

**EG on Prison Health
Fourth Meeting
WHO Copenhagen Office, Denmark
24-25 October 2007**

Reference	PH 4/3a/Info1
Title	Minutes from the EG Chairs and ITAs Meeting
Submitted by	Lead Partner Norway
List of annexes	Annex 1 – List of participants Annex 2 – List of documents submitted to the Meeting
Summary / Note	This document recalls the main discussion points and decisions made during the 5 th EG Chairs and ITAs Meeting. It includes the revisions received by the Secretariat until 2 October 2007, COB.

1. Welcome and opening of the meeting

The meeting was chaired by Mr. Marek Maciejowski, Head of NDPHS Secretariat who opened the meeting and welcomed the participants.

Mr Viktoras Meižis, the NDPHS CSR Chairman, welcomed the participants on behalf of the Host Country.

2. Adoption of the Agenda

The Meeting **adopted** the Provisional Agenda (submitted as document EG Chairs and ITAs 5/2/1).

3. NDPHS Expert Groups – progress so far and activities in the near future

With reference to document EG Chairs and ITAs 5/3/1, the Secretariat proposed that the presentations of the progress so far as well as the discussions following them be broken into individual project work packages covered by sub-items 3.1 to 3.7.

3.1 WP 1 – Coordination of the project

The Secretariat informed about the progress in the implementation of this work package, and planned / proposed future activities. It also noted that the 2nd meeting of the Database Project Steering Group (DPSG) would take place 15 October 2007 back to back with the 12th CSR Meeting in Kaliningrad, Russia. The Secretariat warmly invited the EG Chairs and ITAs to attend it and informed that first submission of documents for DPSG 2 Meeting would be done by the end of September 2007.

Lithuania informed about the ongoing recruitment of a new Database Project Main Expert, which should be finalized soon.

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

3.2 WP 2 – Dissemination of the results

The Secretariat informed about the progress in the implementation of this work package, and planned/ proposed future activities. It introduced the new website's mechanisms and informed how the EGs can use them on their own, as they have admin prerogatives for their EG's pages. During its presentation and the discussions following it as well as questions from participants, it pointed out / explained the following:

- The Expert Groups are invited to regularly update, through the admin section, their own web pages (so-called white pages) as well as distribute relevant information through other mechanisms of the website, such as e-news and the calendar. It is vital to also update the Russian version of the NDPHS website whenever making changes on the English version of the web pages. Information about how this all can be done is contained in the website manual available in the admin section. The Secretariat is always available to assist, if needed;
- It is strongly recommended that the Expert Groups use consistent coding when posting Expert Group meeting documents on their web pages of the NDPHS website. In this respect, they are asked to follow the pattern introduced by the Secretariat (the EG Chairs and ITAs 5 Meeting offers a good example);
- The Expert Groups are encouraged to use the on-line registration mechanism when organizing meetings. It is possible to produce a tailor made on-line registration form for every individual meeting and include additional information in it, as necessary. The form can also be used for providing information for visa purposes, e.g., to obtain an official invitation by a Russian local host in order to get a Russian visa. Using the on-line registration form is a convenient way of making sure that the registration forms are sent at the same time to, e.g. the Chair and ITA of a given EG holding a meeting as well as the local organizers;
- Expert Groups are encouraged to regularly update their lists of contact person on the website. At the moment, as regards some EGs, considerable amount of nominations is missing. It would be advisable to encourage Partners to nominate permanent members to the Expert Groups, if not done so so far, and present their names and contact details on the website;
- Expert Groups are encouraged to present their Power Point presentations on the NDPHS website at <http://www.ndphs.org/?presentations> (those of a general character, not related to, e.g. particular meeting, because the latter are to be posted on a meeting documents page of a given meeting), along with activities and developments within the Expert Groups;
- The Expert Groups are invited to present information relevant to the NDPHS work also at the website front page ND Public Health and Social Well-being News section. The Expert Groups are also encouraged to inform people outside the NDPHS network that such a mechanism exists and can be used by anyone to present issues relevant for the NDPHS;
- The Expert Groups are invited to use the NDPHS e-news mechanism, which has been designed to send e-news by email to the persons included in the e-news distribution list (currently ca. 13,000 addresses). The Secretariat would also appreciate if the Expert Groups would forward to it email addresses of people, institutions and organisations whom they would like to receive e-news (they can also subscribe for e-news themselves at <http://www.ndphs.org/?subscribe-unsubscribe>;
- The Secretariat plans to produce a brochure and a flyer before the Partnership's Annual Conference (PAC), 15 November in Vilnius, Lithuania. The Expert Groups were asked to provide input to the brochure about the EG's work, current and planned activities. The life span of the brochure is foreseen to be ca. two years. Expert Groups are invited to contact the Secretariat if they wish to have parts of the brochure to be translated into other languages than English. Expert Groups are encouraged to come up with further ideas regarding content and layout of the brochure and the flyer in due time before PAC. The Secretariat informed that the brochure, which will take form of a

