EURL-PH-LEGI

EU Reference Laboratory for public health in the field of Legionella

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Document overview

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Lead Beneficiary	Hospices Civils de Lyon
Project website	www.eurl-legi.eu

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LIST OF ACRONYMS

EURL-PH-LEGI	European Reference Laboratory in Public Health for Legionella
EU	European Union
EEA	European Economic Area
ELDSNet	European Legionnaire's Disease Surveillance Network
ECDC	European Centre for Disease Prevention and Control
WP	Work Package
TALD	Travel-Associated Legionnaires' Disease
WHO	World Health Organization
WHO EURO	WHO European Regional Office
DG SANTE	Directorate-General for Health and Food Safety
ESGLI	European Study Group for Legionella Infections
EQA	External Quality Assessment
PCR	Polymerase Chain Reaction
NRL	National Reference Laboratory
SCo	Steering Committee

1. Introduction

1.1. Background and Purpose

The overall aim of the European Reference Laboratory in Public Health for Legionella (EURL-PH-LEGI) is to reach a high-quality surveillance, notification and reporting of cases of legionellosis and the implementation of the Regulation (EU) 2022/2371 of the European Parliament and of the Council of 23 November 2022 on serious cross-border threats to health.

This will be achieved through the following objectives:

- Promote good practices and capacity strengthening
- Provide support to EU/EEA Member States on diagnostic, testing and typing methods
- Ensure data quality, reliability and comparability to improve surveillance capacities and responsiveness

The consortium of the EURL-PH-LEGI consists of 4 laboratories: Hospices Civils de Lyon (coordinator), Instituto Superiore di Sanità, Uniklinikum 'Carl Gustav Carus' Dresden and Instituto Nacional de Saúde Doutor Ricardo Jorge. The main target audience is the laboratories members of the European Legionnaire's Disease Surveillance Network (ELDSNet). Approximatively, 30 countries participate in EURL-PH-LEGI activities.

The duration of the EURL-PH-LEGI actions is set up for seven years from the 1st January 2025 to the 31st December 2031.

The list of priorities for the EURL-PH-LEGI are given:

i) Implementation of activities with the laboratory contacts of the network of the European Legionnaires' Disease Surveillance Network (ELDSNet)

ii) Provision of reference diagnostics, including test protocols, particularly dedicated to Member States where diagnosis and typing is infrequent

iii) Provision and coordination of external quality assessments, which are mandatory for accreditation purposes, and promote the improvement of the services provided by Member States, allowing them to self-evaluate their approaches, methods and personnel

iv) Provision of scientific advice and technical support

v) Supporting Member States in outbreak detection, investigation and response, and in the investigation of travel-associated LD cases (TALD)

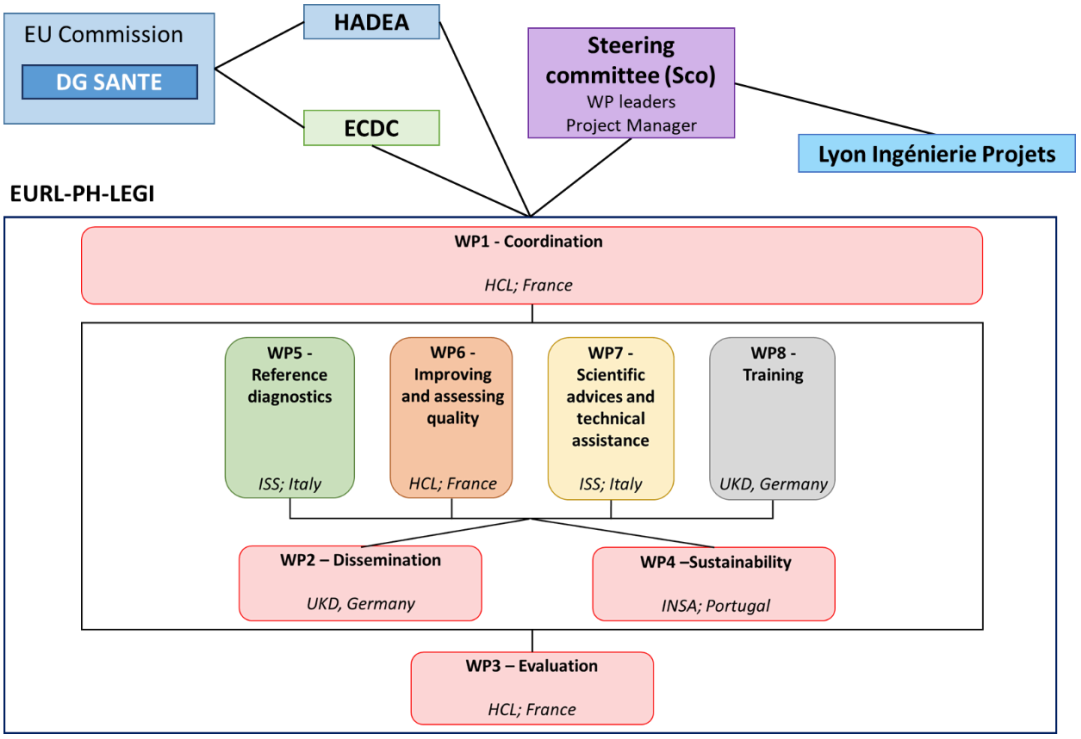
vi) Provision of training and promote the exchanging of experiences and methodological approaches

vii) Communication and coordination with ECDC and other stakeholders

Emphasis will be given to avoid duplication of work between EURL for public health and other EURL in food, feed and animal health and in vitro diagnostic.

The EURL-PH-LEGI is organized around 8 work packages. Work packages 1 to 4 are components to coordinate, disseminate, evaluate and sustain EURL actions whereas WP 5 to 8 aim to strengthen laboratory capacities and improve surveillance of Legionnaires' disease.

Figure 1 : EURL-PH-LEGI management structure



1.2. Work packages objectives

<u>WP1- Project management and coordination:</u> To coordinate EURL-PH-LEGI activities for successful implementation through well-functioning management including timely scientific and financial reporting.

i) Monitor that the EURL-PH-LEGI actions are implemented properly
ii) Ensure timely delivery of the different deliverables
iii) Encore continuity, coherence and reduce redundancy
iv) Prepare and submit deliverables and reports to the stakeholders
v) Promote smooth flow of information among the consortium and towards stakeholders

<u>WP2- Dissemination and communication:</u> To achieve efficient and effective visibility, awareness, and acceptance from internal and external stakeholders

i) Increase communications and dissemination capability and capacity across the work packages
ii) Provide targeted information to multiple audiences, in a strategic and effective manner
iii) Communication of key messages to relevant audiences about the EURL-PH-LEGI

<u>WP3- Evaluation:</u> To perform a systematic and objective assessment of the relevance, efficiency, effectiveness, impact, and financial viability of the EURL

<u>WP4- Sustainability</u>: To ensure the sustainability of EURL's actions

i) Build a sustainability plan based on priority outcomes
ii) Provide guidance for Member States and, where relevant EU and WHO EURO, to integrate the priority outcomes into national policies or EU policies and plans
iii) Identify the resources needed to continue the priority outcomes of the EURL after the project ended.

