Stakeholder Engagement Program Plan

	Activities	QTR 1	QTR2	QTR3	QTR4	Responsible Persons	Desired Outcome	Indicator of Success (short-term)	Indicator of Success (long-term)	Tools Used to Measure	Realated GPP Topic Area	Budget and other required resources
PLANNING												

OBJECTIVE 1: To support the development of communication messages for the targeted audience to support the STI Prevention Trial lifecycle

	Activities	QTR 1	QTR2	QTR3	QTR4	Responsible Persons	Desired Outcome	Indicator of Success (short-term)	Indicator of Success (long-term)	Tools Used to Measure	Realated GPP Topic Area	Budget and other required resources
1.1	*Idenfication of Stakeholders (Mapping stakeholders)*	QTR 1	QTR2			Project managers/ CLOs	Ideal Stakeholders whose constituencies are the target populations for research studies	High turn-over of stakeholders who agree in principle to engage in a long-term partnership and collaboration	Stakeholders who inter-refer organisations within their own networks to collaborate with the CRS	Stakeholder Matrix	Formative Research Activities	Budget for- Internet Connection, telephone, computers/laptops, petrol
2	Engage stakeholders	QTR 1	QTR2	QTR3	QTR4	CLOs	Supportive Stakeholders that value research participation	Initial Stakeholder Engagement Activations, with high level of interaction from stakeholder constituencies	Stakeholders who promote research in their own communities and who refer participants to the CRS	Stakeholder Matrix	Stakeholder Engagemenmt Plan	Tools- PowerPoint Presentations,
3	Develop key messages for stakeholders	QTR 1	QTR2			Project managers	Relevant, informed, and accurate research messages	Engaged and research literate stakeholders who ask relevant questions in line with the studies	Engaged and research literate stakeholders who provide relevant input in line with the studies		Stakeholder Education Plan	
4	Development of issues management/ communication plan	QTR 1	QTR2	QTR3	QTR4	CLOs/Project managers	Management of any issues of concern or unexpected developments	Effective addressing of all arising issues of concerned			Communications Plan, Issues Management Plan	

OBJECTIVE 2: Enrol 200 high-quality participants for the STI Prevention Trial study

Activities	QTR 1			QTR2			QTR3			QTR4			Responsible Persons	Desired Outcome	Indicator of Success (short-term)	Indicator of Success (long-term)	Tools Used to Measure	Realated GPP Topic Area	Budget and other required resources
Prescreen 1000 participant high quality retainable participants to enrol 200	20	80	100	60	80	60	60	100	100	160	160	20	CLOs/ CHWs/HC	Reach Prescreening Target for High-quality participants, to meet enrolment target	Great volume of high-quality participants with an interest to participate in research	Retained participants who participate in research thoroughly (come for all study visits)	RedCap- to measure both enrolment and retention figures	Trial Accrual, Follow-up and Exit, Informed Consent Process	Budget for- Recruitment Devices (Tablets/Cellphones), salaries for recruitmnet team, pamphlets, recruitment material (tables, gazeebos, chairs, cooler boxes, urine collection samples, etc)

Planning Stage

Stage	Activity					Responsible	Output	Outcome	Impact	Tool/Resource	Linked Plan	Training
Planning Stage	Quality recruitment team	QTR 1	QTR 2	QTR 3	QTR 4	Project managers/ CLOs	Well trained recruitment team	Highly trained and skilled recruitment team who reaches high-quality participants for studies	High-skilled team who provides insight on recruitment rhythms at sites, to support recruitment needs	Recruitment Training Navigator	Trial Accrual, Follow-up and Exit	Recruitment training tools (Training Navigator),
	Map stakeholders and sites for recruitment	QTR 1	QTR 2	QTR 3	QTR 4	Project managers/CLOs	Location of relevant sites that possess desired target populations for research studies	Access to relevant stakeholders and sites that can yield high-quality participants		Stakeholder Matrix	Trial Accrual, Follow-up and Exit	
	Ongoing training, support & monitoring of recruitment activities tool developed	QTR 1	QTR 2	QTR 3	QTR 4	Project managers	Effective and efficient tools that support recruitment needs and targets	Effective tools that support monitoring and evaluation analysis of recruitment activities	Effective tools that inform on accurate data that supports recruitment efforts (depict where to recruit, when to recruit and frequency)		Trial Accrual, Follow-up and Exit	

