

**Project Database Project Steering Group
Fourth Meeting
Bad Neuenahr
23 September 2008**

Reference	DPSG 4/2/2
Title	Provisional annotated agenda
Submitted by	Secretariat
Summary / Note	This document provides explanatory notes regarding the items included in the provisional agenda and, within a given item, specifies actions requested from the meeting participants
Requested action	For reference

1. Welcome and opening of the meeting

Mr. Viktoras Meižis, the Database Project Steering Group Chair, will open the meeting and subsequently chair it.

The Host Country, Germany, will welcome the participants.

2. Adoption of the agenda

The Meeting is invited to **adopt** the provisional agenda (submitted as document DPSG 4/2/1).

3. Financial matters

The Secretariat will inform the Meeting about the state of affairs concerning the project financing, i.e. the contributions received so far / expected contributions as well as the costs accrued so far / costs expected to be accrued until the end of the project.

The Meeting is invited to **consider** the presented information and **decide**, as appropriate.

4. Implementation of the project work packages

The project's overall implementation status is that project Work Packages 2, 4, 5, 6, 7 have delivered, either, what was planned for or more than this. WP 1 and WP 3 require further efforts to be taken in accordance with the project work plan before and immediately after the project ends on 31 January 2009.



This document arises from the project "NDPHS Project Database" which has received funding from the European Union, in the framework of the Public Health Programme

With reference to document DPSG 4/4/Info 1 “Recent activities to implement the NDPHS Database Project and proposed future activities”, the Secretariat and the Work Package Leaders will inform about the progress in the implementation of the seven work packages of the Database Project, and future activities to implement it. NB. For the ease of reference the Secretariat also submits the description of the Project Database project as contained in Annex I to the Grant Agreement signed with the EAHC (previously the PHEA) (submitted as document DPSG 4/4/Info 2).

4.1 WP 1 Coordination of the project

With reference to document DPSG 4/4/Info 1, the Secretariat will provide information about the progress made in the implementation of this work package and address a few issues to the attention of the DPSG.

The Meeting is invited to **take note** of the presented information and, if necessary, **decide**, as appropriate.

4.2 WP 2 Dissemination of the results

This work package is almost completed. So far, it has delivered more than originally planned. With reference to document DPSG 4/4/Info 1, the Secretariat together with the Lead Partner of this work package (Poland) will provide information about the recent actions to implement this work package and inform about planned additional actions.

The Meeting is invited to **take note** of / **discuss** the presented information / matters and, if necessary, **decide**, as appropriate.

4.3 WP 3 Evaluation of the project

With reference to document DPSG 4/4/Info 1, the Secretariat together with the Lead Partner of this work package (France) will provide information about the implementation of this work package and inform about planned future actions to implement it.

The Meeting is invited to **take note** of / **discuss** the presented information / matters and, if necessary, **decide**, as appropriate.

4.4 WP 4 Database Development

This work package has been implemented and delivered more than originally planned. Only the database maintenance work will need to continue. With reference to document DPSG 4/4/Info 1, the Secretariat together with the Lead Partner of this work package (Germany) will provide information about the recent additional actions taken to implement this work package.

The Meeting is invited to **take note** of / **discuss** the presented information / matters and **decide**, as appropriate.



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4.5 WP 5 Information Provision on Specific Health Areas

This work package has been implemented and delivered more than originally planned. With reference to document DPSG 4/4/Info 1, the Secretariat together with the Lead Partner of this work package (Finland) will provide information about the recent additional actions taken to implement this work package.

The Meeting is invited to **take note** of / **discuss** the presented information / matters and **decide**, as appropriate.

4.6 WP 6 Thematic Reports and Network Creation

This work package has been implemented. With reference to document DPSG 4/4/Info 1, the Secretariat together with the Lead Partner of this work package (Lithuania) will provide information about the recent actions taken to implement this work package and possible additional future actions.

The Meeting is invited to **take note** of / **discuss** the presented information / matters and **decide**, as appropriate.

4.7 WP 7 Project Pipeline

This work package has been implemented and delivered more than originally planned. Only the maintenance work will need to continue. With reference to document DPSG 4/4/Info 1, the Secretariat together with the Lead Partner of this work package (Norway) will provide information about the recent additional actions taken to implement this work package.

The Meeting is invited to **take note** of / **discuss** the presented information / matters and **decide**, as appropriate.

5. Preparation of the final report for the EAHC

As required by the Grant Agreement 2006310, upon the completion of the Database Project the Secretariat in cooperation with the Project Associated Partners will have to develop the final project implementation report and, after the report has been approved by the Project Associated Partners, submit it to the EAHC no later than **31 March 2009** (i.e. within two months following the closing date of the project).

As was the case with the project interim report, the final report will consist in two parts, i.e., a narrative part (i.e. a technical implementation report) and a financial part. The development of both of them will rely on the information to be submitted by the Work Package Lead Partners (as regards the narrative part) and all the Project Associated Partners (as regards the financial part).

With reference to Annex III of the Grant Agreement (submitted as document DPSG 4/5/Info 1), the Secretariat will address to the attention of the Meeting several critical issues indispensable for the timely and completely development of the final report.



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The Meeting is invited to **consider** the issues raised by the Secretariat and **decide**, as appropriate.

6. Follow up to the Database Project

In document DPSG 4/4/Info 1 “Recent activities to implement the NDPHS Database Project and proposed future activities” the Secretariat identified a number of project follow up activities. Some of those activities are required by the Grant Agreement to be discussed and agreed up on during the project implementation and, subsequently, reflected in the final project implementation report. These include, but are not limited to as important issues as the continuation of the operations of the NDPHS Database and the NDPHS Project Pipeline (e.g. allocation of staff resources for, *inter alia*, the maintenance these two components of the NDPHS Coordinating and Financing Mechanism).

With reference to the respective sections in the above mentioned document DPSG 4/4/Info 1 the Meeting is invited to **discuss** the follow up to the Database Project and **conclude**, as appropriate.

The conclusions from these discussions will be both presented in a summarized format at the CSR 14 Meeting and other relevant meetings (e.g. EG Chairs and ITAs and Expert Group meetings), as well as be taken into account in the final evaluation of the Database Project.

7. Any other business

The Meeting might wish to discuss any other business not covered under other agenda items and **decide**, as appropriate.

8. Adoption of the DPSG 4 meeting minutes

The Secretariat proposes that it would send out draft DPSG 4 Meeting minutes to the participants on 09 October 2008 and that comments on the draft would be due, at the latest, on 17 October 2008. A revised report would then be distributed on 21 October 2008 to be adopted *per capsulam* provided that no further comments are submitted within one week.

The Meeting is invited to consider the Secretariat’s proposal and **decide**, as appropriate.

9. Closing of the meeting

The Meeting is expected to terminate on 23 September 2008 at 9:30 hours.



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