D5.1 Development of a Stakeholder Map

777363 – DRIVE

DEVELOPMENT OF ROBUST AND INNOVATIVE VACCINE EFFECTIVENESS

WP5 – Communication and dissemination of results

Lead contributor	Sharon McHale (14 – SEQIRUS)
	sharon.mchale@seqirus.com
Other contributors	Judith Perez Gomez (12 – SP)
	Topi Turunen (1 – FISABIO)
	Hanna Novek (6 – THL)
	Miriam Levi (4 – UNIFI)

Due date	31 Dec 2017
Delivery date	23 Dec 2017
Deliverable type	R
Dissemination level	PU

Description of Work	Version	Date
	V0.0	22 Dec 2017

Document History

Version	Date	Description
V0.0	22 Dec 2017	Outline
V0.1	22 Dec 2017	First Draft
V0.2	8 Jan 2018	SC Comments
V0.3	01 March 2018	Final Version

Abbreviations

CDC = Centers for Disease Control and Prevention
DRIVE = Development of Robust and Innovative Vaccine Effectiveness
ECDC = European Centre for Disease Prevention and Control
EFPIA = European Federation of Pharmaceutical Industries and Associations
EMA = European Medicines Agency
EU = European Union
FISABIO = Fundación para el Fomento de la Investigación Sanitaria y Biomédica de la Comunitat Valenciana
GA = Grant Agreement
IMI = Innovative Medicines Initiative
ISC = Independent Scientific Committee
IVE = Influenza Vaccine Effectiveness
KOM = Kick-off meeting
KPI = Key Performance Indicator
NITAG = National Immunization Technical Advisory Groups
PHRB = Public Health Regulatory Body
PHI = Public Health Institute
SAGE = Strategic Advisory Group on Experts
SOP = Standard Operatiing Procedures
TC = Teleconference
QCAC = Quality Control and Audit Committee
WHO = World Health Organization
WP = Work Package
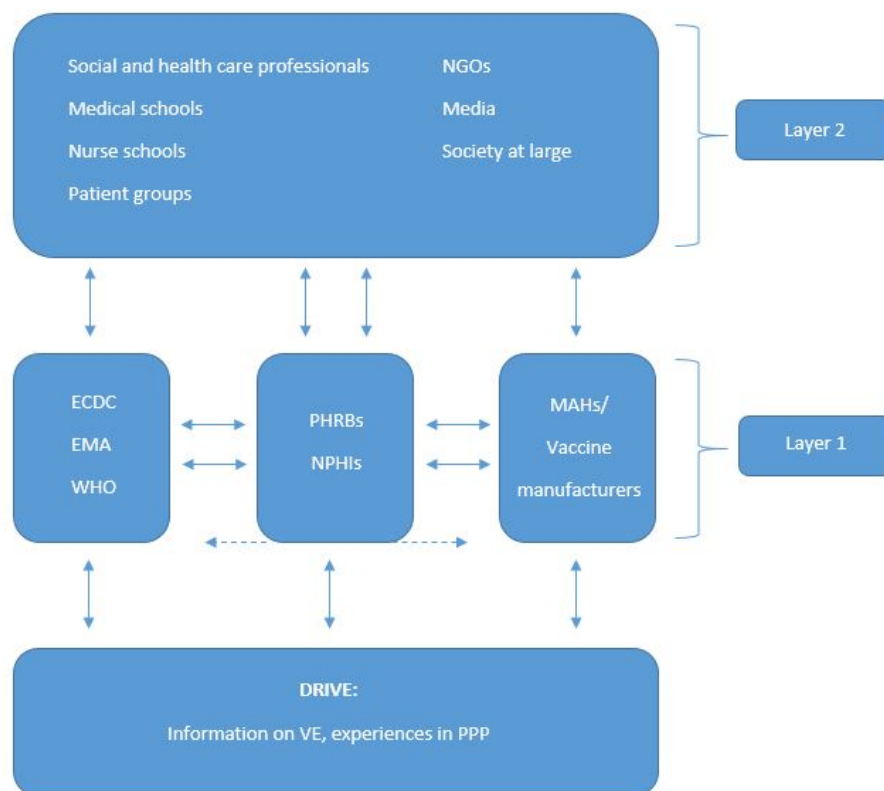
Publishable Summary

In order to communicate effectively about DRIVE to all stakeholders, the consortium has established a stakeholder database, based on the high level stakeholder map proposed in the DOA (figure 1).

The stakeholder data will utilised and regularly updated in accordance with EU privacy laws. The database is managed by WP5 and kept secure on the DRIVE Sharepoint collaboration site in an Excel file.

The database will be appropriately utilised for all DRIVE-related outreach activities, including:

- raising awareness of DRIVE, its goals and governance structure,
- attracting potential DRIVE collaborators,
- sourcing information and feedback to strengthen communications and other activities,
- disseminating DRIVE news and study results,
- promoting DRIVE events and activities, and
- sharing the PPP experience.

Figure 1 – DRIVE Stakeholder Map

Methods

A database template (Annex 1) was prepared by WP5 working group and circulated for feedback according to the policy described in deliverable D5.2 (Agreement on communications governance model).

The template included all fields necessary to target communication to stakeholder groups based on the type of organisation in which they work in, their particular role/involvement in influenza vaccine effectiveness, the country in which they are based and the geographic scope of their work. The categories identified in each of these fields included:

Organisation Type
Public Health Institute
Public Health Agency
Government Department
Technical Advisory Body
Regulator
University
Hospital
Healthcare Provider
Key Opinion Leader
Patient Group
Scientific/Clinical Associations/Societies
Vaccine Manufacturers
Industry Associations
Media
Other

Role in IVE
Policy
Procurement
Vaccine funding
Product Licensing
Surveillance
Impact analysis
Communication
IMI ADVANCE partner
IMI FLUCOP partner
General practitioners
Nurses
Paediatricians
Health promotion targeting parents/consumers

Scope
Local
Regional
Europe
International

The original DOA included groups stakeholders into Tier 1 (to whom DRIVE would communicate directly) and Tier 2 (to whom Tier 1 would communicate directly using DRIVE resources). In addition to these categories, the template also included Associate Partners, Research Collaborators and Potential partners/collaborators.

To generate the data and populate the templates, DRIVE consortium members were assigned to a country working group, based on the country in which they are located (and therefore have the greatest knowledge about): France, Italy, Spain, UK, Finland, Belgium, Denmark Norway, Sweden.

Each working group brainstormed regional, national and EU DRIVE stakeholders based in their respective countries and populated the database according to publicly available information.

Each completed country database was combined into one master database and loaded up to the DRIVE Sharepoint site. An SOP is being developed to guide the use and update of the master database.

On each communication to DRIVE stakeholders, a statement will be included to convey why the stakeholder has received the information and allowing them to remove their details from the database should they not wish to receive DRIVE communications.

As at 31 January, the DRIVE stakeholder database contained over 150 stakeholders. The database will be continually added to over the life of the DRIVE.

Annexes

Annex 1: database template per country

DRIVE STAKEHOLDER DATABASE																			
COUNTRY:																			
WORK GROUP LEADER:																			
WORK GROUP MEMBERS:																			
INSTRUCTIONS:	Please brainstorm relevant EU, national, regional and local stakeholders based in your country and populate the spreadsheet based on publically available information.																		
Organisation Name	Organisation Type	Role in IVE	Geographic Scope	Tier	Title	First Name	Last Name	Position	Address 1	Address 2	City	Region (if app	Postcode	Country	Email Address	Phone Number	Assistant Name (if	Email Address	DRIVE Consortium C
		See drop down options	See drop down	See drop down															