity?	<i>Medical doctors and students from organization Aer Pur Romania and Iuliu Hatieganu University of Medicine and Pharmacy from Cluj-Napoca Romania who will be involved in performing the screening</i>
Which resources will be needed?	<i>Leaflets/postcards</i>
Where will be implemented?	<i>GPs consultation, pharmacies from Cluj-Napoca and rural areas from the surroundings</i>
When will be implemented?	<i>February-October 2021</i>
Activity (Change Package)	<i>5.3 Invitation of the participants from the target group, based on the classification performed using the data from the screening, to participate in information, education and counselling activities</i>

Action area (title)	5. Development and implementation of information, education and counselling activities for decreasing of overweight and obesity among people from the target group with weight problems
What are the sub-activities required?	<p><i>a. Establishing of dates for organizing different types of information, education and counselling activities and the target group</i></p> <p><i>b. Inviting by emails/telephones the participants from the screening activities, based on their risk factors, to participate</i></p> <p><i>c. Monitoring the number of people who accept to participate</i></p>
Who will implement each sub-activity?	<i>Organization Aer Pur, Romania</i>
Which resources will be needed?	<i>Staff time</i>
Where will be implemented?	<i>Organization Aer Pur Romania (On-line)</i>
When will be implemented?	<i>February-October 2021</i>
Activity (Change Package)	<i>5.4 Organizing the information, education and counselling activities</i>
What are the sub-activities required?	<p><i>a. Establishing agenda, speakers, structure of courses and workshops</i></p> <p><i>b. Sending to the participants the link in order to access the on-line activities</i></p> <p><i>c. Delivery of on-line courses and workshops</i></p> <p><i>d. Delivery of on line individual and group counseling for appropriate weight management with individualized plans, tips and support</i></p> <p><i>e. Delivery of face to face courses, workshops and counseling (when the epidemiological situation will allow this, for groups who cannot participate to on-line activities)</i></p>
Who will implement each sub-activity?	<p><i>Organization Aer Pur Romania</i></p> <p><i>Iuliu Hatieganu University of Medicine and Pharmacy, Cluj-Napoca</i></p>

Action area (title)	5. Development and implementation of information, education and counselling activities for decreasing of overweight and obesity among people from the target group with weight problems
Which resources will be needed?	<i>Staff time Platform for on-line activities Educational materials</i>
Where will be implemented?	<i>Organization Aer Pur Romania (On-line) Iuliu Hatieganu University of Medicine and Pharmacy, Cluj-Napoca</i>
When will be implemented?	<i>March 2021-February 2022</i>
Activity (Change Package)	<i>5.5 Identification of information and education activities organized by other organizations/programs which could be additionally indicated to the participants (if available)</i>
What are the sub-activities required?	<i>a. Periodical mapping of information and education activities organized by other organizations/programs which could be additionally indicated to the participants b. Offering information for the participants through newsletters regarding resources/activities organized by other organizations which might be beneficial for them (if available)</i>
Who will implement each sub-activity?	<i>Organization Aer Pur Romania</i>
Which resources will be needed?	<i>Staff time</i>
Where will be implemented?	<i>Organization Aer Pur Romania (On-line)</i>
When will be implemented?	<i>August 2020- February 2021</i>

Action area (title)	6. Development and implementation of information, education and counselling activities for smoking cessation among participants from the target group
Activity (Change Package)	<i>6.1 Development of educational materials and activities for smoking cessation among people from the target group</i>
What are the sub-activities required?	<p><i>a. Development of posters, leaflets, postcards for tobacco use cessation and cardio-vascular disease prevention</i></p> <p><i>b. Adapting of a previously developed computer tailored program for smoking cessation among Romanian adults</i></p>
Who will implement each sub-activity?	<i>Organization Aer Pur Romania</i>
Which resources will be needed?	<p><i>Staff time</i></p> <p><i>Funding</i></p>
Where will be implemented?	<i>Organization Aer Pur Romania</i>
When will be implemented?	<i>a and b: April 2020-February 2021</i>
Activity (Change Package)	<i>6.2 Distribution of educational materials during screening visits</i>
What are the sub-activities required?	<i>Distribution to smokers of leaflets/postcards regarding smoking cessation immediately after the screening visits</i>
Who will implement each sub-activity?	<i>Medical doctors and students from organization Aer Pur Romania and Iuliu Hatieganu University of Medicine and Pharmacy from Cluj-Napoca Romania who will be involved in performing the screening</i>
Which resources will be needed?	<i>Leaflets/postcards</i>
Where will be implemented?	<i>GPs consultation, pharmacies from Cluj-Napoca and rural areas from the surroundings</i>
When will be implemented?	<i>February-October 2021</i>
Activity (Change Package)	<i>6.3 Invitation of the participants from the target group, based on the classification performed using the data from the screening, to participate in information, education and counselling activities</i>

