



KICK-OFF MEETING OF THE iPAAC JOINT ACTION

16 - 17 April 2018, Luxembourg

Summary Report

The kick-off meeting of the iPAAC Joint Action started with a welcome note from the **CHAFEA Project Officer, Guy Dargent** and from the Director of the Public Health, country knowledge and crisis management directorate at **DG SANTE, John F. Ryan**.

Donata Meroni, Head of the Health and Food Safety Unit at CHAFEA, highlighted that they will assist in Grant Agreement preparation, monitor the work, assess the reports (mid-term and final) and help in disseminating the results of the iPAAC Joint Action.

Tit Albrecht, Project Coordinator, pointed out that the general objective of the iPAAC Joint Action (JA) is to develop innovative approaches to advances in cancer control. It was highlighted that the key focus of the Joint Action will be on implementation, reflected in the key deliverable “the Roadmap on Implementation and Sustainability of Cancer Control Actions”. The Roadmap will act as the central comprehensive deliverable, integrating all the JA outputs. Following this, an overview of all Work Packages alongside with the specific institution responsible for each Work Package was provided. In order to fulfil the general and specific objectives of the iPAAC JA, the importance of continuous work was highlighted. More specifically, it was suggested that actions should be implemented throughout the Joint Action and not only at the end of the JA. Further, the need to find a way to include Member States that are currently not involved in this JA was emphasized.

Vytenis Andriukaitis, EU Commissioner for Health and Food Safety, stressed the need of a collaborative approach toward finding more robust ways of fighting cancer. The importance of translating the results of a fruitful cooperation in cancer control from previous EPAAC and CANCON Joint Actions into concrete plans and actions has been highlighted.

Following this, the presentations of the core Work Packages were made by the respective Work Package Leaders (Integration in National Policies and Sustainability – WP 4, Cancer Prevention – WP 5, Genomics in Cancer Control and Care – WP 6, Cancer Information and Registries – WP 7, Challenges in Cancer Care – WP 8, Innovative Therapies in Cancer – WP 9, Governance of Integrated and Comprehensive Cancer Care – WP 10).

Marc Van den Bulcke, WP 6 Leader, provided a concise overview of the main objectives and activities of WP 6. Sciensano (Scientific Institute of Public Health) as the scientific reference in the field of public health in Belgium will be in charge of this Work Package. Kick-off meeting of this Work Package will be held on 23 May 2018 in Brussels.

Roberta de Angelis, WP 7 Leader, stressed the need to enhance cancer information systems at national and regional scale. Subsequently, actions to enhance population-based cancer information systems to better support evidence-based comprehensive cancer care were

overviewed. Work Package 7 will be led by Italian National Institute of Health (ISS). The kick-off meeting of WP7 will take place on 31 May 2018 in Milan.

Joan Prades, WP 8 Deputy Leader (Josep Borrás Andres, WP 8 Leader) noted that the aim of WP 8 is to define strategies to improve the quality of cancer care by optimising the use of healthcare resources and promoting realistic and evidence-based responses to existing needs. Work Package 8 will be led by Catalonia Institute of Oncology (ICO). The kick-off meeting of WP 8 has been scheduled for 14 June 2018 in Barcelona.

Muriel Dahan, WP 9 Leader, delivered a presentation on innovative therapies against cancer. Work Package 9 will be led by French National Cancer Institute (INCa). The kick-off meeting of WP 9 will be held on 2-3 July 2018 in Paris.

Simone Wesselmann, WP 10 Leader, presented the objectives and activities of WP 10. The main objective of this Work Package will be to develop practical instruments to ensure standardised and comprehensive oncological care in all Member States that is tumour – specific and delivers high-quality care to all patients. Work Package 10 will be led by Federal Ministry of Health (BMG). The kick-off meeting of WP 10 will take place on 7-8 May 2018 in Berlin.

