

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

Reference	Minutes
List of Annexes	Annex 1 – List of participants Annex 2 - List of documents submitted to the meeting
Submitted by	Secretariat
Summary / Note	This document presents the most important information and statements presented, as well as, where available, the conclusions and decisions made during the meeting.

1. Welcome and opening of the meeting

The Chair of the DPSG, Mr. Viktoras Meizis from Lithuania, opened the Meeting and welcomed the participants.

2. Adoption of the agenda

The Meeting **adopted** the agenda.

3. Financial matters

The Secretariat provided the overall information concerning the finances of the Database Project. The Project had adequately spent the foreseen amount of money in all budget lines (chapters), except for the budget line concerning the development of the database and the project pipeline, in which there is an over expenditure that may mount up to approx. 10.000 EUR by the end of the year 2008/ beginning of 2009. The reason for this over expenditure was that the NDPHS had managed to encourage more donors to participate in the pipeline than originally foreseen. Further, the donors had requested that the pipeline's features and functions be extended and new functions added, which has subsequently been done. The CSR Chair and the Secretariat agreed to cover the financial gap with funding from the NDPHS Appropriations Account.

The Meeting **took note** of this information.



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4. Implementation of the Project Work Packages

The Chair introduced this agenda item and explained that the Main Project Expert, which was employed by the Lithuanian Ministry of Health, had moved out of Lithuania. In consequence, the consultant's service contract was in the process of being terminated by mutual agreement.

The Secretariat reiterated that due to the lack of involvement of the Project Main Expert, the Secretariat had to implement the major part of the Project on its own, which is reflected in a much higher amount of work days spent by it for the Project than originally foreseen.

Concerning the respective Work Packages, with reference to document DPSG 4/4/Info 1 "Recent activities to implement the NDPHS Database Project and proposed future activities," the Secretariat informed that:

- WP 2, the dissemination of results, was completed. Folders and Fact Sheets were produced in English and Russian, and were now being used and distributed during all meetings and conferences the Secretariat and the CSR Chair attend. They are also being distributed to the Partners and the NDPHS Expert Groups. Further, newsletters had been produced and distributed via electronic channels as was originally foreseen in the Project document.

Poland reminded that the website, the database and the project pipeline were also translated into Polish language by the Polish Project Partner.

With reference to item 6 of the agenda, the Secretariat suggested to have different language versions of the Folders and Fact sheets available in other languages. If this is done before the Project's official end, the Secretariat will be able to pay for the preparation of the pdf files. However, it would need to receive the translated texts from the countries concerned.

The Chair of the SIHLWA EG felt that it was very useful to have such fact sheets, but stressed that the translation work may not be easy, as the technical language was rather complicated and the quality of the translation - as it was seen with the Russian translation - requires a lot of time and care.

The Meeting **took note** of the presented information and proposal.

- WP 3, the evaluation of the Project, was still to be conducted and that France had recently reaffirmed its readiness to carry out this evaluation task.
- WP 4, the database, was one of the major successes of the Database Project. In total 9 external databases were connected. The latest achievement was the WHO/Russian powered ZdravInform database. This Work Package in particular consumed a considerable amount of time for maintenance of the database.

Germany expressed its satisfaction with the progress made and stated that the results had been better than what had originally been expected.

- WP 5, the information provision on specific health areas, was practically completed. However, efforts need to continue to identify further target groups to whom the information could be spread. The Secretariat, therefore, asked the Partners to identify



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new network resources so that the Secretariat could take the necessary steps in providing information to these new target groups. Furthermore the Secretariat thanked Finland for the hiring of the database consultant, who had carried out an excellent piece of work.

- WP 6, the development of thematic reports, has been finalised.
- WP 7, the project pipeline, was a challenge in the first place. However, it now included three financing agencies. It was to be noted that the regular maintenance of the project pipeline and further development, including the participating financing agencies' requests for further development of the pipeline system, took both more money than had originally been expected, as well as a lot of time and effort from the Secretariat's side. On the other hand, however, the Secretariat praised the participating agencies for their involvement in the pipeline and their valuable comments regarding its mechanism.

