

ANNUAL ACTION PLAN (AAP) FORM

Program Goal: To reduce tobacco-related disparities in the diverse LGBT communities by expanding a national network that successfully coordinates and advances effective, replicable and community competent tobacco control measures.

Annual SMART Objectives (Specific, Measurable, Achievable, Relevant, Time-Framed) – See Key strategies sections for exact measurable items.	Data Sources
<ol style="list-style-type: none"> 1. Maintain and strengthen NatNet through a series of strategies including: maintaining guiding groups as outlined in governance; providing TA to expand base of funded projects; expanding social marketing activities; maintaining website; expanding consultant base; updating directory; and creating NatNet presence at LGBT community events to engage new people. 2. Facilitate learning and info sharing through a series of strategies including: Maintain/expand news and discussion listserv; creating newsletters; maintaining master database; providing custom TA to expand LGBT TC work; 3. Assess impact of tobacco on the population through a series of strategies including: maintaining a resource library; maintaining annual update of position papers on gaps & evaluation needs; producing 3 Sharing Our Lessons;; maintaining public annotate bibliography. 	<p>Key data sources for this action plan include:</p> <ul style="list-style-type: none"> 3 input calls from constituents, one for state reps, one for NAC members, one for LGBT tobacco advocates, occurring in Mar 2008. Annual NatNet prioritizing plenary, collecting input on future direction; occurring at the 2006/2007/2008 Summits. Our State Census, asking states about LGBT technical assistance needs. The 2003 National LGBT Tobacco Action Plan. Many direct conversations with advocates.

KEY STRATEGIES AND ACTIVITIES	Target Group	Lead Role	Time Line				Anticipated Results																																	
			Q1	Q2	Q3	Q4																																		
<p>MAINTAIN AND STRENGTHEN A NATIONAL TOBACCO CONTROL NETWORK</p> <ol style="list-style-type: none"> 1. Expand online social marketing reach by 100% via Twitter/Facebook or equivalent venues. 2. Maintain and enhance website. 3. Create presence (training, etc.) at 2-4 LGBT community venues to engage new TC advocates. 4. Provide Leave No Funds Behind TA to 2-5 states with an LGBT RFA to help grow network base 5. Run annual membership drive for LGBT Tobacco Professionals & Projects 6. Create a consultant subgroup of 15 LGBT Tobacco Professionals & Projects 7. Offer 10 Blogging/Training scholarships for LGBT tobacco advocates to national LGBT events to disseminate conference highlights back to the field and to provide training opportunities to the recipients 8. Restructure National Advisory Council and establish new communication patterns. 9. Maintain National Steering Committee via monthly communication, and 2x annual meetings. 10. Maintain diverse community input, through an Annual Priority Survey. 11. Create new promotion materials for network activities. (brochure, web redesign, info table mats) 	<p>*TC = tobacco control</p> <p>All audiences.</p> <p>Professionals in arena.</p> <p>LGBT TC advocates and LGBT leaders not yet in TC.</p> <p>State TC DOH + LGBT leaders not in TC yet.</p> <p>LGBT TC professionals</p> <p>People seeking expert consulting in this area.</p> <p>LGBT TC advocates</p> <p>LGBT leadership organizations, TC leadership orgs</p> <p>Steering Committee members</p> <p>LGBT TC community</p> <p>States and LGBT folks less familiar with our resources</p>	<p>Proj Mgr</p> <p>Proj spec</p> <p>Proj Mgr/Proj Dir</p> <p>Proj Mgr/Proj Dir</p> <p>Proj spec</p> <p>Proj Mgr</p> <p>Proj Mgr</p> <p>Proj Mgr/Proj Dir</p> <p>Proj Mgr</p> <p>Proj Mgr</p> <p>Proj Mgr/Proj Dir</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 12.5%;"></td> <td style="border: 1px solid black; width: 12.5%;"></td> <td style="border: 1px solid black; width: 12.5%;"></td> <td style="border: 1px solid black; width: 12.5%;"></td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black; text-align: center;">X</td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black; text-align: center;">X</td> <td style="border: 1px solid black;"></td> </tr> </table>					X	X	X	X	X	X	X	X	X	X	X	X			X		X	X	X	X	X	X	X	X				X		X	X		<p>Increase in LGBT people engaged in activities</p> <p>Increase in LGBT leadership aware o and interested in TC funding/program expansion.</p> <p>Increase in LGBT TC programs.</p> <p>Continued LGBT and TC community input to guide network activities.</p> <p>Increased promotion of network resources and activities.</p>
X	X	X	X																																					
X	X	X	X																																					
X	X	X	X																																					
		X																																						
X	X	X	X																																					
X	X	X	X																																					
			X																																					
	X	X																																						