Regine Kiasuwa Mbengi, WP 4 Leader, presented an overview of main objectives, various activities and key deliverables of WP 4. The preliminary structure of the key deliverable “The Roadmap on Implementation and Sustainability of Cancer Control Actions” was outlined. Work Package 4 will be led by Sciensano (Scientific Institute of Public Health).

Satu Lipponen, WP 5 Leader, highlighted that strategies for early detection of cancer, population-based screening programmes and implementation of the European Code Against Cancer are the main tasks of WP 5. Work Package 5 will be led by Cancer Society of Finland (CSF). This Work Package will not hold a formal kick-off meeting, since the task structure within the WP specifies a different working method.

The second day of the kick-off meeting was dedicated to technical and administrative issues for Associated Partners in order to explain various financial and administrative procedures, followed by presentations of horizontal Work Packages (Dissemination, Evaluation).

Guy Dargent, Project Officer for iPAAC at CHAFEA, provided a brief overview of the requirements for the technical periodic reports. iPAAC will have one interim report at M 18, to be submitted to CHAFEA by the Coordinator. Any deviations from Annex 1 (tasks not fully implemented, specific objectives not fully achieved, not being on schedule) should be explained. Further, the reasons for deviations from Annex 1, the consequences and corrective actions should be outlined. Upon signature of the Grant Agreement, all partners will receive pre-financing from CHAFEA, the next interim instalment will be transferred to partners upon the submission of the interim report.

Tina Lipuscek, iPAAC Project Manager, provided a concise overview of the various management and meeting structures of the Joint Action. Key highlights were:

- **The Grant Agreement (GA)** has not yet been signed due to the certain technical and legal issues that need to be solved prior to signing it, but will provisionally be signed in May 2018.
- **Retroactivity** has been granted as of 1.4.2018, which also means that all JA costs from 1.4.2018 will be considered eligible and that the official starting date of the iPAAC JA is 1 April 2018.

- **Key changes** from previous JAs were pointed out:
 - shift from paper to digital,
 - digital signature of GA,
 - online reporting to CHAFEA via Participant Portal,
 - continuous reporting of deliverables and milestones via Participant Portal,
 - online internal reporting to NIJZ via project software 4pm,
 - shift from e-mail to platforms (internal six month financial reports and supporting documentation will be entered into project software 4pm),
 - possible use of e-learning platform for video-conferences and internal document repository,
 - changes in administrative rules (only one interim report covering M 1 – M 18),
 - change in partner structure (competent authorities, affiliated entities, sole beneficiaries),
 - specific changes in financial rules (elimination of public/non-public official distinction, etc),
 - iPAAC is 80 % co-funded by EC.
- **iPAAC Project Policy** will be sent to all partners and will be available on the website by June 2018.
- **Different types of partners** were overviewed:
 - o Lead Partner (NIJZ, Coordinator), which is responsible for overall management of JA. It is important to note that all communication from partners to CHAFEA should be done via Coordinator.
 - o Associated partners: Competent Authorities (CA) and Affiliated Entities (AE). Only Competent Authorities sign the GA. It was stressed that all communication, reporting and transfer of funds of Affiliated Entities goes via the Competent Authority.
 - o Sole beneficiary is a new type of partner, which was formed exclusively for the purposes of the JA (German partners in iPAAC JA).
 - o Collaborating partners, which do not have any legal or financial obligations to the JA, but can receive reimbursement of travel costs (if planned) and attend Stakeholder Forum meetings and the final conference.
- The **iPAAC Project Management Team** dealing with day to day management of JA has been introduced: Tina Lipuscek (Project Manager), Tit Albreht (Scientific Coordinator), Karmen Hribar (Secretariat) and Nataša Voje (Financial Officer).
- Communication with the Project Management Team should always be addressed to the main JA e-mail address (or in CC) which is ipaac@nijz.si.
- The **Steering Committee** will meet every 6 months, preferably alongside other JA events.
- **Joint Action Meetings** (plenary meetings of all JA partners) will be held four times within the course of the JA.
- The **Stakeholder Forum** will be held once per year (three in total) in Brussels. The first SF meeting will provisionally take place in the second half of September 2018.
- The **final conference** will provisionally take place in March 2021 in Ljubljana.
- **Other working groups** (Roadmap Coordination Committee, Governmental Board) will often be combined with other JA meetings.