<u>WP5- Reference diagnostics</u>: To standardize and harmonize detection and characterization methods

2. Compile well-established and approved methods from peer-reviewed and publications into a comprehensive laboratory handbook
3. Assess the performance of PCR kits for detection/diagnosis of Legionella
4. Produce and deliver quality-controlled monoclonal antibodies used for the subgrouping of Legionella

<u>WP6- Improving and assessing quality</u>: To improve and assess the quality of laboratory surveillance methods

i) Provide External Quality Assessment
ii) Offer country visits

<u>WP7- Scientific advice and technical assistance</u>: To provide scientific advice and technical assistance to both ECDC and the laboratory network for the whole duration of the project.

i) Provide centralised and accredited reference services to the network laboratories
ii) Provide support and advice in the investigation of atypical specimens,
iii) Assist in characterisation of new *Legionella* species
iv) Provide guidance on the most appropriate and up-to-date methods and approaches
v) Provide information, guidance and/or support to ECDC in outbreak situations, including contributions to ECDC risk assessments

<u>WP8- Training</u>: To establish a training program on Legionella laboratory surveillance methods.

i) Assess the training needs of the laboratory members of the network related to Legionella diagnostic and surveillance;
ii) Develop of a training plan for basic and advanced face-to-face and on-line training
iii) Coordinate, implement and evaluate training

1.3. Stakeholders

The final beneficiaries of the EURL-PH-LEGI is ultimately the EU citizen of the Members States, as the sole purpose of the activities undertaken seek to improve diagnostic and surveillance of Legionnaires' disease and thus contribute to better patient care and decrease mortality.

However, the immediate target groups through which the activities are operated and supported are the following:

A. Operational levels

a. Health providers
b. Local and national public health laboratories
c. Local and regional outbreak investigation teams

B. National and coordination level

a. Laboratory network members
b. ELDSNet disease network coordination committee
c. ECDC National Focal Point
d. National public Health Agencies

C. Global policy level

a. World Health organization (WHO)
b. WHO European regional Office
c. WHO Collaboration Centers
d. EU commission: DG SANTE
e. ECDC
f. ESGLI

2. Evaluation description

2.1. Objectives

The overall objective is to perform a systematic and objective assessment of the relevance, efficiency, effectiveness and impact of the project in the context of its objectives.

The main specific objectives are:

- Develop an evaluation plan
- Develop the methodology for the internal evaluation based on process, output and outcome indicators;
- Monitor the project progress;
- Evaluate intermediate and final project results though evaluation reports

The evaluation plan will describe the ongoing internal process that will be conducted at all stages of the implementation of each WPs. In addition, it will reflect the effects if the objectives and the quality standards were met.

2.2. Evaluation steps

2.3. Evaluation design

The evaluation of the EURL-PH-LEGI is based on the following criteria:

- Relevance: to what extent the outcomes of the WPs meet the needs of the target groups
- Effectiveness: the extent in which the main outputs, deliverables and milestones are delivered
- Efficiency: Ensuring that work packages activities are implemented
- Impact: positive and negative, primary and secondary effects of the WPs.

The evaluation will assist in identifying problems at early stages of the implementation through reviews of the work conducted by the different WP leaders. Special attention will be given to the respect of the timetable and the timely implementation of each milestones and deliverables.

The evaluation will be conducted internally at all stages of EURL action. The efficacy of WP tasks will be emphasized by measuring:

- The extent to which general and specific objectives have been achieved
- The conformity of the implementation with the grant agreement proposal
- The extent to which the main outputs have been delivered
- The extent to which the results of EURL's action meet the needs of the target groups.

The evaluation tools used will be based on a set of the specific indicators requested by the Commission for reporting purposes such as:

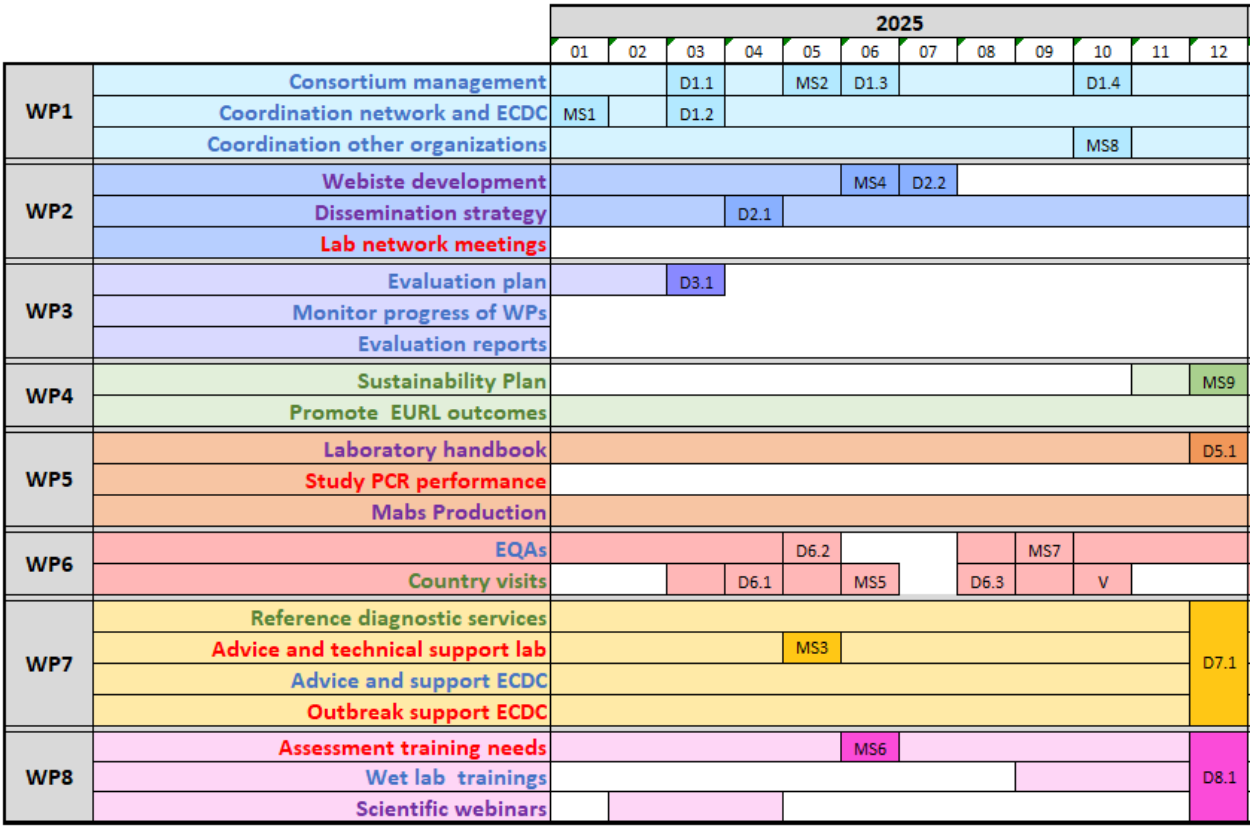
i) the number of bespoke consultations and/or on-site visits,
ii) the number of laboratory network meetings organised,
iii) the number of written documents produced,
iv) the number of reference testing performed and test protocols devised,
v) the number of external quality assessments conducted,
vi) the number of Member States and/or Regions that received support via the mandatory activities,
vii) the number of training events organised,
viii) the number of reference material resources produced
ix) the number of satisfied requests from ECDC to support investigation of national and/or cross-border outbreak.

