

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

Title	Minutes from the 1 st Database Project Steering Group Meeting
List of Annexes	Annex 1 – List of participants Annex 2 – List of documents submitted to the meeting Annex 3 – Adopted Terms of Reference for the DPSG Annex 4 – Work package overview Annex 5 – Project Reporting to the PHEA, including the official PHEA project reporting sheet
Submitted by	Secretariat
Summary / Note	These minutes present 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 Host Country, Poland welcomed the participants, and the Head of the NDPHS Secretariat, Mr. Marek Maciejowski, opened and chaired the Meeting.

2. Adoption of the agenda

The Meeting **adopted** the provisional agenda (submitted as document DPSG 1/2/1).

3. Project Steering Group

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

The Meeting **adopted** the proposed Terms of Reference for the DPSG as submitted in Annex 3 of the Minutes).

Estonia informed that the nomination of the permanent representative to the Steering Group was still pending and that it would inform the Secretariat about the nomination in due course.



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The Meeting **agreed** to postpone the decision of electing a Chair and to come back to it at the next meeting.

4. Implementation of the Project Work Packages

4.1 Introduction and overview

The Chair informed the Meeting that the Secretariat had received the Grant Agreement from the Public Health Executive Agency (PHEA), which it would sign after having clarified the need for a revision, related to the possible forthcoming change of the Secretariat's legal status. He promised that the Secretariat would copy the agreement and send it to the relevant Project Associated Partners, within the next week.

With reference to (i) the Database project description (submitted as document DPSG 1/4.1/Info 1), (ii) the 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 Chair invited the Meeting to discuss the distribution of implementation responsibilities. He finally informed that Lithuania was in the process of employing the database project Main expert, Mr. Redas Laukys.

The GTZ remarked that the database project manager's role was to pull together the individual Work Packages and that the Secretariat had the overall coordinating role; this also in view of the fact that there was no active management role of the Work Package leaders assigned, yet.

The Chair stated that the Secretariat was happy to provide the overall coordinating role, but also required a strong involvement from the Project Associated Partners in respective Work Packages, as it was impossible to manage the Work Package tasks without active Partners. The general idea in the project was to have equally shared and well distributed work tasks. The Secretariat could support Work Package Lead Partners while implementation remained to be achieved by the whole team of the Project Partners and, in general, the entire NDPHS, including its Expert Groups.

The Meeting **agreed** that the Partners should actively drive the implementation process forward with the guiding support of the Secretariat.

4.2 Coordination of the project (WP 1)

With reference to the Work Package overview (cf. Annex 4 to the minutes), the Chair informed that WP 1 endured the overall period of 24 months, starting from 1 February 2007. He pointed out the possibility of establishing project teams for the purpose of implementing some of the project Work Packages, for example the database Work Package, which is the most difficult and demanding WP.

The Meeting **agreed** with the view of the Chair.

4.3 WP 2 Dissemination of Results



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The Chair recalled that for the dissemination of the project results, 35.000 EUR were earmarked, which could be used for the production of flyers, leaflets, etc. The time period for dissemination was from WM 4 to WM 24. The new NDPHS website would serve as a major tool for dissemination. In order to complete the website content, the Expert Groups need to provide their input to the website. Additional features, such as newsletters or e-news would also support the dissemination of results.

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

4.4 WP 3 Evaluation of the project

The Chair reiterated that France was the appointed Lead Partner for the evaluation of the project. As the evaluation was an ongoing process, the project plan foresaw WM 4 to WM 24 for the project evaluation. The first important evaluation activity was the delivery of an interim report to the European Commission in November 2007.

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

4.5 WP 4 Database Development

The Chair recalled that Germany was the Lead Partner of this Work Package. As the GTZ had already developed a similar database it was hoped that information could be accessed through this GTZ "SHARED" database and that the "SHARED" mechanism could be used for the NDPHS database. The Chair pointed out that WP 4 was the most demanding and intricate one in terms of deliverables. According to the workplan, the database would need to be operational for input already in July 2007 and that all data sources would be included and linked to the database already in October 2007.

Germany stated that the Ministry of Health would drive the process forward, together with the GTZ.

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

4.6 WP 5 Information Provision on Specific Health Areas

The Chair noted that WP 5 was closely linked with WP 6, as the Expert Groups would need to make assessments of their respective health areas and provide consolidated reports/reviews. During the last Chairs and ITAs meeting, the Expert Groups had already agreed to collect and provide subject-related information. The budget foresaw 30,000 EUR for the implementation of WP 5.

Finland informed that the Ministry of Health would hire a person for the provision of the required information, and that person would also to act as a focal point for coordination with the Secretariat.