Action area (title)	6. Development and implementation of information, education and counselling activities for smoking cessation among participants from the target group
What are the sub-activities required?	<p><i>a. Inviting by emails/telephones the participants from the screening activities, based on their risk factors, to participate in a computer tailored program for smoking cessation</i></p> <p><i>b. Monitoring the number of people who accept to participate</i></p>
Who will implement each sub-activity?	<i>Organization Aer Pur Romania</i>
Which resources will be needed?	<i>Staff time</i>
Where will be implemented?	<i>Organization Aer Pur Romania (On-line)</i>
When will be implemented?	<i>February-October 2021</i>
Activity (Change Package)	<i>6.4 Organizing the information, education and counselling activities</i>
What are the sub-activities required?	<p><i>a. Delivery of a computer tailored program for smoking cessation among smokers who intend to quit smoking</i></p> <p><i>b. Delivery of face to face counseling (when the epidemiological situation will allow this, for groups who cannot participate to on-line activities)</i></p>
Who will implement each sub-activity?	<p><i>Organization Aer Pur Romania</i></p> <p><i>Iuliu Hatieganu University of Medicine and Pharmacy, Cluj-Napoca</i></p>
Which resources will be needed?	<p><i>Staff time</i></p> <p><i>Platform for on-line activities</i></p> <p><i>Educational materials</i></p>
Where will be implemented?	<p><i>Organization Aer Pur Romania (On-line)</i></p> <p><i>Iuliu Hatieganu University of Medicine and Pharmacy, Cluj-Napoca</i></p>
When will be implemented?	<i>March 2021-February 2022</i>
Activity (Change Package)	<i>6.5 Identification of information and education activities organized by other organizations/programs which could be additionally indicated to the participants (if available)</i>

Action area (title)	6. Development and implementation of information, education and counselling activities for smoking cessation among participants from the target group
What are the sub-activities required?	<p><i>a. Periodical mapping of information and education activities organized by other organizations/programs which could be additionally indicated to the participants</i></p> <p><i>b. Offering information for the participants through newsletters regarding resources/activities organized by other organizations which might be beneficial for them (if available)</i></p>
Who will implement each sub-activity?	<i>Organization Aer Pur Romania</i>
Which resources will be needed?	<i>Staff time</i>
Where will be implemented?	<i>Organization Aer Pur Romania (On-line)</i>
When will be implemented?	<i>August 2020- February 2021</i>

Action area (title)	7. Evaluation of the information, education and counselling activities for health promotion and cardiovascular disease prevention among the target group
Activity (Change Package)	<i>7.1 Evaluation of the effects of the screening, information, education and counselling activities among the participants at 6 months after the first assessment</i>
What are the sub-activities required?	<p><i>a. Sending invitations by email/telephone to the participants 6 months after the first screening to invite them to participate to a second assessment</i></p> <p><i>b. Organizing sessions of screening for biological and behavioral risk factors at 6 months after the first assessment</i></p> <p><i>c. Screening for biological and behavioral risk factors using the same protocol as for the first screening of the participants</i></p> <p><i>d. Recording of data using the software for data management and risk classification</i></p> <p><i>e. Data analyses and interpretation based on comparison between the two waves (first and follow-up screening) for the participants</i></p>
Who will implement each sub-activity?	<p><i>a, d and e:-Organization Aer Pur, Romania</i></p> <p><i>b and c: Medical doctors and students from organization Aer Pur Romania and Iuliu Hatieganu University of Medicine and Pharmacy from Cluj-Napoca Romania who will be involved in performing the screening</i></p>
Which resources will be needed?	<p><i>Time of medical doctors and students from organization Aer Pur Romania and Iuliu Hatieganu University of Medicine and Pharmacy from Cluj-Napoca Romania who will be involved in performing the screening</i></p> <p><i>Equipment and consumables for the screening</i></p> <p><i>Tablets for data collection</i></p> <p><i>Software</i></p> <p><i>Cooperation with GPs and pharmacists to allow the performing of screening using their locations</i></p>
Where will be implemented?	<i>GPs consultation and pharmacies</i>
When will be implemented?	<i>August 2021-March 2022</i>