The evaluation will draw upon the information from routine reports from each WPs and additional investigations to deliver a final internal evaluation report

An informal interim report will focus on the planning and organization of the EURL's activities. The role of the interim evaluation will be to provide feedback as far as potential changes needed to improve the processes and products of the WPs in order to increase their potential impact on its set target groups.

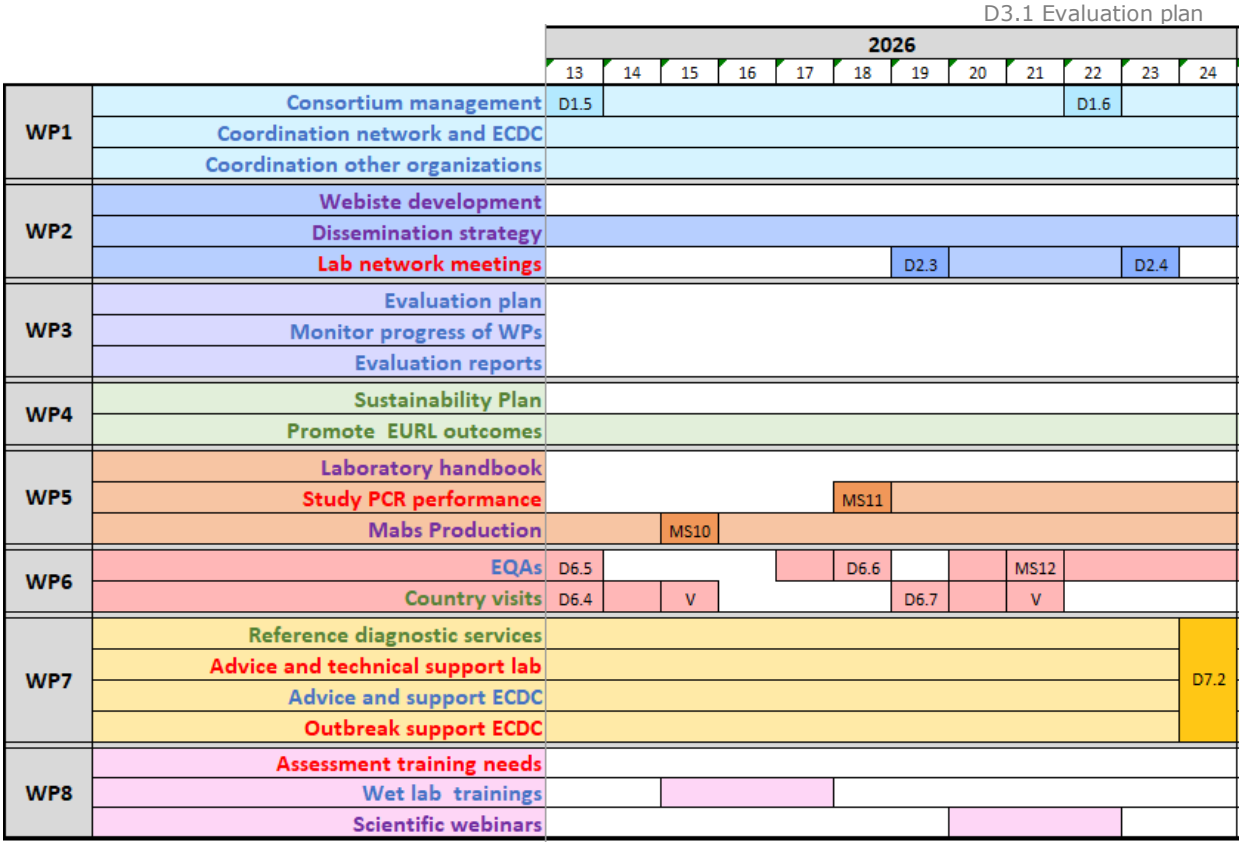
The final evaluation report will indicate for each WPs, the expected deliverables and milestones with their due date and their status at the date of publication. It will also include a critical analysis of the results of the surveys conducted by WP3 and in collaboration with others WP. Recommendations will be made based on the internal evaluation process to identify ways of sustain the action of the EURL.

