

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

Reference	PH 4/3a/Info 2
Title	Provisional annotated agenda of the CSR 12 Meeting, held in Kaliningrad, 15-16 October 2007
Submitted by	Lead Partner Norway
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	For reference

1. Opening of the meeting and welcome

The meeting will be opened by Mr. Viktoras Meižis, the NDPHS CSR Chair, who will also chair the Meeting. The Chair will also welcome the Baltic Sea States Subregional Cooperation (BSSSC) as the new NDPHS Partner.¹

The Host Country, Russia, will welcome the participants.

2. Adoption of the Agenda

The Meeting is invited to **adopt** the Provisional agenda with timetable (submitted as document CSR 12/2/1).

3. Presentations by the Host Country

The Host Country Russia is invited to present its activities and achievements (e.g. national and regional policies, projects, etc.) related to public health and social well-being including, but not limited to its contribution to the NDPHS process.

The Meeting is invited to **take note** of the presented information.

4. Information by the NDPHS Chair and the NDPHS Secretariat

4.1 Past and forthcoming meetings of special relevance to the NDPHS

The Chair and the Secretariat will inform about the past and forthcoming meetings of relevance to the NDPHS, in which they took part or plan to take part.

The Meeting is invited to **take note** of the presented information.

¹ BSSSC will be invited to make a presentation under agenda item 5.

4.2 Secretariat's progress report

The Meeting is invited to **take note** of the Secretariat's progress report for the period from April to September 2007 (submitted as document CSR 12/4.2/Info 1).

5. Information by the NDPHS Partners

The Partners are invited to present information regarding their activities of relevance to the NDPHS, which are not covered in other agenda items. It is recommended that the focus of the presentations be on the issues that the Partners would like to propose that the NDPHS would follow up on in the future. It should also be noted that the Chair has decided that only five minutes will be allocated for each presentation.

The Meeting is invited to **take note** of the presented information and **decide**, as appropriate.

6. Progress report on the NDPHS Database Project

The 2nd Meeting of the Database Project Steering Group will take place on 15 October 2007, immediately before the present CSR 12 Meeting. The Secretariat, which is the Project Main Partner, will inform the Meeting about the progress in the project implementation and other relevant matters arising from the Project Steering Group meeting.¹

The Meeting is invited to consider the information presented by the Secretariat, and **decide**, as appropriate.

7. Legal capacity of the NDPHS Secretariat

The Chair will inform the Meeting about most recent developments regarding the legal capacity of the Secretariat and (unless this is done in the meantime through, e.g. direct e-mail communication with the Partners).

The Meeting is invited to **take note** of the information presented by the Chair.

8. Financial matters

8.1 Current financial situation of the NDPHS Secretariat

With reference to document presenting actual and projected contributions and expenditures during 2006-2008 (submitted as document CSR 12/8.1/Info 1), the Secretariat will inform the Meeting about the current financial situation of the NDPHS Secretariat.

As regards the contributions to the NDPHS budget for FY 2007, the CBSS Secretariat administration has confirmed that the following countries have paid their contribution as of 20 September 2007:² Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway and Sweden.³

¹ Should the CSR 12 participants wish to obtain more detailed information, it will be provided on the DPSG 2 meeting documents page available at: www.ndphs.org/?mtgs.dpsg_2_kaliningrad.

² On 1 August 2007, the Secretariat sent to Partner Countries a reminder concerning contributions to the NDPHS budget for FY 2007 (ref. MM-070801-01).

³ Sweden paid the regular contribution. The Host Country extra contribution has not been received yet.

The Meeting is invited to **take note** of the presented information, and **encourage** the Partner Countries which have not paid their contributions so far, to do so promptly.

Regarding the NDPHS Appropriations Account, the Meeting might wish to **consider** possible steps to replenish the account, e.g. through financial pledges during the forthcoming ministerial PAC.

8.2 NDPHS budget for FY 2008

The Secretariat presented to CSR 11 in March 2007 a draft budget covering expected contributions and expenditures of the NDPHS Secretariat during FY 2008. The CSR adopted it as a preliminary budget, agreed that all Partners would earmark their respective contributions, and asked the Secretariat to submit a final draft version to the next CSR meeting for approval.

The Secretariat will introduce a proposed budget for FY 2008 (submitted as document CSR 12/8.2/1).

The Meeting is invited to consider the proposed budget and **adopt** it, if appropriate.

