

Reference	PSG 2/2/2
Title	Provisional annotated agenda
Submitted by	NDPHS Secretariat (Lead Partner)
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 (cf. document PSG 2/2/1).

3. Interim report for submission to the EU

3.1 Narrative part

The Regional NGO “Stellit” will introduce the narrative part of the interim report (document PSG 2/3.1/1) and emphasize the key aspects requiring the Partners’ attention and possible decision.

The Meeting will be invited to consider the presented document and, with possible revisions/updating (if deemed necessary), **approve** it for submission to the EU.

3.2 Financial part

The Project Leader will introduce the financial part of the interim report (document PSG 2/3.2/1) and emphasize the key aspects requiring the Partners’ attention and possible decision.

The Meeting will be invited to consider the presented document and, with possible revisions/updating (if deemed necessary), **approve** it for submission to the EU.



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4. Implementation of the Project Work Packages

4.1 WP 1 Project management

The Project Partners will be invited to share their concerns, information and/or questions regarding the following and other issues:

- a) Timesheets;
- b) Financial issues relating to the employment of the project staff;
- c) Financial issues relating to the project budget;
- d) Financial and administrative issues relating to the invoicing and reimbursement of costs;
- e) Financial and administrative issues relating to the organization of and participation in project events.

4.2 WP 2 Dissemination of project results

The Project Partners will be invited to share their concerns, information and/or questions regarding the dissemination of project results.

4.3 WP 3 Project evaluation

With reference to the report from the interim project evaluation (cf. document PSG 2/4.3/Info 1), the Project Leader/WP 3 Leader will introduce the outcome of and conclusions from the evaluation.

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

4.4 WP 4 Assessment of needs of young people at high risk of getting HIV and AI and description of best practices on HIV and AI prevention in Northwest Russia and other participating countries of the NDPHS

The Regional NGO Stellit will introduce the progress on the development of the joint publication with the description of the needs assessment results. The responsibility to finalize the publication will be shared between the Project Partners, and further steps on finalizing the publication will be discussed.

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

4.5 WP 5 Identification of best practices on HIV and AI prevention among children and young people at high risk of getting HIV and AI which could be spread in the region

Further steps which are going to be undertaken by THL to collect the best practices on HIV and AI prevention among children and young people at high risk of getting HIV and AI in Germany will be proposed.

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



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4.6 WP 6 Training on implementation of evidence-based HIV and AI prevention

The training on implementation of evidence-based HIV and AI prevention which is going to be held on 30 September – 3 October 2014 will be briefly overviewed; all the Project Partners will be invited to briefly introduce the experts from their regions who will take part in the training.

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

4.7 WP 7 Piloting of best practices on HIV and AI prevention among children and young people at high risk of getting HIV and AI in Northwest Russia

The Regional NGO Stelit will describe the procedure of the piloting of best practices.

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

4.8 WP 8 Development of Guidelines on the best practices on HIV and AI prevention among children and young people at high risk of getting HIV and AI

Further steps in the development of the Guidelines on the best practices will be discussed, the responsibility for the development of the Guidelines will be shared.

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

5. General discussion and conclusions

While keeping in mind the discussions under the agenda items 3 and 4, the Meeting will be invited to consider general issues arising from the implementation of the project thus far and **conclude**, as appropriate.

6. Next PSG meeting

The Meeting will be invited to consider the date of the PSG 3 meeting, which (it is planned) would be via Skype, and **decide**, 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.

8. Adoption of the PSG 2 meeting minutes

The NDPHS Secretariat proposes that it would send out draft PSG 2 meeting minutes to the participants no later than 13 October 2014 and that comments on the draft would be due, at the latest, on 20 October 2014. The revised minutes would be distributed on 23 October 2014



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to be adopted *per capsulam* provided that no further comments are submitted until 30 October 2014.

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

9. Closing of the meeting

The Meeting is expected to terminate on 29 September 2014 at 17:00 hours.



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