ANNUAL ACTION PLAN PAGE 2

KEY STRATEGIES AND ACTIVITIES <i>CONTINUED</i>	Target Group	Lead Role	Time Line				Anticipated Results
			Q1	Q2	Q3	Q4	
FACILITATE LEARNING AND INFORMATION SHARING BETWEEN NETWORK PARTICIPANTS, CDC OSH, STATES, AND OTHER NATIONAL TOBACCO PARTNERS							
1. Maintain & expand the LGBT Tobacco Discussion Listserv by 5%.	LGBT TC advocates	Proj Spec	X	X	X	X	Easy communication between LGBT network members about issues, need resources, or lessons learned.
2. Maintain & expand the LGBT Tobacco News Listserv by 10%.	LGBT TC advocates & reps from mainstream tobacco control groups, esp. states.	Proj Spec	X	X	X	X	
3. Create 6 Newsletters promoting new resources, funding opportunities, best strategies for prevention, cessation, CIA, and disparities.	↓	Proj Dir/Proj Mgr	X	X	X	X	
4. Maintain and expand Master Database by 5%, monitoring all network contacts and members involvement, including collaborations through joint activities such as roundtables, sharing resources, etc.	↓ ↓ ↓ ↓ ↓ ↓ --	Proj Spec	X	X	X	X	
5. Participate >90% of OSH and TCN conference calls.	TCN	Proj Dir/Proj Mgr	X	X	X	X	Easy access to available TA resource
6. Distribute prepared TA resources (e.g. Gaps analysis paper) to all state TC programs 2x/yr.	TCN	Proj Dir		X		X	
7. Provide custom education/TA to at least 10 mainstream tobacco control groups (including at least 3 conference presentations).	TC mainstream groups	Proj Dir	X	X	X	X	Expand Networks training base to inc it's community members Added stability of NatNet resource ba
8. Train Steering Committee, and Network members to represent the Network as Network Liaisons to the Community							
9. Leverage TA resources through seeking and completing supplemental TA contracts with states/TC organizations.	Network Steering Committee and Network Members						
10. Maintain Counter marketing section of online resource library, adding any new items and highlighting counter marketing through one newsletter story.	Other funders, esp states.	Proj Dir	X	X	X	X	Quick action in the event of counter marketing opportunities.
11. Conduct 3 LGBT educational events on gaps in resources for LGBT tobacco.	Anyone doing counter marketing.	Proj Mgr/Proj Spec	X	X	X	X	Increase awareness of gaps and furth educational opportunities to the field
12. Participate in 2 leadership development initiatives/events for LGBT health.	TC mainstream groups						Ignite action, close resource gaps Generate LGBT responses to pertineer issues affecting the community
13. Facilitate 4 broad network advocacy actions related to gaps in resources for LGBT tobacco.		Proj Dir/Proj Mgr		X	X	X	
14. Facilitate opportunities for a community response to pertinent advocacy issues by disseminating 4 Action Alerts	TC mainstream groups						Federal inclusion of LGBT Tobacco Ensure Inclusion of LGBT Tobacco
15. Meet with 4 policymakers on gaps in resources for LGBT tobacco.	TC mainstream Groups & Overall Network Members	Proj Dir/Proj Mgr Proj Dir/Proj Mgr/Proj Spec	X	X	X	X	
16. Participate in monthly LGBT planning calls for							

ANNUAL ACTION PLAN PAGE 4

KEY STRATEGIES AND ACTIVITIES <i>CONTINUED</i>	Target Group	Lead Role	Time Line				Anticipated Results
			Q1	Q2	Q3	Q4	
EVALUATE THE PROGRESS ON THE RECIPIENT'S ANNUAL OBJECTIVES 1. Create 26 weekly performance reports of network activities; these include accomplishments, barriers, resolutions, and upcoming main foci. 2. Publicly report on NatNet activities through 6 Newsletters . 3. Create 12 monthly action plans prioritizing future month activity areas. 4. Participate in 12 monthly conference calls with OSH PO, to review accomplishments, barriers, resolutions, and future plans. 5. Publicly report on NatNet activities through one NatNet Annual Report , posted online and distributed through all list-servs. 6. Create and field evaluation surveys, to be administered at the Leadership opportunity and after trainings/presentations with mainstream tobacco control groups.	Natnet staff	Proj Mgr	X	X	X	X	Timely monitoring of actual performance versus pre-planned deliverables. As- needed course corrections to resolve barriers or respond to emergent need
	LGBT and mainstream TC advocates	Proj Dir	X	X	X	X	
	Natnet staff	Proj Mgr	X	X	X	X	
	OSH, TCN	Proj Mgr	X	X	X	X	
	All parties interested in LGBT tobacco control	Proj Mgr				X	
	NatNet trainees, Summit participants	Proj Dir	X	X	X	X	
PARTICIPATE WITH CDC OSH IN A FIVE-YEAR EVALUATION OF THE NATIONAL NETWORK CONSORTIUM 1. As in the past, conduct all activities, report all information, and participate in all conference calls needed for the OSH network evaluation.	OSH, outside evaluators	Proj Dir	tbd				A national evaluation showing the combined disparity networks serve an important need, are very responsive to variety of constituents, and help fulfill NTCP goals.

ANNUAL ACTION PLAN PAGE 5

KEY STRATEGIES AND ACTIVITIES <i>CONTINUED</i>	Target Group	Lead Role	Time Line				Anticipated Results
			Q1	Q2	Q3	Q4	
PARTICIPATE IN CENTRAL WEBSITE DEVELOPMENT AND MAINTENANCE 1. Participate in all joint central website activities, such as conference calls. 2. Assign point person to manage coordination with central website, including: <ul style="list-style-type: none"> • Monthly review for accuracy, comprehensiveness, and variation in information provided. • Timely response to information requests. • Annual review of NatNet website to assess how well it integrates with the central website. 	Website administrator, other networks, using public	Proj Mgr	X	X	X	X	A sharp National Network website t engages new people seeking resources, and facilitates searching resources across networks.
	Ditto from above	Prog specialist	X	X	X	X	