



Steering Committee Overview

Tina Lipuscek, Luxembourg, 17.4.2018



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STEERING COMMITTEE

- Comprised of:
- WP Leaders (with deputies and teams)
- Representatives of CHAFEA
- Representatives of DG Sante
- Other EC reps
- External invited experts, other partners, if necessary

RESPONSIBILITIES

- Main oversight committee of the JA
- **Duties:**
 - Review of key deliverables, progress reports, GANTT chart
 - Dealing with key technical and financial issues
 - Management of stakeholders
 - Synergies between WPs and other projects, organisations

METHOD OF WORK

- Face to face meetings
- Every 6 months or back to back with other iPAAC events
- Will generally be combined with WP 4 meetings (RCC, GB) to reduce travel costs and time

MEETING SCHEDULE

- M 9: 2nd RCC/SC/GB - Barcelona, ICO (2 days)
- M 15 - 3rd RCC/SC/GB, Rome, ISS (2 days)
- M 21 - 4th RCC/SC/GB, Berlin, DKG (2 days)
- M 27 - 5th RCC/SC/GB, Zagreb, HZJZ (2 days)
- M 33 - Final RCC/GB, SC meeting, Prague, UZIS (2 days)
- M 36 - Final Conference and Final JA/SC, Ljubljana, NIJZ (3 days)

WP LEADER PRESENCE

- WP Leader presence requested at:
- Joint Action meetings
- Stakeholder Forums
- WP 4 working groups (RCC, GB)

METHODS OF WORK

- Tele/video conferences
- Monthly or bi-monthly WP Leader teleconferences organised by the Project Management Team at NIJZ
- Fixed dates or Doodle poll?
- Mandatory presence of each WP (WPL, deputy, other member of team)

METHODS OF WORK

- E-mail / telephone
- Designation of main contact person per WP and deputy
- Please notify us of all the members of your team (e-mail and phone details)

CO-LEADERSHIP OF WPS

- New addition in iPAAC
- Some WPs have co-leaders
- What are the roles and responsibilities of co-leaders?
- Invitation to SC meetings

REPORTING

- Each partner is responsible for their own financial reporting
- The WP Leader is responsible for tracking the deliverables and milestones, tasks in their WP
- The PMT will contact the WPL for information on any tasks in the WP for continuous reporting on the Participant Portal
- Interim Report – M 18 – WPL responsible for compiling their WP report from all partners

WP KICK-OFF MEETINGS

- All WPs should organise kick-off meetings within the first 3 months of the JA (until July 2018)
- The presence of a member of the PMT is advisable at each WP kick-off
- Meeting schedules should be planned in advance so that we can take advantage of synergies

COLLABORATING PARTNERS

- Take care to identify the collaborating partners in your WP as soon as possible
- Key collaborating partners should be invited to WP kick-offs
- No budget for collaborating partner reimbursement to kick-offs, free to come on their own budget

WP LEADERS & DISSEMINATION

- WP Leaders should encourage partners to disseminate info on JA and WP tasks in local environment
- “Clipping” – all mentions of iPAAC need to be sent to ipaac@nijz.si and IPAAC PR email (uzis)

WP LEADERS & EVALUATION

- WP Leaders should identify which meetings should be evaluated
- Which aspects of evaluation should we include when evaluating WPs (satisfaction of partners, subjective assessment with GANTT chart and technical reporting)?

- QUESTIONS OR OPEN ISSUES?