

**EG on Primary Health Care
Second Meeting
Stockholm, Sweden
10 October 2006**

Reference	PHC 2/2/2
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	-

1. Opening of the meeting and welcome

The Host (the Swedish Ministry of Health and Social Affairs) will welcome the participants, and the Secretariat representative will open the Meeting. The meeting will be chaired by the Secretariat representative until the new Chair for the PHC EG 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 PHC 2/2/1).

3. Election of Chair and Vice-Chair of the PHC Expert Group

Sweden is invited to introduce their candidate for the PHC EG Chair¹.

As regards the Vice-Chair position, other Partners are invited to consider proposing their own candidates for this position.

The Meeting is invited to **consider** the proposed candidates and **elect** the Chair and Vice-Chair of the PHC EG.

4. Information about the PHC EG history and the progress made thus far

The Meeting is invited to recall the history and actions of the PHC EG thus far. The following two documents have been submitted as the reference for this recollection:

¹ Sweden informed the Secretariat that, following the established principle that the Expert Group Lead Partner provides the Chair for a NDPHS EG, it will provide a candidate for the PHC EG Chair position.

- PHC EG Helsinki 2005 Workshop Report (submitted as document PHC 2/4/Info 1, together with the attached PowerPoint file submitted as a separate document: PHC 2/4/Info 1/Add. 1 *Attachments 3 & 4 to the PHC EG Helsinki 2005 Workshop Report*);
- The Mandate for the PHC EG adopted by the CSR in April 2005 (submitted as document PHC 2/4/Info 2).¹

The Meeting is invited to **take note** of the presented information that is intended to provide a background for discussion of the future activities of the PHC EG during further portions of the meeting.

5. Revitalizing the PHC EG and making progress toward its objectives

The Meeting is invited to **discuss** steps to be taken in order to revitalize the PHC EG and develop new activities. Further, the Meeting is invited to **agree** on further actions to ensure progress towards the PHC EG objectives as spelled out in the EG's mandate adopted by the CSR. This includes, but is not limited to discussing the need for one or more International Technical Advisers (ITAs) to coordinate and support the activities of the PHC EG. While considering these matters, the Meeting is invited to **take into consideration** the letter from Mr. Göran Carlsson, the Executive Director of the East Europe Committee of the Swedish Health Care Community (SEEC) (submitted as document PHC 2/5/Info 1).

6. Project Database and Project Pipeline

The Secretariat will present brief information about the NDPHS project proposal entitled *Database on Public Health Projects in North Eastern Europe and its neighbouring countries* (cf. document PHC 2/6/Info 1). Further, the Secretariat will introduce brief description of the NDPHS Project Pipeline (cf. document PHC 2/6/Info 2).

The Meeting is invited to discuss its involvement in the above activities and **decide**, as appropriate. The Secretariat would like to stress that it is of particular importance that the PHC EG would **agree** how it plans to contribute to the implementation of the PHC-relating parts of the above mentioned NDPHS Database project.

7. Information about NDPHS Partners' activities

Participants in the Meeting are invited to briefly inform about their countries'/organizations' activities of relevance to the PHC EG.

The Meeting is invited to **consider** the presented information with a view to identifying possible activities where the NDPHS could bring an added value, and **decide**, as appropriate.

8. Strategy/Action Plan for 2007

Based on the discussions during the previous agenda items, the Meeting is invited to discuss the components of the PHC EG Strategy/Action Plan for 2007, and **agree**, as appropriate.

¹ It should be noted that the Secretariat intends to submit to this meeting draft PHC EG Terms of Reference, which will embed the above mentioned mandate and, additionally, include several important issues, which are not covered by the present PHC EG's mandate paper. If submitted, it is proposed that this ToR will be considered by this meeting so that the Secretariat can take into account the meeting's comments when developing the final version for submission to the CSR 9 Meeting for adoption.

Considering that this is the first meeting of the PHC since a long time and no paper will, therefore, be submitted, it is proposed that the complete and final Strategy/Action Plan for 2007 be agreed upon after the meeting, through a written procedure. To that end, the Meeting is invited to **consider** who should be entrusted with preparing the draft plan and by when this should be done, and **decide**, as appropriate.

9. Next PHC EG Meeting

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

10. Any other business

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

11. Adoption of the PHC 2 Meeting minutes

The Secretariat proposes that it would send out a draft PHC 2 Meeting minutes to participants on 17 October 2006 and that comments on the draft would be due, at the latest, on 23 October 2006. A revised report would then be distributed on 24 October 2006 to be adopted, *per capsulam*, provided that no further comments are submitted within one week.

The Meeting is invited to **decide**, as appropriate.

12. Closing of the meeting

The Meeting is expected to terminate at 17:00 hours.