2.4. Deliverables and Milestones



Deliverables: D1.1 - Risk management and contingency plan; D1.2 – Annual WP1; D1.3 - Conceptual framework; D1.4 – Annual WP2; D2.1 - Dissemination plan; D2.2 – Website; D3.1 - Evaluation plan; D5.1 - Laboratory handbook; D6.1 - Plan for country visit; D6.2 - Detailed EQA laboratory and reporting protocol plan; D6.3 – Plan for country visit; D7.1 - Summary on the reference service and assistance provided, D8.1 – Training activity plan

Milestones: MS1 - Kick-off meeting; MS2 - Consortium agreement; MS3 - Procedures to provide advice and support to network laboratories; MS4 - Launch of Website; MS5 - First Country visit – start of country visits; MS6 - Implementation of surveys to identify training needs; MS7 - Implementation of EQA; MS8 - EURL presentation to ESGLI webinar; MS9 - Workshop on Sustainability Guidance tool developed by SHARP joint action



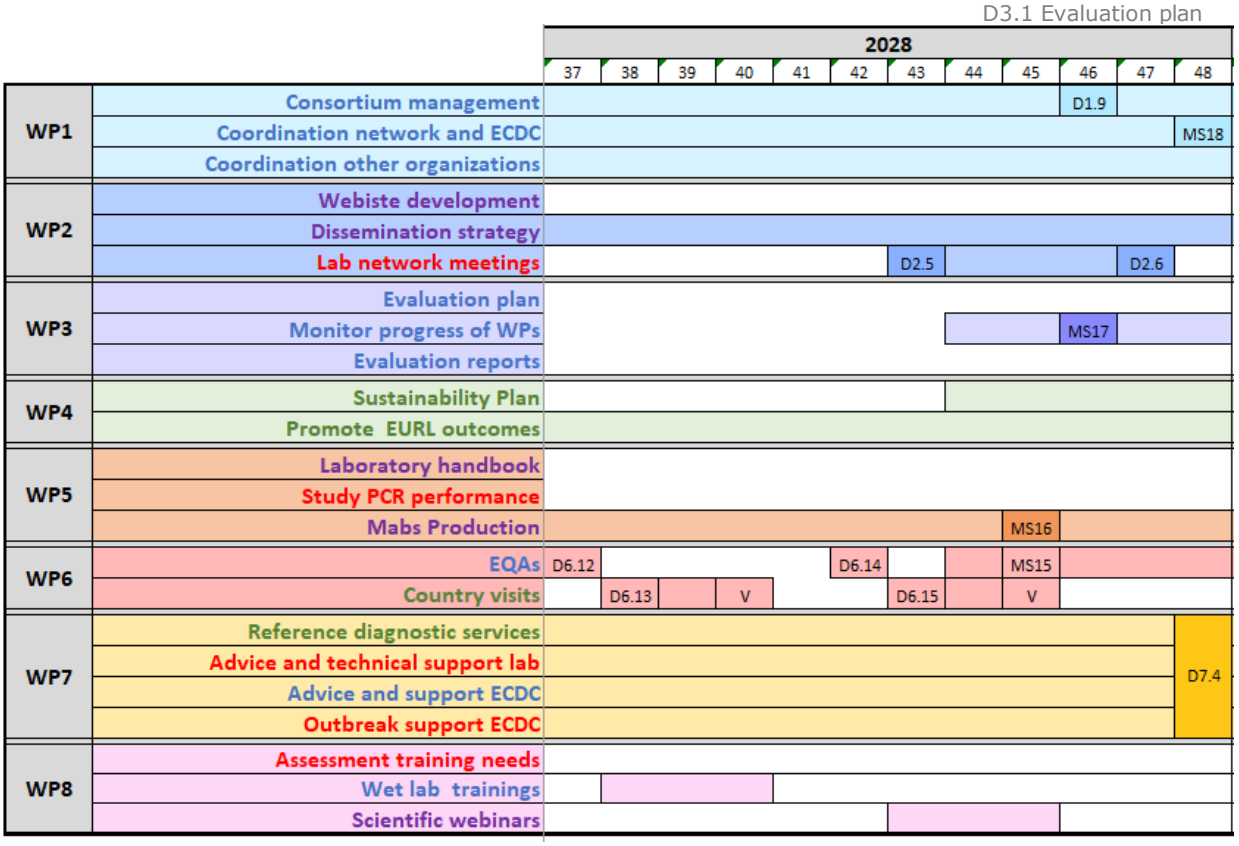
Deliverables: D1.5 – Progress report; D1.6 – Annual WP3; D2.3 - Plan for laboratory network meeting (mandatory); D2.4 – Network meeting report; D6.4 - Country visit plan; D6.5 - EQA report published in collaboration with ECDC; D6.6 – EQA plan; D6.7 - Country visit plan; D7.2 – Summary on the reference service and assistance provided

Milestones: MS10 - Production of Mabs to type *L. pneumophila*; MS11 - Questionnaire on PCR capacity; MS12 - Implementation of EQA

		2027											
		25	26	27	28	29	30	31	32	33	34	35	36
WP1	Consortium management	D1.7									D1.8		PR
	Coordination network and ECDC												
	Coordination other organizations												
WP2	Webiste development												
	Dissemination strategy												
	Lab network meetings												
WP3	Evaluation plan												
	Monitor progress of WPs												
	Evaluation reports												
WP4	Sustainability Plan												
	Promote EURL outcomes												
WP5	Laboratory handbook												
	Study PCR performance												D5.2
	Mabs Production						MS13						
WP6	EQAs	D6.8					D6.10			MS14			
	Country visits		D6.9		V			D6.11		V			
WP7	Reference diagnostic services												D7.3
	Advice and technical support lab												
	Advice and support ECDC												
	Outbreak support ECDC												
WP8	Assessment training needs												
	Wet lab trainings												
	Scientific webinars												

Deliverables: D1.7 – Progress report; D1.8 – Annual WP 4; D5.2 - Publication on the evaluation of Real Time PCR kits for LD diagnosis; D6.8 - EQA reports published in collaboration with ECDC; D6.9 - Country visit plan; D6.10 – EQA plan; D6.11 - Country visit plan, D7.3 – Summary on the reference service and assistance provided

Milestones: MS13 - Production of Mabs to type *L. pneumophila*; MS14 - Implementation of EQA