The Chair reiterated that a first measurable progress should be achieved by October 2007 and that the Secretariat strongly relied also on the Expert Groups to provide the deliverables.

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



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4.7. WP 6 Thematic Reports

The Chair noted that thematic reports could be used to identify areas for increased attention and suggest actions to be taken by the NDPHS, based on identified gaps and opportunities in certain health and geographical areas. With these analyses and recommendations in mind, the Partnership could develop new activities, projects and actions. Funding Agencies and PAC participants could also be briefed about the produced thematic reports. The reports could be translated into different languages and disseminated through the various promotional channels of the NDPHS.

Lithuania, as the Lead Partner for WP 6, stated that it was looking forward to receiving the contributions, also in connection with WP 5. It felt the importance of also gaining an overview of the ongoing EG projects, and reiterated that it was strongly involved in the overall management of the project via the Lithuanian main project expert.

The Meeting **agreed** to have the thematic reports ready for the forthcoming PAC in November 2007.

4.8 WP 7 Project Pipeline

With reference to the progress paper on the NDPHS pipeline (submitted as document DPSG 1/4.8/1), the Secretariat informed that the pipeline was now launched. The Norwegian Ministry of Health channelled its 2007 grant allocation through the pipeline. One of the advantages of the pipeline was that it would be possible to avoid project duplication, once the database was up and running. Besides the ongoing and gradual improvement of the user friendliness of the pipeline, the interaction part with other funding agencies was the next major step to take to develop the pipeline further, thus making it a usable tool for many funding agencies and project applicants.

The Secretariat requested all Project Associated Partners to provide the contact details of a respective focal point of the Partners' national funding agencies by **13 April 2007**.

The Lead Partner Norway added that the deadline for submission for the Norwegian Grant channelled through the pipeline was the 15th of April and that there were an expected 70 applicants, receiving 10-150.000 EUR in grants from the total 2 million EUR allocation. As it was the first time the pipeline was used, Norway still kept the traditional way of project application open.

Based on the first financing experiences, Norway stated that budget information, the categorization of projects and the generation of project reports through the pipeline would be further developed. Moreover, a satisfaction report would be added to give users the possibility to provide feedback.

Norway had already sent applications for review to the Barents HIV/AIDS EG and had received useful comments. It was now looking forward to involve NDPHS Expert Groups in the reviewing process of the submitted project proposals, as the pipeline provided an easy review mechanism, so that the ITAs of the EGs could provide quick comments. However, from a Financing Agency's point of view, it was also interesting, if the EGs were part of the development of the project, at the stage before the project was submitted.



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The Chair remarked that the NDPHS can be seen as a tool used by the Partners to develop and provide health-specific information for them to better identify what kind of gaps exist seen from a regional perspective and what kind of actions could be taken to bridge those gaps. To that end the database and the pipeline could be seen as mechanisms to achieve this. Also, by means of these two mechanisms, the NDPHS Partners can have the possibilities to influence funding decisions of relevant Financing Agencies in the Northern Dimension area, for example, by pointing their attention to the identified gaps or by encouraging jointly co-funding some projects. In this way, the NDPHS would also perform its role as a coordinating tool for Partners.

The Expert Groups on HIV/AIDS and SIHLWA were concerned about their internal capacity of reviewing project proposals. They expressed the need for an agreement that all Partners mainstreamed their activities and their funding agencies accepted the pipeline as a tool within their operations. The pipeline needed to become sustained and easy-to-use mechanism.

The SIHLWA EG further suggested not having the projects openly publicised, as project ideas were often to be considered confidential.

The Expert Groups on HIV/AIDS and SIHLWA stated that it was possible for the Expert Groups to identify gaps in their respective areas of expertise and thus also develop new ideas for project proposals; however the reviewing of projects generated through the pipeline could only be done for structural concepts, rather than reviews of individual project proposals. The Expert Groups felt that their role was not to act as a project reviewer of individual projects.

The Expert Group on Primary Health Care supported the above and agreed with the Chair that the Pipeline was a coordinating mechanism, so that efforts would not be duplicated.

The Expert Groups pointed out that the implementation of projects was a challenge for the Expert Groups, as it was a time-consuming activity, which also required seed money and possibly other financial support in the initiation stage. Hence, they did not consider the pipeline as a tool for developing their project proposals or looking for funding possibilities.

The Meeting **agreed** that, as the pipeline is to be an important component of the NDPHS it has to be a sustained mechanism, supported by the NDPHS Partners, its respective Financing Agencies and the NDPHS Expert Groups, the latter providing - to a certain extend - their comments, advice and expertise. The Meeting further **agreed** that the Partners had an instrumental role to play in encouraging the funding agencies to deal with the NDPHS pipeline in a cooperative manner.