5. Preparation of the final report for the EAHC

The Chair introduced agenda item 5, the preparation of the final Project report to be submitted to EAHC. The final report would consist of two parts, a narrative report (i.e. a technical implementation report) and a financial part. For the development of both parts the Secretariat had to rely on the information provided by the Work Package Lead Partners.

The Secretariat requested the Steering Group members to be on time with their provision of the required information. The keeping of the deadlines was of great importance as the Secretariat would not be able to submit the reports, if only one single Partner was delayed with the reporting duties and the Secretariat could even be fined for this delay.

6. Follow up to the Database Project

With reference to document DPSG 4/4/Info 1 "Recent activities to implement the NDPHS Database Project and proposed future activities" the Secretariat introduced Project follow-up issues that it would like to propose for consideration by the DPSG:

- WP 2, the dissemination of results, provided the NDPHS with effective and efficient dissemination tools. The e-newsletter was originally foreseen to be a dissemination tool for Project results. The Secretariat proposed that after the end of the Project this e-newsletter could still be regularly published. Especially the Expert Groups could make use of the e-newsletter to announce their news, views and messages. Every issue of the e-newsletter could be focused on issues covered by one Expert Group, and that group would need to take responsibility for providing their input to the newsletter. Also, as previously, a certain amount of space would be allocated for overall information regarding the NDPHS.

The Chair of the SIHLWA EG believed that Expert Groups were happy to take on the challenge, however raised the concern that the developing of e-News always required that input would need to be identified first.



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The Secretariat suggested that the EG Chairs and ITAs could encourage their EG members to provide for instance national news and views and that the lead article could then be written by the Chair or the ITA of the given EG, which would significantly reduce the amount of work for one single person.

- WP 4, the database was already connected to many external data sources, but one of the main sources for Project related work in the ND area, the Commission run CORDIS database, was not yet connected. Despite many attempts from the Secretariat, the Commission had not been able yet to provide a positive response. Furthermore, the Secretariat stressed that the maintenance of the database might require additional resources in the future, after the Project is finalized. If the steering group agreed that the maintenance of the database should be continued, this would be brought to the attention of the CSR and, as already proposed by the Secretariat, included in the NDPHS budget for FY 2009.
- WP 6, the thematic reports, had turned out to be a good source of inspiration for the Expert Groups to agree what kind of projects the Expert Groups could develop. The PHC and PH Expert Groups were currently drafting project proposals to follow up the recommendations of the thematic reports. The SIHLWA EG was also developing several projects. The Secretariat expressed its hope that all the Expert Groups would develop projects addressing (selected) issues raised in their own thematic reports. Further, it suggested that additional thematic reports could be prepared by the Expert Groups in the future.

The Chair of the SIHLWA EG informed that the Group was still in need of developing both an Adolescent Health and an Alcohol report, as only one of the three subgroups had finalised their thematic report. The two other Subgroups were certainly interested in developing a thematic report. He further recalled that a thematic report should not only be done once, but on a regular basis, as the situation keeps on changing.

- WP 7, the project pipeline, required several follow-up actions. These were:
 - o continuation of the of the operations of the NDPHS project pipeline;
 - o inviting NDPGS Expert Groups to jointly develop a set of recommendations to the pipeline financing agencies on the geographical and thematic areas to be prioritised by them when allocating funding;
 - o Encouraging the NDPHS Expert Groups, which do not use the pipeline to do so
 - o Identifying further financing agencies which could be invited to participate in the project pipeline;
 - o Mobilisation of resources for the NDPHS project pipeline (e.g. a pledging conference).

In order to meet the above mentioned 5 bullet points, it required additional human resources and also a continued availability of funding possibilities in the pipeline. For instance the pledging conference would require a thorough preparation, including donor identification, topics, modalities, financing, etc. It would also be crucial to find new donors, maybe from the business sector, which may be prepared to join in. In this regard, the Secretariat felt that the pledging conference could also address issues such as co-financing and arrangement with possible financing agencies, how financial distributions could be best channelled. Geographical and thematic requirements of financing agencies, or their requirements about which nationalities were eligible to apply for the funds could be discussed, in order to facilitate joint financing possibilities through the pipeline.



