

**NDPHS Evaluation Team 2013
First Meeting
Helsinki, Finland
5 February 2013**



Reference	ET2013 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

The meeting will be opened and chaired until agenda item 3 by Ms. Liisa Ollila, CSR Chair, Deputy Director-General of International Affairs, the Ministry of Social Affairs and Health of Finland.

2. Adoption of the agenda

The Meeting will be invited to **adopt** the Provisional agenda (submitted as document ET2013 1/2/1).

3. Election of the ET Chair

The Meeting will be invited to **elect** the Chair of the Evaluation Team.

4. Implementation of the assignment – an overall discussion

With reference to the Terms of Reference for the NDPHS Evaluation Team and the Terms of Reference for the NDPHS evaluation external consultant (cf. document ET2013 1/4/Info 1), the Meeting will be invited to discuss overall issues related to the implementation of the assignment and **conclude**, as appropriate. To that end, it should also be recalled that during the Partnership Annual Conference in October 2012, Sweden, Finland and Russia stated that they would explore the possibility to support the evaluation financially in 2013.¹

5. Planned outcomes of the ET and ET Consultant's work – purpose, scope, inputs, length, division of responsibilities and timeline

5.1. ET Progress report for CSR 21

With reference to documents ET2013 1/4/Info 1 and ET2013 1/6.2/Info 1, the Meeting will be invited to discuss the purpose, scope, inputs, length, division of responsibilities and timeline

¹ Finland transferred EUR 25,000 to the NDPHS Appropriations Account in the meantime.

regarding the ET Progress report to be submitted to the CSR 21 Meeting and **decide**, as appropriate.

5.2. ET Consultant's evaluation report

With reference to documents ET2013 1/4/Info 1 and ET2013 1/6.2/Info 1, the Meeting will be invited to discuss the purpose, scope, inputs, length, division of responsibilities and timeline regarding the ET Consultant's evaluation report proposed to be submitted to the ET in late July 2013 (a draft version) and late September 2013 (final version) and **decide**, as appropriate. To that end, the Meeting is invited to **note** that the EG/TG Terms of Reference stipulate that each EG/TG shall submit a final report in due time before the PAC in 2013. This report should reflect activities having been undertaken by the respective EG/TG towards achieving the respective Goals and their Operational Targets. If made available to the ET and the ET Consultant, these reports would be a valuable source of information.

5.3. ET Final report for CSR 22

With reference to documents ET2013 1/4/Info 1 and ET2013 1/6.2/Info 1, the Meeting will be invited to discuss the purpose, scope, inputs, length, division of responsibilities and timeline regarding the Final ET report to be submitted to the CSR 22 Meeting (to be held in October 2013) and **decide**, as appropriate.

5.4. Evaluation as the point of departure for the development of the NDPHS Strategy beyond 2013

Although this issue is not directly addressed in the ET ToR – considering that the current NDPHS Strategy ends with the end of 2013 – the Meeting might wish to discuss and **advise** the CSR on issues related to the process of the development of the NDPHS Strategy beyond 2013, as appropriate. The 15th Meeting of the Expert Group Chairs and ITAs, to be held the day before the 1st Meeting of the Evaluation Team, will be invited to reflect on this issue and advise the ET.

6. Interviews to be held by the ET Consultant

6.1. Content of interviews and interview questionnaire

Having regard to the outcome of discussions in items 5.2 and 5.3, the ET Consultant will be invited to present his proposal regarding the content of interviews he will perform as well as a proposed interview questionnaire.

The Meeting will be invited to consider the proposals and **decide**, as appropriate.

6.2. Interviewees and timeline

With reference to the list of NDPHS events of relevance to the evaluation process (document ET2013 1/6.2/Info 1), the ET Consultant will be invited to present his proposal regarding the actors to be interviewed as well as a proposed timeline for interviews.

The Meeting will be invited to consider the proposals and **decide**, as appropriate.

7. Next ET meetings

With reference to document ET2013 1/6.2/Info 1, the Meeting will be invited to consider possible dates and places of the next ET meetings, and **decide**, as appropriate.

8. Any other business

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

9. Adoption of the ET 1 meeting minutes

The Secretariat proposes that it would send out draft ET 1 meeting minutes to the participants on 15 February 2013 and that comments on the draft would be due, at the latest, on 22 February 2013. The revised minutes would then be distributed on 26 February 2013 to be adopted *per capsulam* provided that no further comments are submitted within one week.

The Meeting will be invited to consider the Secretariat's proposal and **decide**, as appropriate.

10. Closing of the meeting

The Meeting is expected to terminate at 15:00 hours on 5 February 2013.