4.9 General discussions

The Secretariat raised the concern that apart from Norway, no other agencies had expressed their willingness to include the Pipeline into their funding mechanisms. As a technical solution, the Secretariat suggested that the pipeline could produce a final project document, which was formatted in the style of each individual funding agency, so that the agency could deal with a project proposal emerging from the pipeline and a "classic" project proposal in the same way. However, there still remained the gap between the technical solution and the funding agencies' commitment to work with the pipeline.



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The Chair presented the conclusions from items 4.2 through 4.8 that he proposed he would present during the CSR 11 Meeting. Finally, he summarized the main responsibilities that the DPSG had to fulfil vis-à-vis the PHEA, as stipulated in the Grant Agreement. The NDPHS co-beneficiaries shall inter alia:

- agree upon appropriate arrangements between themselves for the proper performance of the action;
- forward to the co-ordinator the data needed to draw up the reports, financial statements and other documents provided for in the agreement, including its Annexes;
- ensure that all information to be provided to the Executive Agency is sent via the co-ordinator;
- inform the co-ordinator immediately of any event liable to substantially affect or delay the implementation of the action of which they were aware;
- provide the co-ordinator with all necessary docs in the event of audits or evaluations, etc.;
- give credit to the European Commission (see footer of the minutes) in all documents produced by the co-beneficiaries.

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

5. Financial matters

The Chair informed the Meeting about the financial progress so far. Sweden and Norway, as well as Germany (to an extent), had paid the required contributions. He asked the respective Project Associated Partners to transfer their pledged payments as soon as possible to the NDPHS Secretariat. He once more pointed out that the Grant Agreement would be sent to the Partners, within the next week by the NDPHS as this document may be needed by national administrations in order to authorize the requested payments.

6. Project reporting

The Chair strongly underlined that all the Project Partners had certain reporting responsibilities toward the PHEA, which were explained in the submitted document DPSG 1/6/Info 1. To that end all Project Partners' own contributions needed to be reported to the Secretariat. This did not only concern transfer of money, but also other finance-related contributions, such as travel expenses. He urged the Partners to keep track of their expenses spent for the project. The project's main expert would approach the Partners to collect all the travel and per diem information on a confidential basis and compile the required reports to the PHEA. Annex 5 to the Minutes include the official time sheet, that must be filled out by each Project Partner.

The Meeting **took note** of the Secretariat's request.

7. Next DPSG Meeting

Meeting **agreed** to hold the *Database Project Steering Group* meetings back-to-back with the CSR meetings, if the host of the next CSR agreed to do so.



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8. Any other business

No topics were discussed under this agenda item.

9. Adoption

The Meeting **agreed** that the Secretariat would send out the draft DPSG minutes to participants not later than 12 April 2007 and that comments 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 were submitted within one week.

10. Closing of the Meeting

The meeting closed at 13.05hrs.



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First Meeting
Warsaw, Poland
27 March 2007**

Reference	Annex 1 to the minutes
Title	List of participants
Submitted by	Secretariat
Summary / Note	This list includes participants who participated in the Meeting

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**Project Database Project Steering Group
First Meeting
Warsaw, Poland
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Reference	Annex 2 to the minutes
Title	List of documents submitted to the meeting
Submitted by	Secretariat
Summary / Note	This list includes all documents submitted to the meeting

Main documents

Code	Title	Submitted by	Date
• DPSG 1/2/1	Provisional agenda	Secretariat	21/03/07
• DPSG 1/2/2	Provisional annotated agenda	Secretariat	21/03/07
• DPSG 1/3/1	Proposed Terms of Reference	Secretariat	21/03/07
• DPSG 1/4.1/Info 1	Database on Public Health Projects	Secretariat	21/03/07
• DPSG 1/4.1/Info 2	List of issues for successful launch of Project Database	Secretariat	21/03/07
• DPSG 1/4.1/Info 3	Database Project Workplan	Secretariat	21/03/07
• DPSG 1/4.8/1	NDPHS Pipeline progress so far and next steps	Secretariat	21/03/07
• DPSG 1/6/1	Project Reporting to the PHEA	Secretariat	21/03/07

Auxiliary documents

Code	Title	Submitted by	Date
• DPSG 1/Info 1	Preliminary timetable	Secretariat	21/03/07
• DPSG 11/Info 2	List of documents submitted to the meeting	Secretariat	21/03/07



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**Project Database Project Steering Group
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Reference	Annex 3 to the minutes
Title	Adopted Terms of Reference for the NDPHS <i>Project Database</i> Project Steering Group
Submitted by	Secretariat
Summary / Note	The Terms of Reference were adopted during the 1 st Database Project Steering Group Meeting, 27 March 2007 in Warsaw, Poland

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: Ms. Liselotte Olsen

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)
Responsible officer: 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. Other participants in the Steering Group

NDPHS Partners who are not contributors to the NDPHS Project Database, as well as the NDPHS Expert Groups and Associated Expert Group(s), will be invited to take part in the Steering Group activities as observers or advisors without a decision-making role. The Steering Group may also invite other countries or organizations to take part in its work.