folder, will give space for each Expert Groups to present their current and future activities on “info sheets” that will be disseminated within the brochure or separately. The Secretariat will send the Expert Groups more detailed information about the proposed contents;

- The Expert Groups are kindly requested to inform the Secretariat who the target groups are for their own groups and which other organizations are of relevance to the work of the Expert Groups and the NDPHS in general. This information will be included in the planned organizations section of the database and be used for better targeting, e.g. e-news recipients, and disseminating information about the NDPHS more broadly;
- The Secretariat informed that the second NDPHS e-newsletter will be ready for publication after the Partnership’s Annual Conference (PAC) in November 2007. It encouraged Expert Groups to give input to certain sections and articles in the e-newsletter documenting the work of the Expert Groups;
- When asked why there is a two-step registration process (registration and confirmation of registration) when registering for a meeting on-line, the Secretariat explained that by choosing this approach, misuse of the names on the on-line registration forms which are available on the internet should be avoided. An admin of a given meeting documents section (e.g. the Expert Groups and ITAs for their own groups) has the possibility to confirm or to delete the registration of potential meeting participants;
- Currently over 100 media contacts are receiving the NDPHS press releases. Two press releases were published since the last Chairs and ITAs Meeting in Vilnius. The Expert Groups are invited to advise the Secretariat of potential target media people / groups which should be regularly informed about the NDPHS work and development;
- Finally, the Secretariat pointed out that the website should be seen as the main Partnership’s coordinating tool and, as such, it should be actively used by the Expert Groups according to their needs. With that in mind, the Secretariat encouraged the Expert Groups to contact it whenever they would like to propose to make structural changes on the Partnership’s website and/or would like to request Secretariat’s assistance in dealing with the website.

Ms Ingrid Lycke Ellingsen asked for insertion of a section named “further readings”, where documents based on the activities of Expert Groups can be posted on the website. She informed the Meeting that she had recently written a text on Prison Health within the Council of Europe framework and would like to post it on the NDPHS website.

The Secretariat invited Ms Ingrid Lycke Ellingsen to send the article to it and promised to post it, as requested.

Ms Virginija Ambrazevičiene asked for insertion of general information about the NDPHS database project and its implementation on the NDPHS website.

The Secretariat promised to do so with the assistance of the new Project Main Expert, when she is available.

Mr Mikko Vienonen suggested distributing documents printed by other organizations that deal with NDPHS issues. They could serve as a basis for discussions of activities during CSR and PAC. As a second point, he suggested to inform the Partner Countries’ and Organizations’ contact persons about the NDPHS Expert Groups work and send information and publications also to them before PAC.

3.3 WP 3 – Evaluation of the project

The Secretariat recalled that there was no need for any actions to be taken so far with regard to this WP as, in accordance with the project work plan, an interim report to the European

Commission needs to be submitted to the PHEA in March 2008 after it is approved by the Database Project Steering Group.

The Meeting **took note** of this information.