Action area (title)	7. Evaluation of the information, education and counselling activities for health promotion and cardiovascular disease prevention among the target group
Activity (Change Package)	<i>7.2 Process evaluation of the program, its activities and materials by the participants</i>
What are the sub-activities required?	<i>a. Translation of the satisfaction questionnaires for participants</i> <i>b. Distribution of questionnaires for the participants after screening and educational activities</i> <i>c. Data analyses</i>
Who will implement each sub-activity?	<i>Organization Aer Pur, Romania</i>
Which resources will be needed?	<i>Printed questionnaires</i> <i>Software for data analyses</i> <i>Staff time</i>
Where will be implemented?	<i>Organization Aer Pur Romania (On-line)</i> <i>Places where the screening take place</i>
When will be implemented?	<i>February 2021-February 2022</i>

Action area (title)	8. Dissemination activities among scientific and professional communities, stakeholders and general public
Activity (Change Package)	<i>8.1 Development and implementation of a communication plan for the general public in order to reach the eligible participants for the program</i>
What are the sub-activities required?	<p><i>a. Creation of a group of experts for Romania comprised of persons from the partner organizations, GPs, who accept to participate on volunteer bases for consultations in order to establish the best communication plan and implementation plan for the project</i></p> <p><i>b. Development of communications tools and materials and channels in order to reach to the eligible participants</i></p> <p><i>c. Use of communication tools and materials for information and recruitment of participants</i></p> <p><i>d. Development of a web page of the program with information about the project and registering for the participants</i></p>
Who will implement each sub-activity?	<i>Organization Aer Pur Romania in cooperation with Public Health Authority of Cluj county</i>
Which resources will be needed?	<p><i>Key stakeholders: Public Health Authority of Cluj county</i></p> <p><i>Staff time</i></p> <p><i>Funding</i></p>
Where will be implemented?	<i>Organization Aer Pur Romania (On-line meetings)</i>
When will be implemented?	<p><i>a: November 2019-February 2020</i></p> <p><i>b, c and d: October 2020-March 2021</i></p>
Activity (Change Package)	<i>8.2 Presentation of the program, approaches, results during scientific meetings</i>
What are the sub-activities required?	<p><i>a. Identification of appropriate scientific meeting</i></p> <p><i>b. Writing and sending the scientific abstracts</i></p> <p><i>c. Development and making the scientific presentations</i></p>

Action area (title)	8. Dissemination activities among scientific and professional communities, stakeholders and general public
Who will implement each sub-activity?	<i>Organization Aer Pur Romania in cooperation with members from the partner organizations</i>
Which resources will be needed?	<i>Staff time Funding for registration fee and participation to the scientific meetings</i>
Where will be implemented?	<i>Organization Aer Pur Romania (On-line) Places for organizing the scientific meetings</i>
When will be implemented?	<i>December 2020-March 2022</i>
Activity (Change Package)	<i>8.3 Publication of results in scientific journals</i>
What are the sub-activities required?	<i>a. Data analyses b. Writing the manuscripts c. Sending the manuscripts for peer review d. Send of published articles resulted from the project to the members of the expert group from Romania, partner organizations</i>
Who will implement each sub-activity?	<i>Organization Aer Pur Romania in cooperation with PhD students from Iuliu Hatieganu University of Medicine and Pharmacy from Cluj-Napoca, Romania</i>
Which resources will be needed?	<i>Staff time Software for data analyses Funding</i>
Where will be implemented?	<i>Organization Aer Pur Romania (On-line)</i>
When will be implemented?	<i>March 2021-March 2022</i>