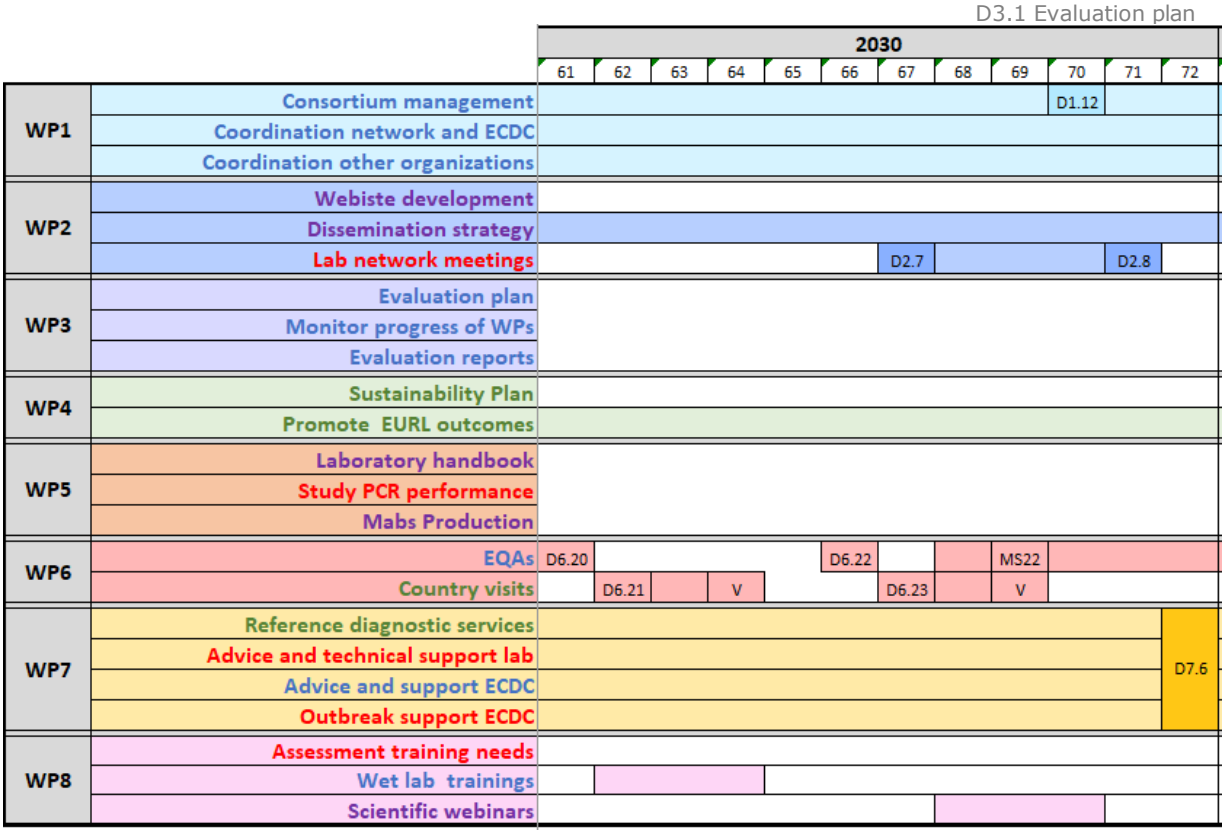
Deliverables: D1.9 – Annual WP5; D2.5 - Plan for laboratory network meeting (mandatory); D2.6 – network meeting report; D6.12 - EQA report published in collaboration with ECDC; D6.13 - Country visit plan; D6.14 – EQA plan; D6.15 - Country visit plan; D7.4 – Summary on the reference service and assistance provided

Milestones: MS15 - Implementation of EQA; MS16 - Production of Mabs to type *L. pneumophila*; MS17 - Partner's evaluation survey; MS18 - Mid-term Consortium Conference;

		2029											
		49	50	51	52	53	54	55	56	57	58	59	60
WP1	Consortium management	D1.10									D1.11		PR
	Coordination network and ECDC												
	Coordination other organizations												
WP2	Webiste development												
	Dissemination strategy												
	Lab network meetings												
WP3	Evaluation plan												
	Monitor progress of WPs												
	Evaluation reports												
WP4	Sustainability Plan												MS20
	Promote EURL outcomes												
WP5	Laboratory handbook												
	Study PCR performance												
	Mabs Production												MS21
WP6	EQAs	D6.16					D6.18			MS19			
	Country visits		D6.17		V			D6.19		V			
WP7	Reference diagnostic services												D7.5
	Advice and technical support lab												
	Advice and support ECDC												
	Outbreak support ECDC												
WP8	Assessment training needs												
	Wet lab trainings												
	Scientific webinars												

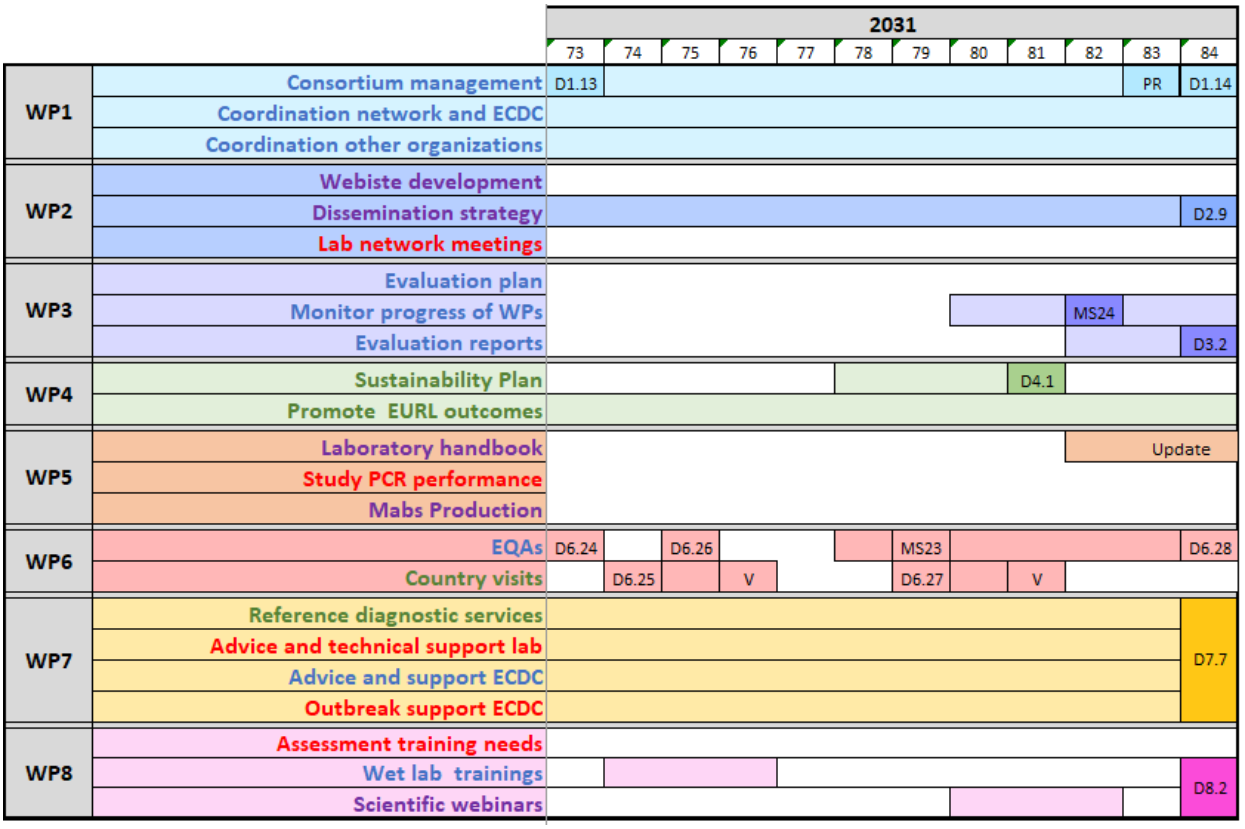
Deliverables: D1.10 - Progress report; D1.11 – Annual WP 6; D6.16 - EQA report published in collaboration with ECDC; D6.17 - Country visit plan; D6.18, EQA plan; D6.19 - Country visit plan; D7.5 - Summary on the reference service and assistance provided