9. NDPHS Annual progress report for 2007

The Secretariat will introduce a preliminary NDPHS Progress report for 2007 (to be submitted as document CSR 12/9/1). The Expert Groups are invited to present their own progress reports (these reports will be annexed to the NDPHS Progress report for 2007). This Progress report will be developed following the Reporting elements for the NDPHS Expert Groups annual reports adopted by the CSR 11 Meeting.¹

The Meeting is invited to consider and, if necessary, **revise** the report, and **approve** it for submission to the forthcoming PAC 4 with the understanding that the Secretariat would update this report should new relevant information become available in the meantime.

10. NDPHS Annual Work Plan for 2008

The Secretariat will introduce a draft NDPHS Work Plan for 2008 (to be submitted as document CSR 12/10/1). The Expert Groups are invited to present their own annual work plans (these work plans will be annexed to the NDPHS Work Plan for 2008).

The Meeting is invited to consider and, if necessary, **revise** the NDPHS Work Plan for 2008, and **approve** it as a draft for submission to the forthcoming PAC 4 with the understanding that the Secretariat would revised this work plan should new relevant information become available from Partners in the meantime.

11. Evaluation of the NDPHS in 2008

As stipulated in the Oslo Declaration “An overall review and evaluation of the Partnership will be carried out in 2008, in accordance with a procedure to be established by the CSR.” Consistent with this, the CSR Chair will present his proposal of the procedure (to be submitted as document CSR 12/11/1).

¹ Available at the NDPHS website at www.ndphs.org/internalfiles/File/PHC_EG/Elements_for_EGs_annual_progress_reports.pdf.

The Meeting is invited to consider the proposed procedure and **approve** it, if appropriate.

12. Preparations for the next PAC and its side-event

During CSR 11, the Meeting agreed that the main topic for PAC would be occupational safety and health, with broad health content and a title, which would ensure the representation of the Ministries of Health. Also, there would only be one PAC side event. The CSR also agreed that the Chair would develop the Conference and side event titles as well as the main Conference topics and would circulate them to the Partners for comments. This was done on 20 June 2007, when the Secretariat circulated to the Partners the Chair Country's proposal regarding the above.

In the following sub-items, the Meeting is invited to discuss and decide on substantive and organizational matters related to the forthcoming PAC and its side event.

12.1 Provisional agenda for PAC 4

The Chair Country Lithuania is invited to present a proposed PAC 4 provisional agenda (submitted as document CSR 12/12.1/1).

The Meeting is invited to consider and, if necessary, **revise** the proposal made by Lithuania, and **approve** it for submission to the forthcoming PAC 4, as appropriate.

12.2 Chairman's Conclusions from PAC 4

The Chair Country Lithuania is invited to present its proposal regarding the contents and the procedure for approval of a draft proposed Chairman's Conclusions from PAC 4.

The Meeting is invited to discuss the proposal made by Lithuania and **decide**, as appropriate.

12.3 Organizational matters related to PAC 4

Lithuania, as the Host of PAC 4, is invited to inform the Meeting about key organizational matters related to PAC 4.

The Meeting is invited to **take note** of the information provided by Lithuania, and **advise**, if and where appropriate.

12.4 Provisional agenda for the PAC 4 side-event

The Chair Country Lithuania, assisted by the SIHLWA Expert Group, is invited to present a proposed PAC 4 side-event provisional agenda (submitted as document CSR 12/12.4/1).

The Meeting is invited to consider and, if necessary, **revise** the proposal made by Lithuania, and **approve** it for distribution, as appropriate.

12.5 Outcome of the PAC 4 side-event

The Chair Country Lithuania, assisted by the SIHLWA Expert Group, is invited to present the envisaged outcome of the PAC 4 side-event, which will be document “Partnership Strategy “Health and Safety at Work in the Northern Dimension region – A Decent Work Prerequisite and Challenge for the Future” (to be submitted as document CSR 12/12.5/1).

The Meeting is invited to discuss the proposed outcome of the PAC 4 side-event and **decide**, as appropriate.

12.6 Organizational matters related to the PAC 4 side-event

Lithuania, as the Host of the PAC 4 side-event, is invited to inform the Meeting about key organizational matters related to this side-event.

The Meeting is invited to **take note** of the information provided by Lithuania, and **advise**, if and where appropriate.