3.4 WP 4 – Database Development

The Secretariat informed about the progress in the implementation of this work package. It pointed out that very good progress has been made so far. The database engine will be ready by CSR 12 in Kaliningrad, Russia, which will be ahead of the deadline given to the company developing it. Further, the Secretariat introduced the concept of the database mechanism that will enable users to choose specific search parameters. Thereby it would be possible to learn which projects have been carried out by a certain organization in a certain region on a specific topic and what financial organization(s) funded them. The database will be filled with contents in different ways. Firstly by automatic feeding, where the database retrieves project information from already existing databases relevant to the work of the NDPHS. Secondly, manually, through a user-friendly form. Thirdly all projects that received funding by using the NDPHS pipeline will be included automatically in the database as soon as financing agency(-ies) decide to finance it. As regards the subsequently following project implementation, as well as after a given project is completed, it would be vital that inserting up-to-date information in the NDPHS Database could also be made a requirement of the financing agencies for project funding. Information manually inserted to the database will have to be approved for public display by the Secretariat, possibly with advice from the Expert Groups, to secure that the database only contains relevant information. The database will also include information on NDPHS projects supported / implemented by NDPHS Expert Groups. As the database will also include data from outside the Partnership, the NDPHS will need to encourage external project owners to include information about their projects in the NDPHS database.

Further, the Secretariat recalled the idea of three sections of the NDPHS database: Projects, Organizations, and People. The Secretariat proposed considering possible further extension of the NDPHS Database, e.g., including of a publications section and/or an indicators section. It continued to explain the idea of inserting an indicator section in the NDPHS database. Such a section could include indicators which cover the health status of the ND area and which could be used to highlight crucial areas for further work and activities for the NDPHS. The Secretariat provided a draft list of possible indicators in its e-mail sent to the meeting participants on 11 September 2007. Indicator data can be taken from other databases, inserted manually based on available publications and other sources of information. Data and indicators in the indicator section of the NDPHS database could be helpful to develop reports on the health status of the region and can, on the other hand, document improvements and tangible results achieved thanks to the work of the Partners. One should, however, keep in mind that the availability and reliability of indicator data is a challenge, and the work with indicators requires both time and money. Finally, the Secretariat proposed that a mechanism be developed within the database which would allow for generation of statistical graphs and charts. It gave information about what data is available and could be displayed in a graphical format.

Having discussed the Secretariat's suggestions, the Meeting **concluded** as follows:

- The Expert Groups **were asked** to send the Secretariat information about projects that it should try to have included in the project database;
- The Expert Groups **were asked** to provide information which additional databases they would like to recommend to be connected to the NDPHS database;
- The Meeting **requested** the Secretariat to submit a proposal to insert an indicators section for the next Chairs and ITAs Meeting;

- The Meeting **supported** a proposal to publish relevant publications on the website and in the database's publications section as an added value in order to enhance the visibility of the NDPHS work and to attract people from outside the Partnership.

Mr Mikko Viononen remarked that it will become more and more difficult to allocate funding money for the ND area from financing organizations. Expert Groups and the Secretariat should first of all focus on the development of the pipeline.

Mr Pauli Leinikki introduced his proposal for indicator approach. It is intended for planning and evaluation of individual projects. Predefined indicators would help to guide the project planning along the commonly accepted priorities and to evaluate the progress and outputs of the implemented projects. They could be conveniently used in the project pipeline. Each expert group should formulate simple indicators that correspond to the priorities. During project planning these could be developed and defined further to meet the exact demands of the project. The HIV/AIDS Expert Group distinguishes between three levels of indicators: programmatic, output, and outcome indicators.¹

The Meeting **welcomed** Mr Pauli Leinikki's proposal and **invited** the Secretariat to keep this approach in mind as a proposal for consideration by financing agencies when the Secretariat discusses the project pipeline and the database with them.

3.5 WP 5 Information Provision on Specific Health Areas

This agenda item was not discussed due to time and practical constraints (as this WP is directly linked with the database, its full implementation will start only after the database is ready).

3.6 WP 6 – Thematic Reports, Network Creation and Stakeholder Analysis

Mr Mikko Viononen asked how much money would be available for each Expert Group and if it would be possible to employ a consultant for the thematic reports.