Milestones: MS19 - Implementation of EQA; MS20 - Online workshop for presentation of the draft Sustainability Plan; MS21 - Production of Mabs to type *L. pneumophila*



Deliverables: D1.12 – Annual WP7; D2.7 - Plan for laboratory network meeting (mandatory); D2.8 – Network meeting report; D6.20 - EQA report published in collaboration with ECDC; D6.21 - Country visit plan; D6.22 – EQA plan; D6.21 - Country visit plan; D6.19 - Country visit plan; D7.6 - Summary on the reference service and assistance provided

Milestones: MS22 - Implementation of EQA



Deliverables: D1.13 - Progress report; D1.14 – End of project report; D2.9 - Final communication and dissemination report (mandatory); D3.2 - Final evaluation report (mandatory); D4.1 – Sustainability plan; D6.24 - EQA report published in collaboration with ECDC; D6.25 - Country visit plan; D6.26 – EQA plan; D6.27 Country visit plan; D6.28 - EQA reports published in collaboration with ECDC; D7.7 - Summary on the reference service and assistance provided; D8.2 - Final training report

Milestones: MS23 - Implementation of EQA; MS24 - NRL satisfaction evaluation survey

3. Internal evaluation

3.1. Methodology

The evaluation will be descriptive as processes and outcomes will be recorded and documented. The purpose is to optimize the implementation of EURL actions and improve internal and external communication.

3.1.1. Type of data

The evaluation will consider the quality of the process, outcome and structures based on the following data:

- Process data: describe the entire process during the implementation of EURL activities. Process indicators were discussed and agreed upon with WP leaders. Output are treated as process indicators.
- Outcome data: data on the impacts on the target group and on the costs of the EURL

- Structural data: data related to the structural conditions of implementation, such as location of intervention, qualification of project implementers, target group characteristics, etc.

Process, output and outcome indicators are defined in close cooperation with WP leaders and delivered to the steering committee. Associated risks are presented in a risk and contingency plan.

3.1.2. Evaluation Team and Stakeholders

The following stakeholders are direct **beneficiaries** (marked with B) of the evaluation results and can expect different types of information, suggestions and recommendations for potential improvements in their work. Some of the stakeholders are also **data suppliers** (below marked with DS), which is a common approach if the main purpose of evaluation is to support the developmental process of a project. Furthermore, they do take an active part in evaluation **activities** (below marked with A).

- **Laboratory members of the network**

DS: Participation in the survey on the quality of EURL processes

B: Information on the overall EURL development, explanation for success and potential pitfalls.

- **WP leaders**

A: Definition of process and output indicators for the objectives of the WPs in the form of deliverables. Review of outcome indicators for the objectives of the WPs

DS: Ensure the provision of all relevant information on time and the maximum level of support to the evaluation team.

B: Potential improvements specific to each WP. Feedback on development of specific process, output and outcome indicators of each WP.

- **Project Manager**

A: Review of the instruments for data collection. Management of the routine monitoring system. Incorporation of evaluation results in adaption of project planning and management.

B: Potential improvements or changes in management and coordination activities to improve the quality of project processes. Suggestions to improve the processes of WPs and outcomes.

- **Coordinator and Steering Committee**

A: Feedback on the evaluation plan. Review of the instruments for data collection. Discussion of evaluation results.

B: Decision making for changes of WP scopes and potential changes in budget distribution.

- **ECDC**

A: Feedback on the evaluation plan. Review of the instruments for data collection. Discussion of evaluation results.

DS: Ensure the provision of all relevant information on time and the maximum level of support to the evaluation team.

B: Information on the overall EURL development, explanation for success and potential pitfalls.

3.2. Evaluation per Work Packages

WP1 - Coordination							
		Outcome		Output		Process	
Overall Objective	**Specific Objective**	**Purpose Outcome indicator**	**Target Value**	**Results Output Indicator**	**Target Value**	**Activities Process and Indicator**	**Target value**
To manage and coordinate EURL-PH-LEGI activities	To support overall management of Consortium activities	Effective coordination as identified by SCo through internal evaluation	Interim and final evalution report show improved results of satisfaction survey by at least 5%	Consortium agreement signed by all parties	1	Consortium agreement developed	1
		Enhanced common understanding and sharing of the workplan within the Consortium	Results of satisfaction surveys on the meetings show a median satisfaction of 3/5 in the category `information quality´	SCo meeting minutes	28	Trimestrial SCo meetings held	28
	To coordinate financial and administrative management	Effective financial management	Receipt of total grant amount of each beneficiary as defined in the grant agreement until the end of the EURL	Grant agreement signed by all parties	1	Grant aggrement developped	1
				First technical and financial report delivered	1	Interim financial report developped	1
				Final report approved	1	Final report developped	1
	To support communication activities	High satisfaction of communication in the consortium	Results of satisfaction survey on the meetings show a median satisfaction of 3/5 in the category `communication and teamwork´	Set up of structure for internal communication	1	Preparation of a structure for internal communication	1
	Coordination with network laboratories and ECDC	Extensive participation of ECDC in general meetings	Participation of at least 1 member of ECDC in 50% of SCo meetings	Attendance of ECDC representative to SCo meeting and final conference	50%	Invitation of ECDC representative and sharing of SCO meeting minutes	28
		Kick off meeting	Participation of at least one OCP for microbiology to kick off meeting	Kick off meeting	1	Organize a kick off meeting	1
	Coordination with other supra-national organizations	Coordination with supra-organisation	Participation of at least 1 ESGLI representative to 2 meetings per year	Trimestrial meetings with ESGLI representatives	14	Invitation of ESGLI representative to dedicated meetings	14
	To manage issues of ethics, confidentiality and absence of conflict of interest	Avoid conflict of interest	No major conflict of interest reported	Consortium agreement signed by all parties	4	Absence of COI	1

