

## MEETING OF THE ADVISORY COMMITTEE

Berlin, 20 March 2012, 15.00 – 17.00

### Summary Report

The first item on the agenda of the Advisory Committee meeting was the Consortium Agreement. The technique of signing the document was described, whereby each Associated Partner signs their own copy of the Consortium Agreement with the National Institute of Public Health. It was also announced that a new Financial and Administrative officer has joined the EPAAC Project Management Team in Slovenia, Robert Potisek.

The next point touched upon was the preparation for the first technical and financial Interim Report. It was again stressed that the first stop for all financial enquiries should be the dedicated e-mail address, [epaac.finance@ivz-rs.si](mailto:epaac.finance@ivz-rs.si). For the technical portion of the Interim Report, more concise explanation is needed from all WP Leaders regarding delays or changes to activities as planned in the Grant Agreement. Care should be taken to include all relevant appendices, including all meeting documents (participant lists, minutes of teleconferences, etc.).

Regarding the new partner for WP 7 following the withdrawal of NCOD, it has been decided that the three planned pilot workshops will be reduced to one and the scope of the mapping exercise will be reduced as well. The mapping exercise is expected to commence next year, with the workshop taking place towards the end of the Partnership, taking advantage of the IPOS meeting to include experts already present.

The status of the amendment was also presented, with WP Leaders taking note of the partners with issues still left to be resolved.

The role of WP Leaders in horizontal WPs was also emphasised. It is critical to the success of the EPAAC dissemination strategy that WP Leaders regularly engage with and send the Communications Team their WP specific content for the EPAAC website, Facebook page and that WP Leaders begin actively using ProjectPlace with their WP partners. It is also important to inform the Project Management Team of mentions of EPAAC in the press through regular dissemination reporting.

The coordination of various questionnaires was also identified as important. As many WPs have recently sent out individual questionnaires, it is important that WP Leaders prepare a list of questionnaires they plan to send out and to whom for the coming year and send this to the Secretariat, who will follow up with coordination between WPs, if necessary.

The Evaluation Model was also presented by Marija Seljak, the Director of the National Institute of Public Health Slovenia. The evaluation model states that the first Interim Evaluation Report will be prepared after the submission of the first Interim Report to the EAHC. The Partnership will be evaluated through 6 mechanisms: process, output, outcome, partnership assessment, web campaigning, SWOT analysis. All methods will include questionnaires. The first Interim Evaluation Report will be evaluated in-depth at the next Advisory Committee meeting.

The next Advisory Committee meeting will be held in Athens in September 2012, the specific date will be announced once it is available.