The Secretariat referred to its e-mail sent out to Chairs and ITAs on 28 June 2007² and recalled that 10,000 euros are available for each Expert Group in order to produce a thematic report on a particular item chosen by the EGs themselves (but within the framework set up by the Grant Agreement). It is consistent with the Grant Agreement that an EG would hire an external consultant(s). The Secretariat is available to make further clarifications upon request. The Secretariat proposes that the thematic reports would be ready by the end of 2007. Finally, the Secretariat informed that closer to the end of the project it may appear that some money will be not spent and could be used for additional thematic reports. However, an EG should first of all look for additional funding from elsewhere, if it wishes to develop more than one thematic report.

Mr Pauli Leinikki informed that EG HIV/AIDS did not make a concrete start in implementing this work package, but it has prepared a background document. The EG faced some challenges in deciding about the outline of the report. He pointed out that the Expert Group is in a need of more detailed guidelines in order to fulfill its tasks regarding this work package.

Mr Carl-Eric Thors referred to the Terms of References for Thematic Reports elaborated by EG PHC, sent to members of the Expert Groups for further comments on 11 September 2007. He

¹ Mr Pauli Leinikki's ppt presentation is available at the NDPHS website at http://www.ndphs.org/?download.1210,Proposed_project_implementation_indicators_%28Mr_Pauli_Leinikki%29.ppt.

² E-mail subject: Information regarding the development of thematic reports (ref. MM-070628-03).

announced the first draft of the thematic reports should be ready by the end of 2007. First steps have been taken by lining out what the aim of the report will be and what the report should focus on.

Ms Ingrid Lycke Ellingsen pointed out that EG PH took first steps in order to deliver a thematic report of the EG PH in due time. The Expert Group informed that it would employ Ms Maxi Nachtigall to assist in developing the thematic report on women's health in prison as soon as possible.

Mr Mikko Viononen informed that EG SIHLWA is planning to deliver three different thematic reports following the structure of their EG which operates through different sub-groups. The Sub-group on Occupational Safety and Health is on its way to develop their thematic report. The Sub-group on Adolescent Health will prepare a report on "Youth's health behavior and existing policies targeted at youth's health in North West Russia and Northern Europe." The Sub-group on Alcohol has not yet developed an outline of their thematic report.

The Meeting **took note** of the presented information and, with permission of the PHC EG Chair, **requested** the Secretariat to forward the PHC EG's draft ToRs for thematic reports to all the other EGs as a good example of how thematic report ToR could look like.

3.7 WP 7 – Project Pipeline

The Secretariat informed about the progress in the implementation of this work package, and planned / proposed future activities. It introduced the new project pipeline (www.ndphs.org/?pipeline) which offers a multi-financing-agency and multi-currency engine. The project pipeline displays for project proponents all funding possibilities made available by financing agencies participating in the pipeline and, as an additional service, will gradually extend its information about financing agencies which are not connected to the pipeline, but which potentially can finance projects of relevance to the NPDHS. As regards financing agencies, they, for example, can receive projects from the same project proponent at the same time and can in a coordinated manner announce their interest in financing projects. They can also request revisions and additional information from project proponents. Furthermore, financing agencies may ask groups of experts and individual experts to comment on submitted project proposals.

During its presentation and the discussions following it, the Secretariat also said the following:

- The Expert Groups were asked to give input and further information about existing funding possibilities outside the pipeline so that the Secretariat could gradually include them in the section of the pipeline informing about non-pipeline funding opportunities;
- The Expert Groups were asked for input regarding parameters as a part of the pipeline tuning;
- The Secretariat informed that it is in the process of approaching financing agencies in order to discuss with them what kind of parameters they are looking for;
- The Expert Groups were encouraged to make use of the pipeline when financing agencies are connected to it, and insert project proposals in it;
- The Secretariat asked the Expert Group Chairs and ITAs if they would agree that they/their EGs would be given their accounts featuring expert group profiles in the pipeline and that it would be announced to financing agencies having potential interest in participating in the pipeline that the NPDHS Expert Groups could be invited by them to comment on selected project proposals (on a confidential basis). This would, however, be between the EGs and respective financing agencies to agree on the conditions of this cooperation (e.g. how many project proposals during a given period of time an EG would be able to comment upon and what kind of projects, etc.).

