

The role of the Advisory Board (AB) in JA-Chrodis

1st Advisory Board meeting

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Tasks

- The Advisory Board shall advise and support JA-CHRODIS to ensure an optimal overall scientific quality of all components via the Executive Board
- The Advisory Board shall provide advice on scientific issues, notably on European scientific synergies, best ways of sharing scientific knowledge and experiences across the participating countries and extend them to non-participating countries.
- Work package leaders can propose discussion topics for the Advisory Board and request specific advice. Advisory Board members may also agree to assist work package leaders individually with specific expertise.

Objectives of the AB

- To offer the Executive Board conceptual advice on quality assurance and quality improvement in the context of the targeted chronic diseases of CHRODIS-JA, and on the methodology of the project
- To provide individual expert advice to work package leaders

General working procedure (I)

- The Advisory Board will meet once a year
- The group may decide to hold additional meetings by teleconference
- The Coordination of JA-CHRODIS will provide the necessary logistics to the Advisory Board in order to organize the meetings
- Information exchange will normally be performed by E-mail. AB members will usually have 2 weeks to provide feedback on documents sent for consultation. The coordinator may shorten this period in some instances to keep project deadlines

General working procedure (II)

- The coordination team will draft meeting agendas in consultation with the Executive Board and circulate them with all relevant materials at least eight working days before the meetings.
- The coordination team will facilitate meetings and circulate draft minutes within twelve working days of the meeting. After the Advisory Board has approved the minutes, the coordination team will forward them to the Executive Board for their information.

Joint Action on Chronic Diseases and Promoting Healthy Ageing across the Life Cycle (JA-Chrodis)*



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