

**NDPHS Strategy Working Group
First Meeting
Stockholm, Sweden
21 January 2009**



Reference	SWG 1/2/2
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

Ms. Kerstin Ödman, the Chair of the *ad hoc* Strategy Working Group (SWG), who will chair the meeting, will open it and welcome the participants.

2. Adoption of the agenda

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

3. Implementation of the assignment – an overall discussion

With reference to the following three documents: “Terms of Reference and Timeline of the *ad hoc* Strategy Working Group” (submitted as document SWG 1/3/Info 1), the compilation of NDPHS evaluation reference documents (submitted as document SWG 1/3/Info 2) and the overview of the Partners’ responses during the PAC 5 (submitted as document SWG 1/3/Info 3), the Meeting is invited to hold an overall discussion about the implementation of the SWG assignment and **agree**, as appropriate.

It is proposed that the issues to be addressed during this discussion would include, but not be limited to the following:

- Scope of assignment, and the SWG’s approach and methodology;
- Overall division of responsibilities;
- Actors to be involved or contacted;
- Timeline, milestones and deadlines (*inter alia*, next meeting of the SWG proposed to be held back to back with a EG Chairs and ITAs meeting, as well as issues to be addressed to the CSR 15 Meeting in April 2009);
- Documents to be referred to or taken into account (cf. document SWG 1/3/Info 4);
- Final document – length, frame of contents, presentation of the follow-up actions.

4. Recommendations to be addressed by the SWG – preliminary ideas, division of responsibilities and timelines

In her letter of invitation to the SWG 1 Meeting, the Chair proposed that the SWG members would commence the work already before the SWG 1 Meeting. Further, the Chair proposed that the SWG members would work in teams of at least two persons, each team (i) focusing on the set of recommendations it would take responsibility for, and (ii) being responsible for developing proposed follow up actions to be discussed by the SWG. Consistent with this, the Chair submitted a preliminary outline of the division of responsibilities (cf. document SWG 1/4/1) and invited the SWG members to prepare some preliminary ideas for a first discussion concerning the follow-up of the recommendations in their proposed fields of responsibility.

With reference to Appendix 1 to the Terms of Reference and Timeline of the *ad hoc* Strategy Working Group (cf. document SWG 1/3/Info 1) and the overview of the Partners' responses during the PAC 5 (submitted as document SWG 1/3/Info 3), and consistent with the outcome of the discussions in item 3, the SWG members are invited to present their ideas concerning the follow-up of the recommendations in their proposed fields of responsibility.

Meeting is invited to discuss the ideas presented by the SWG members, as well as timelines for the development of the proposed follow-up actions, and **agree**, as appropriate. Should it become necessary, the Meeting will be invited to discuss also the proposed division of responsibilities.

5. Any other business

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

6. Adoption of the SWG 1 meeting minutes

The Secretariat proposes that it would send out draft SWG 1 Meeting minutes to the participants on 29 January 2009 and that comments on the draft would be due, at the latest, on 05 February 2009. A revised report would then be distributed on 06 February 2009 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.

7. Closing of the meeting

The Meeting is expected to terminate on 21 January 2009 at 16:00 hours.