WP2 - Dissemination							
		Outcome		Output		Process	
Overall Objective	**Specific Objective**	**Purpose Outcome indicator**	**Target Value**	**Results Output Indicator**	**Target Value**	**Activities Process and Indicator**	**Target value**
To support dissemination of information to the publics, regulators and researchers and promote EURL's actions	To provide targeted information to multiple audiences, in a strategic and effective manner	To achieve efficient and effective visibility, awareness, and acceptance from target audiences	Results of satisfaction surveys on communication show a median satisfaction of 3/5	Final dissemination plan delivered	1	Communication and dissemination plan developed	1
				Website visited	Over 250 visits in 6 months from date of launch	Webiste launched	1
				Layman report available on the website and downloaded	100 download	Layman report prepared and agreed with Sco	1
				Technical and scientific reports/ publication published	3	Technical and scientific reports/ publication drafted	3
				Leaflets handed out	50	Leaflet developped	1
	To organize network laboratories meetings	Increased awareness for the achievements of the JATC as identified by the participants	At least one OCP from each country participated to the network meetings	Network meeting reports	3	Network meeting plans	3

WP3 - Evaluation							
		Outcome		Output		Process	
Overall Objective	**Specific Objective**	**Purpose Outcome indicator**	**Target Value**	**Results Output Indicator**	**Target Value**	**Activities Process and Indicator**	**Target value**
To perform a systematic and objective assessment of the relevance, efficiency, effectiveness, impact, and financial viability of the EURL	To create and implement an evaluation plan, that will describe the criteria, methods, activities and timeline for project evaluation	Effective evaluation as identified by the consortium	Results of the satisfaction survey show a median general of at least 3/5	Logical evaluation framework delivered and approved by WP leader	1	Create a Logical Evaluation Framework consisting of process, output and outcome indicators	1
				Standardized questionnaires delivered	2	Create questionnaires for data collection	3
				Approval for evaluation plan obtained from the steering committee	1	Prepare an evaluation plan	1
	To implement the evaluation plan throughout the duration of the project	Systematic outcome monitoring	All outcomes from WP1-8 are considered in the final evaluation report at the end of the project	Findings of satisfaction surveys presented and communicated	2	Collection and analysis of evaluation data	2
				Final evaluation report approved by all stakeholders	1	Develop final evaluation report	1

WP4 - Sustainability							
		Outcome		Output		Process	
Overall Objective	**Specific Objective**	**Purpose Outcome indicator**	**Target Value**	**Results Output Indicator**	**Target Value**	**Activities Process and Indicator**	**Target value**
To ensure the sustainability of EURL's actions	To identify the resources needed to continue the priority outcomes of the EURL after the project ended	Identification of priority outcomes and required resources	Consortium members aware of the sustainability component of their WP	Defined sustainability indicators applied across all WP outcomes	8	Workshop on Sustainability Guidance tool developed by SHARP joint action	1
	To integrate the priority outcomes into national or EU policies and plans	Show feasibility of integrating recommendations into national policies	Publication of at least one example of integration of the priority outcome into national policies	Documented recommendations for integration into EU/national/regional policies	1	Development of a sustainability plan	1

WP5 - Reference diagnostics							
		Outcome		Output		Process	
Overall Objective	**Specific Objective**	**Purpose Outcome indicator**	**Target Value**	**Results Output Indicator**	**Target Value**	**Activities Process and Indicator**	**Target value**
To standardize and harmonize detection and characterization methods	To compile well-established and approved methods from peer-reviewed and publications into a comprehensive laboratory handbook	Greater awareness and compliance with cutting-edge diagnostic methods for Legionella by the laboratory network	Results of satisfaction surveys on the usefulness of the handbook show a median satisfaction of 3/5	Final laboratory handbook approved by all consortium members and published	1	Reviewing the literature and compiling the information on diagnostic methods into a draft handbook	1
	To assess the performance of PCR kits for detection/diagnosis of Legionella	Identification of the best performing PCR kits and recommendation to laboratory network on PCR kits	Increase in PCR kit use of 25% compared to pre-study survey on PCR capacity	Published the results in a peer-reviewed journal	1	Implementing the testing of different PCR kits and compiling the results into a draft manuscript	1
	To produce and delivering quality-controlled monoclonal antibodies used for the subgrouping of Legionella	Increase of laboratory performance regarding serogrouping using immunofluorescence	Report of the utility of Mabs from each recipient show a median satisfaction of 4/5	Monoclonal antibodies shipped to members of the laboratory network	4	Production of monoclonal antibodies in sufficient quantity	4

WP6 - Improving and assessing quality							
		Outcome		Output		Process	
Overall Objective	**Specific Objective**	**Purpose Outcome indicator**	**Target Value**	**Results Output Indicator**	**Target Value**	**Activities Process and Indicator**	**Target value**
To improve and assess the quality of laboratory surveillance methods	To improve laboratory preparedness to ensure best practices Legionella detection and analyses	Refined diagnostic methods and improved validation procedures demonstrated in EQA	Post-EQA survey and individual feedback show a high satisfaction for each EQA exercise.	EQA exercise delivered reaching at least 25 laboratories	7	Developing the EQA detailed plan including the standard operating procedures, the manual for participants and the quality-controlled samples to be sent	7
			Results of the last EQA (number 7) show an improvement of 25% compared to the first EQA results.	EQA final report reviewed by ECDC and published on the ECDC website	7	Generating individual EQA reports and drafting the EQA final report for ECDC	7
	Better support to member countries to improve laboratory surveillance and outbreak detection	Demonstrated improvement in laboratory performance and expertise following visits	Reporting rate to european genomic surveillance increased for country receiving visits	Visits delivered to the voluntary countries	14	Plan for country visits according to the priorities defined by ECDC	14
				Report describing pre-visit recommendations, during-visit activities and post-visit impact assessments	14	Virtual post-visit meetings for monitoring and impact assessment of the activity	14