The Expert Groups **agreed** to a proposal by the Secretariat to list the EG Chairs and ITAs in the list of Expert Groups that could be invited by the financing agencies to comment on project proposals.

Ms Ingrid Lycke Ellingsen named the Soros Foundation as a potential financing agency.

4. Expert Groups' progress, future activities and involvement in other NDPHS activities

4.1 Introductory remarks by the NDPHS Secretariat

The Secretariat made introductory remarks regarding agenda item 4 aimed at facilitating of discussions under sub-items 4.2 to 4.6.

It stressed that the Secretariat counts on all EG progress reports for 2007 and work plans for 2008 to be delivered in due time, as the Secretariat has been tasked to prepare an overall NDPHS Progress Report for 2007 and the NDPHS Work Plan for 2008 and submit them to the forthcoming CSR Meeting in Kaliningrad.

Further, it informed that three out of four Expert Groups had delivered their progress reports so far, while the last report was expected to be sent to the Secretariat latest on Monday 24 September. As regards the Work Plans, the Secretariat had received one final and one draft EG Work Plan for 2008 and was still waiting for the final versions of all work plans to be delivered asap to make it possible to submit them as a part of the NDPHS Work Plan to the CSR 12 Meeting in Kaliningrad in due time.

The Expert Groups **agreed** to the Secretariat's requests.

4.2 Expert Group on HIV/AIDS

The Chairman of HIV/AIDS EG, Mr Pauli Leinikki informed that his group would rename its experts into representatives of members/member states to emphasize the need of a formal mechanism in approving the experts. The group has representatives from France and Portugal and had temporary members from Canada and Spain. During its last meeting in Berlin, the group started the process of developing a priority paper. This paper will be followed on during the meeting in October 2007 in Porto, Portugal.¹

The HIV/AIDS EG ITA, Ms Outi Karvonen informed that the group is currently working on several projects: 6 involving Finland, within the Barents program, 9 projects involve Norway, 5 St Petersburg and 1 Kaliningrad, 2 projects involved Sweden, one of them is finished the other one ongoing.

The Expert Group has 14 new proposals and applications for projects: 1 Danish proposal, 1 project which also involves France, and 3 projects involving Lithuania, Latvia and Estonia. There are also two new Finnish proposals which have been submitted in August. One of them seeks to control the spread of HIV/AIDS in the Barents and Northern Dimension regions and includes ITA tasks of the HIV/AIDS EG. The project's duration is 2008-2010. The aim of the second project is to strengthen inter-sectoral action, to fight drug abuse and drug related harm in the Murmansk region.

The Expert Group also updated its policy paper and recruited new members for the Group. A new observer to the Expert Group is Health Canada. However, the issue of the Co-chair was

¹ Mr Pauli Leinikki's ppt presentation is available at the NDPHS website at http://www.ndphs.org//documents/602/EG_HIV_presentation_Mr_Pauli_Leinikki.ppt.

still pending. The HIV/AIDS EG increased its collaboration and coordination with other Expert Groups, namely PH EG and SIHLWA EG, whose meetings were attended by the Chair of the Expert Group. The Expert Group also participated in the Baltic Sea Convention in June 2007 on Gotland, Sweden.

Mr Pauli Leinikki informed that Canada had announced its willingness to invite HIV/AIDS EG for the next EG meeting to Canada. The official invitation will be given during the meeting in Porto.

Ms Outi Karvonen informed about the forthcoming Seminar on the Barents HIV/AIDS Program in Murmansk in October 2007.

Mr Pauli Leinikki informed that while there are many cross-border projects going on in Russia concerning HIV/AIDS involving NDPHS Partners, not enough of them are currently active in the Baltic countries.

