

# WP5 - Ministry of Health & Agenas, Italy.

## WP5 Florence - 1<sup>st</sup> Steering Committee



Version/Status	Last updated	Owner
Draft 01	27/05/14	WP5 Anna Maria
Draft 02	24/06/14	WP5 Ragnar Gullstrand
Draft 03	26/06/14	WP5 to members
Draft 04	03/07/14	Anna Maria
Draft 05	07/07/14	EFN, CED, WP4, WP1 notes and corrections
Final	08/07/14	Finalization



Funded by  
the Health Programme  
of the European Union

## Index

1. Participants .....	2
2. Objectives of the meeting .....	2
3. Agenda.....	2
4. Principal results.....	3
4.1 Introducing yourself .....	3
4.2 Roles and rights of the SC .....	3
4.3 Definition of internal organization flow chart.....	3
4.4 Schedule of the SC meetings.....	4

#### STEERING COMMITTEE

7<sup>th</sup> of MAY 2014 17.45 => 18.30

### 1. Participants

- Lieve Jorens – WP1 Leader
- Giovanni Leonardi – WP5 Leader
- Ragnar Gullstrand, Achille Iachino – WP5 representative
- Rui Santos-Ivo, Ana Paula Agouveia, Gustavo Ferreira – Portugal (WP5 partner)
- Eszter Kovacs, Edit Eke – WP4 representatives
- Milena Valdimirova – WP7 representative (National Center for Public Healthcare Analysis)
- Sara Roda – CED representative
- Alessia Clocchiatti – EFN representative
- Jamie Wilkinsons – PGEU representative

### 2. Objectives of the meeting

- Make clear the function of the Committee.
- Organization of the internal work of the group.
- List of future meetings of the group.

### 3. Agenda

1. Introducing yourself (5')
2. Definition of the persons involved (10')
3. Roles and rights of the SC (10')
4. Definition of internal organization flow chart (10')
5. Schedule of the SC meetings (10')

## 4. Principal results

### 4.1 Introducing yourself

During the introduction Giovanni Leonardi pointed out that the Committee still had to be completed with the representatives for two Italian regions and for the Medical doctors. He has taken actions to complete the Committee for the next meeting.

### 4.2 Roles and rights of the SC

The role of the Steering Committee is to coordinate the activities of the Pilot projects of Italy and Portugal and of the Feasibility studies that are planned but not yet decided. The coordination is intended between the single projects, between the projects and some specific WP (WP1 as Main project leader of the Joint Action, WP4 as having a specific interest in the data collection and WP7 as responsible for the sustainability of the Joint Action results) and between the national projects and the European stake holders. There might be other stake holders involved on an occasional basis.

In the framework of this coordination role, the Steering Committee provides a forum for discussion and decision making. It follows up the implementation of the pilot projects and feasibility studies and verifies their coherence with the established frames of scope and budget. The Steering Committee reports to the Executive Board of the Joint Action. The Steering Committee will escalate any needs for change in scope or budget and all major risks to the Executive Board."

### 4.3 Definition of internal organization flow chart

Ragnar Gullstrand presented the phases of the Pilot Study, the foreseen Project structure and the Activity Plan presented in Bratislava in January.

The Project structure with two levels in Italy and one level in Portugal was discussed. In Portugal there are also regions but they do not have a political organization of their own so the structure presented was accepted.

After a discussion with the Stake holders it was decided to create four Stake holders groups

- Medical doctors
- Nurses
- Midwives
- Pharmacists and dentists

#### 4.4 Schedule of the SC meetings

Rui Santos-Ivo suggested frequent meetings of the Steering Committee. The discussion pointed out that the Activity Plan was not yet definitive.

It was decided that when the two countries have their plans ready, these plans could be discussed and a schedule of the SC meetings could be done.