3.1.3. Campania Region

Action area (title)	1. CARDIO 50 good practice transfer and implementation
Activity (Change Package)	<i>1.1 Preparation of the CARDIO 50 good practice transfer and implementation</i>
What are the sub-activities required?	<ul style="list-style-type: none"> <i>a) SWOT Analysis & Specialist training</i> <i>b) Analysis of Health Gap in Campania</i> <i>c) Identification of scale-up strategy</i> <i>d) Stakeholders involvement</i>
Who will implement each sub-activity?	<ul style="list-style-type: none"> <i>a) Campania Region Health Innovation Unit; Federico II Department of Public Health</i> <i>b) Campania Region Health Innovation Unit, Campania Region Unit for Prevention, Local Health Agency Referents for health promotion, experts in work wellbeing, Federico II Department of Public Health</i> <i>c) Campania Region Health Innovation Unit, Campania Region Unit for Prevention, Local Health Agency Referents for health promotion, experts in work wellbeing, Federico II Department of Public Health; ProMIS Campania network</i> <i>d) Federico II Department of Public Health; ProMIS Campania network</i>
Which resources will be needed?	<i>Multidisciplinary working groups will analyze the context, involving relevant stakeholders, to prepare CARDIO 50 good practice transfer and implementation. Resources (human, space, tech and equipment) will be provided by Local Health Agencies in the framework of current health promotion planning for workplaces.</i>
Where will be implemented?	<i>Local Health Agency: Health promotion in the workplace</i>
When will be implemented?	<i>January-April 2021</i>

4. Stakeholder involvement

The objective of this step is to outline an effective involvement of key stakeholders who could influence throughout the lifecycle of the project, in terms of their interests, and the impact on the project success.

Stakeholder involvement is the process used by an organisation to implicate relevant stakeholders for a clear purpose to achieve accepted outcomesⁱⁱⁱ. Stakeholder engagement and participation is a critical first step for successful implementation. Thus, the roles and responsibilities of each person involved in CARDIO 50 need to be clearly defined. This structure should be regularly reviewed and adjusted throughout the life of the project.

The key elements of effective engagement include^{iv}:

- Involving the right stakeholders
- Ensuring a fit-for-purpose approach, with well-managed interactions
- Managing expectations
- Using the information obtained from stakeholders.

Early stakeholder identification and involvement enables projects to utilize the knowledge base of the stakeholders during the early project stages^v, and reducing unnecessary changes during later development stages. Additionally, an effective engagement helps translate stakeholder needs into organisational goals and creates the basis of effective strategy development.

The main output of the stakeholder involvement procedure in YOUNG50 is to provide a strategy to interact effectively with stakeholders (define the roles and responsibilities of each significant stakeholder, as well as their interests, involvement, influence, and potential impact on project success) and support projects interest.

4.1 Local stakeholder involvement

This section presents the Local stakeholder involvement description of the implementation sites.

Proposed table to produce the stakeholder engagement and involvement identification is included in ANNEX I (Stakeholder section).

4.1.1 Lithuania

Stakeholder group	Impact	Level of influence	What is important to the stakeholder?	How could the stakeholder contribute to the project?
<i>IT</i>	<i>Medium</i>	<i>High</i>	<i>Maintaining the program application operative</i>	<i>Providing technical assistance</i>
<i>Implementers</i>	<i>High</i>	<i>Medium</i>	<i>Maintaining the screening process</i>	<i>Providing expert knowledge</i>
<i>Participants</i>	<i>High</i>	<i>Low</i>	<i>Participating in a project</i>	<i>Providing insights from experience</i>
<i>Public</i>	<i>Low</i>	<i>Low</i>	<i>Knowing about the project</i>	<i>Providing general opinion</i>
<i>Institutional Partners (key stakeholders)</i>	<i>High</i>	<i>High</i>	<i>Constant timely effective communication, involvement into activities</i>	<i>Provide expert knowledge, provide expert help on tasks</i>

4.1.2 Romania

Stakeholder group	Impact	Level of influence	What is important to the stakeholder?	How could the stakeholder contribute to the project?
General practitioners	<i>High</i>	<i>High</i>	<i>Screening for cardio-vascular risk factors and healthy lifestyle promotion among their patients</i>	<i>Recruitment of participants</i>
Medical doctors and PhD students from Iuliu Hatieganu University of Medicine and Pharmacy	<i>Medium</i>	<i>High</i>	<i>Evolvement in activities of screening for cardio-vascular disease prevention</i>	<i>Evolvement in screening activities</i>
Public health Authority of Cluj county	<i>Medium</i>	<i>High</i>	<i>Increasing awareness and cooperation regarding health promotion and disease prevention at populational level</i>	<i>Endorsement of the screening and educational activities, facilitation of communication and cooperation activities, dissemination of results</i>
Romanian group of experts for the project	<i>High</i>	<i>Medium</i>	<i>Experience and best practices exchange regarding health promotion and cardio-vascular disease prevention</i>	<i>Identification of obstacles and solutions for a good implementation of the project, as well as facilitation of cooperation for recruitment of participants and implementation of screening and educational activities</i>