4. Steering Group Chair

The Steering Group will elect its Chair from its Members.

5. Steering Group meetings

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

6. Steering Group meeting agendas

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

7. Final provisions

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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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Reference	Annex 4 to the minutes
Title	Work package overview
Submitted by	Secretariat
Summary / Note	This overview is taken from Annex 1 of the Grant Agreement with PHEA

Work Package Overview

<i>Work-package (WP) No</i>	<i>Work package title</i>	<i>Lead partner</i>	<i>Number of person days</i>	<i>Global cost (€)</i>	<i>Starting date</i>	<i>Ending date</i>	<i>Deliverable No</i>
WP 1	Coordination of the project	Secretariat of the Council of the Baltic Sea States (NDPHS Unit)	95	36,151.25	M 1	M 24	D 5, D 7
WP 2	Dissemination of the results	Ministry of Health/Office for Foreign Programmes of Poland	100	35,000.00	M 4	M 24	D 2, D 3, D 6



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WP 3	Evaluation of the project	Ministere de la sante et de la protection sociale of France	20	5,000.00	M 4	M 24	D 7
WP 4	Database Development	Federal Ministry of Health of Germany	80	75,000.00	M 1	M 12	D 1
WP 5	Information Provision on Specific Health Areas	Ministry of Social Affairs and Health/Finland	200	30,000.00	M 1	M 24	D 2
WP 6	Thematic Reports and Network Creation	Ministry of Health of the Republic of Lithuania	155	50,000.00	M 12	M 24	D 6, D 3
WP 7	Project Pipeline	Ministry of Health and Care Services of Norway	78	30,000.00	M 1	M 24	D 4



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

Reference	Annex 5 to the minutes
Title	Project Reporting to the PHEA
Submitted by	Secretariat
Summary / Note	The document serves as a reminder for the Project Associated Partners when carrying out work for the project. It also includes the official time sheet that must be filled in and submitted to the Secretariat by every person, involved in the Project on behalf of a Project Partner. The time sheet is also available as an excel file from the Secretariat.

The European Commission has set rules for project reporting, including the financial reporting. As the NDPHS project is co-financed by the NDPHS Partners, **the project will have to provide evidence for the contributions made**. This relates to the contributions in-cash, as well as the in-kind contributions.

Amongst other project reporting duties, the following three duties are important and need to be followed by the persons, which are identified in the personnel declared in item E1 of Annex II to the Grant Agreement.

1. STAFF pertaining to public Officials (Item E.1a)

Project Partners are kindly reminded that **time sheets** have to be used during the project duration to track the activity of each staff member. A timesheet template is attached as Annex 1.

2. Travel & Subsistence (Item E.2)

Only the persons, identified in the personnel declared in item E1 are entitled to claim travel and subsistence allowance as an NDPHS Partner contribution to the project. It is evident, that the travel and subsistence must be related to the trips.

3. Half year interim reporting

The project has to ensure that all reports are delivered in a timely manner and that the delivery is in accordance with the work plan. The Project Manager has the overall responsibility to ensure that the reports are delivered on time. The Project Manager will, therefore, collect all elements of progress from the respective Working Group leaders beforehand in order to compile the progress report.

NB. The first half-yearly interim report is due for submission in November 2007.



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Working Group Leaders are invited to provide the results of their work at least one month before the submission date of each interim report with an outlook of all activities scheduled until the deadline of submission.



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NDPHS Project Database project Timesheet

Organisation:

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Project:

NDPHS Project Database (Project No. 2006310)
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Year:

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Month:

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Name of the staff member:

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Week 1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
							0

Week 2

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
							0

Week 3

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
							0

Week 4

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
							0

Week 5

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
							0

Grand Total

0

Date	Signature of the staff member

Date	Signature of the responsible Project Coordinator

Instructions:

Please fill in this from the first day of the subsequent month. The value to fill in per day is a proportion of a full day work starting from 0 to maximum 1 (for example: 0.2 for one fifth of the day)



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