

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

<b>Reference</b>	DPSG 1/3/1
<b>Title</b>	Proposed Terms of reference for the <i>NDPHS Project Database</i> Project Steering Group
<b>Submitted by</b>	Secretariat
<b>Summary / Note</b>	-
<b>Requested action</b>	Adoption

**NDPHS Project Database Project Steering Group**

**Terms of Reference**

**1. Objectives**

- 1.1. To provide strategic direction and guidance in the project implementation, not least to the Work Package Groups.
- 1.2. To monitor and facilitate the project's progress towards milestones.
- 1.3. To facilitate communication between the Project and the NDPHS Partners.
- 1.4. To champion the project within home institutions and organizations, both nationally and internationally.
- 1.5. To facilitate dissemination and adoption of outputs of the project in home countries.
- 1.6. Approve interim and final reports.

**2. Membership**

The following Countries and Organizations act as the Members of the *NDPHS Project Database* Project Steering Group:

**Main Project Partner**

Council of the Baltic Sea States  
Secretariat, the NDPHS Unit  
Responsible officers: Mr. Marek Maciejowski and Mr. Bernd Treichel

**NCM**

Nordic Council of Ministers  
Responsible officer: Ms. Maria-Pia de Palo

**Denmark**

Ministry of the Interior and Health (MoIH)  
Responsible officer: TBD

**Estonia**

Ministry of Social Affairs (MoSA)  
Responsible officers: Ms. Marge Reinap and Ms. Ülla-Karin Nurm



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**Finland**

Ministry of Social Affairs and Health  
(MoSAH)  
Responsible officer: Ms. Seija Saana

**France**

Ministry of Health and Solidarity (MoHS)  
Responsible officer: Ms. Géraldine Bonnin

**Germany**

Ministry of Health (MoH)  
Mr. Thomas Hofmann

**Lithuania**

Ministry of Health (MoH)  
Responsible officer: Ms. Virginija  
Ambrazevičiene

**Norway**

Ministry of Health and Care Services  
(MoHCS)  
Responsible officer: Mr. Jørgen Kaurin

**Poland**

Ministry of Health / Polish Office for  
Foreign Aid Programs in Health Care  
(MoH/OFAP)  
Responsible Officer: Ms. Jadwiga Jaszczyk

**Sweden**

Ministry of Health and Social Affairs  
(MoHSA)  
Responsible officer: Ms. Kerstin Ödman

**3. Steering Group Chair**

The Steering Group will elect its Chair from its Members.

**4. Steering Group meetings**

- 4.1. Meetings shall be held 2 times per year, as described in the project proposal, in connection with the NDPHS CSR meetings.
- 4.2. Meetings shall be convened by a decision of the SG Chair.
- 4.3. Provisional agendas and relevant meeting documents shall be provided to the SG Members no later than one week in advance of a meeting.
- 4.4. Meetings shall be chaired by the Chair elected during the first meeting.
- 4.5. All decisions shall be taken by unanimity.
- 4.6. Meetings shall be attended by the Project management and Members of the WP Groups if and when necessary.
- 4.7. The outcome of meetings shall be recorded in minutes.

**5. Steering Group meeting agendas**

- 5.1. An agenda will include fixed items described in the project proposal.
- 5.2. Complementary items can be included upon a proposal of a Steering Group Member.

**6. Final provisions**

These Terms of Reference, as well as the organizational structure, shall be reviewed and changed by the Steering Group when deemed necessary.



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