

MITTENS Project Steering Group
Second Meeting
Online
10 June 2021, 09:00-10:30 (CEST)

Title	Draft minutes from the 2 nd MITTENS Project Steering Group meeting.
Submitted by	Secretariat
Summary / Note	Outline of the main discussion points and decisions of the 2 nd MITTENS Project Steering Group meeting.

Attendance:

Lead project partner: Dr. Ülla-Karin Nurm, Ms. Silvija Geistarte, Ms. Wiebke Seemann, Ms. Zane Vilnīte, Ms. Saara Rissanen.

Work Package 2: Ms. Maria Lopatina, Dr. Asiia Imaeva.

Work Package 3: Mr. Dmitry Titkov, Mr. Mikko Vauhkonen.

Work Package 5: Dr. Zaza Tsereteli.

Work Package 6: Dr. Valery Chernyavskiy, Ms. Iréne Nilsson Carlsson

Work Package 7: Prof. Riitta Sauni, Mr. Owe Österbacka.

NDPHS Chair: Ms. Joanna Głażewska

NDPHS Co-chair: Mr. Jörgen Gyllenblad.

Regrets: Ms. Triinu Täht and Ms. Sanita Lazdina (Work Package 4); Emily Sellström (Work Package 8).

1. Welcome and opening of the meeting

Dr. Ülla-Karin Nurm, Director of the NDPHS Secretariat, and Prof. Oxana Drapkina, NCD EG Chair, opened the meeting and welcomed the participants.

The meeting was chaired by the representatives from the Work Package 2, Dr. Asiia Imaeva, ITA of the NCD EG, and Ms. Maria Lopatina, member of the NCD EG.

The participants briefly introduced themselves.

2. Current state of the project

Ms. Wiebke Seemann, a Project Manager at the NDPHS Secretariat, presented an overview of the progress of the implementation of the Work Packages. The Work Package representatives were invited to supplement the provided information.

Under the Work Package 1, the procedures and templates for procurements have been developed, and the call for tender for the development of the new NDPHS visual identity has been launched. The new visual identity is planned to be inaugurated by the Partnership Annual Conference in November. The call for tender for the new NDPHS communication strategy is under development. Meanwhile, the project communication and visibility plan has been drafted for the Project Steering Group to review.

The implementations of the 'Art of staying healthy' project and the organisational health literacy study, both of which fall under the Work Package 2, have progressed well. A call for project

proposals that foster collaboration between the arts and health sectors to improve people's health and wellbeing has been launched. The participants were requested to further disseminate the call. The ideas and concepts for the organisational health literacy study (NCD EG is responsible for implementation) have been further developed. Latvia, Lithuania and the Russian Federation have already joined the project, and talks are ongoing with Estonia and Norway. The project implementation will start later in 2021, and the final report is planned to be published in 2022.

The HIV, TB & AI EG has submitted all the documents needed to start the procurements for the study coordinators for the comparative analysis of EMIS data and the inventory of approaches to Latent Tuberculosis Infections. The tender documents are currently under development, and the calls will be launched as soon as possible.

The ASA EG is currently in the process of developing the Terms of Reference for the network of municipalities for the Work Package 4 and has started searching for municipalities to join this network. The EG has engaged in discussions with some non-governmental organisations who have expressed their interest in joining the project, including CAN and Movendi International.

For the Work Package 5, the ASA EG has developed the Terms of Reference for the study on novel nicotine and tobacco products and is in the process of finalising the Terms of Reference for the study on cannabis. The EG is planning to soon commence the procurement process for two researchers to lead the studies.

The PHC EG has established a management group for the Work Package 6 and has submitted the documents to the NDPHS Secretariat for the procurement of a study coordinator and national experts to lead the study on the best practices in the provision of remote services. The management group is currently finalising the methodology for the study with the help of the WHO Regional Office for Europe.

The OSH EG has launched the call for tender for a project coordinator to lead the implementation of the Work Package 7 on updating the core competencies of OSH professionals. The call for tender for national experts for data collection is under development. Furthermore, the OSH EG has prepared a flyer about the project, which will be used to assist explaining the purpose of the project in the Partner Countries, and has established a joint work space for the EG members. Seven countries and two International Organisations, namely ILO and IOM, have so far expressed their interest in joining the project.

The AMR EG is planning to map the existing data sources for the study on the reasons for and consequences from antibiotic treatment among older adults, as planned under the Work Package 9.

The NDPHS Secretariat has commenced the development of a work plan for the Work Package 9, which will be closely coordinated with the new NDPHS Strategy for 2022-2027. While activities have been planned, their implementation is on hold until the adoption of the new Strategy.

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

3. Project management

3.1. *The revised Terms of Reference for the Project Steering Group*



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Ms. Wiebke Seemann introduced the revised Terms of Reference for the Project Steering Group and invited the participants to make comments on the draft.

The participants uniformly agreed to leave out the item 1.11 “*Liaise and cooperate closely with relevant International Organisations (e.g., WHO, NCM, ILO or ECDC), civil society organisations and their programs and projects, and develop cooperation to avoid duplication of efforts*”, which was considered as a responsibility of the NDPHS Secretariat.

The meeting **adopted** the revised Terms of Reference for the Project Steering Group.

3.2. Project communication and visibility plan

Ms. Saara Rissanen, intern of the NDPHS Secretariat, informed about the issues related to communication about the EU-funded external actions and presented a draft of the project communication and visibility plan, which details the project’s communication objectives, target groups, key messages, communication tools and channels, main communication activities and their indicative timeline, evaluation systems, as well as the human and financial resources reserved for communication and visibility activities. The Project Steering Group members were invited to comment on the draft communication and visibility plan and to review the main communication activities per Work Package.

Some of the comments raised during the meeting include:

- All the project -related communication outputs should be inclusive and accessible for different population groups, including for those with special needs and disabilities. This includes, among other things, using plain language, adjusting language when addressing different target groups and translating relevant information materials and policy briefs to local languages.
- The project communication and visibility plan could be used to feed into the overall NDPHS communication strategy, which will be developed through the MITTENS project.

Ms. Saara Rissanen informed that the communication and visibility plan will be edited based on the comments received during the meeting. The Project Steering Group members will then be consulted on the revised version before sending it to the EU for approval.

The meeting **took note** of the provided information.

3.3. The implementation of the project management portal ClickUp

In reference to the invitation for each Work Package to join the project management portal ClickUp, put forth by the NDPHS Secretariat during the first Project Steering Group meeting held on 11 March 2021, Ms. Saara Rissanen invited the Project Steering Group members to reflect on the usefulness of the portal in project implementation.

The participants jointly agreed that having a joint project management platform for the NDPHS Secretariat and the Work Packages is useful. Ms. Iréne Nilsson Carlsson, Co-Chair of the PHC EG and the representative of the Work Package 6, informed that there are restrictions set for which tools are approved for use in national governmental organisations, which may prevent some individuals from using ClickUp. Dr. Ülla-Karin Nurm advised the participants to get in touch with the NDPHS Secretariat if such insurmountable restrictions for use arise.

The meeting **took note** of the provided information.



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4. Wrap up and closing of the meeting

The Chair informed that the next Project Steering Group meeting will be held in the Autumn and will be chaired by the representatives of Work Package 3.

The meeting terminated on 10 June 2021 at 10:30 CEST.



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