Karmen Hribar, iPAAC Secretariat, made an overview about the administrative requirements and Consortium Agreement. Key points were:

- **Technical and financial reporting** will take place twice in three years, as there are two reports to be submitted to CHAFEA. The first interim report will cover M 1 – 18 and

the second one will cover M 1 – 36 In addition to this, we have several internal financial reports, which have to be submitted to the Project Management Team every six months.

- A **GANTT chart** will be prepared by the Project Management Team and will be coordinated with Work Package Leaders in order to provide concise and transparent information for status reports.
- A draft **Consortium Agreement** will be prepared by the Project Management Team and sent for comments to all Beneficiaries by June 2018 with signature the following month.
- Any communication or publication related to the Joint Action must indicate that the Joint Action has received funding from the European Union and must display the European Union logo available at the CHAFEA website: <http://ec.europa.eu/chafea/>.
- All press related iPAAC matters should be communicated to ipaac@nijz.si and ipaac-pr@uzis.cz.

Nataša Voje, iPAAC Financial Officer, followed with a presentation on financial reporting procedures. Key highlights were:

- A **Financial Policy manual** has been prepared and will be sent to partners by June 2018.
- More flexible rules regarding **iPAAC budget changes** - amendment is required only if increasing /adding subcontracting costs or transferring funds between partners. Partners can shift funds between categories without amendment.
- Subcontractors must have all travel costs in their contract, cannot be reimbursed for travel costs to iPAAC events outside of contract.
- A comprehensive platform for financial reporting, 4 pm, will be used for the iPAAC Joint Action. Online video workshops about the basic functions of the **4pm platform** will be executed between June 2018 and September 2018. Exact dates of 4pm courses will be communicated to partners.

Ladislav Dušek, WP 2 Leader and Ondřej Májek and Martin Komenda from the Dissemination WP, presented the objectives, indicators, key activities and planned products of the WP 2. The website of the iPAAC JA as well as the logos (textual and symbolic version) were officially introduced for the first time. Logos are also available for download at the iPAAC JA website. It was highlighted that WP Leaders should inform the iPAAC WP 2 Team with information about the dates and aims of their WP meetings, photos, short description of results and original materials in advance. Each project partner should nominate a contact person responsible for providing news and updates within their WP or institution. All documents (texts, photos, presentations...) should be provided via the project Google Drive platform. E-newsletters will be published each 3 months of the project duration and will be linked to key topics of individual WPs. Work Package 2 will be led by Institute of Health Information and Statistics of the Czech Republic (UZIS).

Mario Škerija, WP3 Leader, stressed that the main objective of this Work Package will be to evaluate the usefulness of the JA for the Member States and policymakers. A survey to collect participants' feedback from the kick-off meeting of iPAAC JA will be conducted. Work Package 3 will be led by Croatian Institute of Public Health (CIPH). It was announced that a meeting of WP1/WP3 will be held in Ljubljana to determine further activities for this Work Package.

In discussion on the main iPAAC deliverable, the Roadmap, partners discussed the conceptual differences between a book and a "roadmap", reaching the conclusion that the final deliverable should be an interactive tool, which encompasses a collection of different strategies and key

documents that could also take the form of a digital toolbox. It was also stressed that Member States should be consulted on the form of the final document (i.e. Roadmap on Implementation and Sustainability of Cancer Control Actions) that is most useful to them, during the kick-off Governmental Board meeting on 27- 28 June 2018 in Brussels. Moreover, several synergies were identified across different Work Packages. Hence, it was stressed that Work Package Leaders need to collaborate in order to generate greater added value from these synergies.

All of the presentations from the iPAAC kick-off meeting can all be found at www.ipaac.eu in OUTPUTS section.

The next meeting of the Joint Action Group (iPAAC Associated Partners) will provisionally be held in 2019 in Belgrade.