4.1.3 Campania Region

Stakeholder group	Impact	Level of influence	What is important to the stakeholder?	How could the stakeholder contribute to the project?
ProMIS network	<i>Medium</i>	<i>High</i>	<i>Empowerment of the Local Health System</i>	<i>Provide the link with the territory</i>
Local Health agencies	<i>High</i>	<i>High</i>	<i>Implement the CARDIO50 Tool</i>	<i>Provide link between Local Health System and citizens,</i>
Non-profit organization	<i>Medium</i>	<i>Medium</i>	<i>Improve citizens' health condition</i>	<i>Provide the context information</i>
Federico II University Department of Public Health	<i>Medium</i>	<i>High</i>	<i>Research and Innovation activities</i>	<i>Providing high level expertise</i>

5. Communication plan

The objective of the Communication plan is to laid out strategies to manage communications that can be applied to different stakeholder groups as needs are identified.

Well-planned communications with the people involved in the project and the stakeholders will be essential to the success of the projectⁱⁱ. An active and regular communication approach among stakeholders is needed in order to have a better understanding of the vision and goals of the YOUNG50 program and this will engage and involve their networks in the ongoing collaboration.

When developing a Communications plan, it is important to consider: who, what, when, where and how. The following key considerations can be taken into account ⁱⁱ:

Who?	Who will be affected by the project? Who needs to be informed of the project and potential changes? Who can provide the information required? Who needs to be engaged to make the project successful?
What?	What does the audience need to know?
How?	How will messages be communicated? How will feedback from stakeholders be sought and received? Does the communications department need to support the project?
When?	How often should information be communicated with your audience?

The main output of the Communication plan in YOUNG50 is to determine what the key messages are and who should receive, the communication method and frequency of the communication throughout the project.

5.1 Pilot sites communication plan

This section presents the Pilot sites communication plans defined. A specific table was created in ANNEX I (Communication section).

5.1.1 Lithuania

Stakeholder type	Communication Needs	Frequency	Communication Format
Implementers (GPs, GP nurses, psychologist, nutritionist, health educator, program manager)	<i>Manage and schedule pending activities.</i> <i>Provide feedback on feasibility of program requirements</i>	<i>Monthly and as needed</i>	<i>Teleconference, face-to-face, e-mail</i>
IT	<i>Ensure ICT tools operative at all times, providing support</i>	<i>Monthly and as needed</i>	<i>Face-to-face, videoconference</i>
Participants	<i>Providing information and gathering feedback</i>	<i>As needed</i>	<i>Phone, e-mail</i>
Public	<i>Providing information</i>	<i>Monthly</i>	<i>Web-page, social media, e-mail, information screens</i>
Institutional Partners (key stakeholders)	<i>Invite to activities, gathering expert knowledge</i>	<i>Weekly and as needed</i>	<i>Face-to-face, videoconference, e-mail</i>

5.1.2 Romania

Stakeholder type	Communication Needs	Frequency	Communication Format
General practitioners	<p>Manage and schedule pending activities.</p> <p>Provide feedback on feasibility of program requirements</p>	<p>During periods for screening implementation once/week and as needed</p>	<p>Emails</p> <p>On-line meetings</p> <p>Telephone</p> <p>Face to face meetings</p>
Medical doctors and PhD students from Iuliu Hatieganu University of Medicine and Pharmacy	<p>Manage and schedule pending activities.</p> <p>Provide feedback on feasibility of program requirements</p>	<p>During periods for screening implementation once/week and as needed</p>	<p>Emails</p> <p>On-line meetings</p> <p>Telephone</p> <p>Face to face meetings</p>
Public health Authority of Cluj county	<p>Cooperation for development of communication plan and implementation plan of the project</p>	<p>3 times/year and as needed</p>	<p>Emails</p> <p>On-line meetings</p> <p>Telephone</p>
Romanian group of experts for the project		<p>3 times/year and as needed</p>	<p>Emails</p> <p>On-line meetings</p> <p>Telephone</p>

