

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

Reference	DPSG 1/4.1/Info 2
Title	List of issues for the successful launching of the NDPHS Project Database
Submitted by	Secretariat
Summary / Note	<p>In order to facilitate the start-up phase of the Project, the Secretariat has developed the following matrix of the main Project Actors and critical actions for them to take or decide upon in the near future. This document was originally submitted to the NDPHS CSR 10 Meeting held on 11 December 2006 in Oslo, Norway. It was also presented to and discussed during the four NDPHS Expert Group meetings that took place between November 2006 and mid-March 2007.</p> <p>The Secretariat will use this document for referring during the Meeting to a few selected issues of relevance to the Steering Group.</p>
Requested action	For reference

Action requested Deadline Actor	(1) Financial contribution	(2) Nomination of representatives to the Project Steering Group	(3) Identification of contribution to / role in the Project's implementation	(4) Identification of costs related to participation
	Deadline as specified below	31 December 2006	31 December 2006	31 December 2006
Project Leader / Main Project Partner (NDPHS Secretariat)	As the Project Leader, the Secretariat has the overall co-ordination role. In view of the nature of the Project, as well as some limitations on the part of most Associated Project Partners, ⁷ some Project funding will be transferred by some of the Associated Project Partners to the Main Project Partner's budget and, accordingly, the latter will be responsible for disbursing the Project funds to participants in the Project. When doing so, it will be in co-ordination with the Project Steering Group.	Produce a list of the Project Steering Group Members based on the nominations to be presented to the Main Project Partner.	No action necessary at this point in time. The requested action may be discussed in a Project Steering Group meeting in the future.	This action has already been undertaken for the purpose of the documentation requested by the EC so far.
Associated Project Partners (Nordic Council of Ministers, Denmark, Estonia, Finland, France, Germany, Lithuania, Norway, Poland and Sweden)	Submit payment of first-half of pledged financial contribution by 1 February 2007 and second instalment (remaining 50%) by 1 February 2008 (only Associated Project Partners that have chosen to transfer their Project contributions to the Main Partner).	No action requested.	Present ideas as to how you would like to see the implementation of the Project in general, and your roles (above and beyond Work Package Leadership) specifically, and communicate them to the Main Project Partner.	No action requested at this point in time.
Work Package Leaders (NB. 7 of the 11 Project Partners are Work Package Leaders)	No action requested at this point in time.	No action requested.	Present your ideas about how you would like to manage the implementation of your respective Work Packages and identify critical issues for the Launching Phase and communicate them to the Main Project Partner.	No action requested at this point in time.

Expert Groups	No action requested.	Nominate your representatives (non-decision-making representatives) to the Project Steering Group and communicate them to the Main Project Partner (these representatives can, e.g., be the Chairs or ITAs of the Expert Group).	See Annex 1 for the Secretariat's proposal concerning Expert Groups' contribution to and role in the Project's implementation. While considering the Secretariat's proposal, EGs are also invited to present their ideas concerning their contribution to and role in the Project's implementation, and thereby added to Annex 1.	Identify what extra (above normal operations) costs would be related to your participation in the Project. The purpose of this request is to see how much of these extra costs the Project contributions can cover.
Research Experts	No action requested.	No action requested.	No action requested.	No action requested at this point in time.

*/ This relates only to the Associated Project Partners which have some limitations on receiving funds or purchasing services to aid in running the Work Packages.

Identification of Expert Groups' contribution to / role in the Project's implementation

Introduction

This annex spells out actions proposed by the Secretariat for the NDPHS Expert Groups to take. The list contained herein should be viewed as indicative, as it is meant to suggest, rather than to decidedly instruct. The Expert Groups are invited to provide the Secretariat with their comments and suggestions as to the items included in the list as well as their own proposals.

It should be noted that the end dates listed below concern the whole Work Packages, and not individual actions within those packages. For individual deadlines, please refer to document "A Database on Public Health Projects in North Eastern Europe and its neighboring countries (brief project description)" submitted as document DPSG 1/4.1/Info 1.

General issues

- Take part in all 7 Work Packages listed below and work closely with the respective Work Package Leaders;
- Study the project proposal and advise as to what else needs to be accomplished and taken into account.

Specific issues

Work Package 1: Coordination of the Project (1 January 2007 – 31 December 2008)

- Nominate representatives to the Steering Group, as requested in matrix above.

Work Package 2: Dissemination of Results (1 March 2007 – 31 December 2008)

- Collect and provide the Secretariat with information about relevant stakeholders that should become involved in database related activities (within own respective field of expertise);
- Collect and provide the Secretariat with information about relevant web-portals, e-Newsletters, journals and other publications (within own respective field of expertise);
- Collect and provide the Secretariat with information regarding projects in the Northern Dimension area that should be included in the Database (within own respective field of expertise);
- Organize conferences and workshops to, *inter alia*, disseminate results of the Database project;
- Assist in the dissemination of information about Project Pipeline to stakeholders, such as by distributing printed thematic reports and leaflets, and through the NDPHS website.

Work Package 3: Evaluation of the Project (1 June 2007 – 31 December 2008)

- No proposals at this time.

Work Package 4: Database Development (1 January 2007 – 31 December 2007)

- Identify research experts and other experts who can aid in the implementation of this Work Package (experts with good understanding and knowledge of technicalities related to project databases).

Work Package 5: Information on Specific Health Areas (1 January 2007 – 31 December 2008)

- Work together with the Main Project Expert and advise on necessary data groups (within respective fields of expertise);
- Assist in the identification of the appropriate information providers and data sources and facilitate contacts to them;
- Continuously monitor the development of the database to ensure its completeness and degree of up-to-date information.

Work Package 6: Thematic Reports and Network Creation (1 March 2007 – 31 December 2008)

- Decide what person(s) will be in charge of developing one report per theme. The themes include (i) gap analyses on HIV/AIDS projects in the Northern Dimension area, (ii) best practices in preventing drug abuse by young people in Western countries and its use in the Northern Dimension area, and (iii) overviews on NGOs involved in prison health in the Baltic States and their projects;
- Work to identify what stakeholders are active within EG's own respective field of expertise, and invite those stakeholders to EG meetings;
- Assist in organizing a series of network meetings and engage in on-line networking;
- Based on an evaluation of the current situation in the Northern Dimension area, as, *inter alia*, displayed by projects included in the Database, develop thematic reports and recommendations for international and national bodies;
- Develop innovative strategies in respective fields of experience and other policy recommendations, as well as project areas to be covered and where additional analysis is needed;
- Collect information about projects, local and regional organisations, potential target groups, and best practices to be proposed for implementation within specific geographical locations.

Work Package 7: Project Pipeline (1 January – 31 December 2008)

- Provide advice and comments on the Pipeline during its development phase;
- Encourage project proponents to utilize the Project Pipeline;
- Collect information from information-providers, with a view to obtaining from them information about potential international/national/local donors.