WP7 - Scientific advice and technical assistance							
		Outcome		Output		Process	
Overall Objective	**Specific Objective**	**Purpose Outcome indicator**	**Target Value**	**Results Output Indicator**	**Target Value**	**Activities Process and Indicator**	**Target value**
To provide scientific advice and technical assistance to both ECDC and the laboratory network for the whole duration of the project.	To provide reference diagnostic services for network laboratories	Improved laboratory surveillance in outbreak context and identification of source of contamination in more case.	At least one publication acknowledging the involvement of EURL-PH-LEGI for reference services in outbreak investigation, source identification or antimicrobial susceptibility testing.	Procedures established and shared with Consortium Partners	1	Procedures on diagnostic services requests developed	1
				Summary of the reference services provided to laboratory network delivered	7	Perform diagnostic according to the request and approval of ECDC	maximum of 350 specimens over the 7-year period
	To provide advice and technical support to network laboratories	Improved responses to outbreaks and promote the implementation of new services in the network laboratories		Summary of theassistance provided to laboratory network delivered	7	Technical advice and support upon request	70 requests are estimated over the 7-year period
	To provide scientific advice and technical support to ECDC	Last available information are shared in ECD Legionella-related communications and in EU genomic surveillance database	Act as a link between the ECDC and the LD community members outside ECDC Network regarding development, evolution and standardisation of genotyping practices as well as databases creation and sharing at the international level	Summary of the reference services and assistance provided to ECDC delivered	7	Scientific advice and technical support upon request	35 requests are estimated over the 7-year period
	To provide information, guidance and/or support to ECDC in outbreak responses	Prompt responses upon event occurrence and ECDC request	Contribution to risk assessments	Summary of the reference services and assistance provided to ECDC delivered	7	Online meetings for the consortium members to provide input	upon request

WP8 - Training							
		Outcome		Output		Process	
Overall Objective	**Specific Objective**	**Purpose Outcome indicator**	**Target Value**	**Results Output Indicator**	**Target Value**	**Activities Process and Indicator**	**Target value**
To establish a training program on Legionella laboratory surveillance methods	To assess training needs	Identification of the skills and training needs of the ELDSNet network laboratories	At least 25 participants contribute to the survey	Training need survey implemented	1	Create questionnaire for data collection	1
				Training plan delivered including the report on training needs	1	Compile the results of the survey and develop training plan	1
	To implement a training plan	Build capacity for Legionella diagnostic the network laboratories	Post-training questionnaires show a median satisfaction of 4/5	Wet lab training delivered	7	Develop the content of the webinar in interaction with the ECDC	7
		Generate and renew interest for diagnostic methods, typing, molecular surveillance methods and laboratory outbreak analysis tools	Attendance above 100 participants	Webinars delivered	14	Identify speaker and theme of interest according to training need assessement	14
		Achieve improvement of the knowledge of diagnostic and molecular surveillance of Legionnella in EU/EEA countries	Post vs pre training knowledge increase by 10% and acquired core capacity competencies	Final wet-lab training and scientific webinar report	1	Draft a training report	1

3.3. Data collection and analysis

Data collection will focus almost exclusively on quantitative data. The Internal Evaluation team will perform pre-coding and categorization.

3.3.1. Standardized online questionnaires

Internal Evaluation team with input from other WPs will prepare online questionnaires.

At least a month prior to the event, WP leaders are requested to contact and provide the Evaluation team with all information as well as areas that need to be covered by the questionnaire. WP3 will design the draft questionnaires and WP leader will revise it. The final versions will be made available online through an online survey platform by the Internal Evaluation team. WP leaders will review the instruments and pilot it.

Links to final surveys will be provided to the WP leader who will send invitations and reminders to participants to complete the questionnaires. As the majority of WPs have yet to determine specific questions for assessments through questionnaires, a detailed description is not applicable in this work plan.

In addition, a quality questionnaire will be designed to monitor and evaluate the EURL procedures and assure quality. Every year, the questionnaire will be sent out to the main stakeholders to collect subjective perception of the EURL progress overall and for each WP.

3.3.2. Document analysis and scoring

Preliminary scoring results will be made available to WP leaders so as to address shortcomings in the final versions of their documents. All statistical analysis of the collected data will be performed using R.

Results of descriptive statistics will be summarized by relative frequencies for nominal data and mean ± standard deviation for numerical data. Visualization of results will be performed with R to convey clear take-home messages. The interpretation of the findings will be discussed within the SCo to make most appropriate conclusions.

4. Communication and Reporting

The central purpose of the evaluation is to support the developmental process of the EURL. Continuous communication is therefore crucial to our evaluation approach and should not be limited to the end of the EURL-PH-LEGI mandate. Information is collected regularly, discussed with WP leaders and shared with stakeholders.

Communication methods used will include:

- Face to face and online meeting of the SCo
- Email exchanges
- Publication of deliverables on the website
- Surveys

A high standard of confidentiality will be applied to data collection and where data from individuals is collected. Data will be anonymized as much as possible and when relevant.

The following table illustrates when, to whom and how major results and selected outputs are communicated.

Communication Activities	Format	Delivery Month	Target Group	Method
Communication and reporting plan	Table	M3	Coordinator, WP leader	Email
Process Output and Outcome indicators	Table	M3	Coordinator, Steering Committee	Email
Evaluation plan	Document	M3	ECDC, HaDEA, Coordinator, Steering Committee	Email, Web, Consortium meeting
Evaluation survey results	Presentation	M48, M83	Steering Committee	Consortium meeting

Final evaluation report	Document	M84	ECDC, HaDEA, Coordinator, Steering Committee	Email, Web, Consortium meeting

5. Timing of the evaluation

The evaluation will accompany the implementation of the EURL-PH-LEGI and will focus on deliverables and milestones.

	Evaluation Activities	Y1				Y2				Y3			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Process, Output, Evaluation management	Communication and reporting plan finalized	3											
	Methods defined	3											
	Evaluation plan distributed	3											
	Indicators defined	3											
	Indicators evaluated		x	x	x	x	x	x	x	x	x	x	x
	Evalution result reported												
Satisfaction surveys	Questionnaire finalized												
	Questionnaire distributed												
	Quantitavie data analysed												
	Results communicated												
Adaptation of the evaluation	Results of questionnaire reviewed												
	Improvement for WP suggested												
	Results of indicator evaluation reviewed				x				x				x

	Evaluation Activities	Y4				Y5				Y6				Y7			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Process, Output, Evaluation management	Communication and reporting plan finalized																
	Methods defined																
	Evaluation plan distributed																
	Indicators defined																
	Indicators evaluated	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	Evalution result reported																84
Satisfaction surveys	Questionnaire finalized			x												x	
	Questionnaire distributed				46												82
	Quantitavie data analysed					x											x
	Results communicated					x											x
Adaptation of the evaluation	Results of questionnaire reviewed					x											
	Improvement for WP suggested						x										
	Results of indicator evluation reviewed				x				x				x				x

Month of milestone	
Month of deliverable	