5.1.3 Campania Region

Stakeholder type	Communication Needs	Frequency	Communication Format
<i>Local Health Agencies, No profit organization</i>	<i>Manage and schedule meetings to implement an observational study aimed at early identification of cardiovascular risk factors, such as hypertension, obesity, sedentary lifestyles.</i>	<i>As needed</i>	<i>Teleconference, face-to-face, e-mail, communication platform</i>
<i>Promis Campania Network</i>	<i>ProMIS regional group for Health Promotion will be engaged in order to ensure further scale-up</i>	<i>As needed</i>	<i>Teleconference, face-to-face, e-mail, communication platform</i>

6. Support network

Networks are established or evolve spontaneously to facilitate the movement of resources, enable exchange of knowledge and support to improve quality of the project outcomes. Networks can be defined as ‘a cooperative structure where interconnected groups or individuals coalesce around a shared purpose on the basis of trust and reciprocity^{vi}.

Establishing a plan to network with other facilities, regionally, country-wide or internationally, can help to share successes and solutions and catalyse scaling-up. The structure of a network depends on local political realities, established practices and opportunities for change^{vii}.

Not all networks are equally effective, the core features for establishing a network are^{viii}:

- Common purpose
- Cooperative structure
- Critical mass
- Collective intelligence
- Community building

The strength or benefits of the networks include^{viii}:

- Rapid and expansive growth: since the benefit to members increases as the network expands, members are motivated to create linkages
- Rapid diffusion: networks diffuse information and resources to their members, allowing them to spread ideas and generate feedback quickly
- ‘Small world’ reach: networks can provide short ‘pathways’ between individuals separated by geographic, organisational, professional, cultural or other barriers
- Resilience: networks can withstand stresses, including fluctuations in membership and engagement, because members can quickly reorganise
- Adaptive capacity: networks can adapt with relative ease, assembling or disassembling capacities, membership and engagement as needed

The main output is to identify the most appropriate networks and to define their potential value in the project.

6.1. Pilot sites Support network

This section presents the Support networks that have a potential value in the project in the implementation sites. A specific table was created to gather this information (ANNEX I-Supporting network section).

6.1.1 Lithuania

Type of networks (Programs, services, ...)	What is the potential value?
<i>Tobacco Cessation services</i>	<i>To empower, enable and support smokers to quit smoking by providing behavioral support</i>
<i>Public health bureaus</i>	<i>To empower, enable and teach physical activity maintaining methods</i>
<i>Ministry of health</i>	<i>Providing insights on country health data, dissemination</i>
<i>Cardiovascular NGOs</i>	<i>Providing insights on country health data, informing the target audience</i>
<i>City municipality</i>	<i>Providing dissemination and awareness help</i>

6.1.2 Romania

Type of networks (Programs, services, ...)	What is the potential value?
<i>Smoking cessation services</i>	<i>Referral of participants for smoking cessation medical counseling, if this will be available (the national smoking cessation services are underfunding and function with disruptions)</i>
<i>Educational activities developed by Public Health Authority of Cluj county or other governmental/non-governmental organizations from Cluj-Napoca</i>	<i>Referral of participants to take advantage of relevant activities/services offered by such organizations if such activities will be available during project implementation</i>
<i>Coalition for health innovation – Candidate reference site for European Partnership for active and healthy aging coordinated by Iuliu Hatieganu University of Medicine and Pharmacy from Cluj-Napoca, Romania</i>	<i>Contribution to the development and use of information and communication technology for health promotion</i>

6.1.3 Campania Region

Type of networks (Programs, services, ...)	What is the potential value?
ProMIS Network	<i>To set up local governance structures for the implementation of the project, with the help of local key stakeholders. Local sites will launch the adapted YOUNG50 Prevention Programs.</i>
Reference Site Collaborative Network	<i>To contribute to a continuous and constructive dialogue among the Reference Sites, as well as the European institutions in relation to European policies in the field of active and healthy ageing, health and care delivery, and innovation</i>
Improving INtegrated people-centered Health Care Solutions (INCASO)	<i>To improve people-centered health care solutions defining a common vocabulary, specific priorities and interests and creating synergies among the partners and at EU level</i>
Action Groups of European Innovation Partnership on Active and Healthy Ageing	<i>To improve the quality of life and health outcomes of older people living in at least 30 EU regions</i>

7. Conclusions

A striking characteristic of the preparatory phase of the adapted YOUNG50 program has been the hard work observed within the pilot sites and their willingness to cooperate.

