



JOINT ACTION ADVISORY COMMITTEE MEETING,

Dublin, 1 March 2011, 9.00 – 12.30

Summary Report

Sandra Radoš Krnel, the lead coordinator of the joint action, outlined the working methods and responsibilities of the Work Package Leaders, stating that short reports on the progress of the Work Packages would be required from Work Package Leaders every month throughout the duration of the Joint Action. These will be submitted through the Virtual Partnership, when it is running. The financial situation in relation to the budget will be checked by the project coordinators every 6 months and the support of the Work Package leaders in this respect (especially in liaising with their WP partners) will be appreciated.

Sandra also gave a status report on the signature of the grant agreement for the Joint Action. The Business Plans and Technical Annex I have been accepted and confirmed by the EAHC. Following the resolution of an administrative issue, the grant agreement should be signed very soon (by mid-March). The EAHC has also granted a retroactive grant agreement valid from **10 February 2011**, so all costs incurred after this date will be eligible for reimbursement in line with the regulations of the Joint Action.

Each Work Package Leader gave a brief status report on the activities of their Work Package. The key conclusions from each Work Package will be listed below:

Work Package 5: An Advisory Council meeting for WP 5 was organised on 11 February. The first event to mark the European Week against Cancer will be held in Brussels and co-organised with the Belgian authorities. The theme for the first EWAC will be Healthy Lifestyles (messages 1 to 6 of the European Code against Cancer). The European Week against Cancer will take place from 25-31 May each year to cover World No Tobacco Day, as vehicle for Health Promotion and Prevention messages, engaging policy-makers at the European, national and sub-national levels.

Work Package 6: Waiting for signature of grant agreement to begin with scheduled conferences and meetings. There will be a meeting in Stockholm, linking with the European Screening Networks.

Work Package 7: There will be a kick-off meeting for Work Package 7 in Barcelona. The partner involvement is strong and the kick-off will be planned soon. Have been preparing the proposal and managing presentations for the 1st Open Forum that will be held in Madrid from 14-15 June 2011 with a specific focus on Cancer Research and Healthcare.

Work Package 8: Two teleconferences have already taken place and have also been preparing the proposal for the Open Forum. Fundamental questions were raised on how to collaborate with other WPs.

Work Package 9: Have been involved in teleconferences with Italian partners in order to organise the work for WP 9 with the Italian partners. Tasks were established for each participant, especially to establish links between other WPs, particularly 7 and 8. The first meeting will be in month 12 and present results of mapping of cancer information in Europe. Activities underway, organising Open Forum 2012, presenting EPAAC at meetings of cancer registries.

Work Package 10: Activities started earlier than planned due to the initiative of the European Commission. The first draft of the questionnaire was ready last summer and after further revision and redrafting the questionnaire was sent to Member States at the beginning of February. All completed questionnaires are anticipated to be received by the end of March. An extensive report on the questionnaire results will be ready by the first Open Forum. All files related to national cancer plans are welcome (especially English executive summaries), in order to amass a reference library. A library of national cancer plans will be compiled for the Virtual Partnership.

Matic Meglič, leader of Work Package 2, outlined the dissemination and online tools for collaboration. It is proposed that project management tools will be acquired, i.e. Project Place for internal collaboration within the AC and Partnership. Dissemination for external publics will take place through HEIDI and a dedicated website, using social networks to enhance dissemination to the general public. The Editorial Board will confirm the general strategy and direction of the VP. Partners will be requested to translate press releases into local languages and to cross-post content along different platforms, actively participating in dissemination. Important information and training for the use of the Project Place will be received by the WP leaders in next few weeks. Care will be taken not to duplicate the content on HEIDI and the website.

Main conclusive points of the meeting:

- In relation to more collaborating partners in individual working groups, the coordinators require an official letter from the interested institution and a concrete way in which this institution would help further the Partnership's goals. Following such a request the coordinator of the working group in question will inform the Advisory Committee, which will confirm their participation.
- Meeting schedules for all EPAAC meetings will be sent after the meeting and later amended and added to through the Virtual Partnership, when it is running.
- Guy Dargent of the EAHC emphasised that it is important to follow the technical and budgetary annex closely and that alterations are permissible but must follow a specific protocol (i.e. contract amendment).

- There will be a training workshop on Project Place during the next Joint Action meeting (afternoon of 15 June, Madrid). First, WP leaders will start using the tool before it is extended to all partners, this is planned to happen by early April.
- Project Place should be running within a few weeks and the website should be set up before the Open Forum.
- Links to other important health portals will be established.
- **All WP leaders should note that there has been a change to the deliverable months, i.e. M1 is now February, not January.**
- Expanded delegations should span a maximum of 1 additional person; this should be an exception and should occur with a specific purpose. As a rule, the AC should not allow external participants (non-members of the AC) in order to allow open discussion.
- In addition to members of AC other partners may join the AC meeting for the purposes of a specific agenda point, when a request is given. The AC should also confirm all such requests.
- WP Leaders for the topics focused on in the Open Forum should organise the content, since the OF is an opportunity to focus on the work of the Partnership. Requests from WP leaders for participation or attendance to the OF of external stakeholders should be sent to the WP 4 leader, Tina Lipušček at cancer.partnership@ivz-rs.si.
- If presenting EPAAC at conferences, meetings, symposiums, etc., please contact the Secretariat for the general EPAAC presentation slides and to notify the coordinators of the details of the dissemination at cancer.partnership@ivz-rs.si.

The next Joint Action Advisory Committee Meeting will be in Ljubljana, Slovenia on 29-30 September 2011.