



ERA-ENVHEALTH
Grant agreement number 219337



CSA Coordination Action
FP7-ENV-2007-CSA-1.2.3-01

Meeting Agenda

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Grant Agreement n°219337

**External Advisory Committee meeting and
2009 General Assembly meeting**
Hosted by ISPRA, Rome, Italy



WP 6 – Management and Coordination

Task 6.3 –Provide logistic support for the preparation and organisation of meetings

Chairman: AFSSET - Adrienne Pittman

<u>Meeting Agenda</u>	
Date	23-24 September 2009
Venue	Sala Fazzini - ISPRA - Via Curtatone #3, 00185, Rome, Italy
Type of meeting	<input type="checkbox"/> Conference call: <input type="checkbox"/> <input type="checkbox"/> Visio conference: <input type="checkbox"/> <input type="checkbox"/> One-to-one meeting: <input type="checkbox"/> <input type="checkbox"/> General assembly: <input checked="" type="checkbox"/> <input type="checkbox"/> MCT meeting: <input type="checkbox"/> <input type="checkbox"/> WP Meeting: <input type="checkbox"/> <input type="checkbox"/> Task Meeting: <input type="checkbox"/> <input type="checkbox"/> Other (please precise): <input checked="" type="checkbox"/> EAC on 23 rd

	Organisation	Invited Participants
Participants	Afsset	Sandrine BARON Salma ELREEDY Jean LESNE Adrienne PITTMAN
	ADEME	Hélène DESQUEYROUX Nathalie POISSON
	MEEDDAT	Céline LACOUR
	BeISPO	Emanuèle BOURGEOIS Mohssine EL KAHLOUN
	FPS	Bart VERHAGEN
	EPA	Shane COLGAN Sandra KAVANAGH
	ISPRA	Luciana SINISI
	Swedish EPA	Erik FELLENIUS Tove HAMMARBERG
	VROM	Tom VAN TEUNENBROEK
	RIVM	Hanneke KRUIZE
	UVZ	Milada ESTOKOVA Katarina HALZLOVA Renata GROFOVA
	EA	Mike BRIERS Alwyn HART
	NERC	Andrew IMPEY
	MOH	Elliot ROSENBERG
	UBA	Katja KAILER Marianne RAPPOLDER
CNR	Giuseppe CAVARRETTA Fabrizio BIANCHI Pier Francesco MORETTI Liliana CORI	



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	Organisation	Invited Participants
Consultative organisation participants	ARPAT	Gaetano LICITRA
	ARPA ER	Paolo LAURIOLA
	SMU	Tomas TRNOVEC
	NIOM	Wojciech HANKE (Excused)
External Advisory Committee participants	DG Joint Research Centre	Peter PÄRT
	EEA (European Environment Agency)	Dorota JAROSINSKA
	Health & Environment Alliance	Genon JENSEN
	ISDE (International Society of Doctors for the Environment)	Vyvyan HOWARD
	REC (Regional Environmental Center for Central and Eastern Europe)	Marta SZIGETI BONIFERT
	THL (National Institute for Health and Welfare)	Matti JANTUNEN
	University of Westminster	Richard OWEN
WHO European Centre for Environment and Health (Rome)	Marco MARTUZZI	
EC project Officer	DG Research	Tomas TURECKI (Excused)

Meeting Agenda

Wednesday 23/09/09 - External Advisory Committee meeting				
Start Time	End Time	Facilitator	Subject	Participants
14.00	17.00	Coordinator and WP5 leader	<ul style="list-style-type: none"> - Welcome and Presentation of the project to the EAC (45 min) - Presentation of the EAC members and discussion (1 hour) - Presentation of the Italian forum and general discussion (1 hour 15 min) 	Only the EAC members, the coordinator, the WP5 leader (FPS) and ISPRA (host)
Thursday 24/09/09 - General Assembly meeting				
<i>9.00 – 9.15 Welcome of participants</i>				
9.15	10.30	Coordinator	Management issues <ul style="list-style-type: none"> - Presentation of the participants and meeting objectives (15 min) - Discussion on the project progress and project indicators (scientific, management & impact) / Quality Plan update (WP6) (1hr) 	GA representatives (at least 1 for each beneficiary) + EAC members
<i>10.30 – 11.00 Coffee break</i>				
11.00	13.00	Coordinator	<ul style="list-style-type: none"> - Discussion and validation of the project budget and strategic decisions (1.15) - Presentation and validation of the EC report (45 min) 	GA representatives (at least 1 for each beneficiary) + EAC members
<i>13.00 – 14.00 Lunch</i>				
14.00	17.00	Coordinator and WP leaders	Scientific issues <ul style="list-style-type: none"> - Presentation of the project progress (5 minutes by WP) - Presentation of the databases and discussion on their future use, maintenance and updating (WP1) – Point on the second questionnaire - Presentation of the evaluation strategy and creation of the task force (WP4) - Project dissemination strategy (WP5) and validation (by Steering Committee) - Discussion and validation of the strategic decisions to be taken in light of the scientific progress of the project 	GA representatives (at least 1 for each beneficiary) + EAC members + consultative organisations
<i>17.00 – 17.15 Break</i>				
17.15	18.45	WP leaders	<ul style="list-style-type: none"> - Time for WP and task leaders and the evaluation task force participants to get together to discuss future work 	WP leaders, task leaders and WP participants

On Friday 25th from 9.00 to 15.00, a workshop will be organised on WP2 activities and more precisely to discuss **prioritisation criteria**. This event, organised by RIVM, seeks to gather key decision-makers, senior scientists or their representatives in participating organisations, EAC members and consultative organisations, in order to discuss and develop a set of prioritisation criteria to improve the link between questions of policymakers and funding of relevant research programmes on environment and health. The agenda and working documents for this workshop will be prepared and provided by the organisers.

Decisions to be adopted during the General Assembly meeting

Decision	Support document	Management Body	Quorum
I- Management			
1) Validation of the project indicators to be used M13-M30	Quality Plan	GA	2/3 of members must be present (or validation by prior email)
2) Confirmation of the next GA place (The Netherlands)	Quality Plan	GA	Confirmation by VROM/RIVM
3) Project budget validation and validation of the allocation of the resources for M13-M30	Budget – Excel tables (draft)	GA	2/3 of members must be present
4) M12 EC report validation by the consortium	M12 EC report (draft)	GA	Unanimity – all partners must be present(or validation by prior email)
II- Scientific			
5) Creation of the Evaluation “task force”	Discussions during the GA	WP 4 leader and task 4.3 leader	Need 10 members in the committee
6) Validation of the dissemination strategy	Deliverable D5.1.3	Steering Committee	1 representative of at least 3 WPs and the coordinator
7) Validation of the strategic decisions to be taken for M13-M30	Discussions during the GA	GA	2/3 of members must be present