As has been observed, the Local implementation plans reported by the different Member States have very different starting points. Most of the implementation sites reported some key common characteristics regarding the Local implementation plan: target population engagement, screening and follow-up visits, stakeholder's involvement and communication strategies.

Implementation sites have outlined effective involvement of key stakeholders who could influence and impact on the project. Most of the implementers consider important the involvement of front-line implementers (general practitioners, PhD students of medicine and pharmacy and IT), experts (non-profit organizations, university, networks) and decision makers (public health authority and local health agencies) in the delivering of the adapted YOUNG50 program.

Pilot sites have defined common (online meetings, face to face meetings, telephone and e-mail) and specific (website and social media) communication channels with the different target groups involved to cover the implementation process of the CARDIO 50 good practice.

Even no formal network structure exists; pilot sites found common networks that could have a potential value in the implementation process of the adapted YOUNG50 program: Tobacco cessation services, Public Health Authorities and the Reference sites of the European Innovation Partnership on Active and Healthy Ageing.

8. Bibliography

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Annexes

ANNEX I. Preparation of the CARDIO50 Good Practice Transfer and Implementation Report

1. Implementation preparation

After having carefully defined Pilot Action Plans, Pilots sites are ready to start the project implementation phase. The objective of this phase is to specify and describe the steps in the process transferring CARDIO50 practice into real practice.

There are key elements of any implementation that initially include a planning phase. In this context, tasks 6.1 (Preparation of the CARDIO50 good practice transfer and implementation) of WP6 will rely on providing a thorough framework to facilitate the local Prevention Program implementation process.

1.2 Implementation plan

The implementation plan details the what, who, when and how. It lays out partners' roles and responsibilities, activities, and timeframe for implementation considerations.

Based on the Action Plan (Change Package – activities), it is crucial to define the specific sub-activities required. One given activity might need several sub-activities to be performed.

To determine roles and responsibilities, first consider what competencies and skills are necessary to achieve the objectives and (sub)activities outlined in the Action Plan. Then, ask which partners and staff have those competencies and determine who will be responsible for each activity.

Next, define the resources needed for each of the activities planned. Finally, establish a timeline for the activities and determine where the activity will take place.

It is important to note that the procedure to collect the Key Performance Indicators specified in the Action Plan needs to be carefully planned (information type needed, data source, responsible for data extraction, management and analysis)

Please fill out the provided table (Table 1) on specific activities towards the key Action areas of the Action Plan along with proposed responsibility, resource needs, settings and timeframe. This table will outline the overall activities to be undertaken before the implementation of YOUNG50 program.

Table 1. Implementation plan

Action area (title)	
Activity (Change Package)	
What are the sub-activities required?	

Who will implement each sub-activity? (Role)	
Which resources will be needed? (Examples: funding, staff time, space needs, supplies, technology, equipment, and key partners)	
Where will be implemented? (Setting)	
When will be implemented? (Timeframe)	

Example from the Lithuania Action area 1 of the Action Plan

Action area (title)	1. Specialist training
Activity (Change Package)	<i>1.1 Performing training in small groups</i>
What are the sub-activities required?	<p><i>a) Define the training objectives and methodology</i></p> <p><i>b) Create the training material</i></p> <p><i>c) Schedule training agenda</i></p> <p><i>d) Prepare logistics (room, computers, projector)</i></p>
Who will implement each sub-activity? (Role)	<p><i>a) and b) Project manager, prevention experts and cardiologists</i></p> <p><i>c) and d) Project manager</i></p>
Which resources will be needed?	<p><i>Create a working team which develops the training program (structure, sessions, material, methodology and assessment). Technicians to set up the information systems for the training and make the training material online. Resources to print out the material.</i></p>
Where will be implemented? (Setting)	<i>All the organizations involved in the program will take part.</i>
When will be implemented? (Timeframe)	<i>May-July 2020</i>



