



**APPROPRIATE USE OF CAESAREAN SECTION THROUGH QUALITY DECISION-
MAKING BY WOMEN AND PROVIDERS
GRANT AGREEMENT NUMBER 847567 QUALI-DEC**



DELIVERABLE 2.1 (WP 2)

Title:	Risk Management Plan
Work package:	2
Due date of deliverable:	June 2020
Actual submission date:	15 June 2020
Start date of project:	1st January 2020
Duration:	60 months
Organisation name of this deliverable:	IRD
Author (s):	Delia VISAN
Nature:	Public

Project co-funded by the European Commission within the Horizon 2020 Programme (2014-2020)		
Dissemination Level		
PU	Public	X
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

What is the Project Risk Management Plan?

The risk management plan is a component of the QUALI-DEC project, aiming at describing how risk management activities will be structured and performed during the lifetime of the project.

Background

Our project is composed of 9 partners from 8 countries and 1 international organization (WHO). The total budget for the project implementation is EUR 3,997,295.00 €. The questions addressed by QUALI-DEC project cross the boundaries between Medicine/Epidemiology/Social Science, Provision of care/Experience of care, Biomedical norms/social norms, Medical/non medical barriers, Process/Outcomes. Therefore, the consortium is intentionally multidisciplinary with complementary expertise required to tackle the different maternal and child health-related topics. Taking into account the trans-disciplinary tools and solutions of the project, we consider important to have a risk management plan.

The areas of the project that have the greatest risks include:

- Implementation in 4 countries: Argentina, Burkina Faso, Vietnam, Thailand, where C-rates are high
- Implementing knowledge transfer activities involving opinion leaders (OL)
- Reports may not be provided in a timely manner

Methodology

The project team will perform the following risk management processes

- Identify and capture risks in the risk register
- Evaluate/prioritize risks
- Develop risk response plans for the most significant risks
- Monitor risks and update risk information as needed.

Roles and Responsibilities

Project Manager:

- Own appropriate risks
- Facilitate risk discussions during team meetings
- Update risk register
- Provide oversight to monitor risks Team Members
- Help develop risk response plans
- Monitor risks

Team Members:

- Own appropriate risks
- Help develop risk response plans (informing the Project Manager)
- Monitor risks
- Assess risks

Timing

The Project Manager will perform risk management activities during project team meetings, on a bi-annual basis. The Project Manager will update the risk register accordingly.



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Risk Management Plan

Risk areas	Explanation	Prevention/ mitigation actions	Low/Medium/High	Responsability
Unforeseeable events (art 51 force majeure)	COVID-19 impacted the kick-off meeting of the project in March 2020	The meeting has been held using a web-based support. Weekly meetings allowed to continue the work during the lockdown.	medium	Coordinator All partners
Political context and security issue	Safety measures for research staff: Burkina Faso presents some security risks. The IRSS research team members are keeping the consortium up-to-date on the local situation.	Web-based meetings are prioritised to minimise in-person visits to study countries. Organizing the meetings in a neighbour country	medium	Charles Kabore
Delay in submitting deliverables	The formative research deliverables due in June 2020 are impacted by COVID-19 force majeure: D3.1 Tailored training material for OLS and DCs in each country (based on the formative research and recommendations from researchers; the training tools (clinical guidelines, Robson classification table, audit report and decision-analysis tool) will be adapted to each country and translated into local languages). D3.2 Tailored Data-Analysis Tool (DAT) translated in local language in each country (based on the findings of the formative research and recommendations from researchers, country partners: CREP, IRSS, KKU, PNT). D4.1 Recommendations to adapt the different components of the strategy to institutional and policy context D5.1 Recommendations to adapt interventions to societal context D7.2 MOOC on knowledge transfer in different languages	The coordinator will inform the PO to ask for an extension of the delay of submission.		Alexandre Dumont Ramon Escuriet Claudia Handson Ana-Pilar Betran
Delay in the collection of monthly hospital-level statistics	The Work Plan was developed to overcome this potential delay by regular supervision of participating hospitals (quarterly outreach visits) and data collection using the collaborative web platform RedCap.	An additional data collection by external data collectors is foreseen.	medium	Marion (principal manager) Ravit (data manager)



Progress of qualitative data analysis to assess the context and acceptability of QUALI-DEC slowed down by delayed delivery of reports	Transcriptions of verbatim will be analyzed by social scientists using local languages. Verbatim directly linked to the main themes of the project will be translated into English and analyzed by social scientists in WHO, KI and IRD.		medium	Claudia Handson Ana-Pilar Betran
Progress of interrupted times series analysis slowed down by delayed delivery of time points parameters	Data may be not accessible timely for some hospitals. Moreover, quality may vary between hospitals	Sensitivity analyses excluding data series with data quality concerns will test the robustness of our model estimates.	low	Mike Robson
Progress of knowledge transfer (KT) plan slowed down	Pis from Argentina, Burkina Faso, Thailand and Vietnam drafted a knowledge transfer plan. This plan is not yet fully understood by everybody and there is a risk in implementing the KT with the opinion leaders.	The MOOC on knowledge transfer will be translated into English. Consortium partners will be trained and will follow the MOOC in order to have an in-depth understanding of the process of knowledge transfer.	low	Valéry Ridde Delia Visan
Low performance of knowledge brokers (KB)	The risk is that KB could not have access to high rank opinion leaders (OL), they may not have the support of their local institution and thus feel disappointed.	KB will be hired and trained starting month 30. Having the support and leadership of Pis. Provide distance coaching.		
Decision-making issue	Appropriate decision-making/organizational structure is defined and addressed to the Consortium	If problems persist, the EC Project Officer will be informed.	low	Alexandre DUMONT Delia VISAN All WP leaders
A team member decides to drop out of project	The issue will be discussed in the Project Management Team, which will decide if it is necessary to re-allocate work to other team members.	If problems persist, the EC Project Officer will be informed.	low	Alexandre DUMONT Delia VISAN All WP leaders