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

4.3 Expert Group on Primary Health Care

The Chairperson of PHC EG, Mr Carl-Eric Thors informed that his Expert Group recruited an ITA and three task managers which will start their work as soon as possible. As mentioned earlier during the meeting, the Expert Group elaborated Terms of Reference for thematic reports which will be discussed and adopted during the planned PHC 4 Meeting in Stockholm in October 2007. Mr Carl-Eric Thors pointed out that it is of importance to find more external funding for the implementation of planned projects of the Expert Group.

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

4.4 Expert Group on Prison Health

The Chair of EG PH, Ms Ingrid Lycke Ellingsen informed that a progress report has been submitted as a draft version to the NDPHS Secretariat. The Expert Group is currently working on an overview giving the number of prisoners in penalty institutions across the ND area. Thereby it is difficult to get a number of penalty institutions in North West Russia. This number would be of importance because most of the prisoners in the Northern Dimension area are imprisoned in Russia. Furthermore, there are no complete list existing showing projects on prison health in the NDPHS area. It is known that most projects in North West Russia are concentrating on the Archangelsk / Murmansk region. The Expert Group will try to collect information from projects outside this region. Ms Ingrid Lycke Ellingsen gave an overview of different categories of prisoners and introduced some thematic health areas which would be of importance to focus on in the future.

Further, Ms Ingrid Lycke Ellingsen informed that two meetings of the Expert Group were so far held during 2007, i.e. in Oslo and in Paris. The next meeting is planned for October 2007, to be hosted by the WHO Europe Office in Copenhagen. The Expert Group intensified its cooperation with other NDPHS Expert Groups, i.e. the HIV/AIDS EG. Ms Ingrid Lycke Ellingsen has invited the Chair of EG PHC, Mr Carl-Eric Thors for the next meeting in Copenhagen. PH EG cooperates actively with WHO Office Europe in Copenhagen and the WHO Health in Prison Project. The WHO office plans a conference on women's health in prison to be held in 2008, and continues with the translation of the publication of the Health in Prison Guidelines into Russian language with the financial support by Norway.

As regards the ITA for PH EG, Mr Jørgen Kaurin informed that he/she will be employed by the Norwegian Ministry of Health and Social Services and that a vacancy announcement was on its way and will be distributed to all contacts of the PH EG as soon as possible.

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

4.5 Expert Group on Social inclusion, Healthy lifestyle and Work Ability

The SIHLWA EG Chair, Mr Mikko Vienonen informed that the Expert Group continues with its work to translate the full name of the Expert Group in order to better communicate with the public about the Expert Group's work. Mr Mikko Vienonen asked for assistance from the meeting participants to finalize this process as soon as possible.

Further, he informed that the group faces organizational challenges caused by different forms of membership as permanent, alternate and ad-hoc members within the different sub-groups of the Expert Group. The 4th SIHLWA Expert Group meeting took place in Helsinki on 29-30 May 2007. The 5th meeting will be held in February 2008 in Oslo (date to be determined) and the 6th in autumn 2008 (place to be determined).

Mr Mikko Vienonen pointed out that SIHLWA has this year been mostly active in organizing conferences on different topics of relevance to the SIHLWA sub-groups. One of these meetings was Riga International Conference on "Reducing alcohol problems in the Baltic Sea region: Effective approaches to tackle alcohol related problems in local communities", held in Riga, Latvia, 12-13 March 2007. The event was organized under the auspices of Swedish chairmanship of the Council of Baltic Sea States (CBSS), sponsored by the Ministry of Health of Sweden, co-sponsored by SIHLWA, and organized in cooperation with the Ministry of Health of Latvia. Through a similar pattern EG SIHLWA supports and co-sponsors the high level conference in St Petersburg on 11-12 December under the Finnish chairmanship of the Nordic Council of Ministers on healthy lifestyles. He further informed that the Expert Group's Progress Report for 2007 had been delivered to the Secretariat. He also informed about the idea of trying to list SIHLWA members core activities in between the meetings. After all, our own members are the most precious "tool" in our countries, so why we should not try to report what they are doing. Clearly, this has been a new concept to SIHLWA members as well, and the EG will report at CSR if this approach was feasible or not.