Activity (Change Package)	<i>1.2. Revising documentation</i>
What are the sub-activities required?	<i>a) Define search methodology b) Make available information sources c) Launch the bibliography search</i>
Who will implement each sub-activity? (Role)	<i>a) Expert in bibliography searches b) Informatician c) Expert and Project manager</i>
Which resources will be needed?	<i>Bibliography search methodology (manual), computer, search programs, evaluation (of the results) strategy</i>
Where will be implemented? (Setting)	Centro poliklinika services
When will be implemented? (Timeframe)	<i>April 2020</i>
Activity (Change Package)	<i>1.3. Ensuring schedule of support persons</i>
What are the sub-activities required?	<i>a) Identify support persons b) Engage them and ask for their head's authorization c) Define and plan activities, workload, responsibilities and work procedures with support persons</i>
Who will implement each sub-activity? (Role)	<i>a) Project manager and Coordinator</i>
Which resources will be needed?	<i>List of potential candidates as support persons and their contact details</i>
Where will be implemented? (Setting)	Centro poliklinika services
When will be implemented? (Timeframe)	<i>April-July 2020</i>

2. Identification and involvement of stakeholders

Stakeholder identification is a critical first step for successful implementation. Stakeholder can be defined as anyone who affects or is affected by your organization’s purpose^{viii}.

Early stakeholder involvement enables projects to utilize the knowledge base of the stakeholders^{viii} during the early project stages, reducing unnecessary changes during later development stages.

When identifying the stakeholders, it is important to define the roles and responsibilities of each significant stakeholder, as well as their interests, involvement, influence, and potential impact on project success.

At this stage YOUNG50 Pilot sites have already identified their stakeholders. Please, provide in the following **template** (Table 2) stakeholders’ information.

Table 2. Stakeholder’s identification

Stakeholder group	Impact (How much can the project impact them?)	Level of influence (How much influence do they have over the project?)	What is important to the stakeholder?	How could the stakeholder contribute to the project?

Example

Stakeholder group	Impact (How much can the project impact them?)	Level of influence (How much influence do they have over the project?)	What is important to the stakeholder?	How could the stakeholder contribute to the project?
<i>IT</i>	<i>Medium</i>	<i>High</i>	<i>Maintaining the program application operative</i>	<i>Providing technical assistance</i>

3. Communication

In addition to planning, other critical element of implementation is communication. Throughout the implementation process, effective communication, exchange of ideas, information sharing and feedback gathering among all stakeholders promotes trust and role clarity, and reduces miscommunication, which will be critical to success.

It is important to decide which communication channels best reach the team members. It is effective to use a variety of channels, keeping in mind that there is no one perfect channel. There are four broad categories of channels

- Interpersonal: interventions are those that involve person-to-person or small group interaction and exchange.
- Community-based: interventions are those that are designed for/with and carried out in communities.
- Mass media: is any means of communication that reaches a large amount of people.
- Digital and social media: are digitized content - such as video, text, images, and audio - that can be transmitted over Internet, computer, or mobile networks.

It is provided a **tool** (Table 3) that may help Pilot sites to select an appropriate communication channel and to document team member’s needs. This table acts as a living resource that will be updated and expanded as the project evolves.

Please provide in the following table information on communication.

Table 3. Communication

Stakeholder type	Communication Needs	Frequency	Communication Format

 Example

Stakeholder type	Communication Needs	Frequency	Communication Format
Implementers (GPs, GP nurses, psychologist, nutritionist, health educator, program manager)	Manage and schedule pending activities. Provide feedback on feasibility of program requirements.	Monthly and as needed	Teleconference, face-to-face, e-mail

4. Supporting networks

A network can be defined as ‘a cooperative structure where interconnected groups or individuals coalesce around a shared purpose on the basis of trust and reciprocity’^{viii}. Networks are established to enable exchange of knowledge, ideas and support to improve quality of healthcare.

Identifying the appropriate support networks can assist in addressing and dealing with the implementation process.

Pilot sites are provided with a **tool** (Table 4) that helps to identify the most appropriate support networks and to define the potential value in the project. This table is a living resource that will be updated and expanded as the project evolves.

Please provide in the following table information on supporting networks.

Table 4. Supporting networks

Type of networks (Programs, services, ...)	What is the potential value?

Example

Type of networks (Programs, services, ...)	What is the potential value?
<i>Tobacco Cessation services</i>	<i>To empower, enable and support smokers to quit smoking by providing behavioral support</i>