

**Project Database Project Steering Group
First Meeting
Warsaw, Poland
27 March 2007**

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| Reference | DPSG 1/2/2 |
| Title | Provisional annotated agenda |
| Submitted by | Secretariat |
| Summary / Note | - |
| Requested action | For reference |

1. Welcome and opening of the meeting

The Host (the Polish Office for Foreign Aid Programs in Health Care) will welcome the participants, and the Head of the NDPHS Secretariat, Mr. Marek Maciejowski, will open the Meeting. The meeting will be chaired by the Head of the NDPHS Secretariat until the Chair for the Database Project Steering Group is elected (cf. agenda item 3) who will subsequently take over the chairing of the meeting.

2. Adoption of the agenda

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

3. Project Steering Group

The Secretariat will introduce the proposed Terms of Reference for the *NDPHS Project Database Project Steering Group* (submitted as document DPSG 1/3/1).

The Project Partners who have not yet nominated their representatives to the Steering Group are invited to nominate them.

The Meeting is invited to discuss the proposed Terms of Reference for the DPSG and **adopt** them, as appropriate.

Finally, in accordance with the Terms of Reference, the Meeting is invited to **elect** the Chair of the Steering Group.



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

4. Implementation of the Project Work Packages

4.1 Introduction and overview

The Secretariat will provide a short introduction regarding the discussions to be held in agenda item 4. It is proposed that with reference to (i) the Database project description (submitted as document DPSG 1/4.1/Info 1), (ii) list of issues for the successful launching of the NDPHS Project Database the Database (submitted as document DPSG 1/4.1/Info 2), and (iii) the Database project Work Plan (submitted as document DPSG 1/4.1/Info 3), the Meeting would consider and discuss (under respective **sub-items 4.2 to 4.8**) the following:

- Brief overview of a work package (WP Lead Partner, starting and ending dates, deliverables);
- Actions taken so far and actions to be taken in the future. Deadlines;
- WP groups formation; leaders and other actors involved / to be involved in the implementation;
- Other special requirements as included in document DPSG 1/4.1/Info 1.

4.2 WP 1 Coordination of the project

The Secretariat will provide background information regarding this Work Package and its proposal regarding the implementation of this package.

With reference to the information provided by the Secretariat and the Work Package Lead Partner, the Meeting is invited to **discuss** the issues as described in item 4.1 above and **agree**, as appropriate.

4.3 WP 2 Dissemination of the results

The Secretariat will provide background information regarding this Work Package and its proposal regarding the implementation of this package.

The Lead Partner of this Work Package is invited to share its views regarding the implementation of this package, too.

With reference to the information provided by the Secretariat and the Work Package Lead Partner, the Meeting is invited to **discuss** the issues as described in item 4.1 above and **agree**, as appropriate.

4.4 WP 3 Evaluation of the project

The Secretariat will provide background information regarding this Work Package and its proposal regarding the implementation of this package.

The Lead Partner of this Work Package is invited to share its views regarding the implementation of this package, too.

With reference to the information provided by the Secretariat and the Work Package Lead Partner, the Meeting is invited to **discuss** the issues as described in item 4.1 above and **agree**, as appropriate.



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4.5 WP 4 Database Development

The Secretariat will provide background information regarding this Work Package and its proposal regarding the implementation of this package.

The Lead Partner of this Work Package is invited to share its views regarding the implementation of this package, too.

With reference to the information provided by the Secretariat and the Work Package Lead Partner, the Meeting is invited to **discuss** the issues as described in item 4.1 above and **agree**, as appropriate.

4.6 WP 5 Information Provision on Specific Health Areas

The Secretariat will provide background information regarding this Work Package and its proposal regarding the implementation of this package.

The Lead Partner of this Work Package is invited to share its views regarding the implementation of this package, too.

With reference to the information provided by the Secretariat and the Work Package Lead Partner, the Meeting is invited to **discuss** the issues as described in item 4.1 above and **agree**, as appropriate.

4.7 WP 6 Thematic Reports and Network Creation

The Secretariat will provide background information regarding this Work Package and its proposal regarding the implementation of this package.

The Lead Partner of this Work Package is invited to share its views regarding the implementation of this package, too.

With reference to the information provided by the Secretariat and the Work Package Lead Partner, the Meeting is invited to **discuss** the issues as described in item 4.1 above and **agree**, as appropriate.

4.8 WP 7 Project Pipeline

With reference to the document entitled “Progress on the NDPHS Project Pipeline and next steps to be taken” (submitted as document DPSG 1/4.8/1), the Secretariat will provide background information regarding this Work Package and its proposal regarding the implementation of this package.

The Lead Partner of this Work Package is invited to share its views regarding the implementation of this package, too.



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With reference to the information provided by the Secretariat and the Work Package Lead Partner, the Meeting is invited to **discuss** the issues as described in item 4.1 above and **agree**, as appropriate.

4.9 General discussion and conclusions

Based on the outcome of discussions in agenda items 4.2 through 4.8, the Meeting is invited to discuss any other matters related to the implementation of the project work packages in general, and **conclude**, as appropriate.

5. Financial matters

The Secretariat will inform the Meeting about the state of affairs concerning the project financing, i.e. the contributions received so far and the expenditure planned in the near future.

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

6. Project reporting to the PHEA

The Meeting is invited to **take note** of the progress reporting mechanisms, required by the PHEA (cf. document DPSG 1/6/Info 1). It is imperative that the Project Partners would follow them.

7. Next DPSG meeting

The Meeting is invited to consider date and location for the next DPSG Meeting and **decide**, as appropriate.

8. Any other business

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

9. Adoption of the DPSG 1 meeting minutes

The Secretariat proposes that it would send out the draft DPSG meeting minutes to participants on 12 April 2007 and that comments on the draft would be due, at the latest, on 19 April 2007. A revised report would then be distributed on 23 April 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.

10. Closing of the meeting

The Meeting is expected to terminate on Tuesday, 27 March 2007 at 13:00 hours.



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