12.7 Any other matters related to next PAC and its side-event

The Meeting might wish to discuss and **decide** on any other matters related to the next PAC and its side-event, which have not been covered in the preceding agenda sub-items. The discussions might, e.g., include reflections on what additional steps should be taken by the Partnership in the preparations for the forthcoming PAC in order to ensure the appropriate level of representation during it; an appropriate input to the ministerial discussions, initiation of discussions about the theme of the subsequent PAC, etc.

13. Expert Groups – progress so far and future activities

It is proposed that this agenda item would focus on issues exclusively related to the NDPHS Expert Groups (both core and associated ones), which have not been covered by way of discussions in the preceding agenda items. Further, it is proposed that these discussions would proceed, as far as possible, on an expert group by an expert group basis (sub-items 13.1 to 13.5), with the conclusions and summarizing discussion following in the end (sub-item 13.6).

13.1 Expert Group on HIV/AIDS

The HIV/AIDS EG is invited to present the outcome of its 7th meeting, scheduled to take place on 9-10 October 2007 in Porto, Portugal, as well as other issues that the EG wishes to address to the CSR for information and/or consideration.

The Meeting is invited to **take note** of the information provided by the HIV/AIDS EG.

Finally, the Meeting might also wish to discuss other matters of relevance to this EG and **decide**, as appropriate.

13.2 Expert Group on Primary Health Care

The PHC EG is invited to present the outcome of its 4th meeting scheduled to take place on 4-5 October 2007 in Stockholm, Sweden, as well as other issues that the EG wishes to address to the CSR for information and/or consideration.

The Meeting is invited to **take note** of the information provided by the PHC EG.

Finally, the Meeting might also wish to discuss other matters of relevance to this EG and **decide**, as appropriate.

13.3 Expert Group on Prison Health

The PH EG is invited to present the outcome of its 3rd meeting, which took place on 19 June 2007 in Paris, France, as well as other issues that the EG wishes to address to the CSR for information and/or consideration.

The Meeting is invited to **take note** of the information provided by the PH EG.

Finally, the Meeting might also wish to discuss other matters of relevance to this EG and **decide**, as appropriate.

13.4 Expert Group on Social Inclusion, Healthy Lifestyles and Work Ability

The SIHLWA EG is invited to present the outcome of its 4th meeting, which took place on 29-30 May 2007 in Helsinki, Finland, as well as other issues that the EG wishes to address to the CSR for information and/or consideration.

The Meeting is invited to **take note** of the information provided by the SIHLWA EG.

Finally, the Meeting might also wish to discuss other matters of relevance to this EG and **decide**, as appropriate.

13.5 CBSS Working Group for Cooperation on Children at Risk

The CBSS Working Group for Cooperation on Children at Risk (WGCC) is invited to present its issues that the EG wishes to address to the CSR for information and/or consideration.

The Meeting is invited to **take note** of the information provided by the CBSS WGCC.

Finally, the Meeting might also wish to discuss other matters of relevance to this EG and **decide**, as appropriate.

13.6 Conclusions and summarizing discussion

While taking into account the information and discussions under sub-items 13.1 to 13.5, the Meeting might wish to hold an overall discussion regarding the Expert Groups and their future activities, and **decide**, as appropriate. The Secretariat will use this opportunity to (i) report to the CSR on the main conclusions of the 5th Meeting of the NDPHS EG Chairs and ITAs, which took place on 14 September 2007 in Vilnius, Lithuania, and (ii) bring to the CSR's attention other important matters concerning Expert Groups, if any.

14. Next CSR meeting

Partners are invited to consider offering to host the next CSR Meeting and inform the Meeting accordingly. To facilitate Partners' considerations the Secretariat submits information about dates, locations and hosts of CSR meetings up to the CSR 12 (cf. document CSR 12/14/Info 1).

The Meeting is invited to consider the date and place of the next CSR Meeting and **decide**, as appropriate.

15. Any other business

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

16. Adoption of the CSR 12 Meeting minutes

The Secretariat proposes that it would send out draft CSR 12 Meeting minutes to the participants on 1 November 2007 and that comments on the draft would be due, at the latest, on 8 November 2007. A revised report would then be distributed on 12 November 2007 to be adopted *per capsulam* provided that no further comments are submitted within one week.

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

17. Closing of the Meeting

The Meeting is expected to terminate at 14:30 hours.