The Expert Group's goal is that all SIHLWA sub-groups could have at least one "flag-ship" project ongoing in their field of action. OSH sub-group has had one since 2006, ADO sub-group is just starting one in St. Petersburg and ALC sub-group project plan on Early Identification - Early Intervention of alcohol problems is still in preparation. The group would probably also try to identify (as the HIV/AIDS group has done) a "fleet of other ships" / projects affiliated with SIHLWA ideology.

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

4.6 Other matters and overall conclusions

No other matters were discussed. Therefore, the Chair proceeded to making the conclusions from the discussions held in items 4.2 to 4.5, which, he proposed, he would present during the CSR 12 Meeting, with permission of the Meeting.

The Chair concluded that Expert Groups made very good progress despite some minor challenges which are going to be, hopefully, solved soon. This will be described in the NDPHS Progress report for 2007 to which the Expert Groups' progress reports will be attached. In this respect the Secretariat appreciates the PHC EG's promise to submit the pending progress

report on 24 September so that the NDPHS Progress Report can be finalized and submitted in due time to CSR 12.

Based on the already provided Expert Groups' work plans, the Secretariat will start to draft the NDPHS Action Plan for 2008, which will be ready in early October 2007 and subsequently submitted to CSR 12. It is planned that the CSR 12 would discuss and comment on the Action Plan and the Secretariat would subsequently make revisions, if requested, before it is submitted to PAC 4 to be held in November 2007, in Vilnius, Lithuania. In order to provide an up-to date document, the Secretariat asked for work plans to be submitted to it by the Expert Groups even in the last days before CSR, if any revisions would be made in the earlier submitted versions of these plans.

Further, the Chair concluded that the question of country representation and the election of Co-Chairs and Co-Lead Partners was still a pending issue for some of the Expert Groups. Also, it is important to get an overview who the permanent members of an Expert Group are in order to stay in contact with these people and to follow-up on decisions made during Expert Group meetings.

The Chair also concluded that the Expert Groups need to be able to rely not only on funding from the Lead partner countries but also on external funding in the realization of own projects and other activities. Therefore it becomes more and more important for the Expert Groups to raise funds from external resources.

The Chair also concluded that EG would like to also develop and run their own projects (at least one project per Expert Group).

The Chair recalled that one of the proposals was that progress reports could also include a section presenting NDPHS Partners' domestic activities of relevance to a given EG. If the Meeting supported that idea, it would require that the reporting elements for EG annual progress reports would be changed to accommodate this idea. This would have to be agreed on by the CSR.

The Meeting **agreed** that the Chair would present the above conclusions during the CSR 12 Meeting, but **preferred** to postpone discussion whether progress reports should also include a section presenting NDPHS Partners' domestic activities of relevance to a given EG.

Mr Pauli Leinikki advised the Expert Groups to collaborate more between each other as this meeting has shown the growing importance of joint actions of all Expert Groups.

The Meeting **agreed** to a proposal by Ms Ingrid Lycke Ellingsen to give more time for Expert Groups presentations; at least 15 minutes for a general Expert Group work overview and further 15 minutes to discuss possible cooperation between the Expert Groups on certain issues. To that end, it **advised** that the Secretariat would allocate more time for this purpose in the future, and the Expert Groups to come with concrete ideas and proposals to discuss.

5. Preparations of PAC 4 and its side-event, and EG inputs thereto

The Host Country Lithuania thanked the Meeting for the fruitful discussion on the preparation of PAC and its side event that took place the day before 5th Chairs and ITAs Meeting and concluded that, considering that almost all participants of the EG Chairs and ITAs 5 Meeting attended that meeting, there was no need for any further discussions on this matter. As agreed, the draft provisional PAC and the draft provisional Pre-PAC agendas, which were finalized during that preparatory meeting, will be submitted to the CSR 12 Meeting for approval and be posted by the Secretariat on the NDPHS website at http://www.ndphs.org/?mtgs_csr_12_kaliningrad together with the other CSR 12 documents.

Ms Virginija Ambrazeviciene expressed her wish to receive a final list of whom to invite for the Pre-PAC Meeting. Further, she asked for a template on practical information to provided by the Secretariat in due time and to be finalized by the Host.

