

**Project Steering Group
Third Meeting
Klaipeda, Lithuania
10 October 2013**

Reference	PSG 3/2/2
Title	Provisional annotated agenda
Submitted by	Secretariat
Summary / Note	This document provides explanatory notes regarding the items included in the provisional agenda and specifies actions requested from the meeting participants.
Requested action	For reference

1. Opening of the meeting and welcome

The meeting will be opened by Mr. Marek Maciejowski, Director of the NDPHS Secretariat, who will chair it. The host will bid the welcome to the participants.

2. Adoption of the agenda

The Meeting will be invited to **adopt** the Provisional agenda with timetable (cf. document PSG 3/2/1).

3. Implementation of the Project Work Packages

3.1 General state of play

The focus in this item will be exclusively on general issues concerning the overall progress and future steps toward implementation of the whole project rather than individual work packages. The WP Leaders will be invited to briefly inform about the key aspects related to the overall implementation of the project and/or major problems encountered.

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

3.2 WP 1 Project management

With reference to documents PSG 3/3.2/Info 1 and PSG 3/3.2/Info 2/Rev 1 the Project Leader/WP 1 Leader will introduce issues related to the project management and will present further steps that need to be taken in this regard.



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3.3 WP 2 Dissemination of project results

The Project Partners will be invited to briefly inform about the most recent progress in the implementation of this WP.

The Project Leader/WP 2 Leader will propose issues for possible decision by the Meeting.

The Project Partners will be invited to consider the presented information and proposals, and **decide**, as appropriate.

3.4 WP 3 Project evaluation

With reference to the document PSG 3/3.4/Info 1 the Project Leader/WP 3 Leader will inform about the progress in the implementation of WP 3 and propose issues for possible decision by the Meeting.

The Project Partners will be invited to consider the presented information and proposals, and **decide**, as appropriate.

3.5 WP 4 Mapping, situation analysis and community reports

The WP 4 Leader will inform about the progress in the implementation of WP 4 and propose issues for possible decision by the Meeting.

The Project Partners will be invited to consider the presented information and proposals, and **decide**, as appropriate.

3.6 WP 5 ADPY manuals and recommendations for local work

The WP 5 Leader will inform about the progress in the implementation of WP 5 and propose issues for possible decision by the Meeting.

The Project Partners will be invited to consider the presented information and proposals, and **decide**, as appropriate.

3.7 WP 6 Local and international ADPY networks. Letters of local commitment to action

The WP 6 Leader will inform about the progress in the implementation of WP 6 and propose issues for possible decision by the Meeting.

The Project Partners will be invited to consider the presented information and proposals, and **decide**, as appropriate.



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3.8 WP 7 Development of an ADPY cooperation model

The WP 7 Leader will inform about the progress in the implementation of WP 7 and propose issues for possible decision by the Meeting.

The Project Partners will be invited to consider the presented information and proposals, and **decide**, as appropriate.

4. Financial issues related to the project budget and co-financing

The Project Leader/WP 1 Leader will inform about the current situation regarding the project budget and will introduce financial issues relating to the project budget and co-financing, and will present proposed further steps in this regard.

The Project Partners will be invited to discuss the presented information and proposals, and **decide**, as appropriate.

5. Preparation of the narrative and financial reports

With reference to documents PSG 3/5/1 and PSG 3/5/2, the Project Leader/WP 1 Leader will inform about the current situation regarding the preparation of the narrative and financial reports, and will present proposed further steps in this regard.

The Project Partners will be invited to consider the presented information and proposals, and **decide**, as appropriate.

6. General discussion and conclusions

While keeping in mind the discussions under the agenda items 3 - 5, the Meeting will be invited to consider general issues arising from the implementation of the project thus far and **conclude**, as appropriate.

7. Any other business

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



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8. Adoption of the PSG 3 meeting minutes

The Secretariat proposes that it would send out draft PSG 3 meeting minutes to the participants on 24 October 2013 and that comments on the draft would be due, at the latest, on 31 October 2013. The revised minutes would be distributed on 7 November 2013 to be adopted *per capsulam* provided that no further comments are submitted within one week.

The Meeting will be invited to **decide**, as appropriate.

9. Closing of the meeting

The Meeting is expected to terminate on 10 October 2013 at 19:00 hours.



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