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OBJECTIVE 3: To support the development of communication messages for the targeted audience to support the Implementation of STI Prevention Trial clinical trial

Stage	Activity					Responsible	Output	Outcome	Impact	Tool/Resource	Linked Plan	
Conduct Stage	Development recruitment script	QTR 1	QTR 2	QTR 3	QTR 4	CLOs/ Project managers	Clear, effective and accurate recruitment messaging	Participants who understand what the study is about and how their participation will look like at prescreening phase	Retainable high quality participants who also refer their peers	Recruitment Script and RedCap Algorithm	Communications Plan	
	Share recruimtent posts on social	QTR 1	QTR 2	QTR 3	QTR 4	Research Assistant	Reach wider audience of ideal target populations with an interest in research participation	Yield high-quality participants who have an interest in research participation	Generate high-level of research engagement and following on all social media platforms	CRS Social Media Pages (Facebook, Instagram, TikTok)	Stakeholder Engagement Plan	
	Routine meetings with stakeholder	QTR 1	QTR 2	QTR 3	QTR 4	CLOs	Strengthened Stakeholder relationships and communication	Stakeholders who are knowledgable on collaboration progress and impact	Informed and engaged stakholders who value participation and provide insight that supports research efforts	Stakeholder Matrix	Stakeholder Engagement Plan	

OBJECTIVE 4: Enrol and retain 200 high-quality participants for the STI Prevention Trial study

Stage	Activity					Responsible	Output	Outcome	Impact	Tool/Resource	Linked Plan	
	Ongoing training, support & monitoring of recruitment activities tool developed	QTR 1				Programme/ project managers	Effective and efficient tools that support recruitment needs and targets	Effective and efficient tools that support recruitment needs with data provision			Trial Accrual, Follow-up and Exit	

Stage	Activity					Responsible	Outcome			Tool/Resource	Phase	
Conduct Stage	Retention events for participants				QTR 4	Study coordinators	Engaged and informed participants	Retainable participants	Retainable participants who support research and refer peers to the studies	Concept Note	Trial Accrual, Follow-up and Exit	
	Recruitment schedule: site	QTR 1	QTR 2	QTR 3	QTR 4	CLOs	Organised recruitment flow			Recruitment Schedule Tracker	Trial Accrual, Follow-up and Exit	
	Recruitment observation	QTR 1	QTR 2	QTR 3	QTR 4	CLOs	Effective and monitored recruitment messaging analysis	Effective recruitment messaging that supports reach of high quality participants		RedCap	Trial Accrual, Follow-up and Exit	
	study milestone gifts				QTR 4	Study Coordinators	Engaged participants	Retainable participants	Retainable participants who support research		Trial Accrual, Follow-up and Exit	

OBJECTIVE 5: To support the development of communication messages for the targeted audience to support dissemination for STI Prevention Trial study

Stage	Activity					Responsible	Outcome			Tool/Resource	Phase	
Post Trial Stage	Dissemination plan	QTR 1- Dissemination Preparations	QTR 2- Trial Participants, CABs, Stakeholders	QTR 3- General Public		Principle/Sub-Investigator	Stakeholders at all levels who are aware and knowledgable of Trial outcomes				Trial Closure and Results Dissemination	
	Unblinding of participants	QTR 1				Principle/Sub-Investigator	Participants who are knowledgable and aware of what arm of product they were/are on in the trial				Trial Closure and Results Dissemination	
	Engage with various stakeholders at all levels	QTR 1	QTR 2	QTR 3	QTR 4	CLOs/ Project managers	Supportive Stakeholders that value research participation				Trial Closure and Results Dissemination	

OBJECTIVE 6: To support the development of communication messages for the targeted audience to to product and findings

Stage	Activity					Responsible	Outcome			Tool/Resource	Phase	
Post-reseach Stage	Where to access product if available / post-trial access			QTR 3- Open Label Extension		Principle/Sub-Investigator	Participants and stakeholders who are informed about where to access products (if available) prost trial				Post Trial Access to Trial Products or Procedures	
	share latest updates with stakeholders at all levels	QTR 1	QTR 2	QTR 3	QTR 4	CLOs	Informed and engaged stakeholders				Post Trial Access to Trial Products or Procedures	