The **Meeting agreed** that discussions about the main theme for PAC 5 in 2008 should start already during CSR 12. The Chair should also mention this suggestion to the CSR as an advice from this meeting.

The Chair stressed that, when discussing the main theme for PAC it is important to know what are the Expert Groups suggestions in this matter. This, considering that the NDPHS needs to rely on them in the preparatory work and in respect of the substantive input to a PAC event just like, in case of PAC 4, the NDPHS is able to rely on SIHLWA EG. In this regard, the Expert Groups should feel welcome to propose during CSR 12 topic(s) for PAC 5.

6. Preparations of the CSR 12 Meeting

The Chair informed the Meeting what items for CSR 12 provisional agenda have been agreed upon by the Chair and Co-Chair Countries during meeting held together with the Secretariat on 13 September 2007. In this respect he drew the attention of the Expert Groups to the agenda items in which the Expert Groups will be invited to report on their progress in 2007, present their work plans for 2008 and, if they wish so, bring other matters to the attention of CSR.

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

7. Next EG Chairs and ITAs meeting

The Meeting **agreed** to hold the next EG Chairs and ITAs meeting at least one month before the CSR 13 Meeting. Further details, e.g. place and date should be communicated by the Secretariat in due time.

8. Adoption of the EG Chairs and ITAs 5 Meeting minutes

The Secretariat proposed to send out a draft EG Chairs Meeting minutes to participants on 25 September 2007 and that comments on the draft would be due, at the latest, on 30 September 2007. A revised report would then be distributed on 2 October 2007 to be adopted *per capsulam* provided that no further comments were submitted within one week.

The Meeting **agreed** to the Secretariat's proposal.

9. Any other business

No topics were discussed under this agenda item.

10. Closing of the meeting

The meeting closed at 16:10 hours.

**EG Chairs and ITAs
Fifth Meeting
Vilnius, Lithuania
14 September 2007**

Reference	Annex 1 to the Minutes
Title	List of participants
Summary / Note	This list includes participants who participated in the Meeting

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Expert Group on Primary Health Care

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**EG Chairs and ITAs
Fifth Meeting
Vilnius, Lithuania
14 September 2007**

Reference	Annex 2 to the Minutes
Title	List of documents submitted to the Meeting
Summary / Note	This list includes all documents submitted to 5 th Chairs and ITAs Meeting

Main documents

Code	Title	Submitted by	Date
• EG Chairs and ITAs 5/2/1	Provisional agenda	Secretariat	16/08/07
• EG Chairs and ITAs 5/2/2	Provisional annotated agenda	Secretariat	16/08/07
• EG Chairs and ITAs 5/3/1	NDPHS Database Project – progress so far and activities in the near future	Secretariat	12/09/07
• EG Chairs and ITAs 5/4.2/1	Draft progress report for the HIV/AIDS EG 2007	ITA of the HIV/AIDS E	14/09/07
• EG Chairs and ITAs 5/4.4/1	Draft progress report for the PH EG 2007	Chair of the PH EG	14/09/07
• EG Chairs and ITAs 5/4.4/2	Adopted Work Plan 2007-2008 for the PH EG	Chair of the PH EG	14/09/07
• EG Chairs and ITAs 5/4.5/1	Draft progress report for the SIHLWA EG 2007	SIHLWA Coordinating Chairman	14/09/07
• EG Chairs and ITAs 5/4.5/2	Draft SIHLWA 2008 Action Plan	SIHLWA Coordinating Chairman	14/09/07

Auxiliary documents

Code	Title	Submitted by	Date
• EG Chairs and ITAs 5/Info 1	Practical information for participants	Secretariat	16/08/07
• EG Chairs and ITAs 5/Info 2	Preliminary timetable	Secretariat	16/08/07

- EG Chairs and ITAs 5/Info 3 List of documents submitted to the Meeting Secretariat 16/08/07
- EG Chairs and ITAs 5/Info3-rev.1 Revised list of documents submitted to the Meeting Secretariat 12/09/07