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It also encouraged the Expert Groups, which have not done so, to apply for funding for their projects through the pipeline.

Finland added that it had been using the pipeline since when it had been developed. The terms of funding should be the same for all countries, so that co-financing could be encouraged. Finland was open to applications from applicants coming from any ND country, while Sweden and Norway were only allowing their national partners to apply for funding.

Sweden responded that Finland was very generous to find a system in which anyone could apply, but that it was highly likely that the condition of having a Swedish partner to apply for funding would be kept as an application requirement.

Chair of the SIHLWA EG stated that an Expert Group could not apply for money through the pipeline, only EG members, using their member organisations could do so. Expert Groups could therefore only act as facilitators or godfathers, as the Expert Groups didn't have a legal standing.

The Meeting **agreed** that it would be important to continue the maintenance work of the NDPHS database, currently conducted through the Secretariat, and allocate proper resources for this task. Further, the Meeting **supported** the idea to continue developing thematic reports by the Expert Groups. It **recommended** to extend the financing possibilities within the project pipeline further and **requested** the Secretariat to continue identifying suitable financing sources to be channelled through the pipeline.

7. Any other business

The Secretariat recalled that the database/pipeline/website was highly appreciated by the South East European Health Network (SEEHN). Following the CSR 13 decision, it had clarified all legal aspects regarding the sharing of the database/pipeline/website software with the SEEHN, and prepared an agreement regulating this issue (currently under consideration by the SEEHN).

The Meeting **took note** of this information with appreciation.

8. Adoption of the DPSG meeting minutes

The meeting **decided** that the draft meeting minutes would be sent to the participants on 09 October 2008 and that comments on the draft were due, at the latest on 17 October 2008. A revised report would then be distributed on 21 October 2008 to be adopted *per capsulum* provided that no further comments were submitted within one week.

9. Closing of the meeting

The Chair reminded the meeting that the fact that this was the last meeting did not mean that it was also the end of the Steering Groups responsibilities and closed the meeting at 9:30 hrs.



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Reference	Annex 1
Title	List of participants
Summary / Note	This list includes the participants who attended the Meeting

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Reference	Annex 2
Title	List of documents submitted to the meeting
Summary / Note	This list includes all participants who attended the meeting as well as the seminar on funding opportunities for the NDPHS.

Main documents

Code	Title	Submitted by	Date
• DPSG 3/2/1	Provisional agenda	Secretariat	07/04/08
• DPSG 3/2/2	Provisional annotated agenda	Secretariat	07/04/08
• DPSG 3/3/Info 1	Terms of reference for the <i>NDPHS Project Database</i> Project Steering Group	Secretariat	07/04/08
• DPSG 3/5/Info 1	Database project interim implementation report – Part 1, Narrative Report	Secretariat	07/04/08
• DPSG 3/6/Info 1	A Database on Public Health Projects in North Eastern Europe and its neighboring countries (Description of the action)	Secretariat	07/04/08

Auxiliary documents

Code	Title	Submitted by	Date
• DPSG 3/Info 1	Practical information for participants and Registration form	Secretariat	07/04/08
• DPSG 3/Info 2	Preliminary timetable	Secretariat	07/04/08
• DPSG 3/Info 2/Rev1	Revised preliminary timetable	Secretariat	14/04/08
• DPSG 3/Info 3	List of documents submitted to the meeting	Secretariat	07/04/08
• DPSG 3/Info 3/Rev1	Revised list of documents submitted to the meeting	Secretariat	14/04/08
• DPSG 3/Info 3/Rev2	Second Revised list of documents submitted to the meeting	Secretariat	15/04/08
• DPSG 3/Info 4	Preliminary list of participants	Secretariat	15/04/08



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