

# EU Health Policy Platform (HPP)

## “Expert and Stakeholder Groups”

A new network has been created on the EU Health Policy Platform.

The **purpose** of this **user guide** is to explain how this new network can support the work of your Expert and Stakeholder group (Part 1: What's in for your Expert and Stakeholder Group), present briefly the further components of the EU Health Policy Platform (Part 2: HPP in a nutshell & Part 3: Who is part of the HPP) and finally provide an overview of how to use the functionalities of the network (Part 4: Get started).

### Part 1: What's in for your Expert and Stakeholder Group?

The EU Health Policy Platform provides a protected work environment, where only members of the Group have access to the network, after requesting such access and confirmation by the network moderator.

The Platform will contribute on supporting the Group achieving its objectives, offering:

- ***A collaborative working space***

In the **library** of the network, a folder structure can be created by the moderator where relevant documents could be shared among members of the Group and stored. Thus, avoiding the circulation of high number of emails.

There is also the possibility of **modifying working documents**. This functionality works by using track changes on concerned document and uploading the updated version. Please note that such collaborative work on a document cannot take place between multiple parties at the same time (like on Google Drive), but only by one party after the other.

- ***Communication with health professionals***

The meetings of the Group, among others, could be entered in the **events calendar** of the network.

Under **News**, registered users could post any relevant information, which will be included in the network **newsletter** “Latest Updates” and shared only with members of the Group.

If your group is willing to communicate with all registered users, we advise to share the information in the Agora Network, which has as well a shared library and events calendar.

- ***Support on preparation of meetings***

The network can facilitate the preparation and follow-up of meetings, by storing

all meeting documents in the library and **creating polls** to identify availability (date, place) of concerned participants

When information is shared on News and Events, the members of the network can comment back or ask questions, giving an interactive dimension to the network.

Last but not least, the HPP is regularly hosting **Live Webinars** on key EU health initiatives.



This feature is also open for Stakeholder, who can propose their topic by sending their proposal to the EU Health Policy Platform team. If you wish to know more about it, please contact them. You will then receive the user guide which specifies the procedure to follow, technical and communication details.

This new functionality will support regular meetings and emphasize the Platform as a common space for discussion with Commission. Live webinars are announced under the Agora Event Calendar and Announcements.

Above mentioned functionalities are described in depth later on this document, under *Part 3: Get started*.

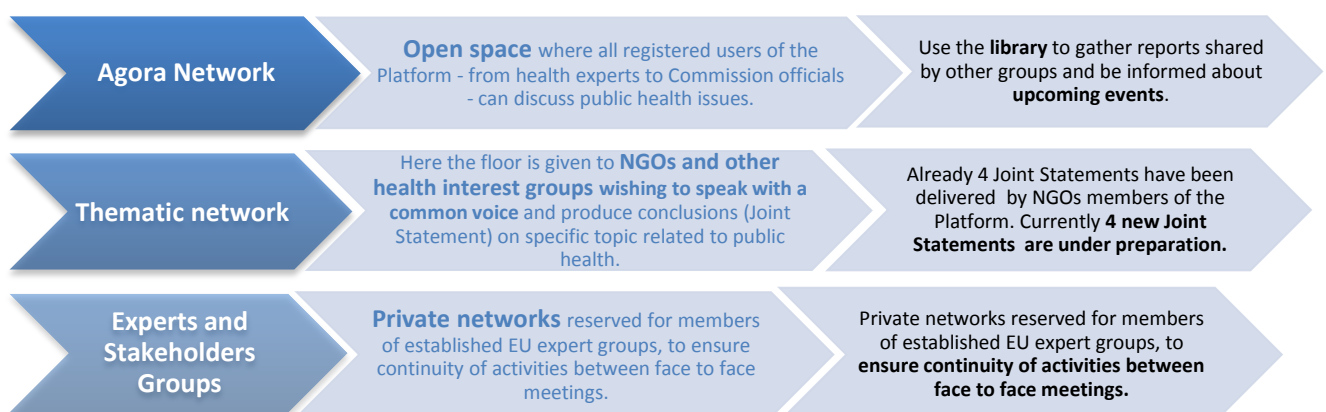
The team of the EU Health Policy Platform will be happy to assist the Group in adopting the network to its needs and using it.

Contact: [SANTE-HPP@ec.europa.eu](mailto:SANTE-HPP@ec.europa.eu).

## Part 2: HPP in a nutshell

The EU Health Policy Platform is an internet-based instrument launched in April 2016 to promote the communication between the Commission and its health stakeholders and to facilitate the work of DG SANTE's expert and stakeholder groups.

The **structure of the HPP-website** is composed of:



In each of these networks you can:

- ✓ **Publish news and resources;**
- ✓ **Comment on publications:** react and debate in certain networks;
- ✓ **Store, share and work together on documents** uploaded in the private library of the Group or the open one from Agora Network;
- ✓ Promote upcoming **events** and keep your peers informed by updating the calendar;
- ✓ **Share key results, conclusions and other relevant information** with the wider public health community in the "**Agora**" network, or duplicate it in specific **Expert and Stakeholder group**;
- ✓ **Create polls** to screen opinions or make a decision requiring votes.



So far, the Health Policy Platform has over **40 active networks** and more than **1000 registered users**, including NGOs & Health organisations, member states representatives (through their national health ministries and agencies), international organisations such as the ECDE and the WHO, and policy officers from the European Commission.

### Part 3: Who is part of the HPP?

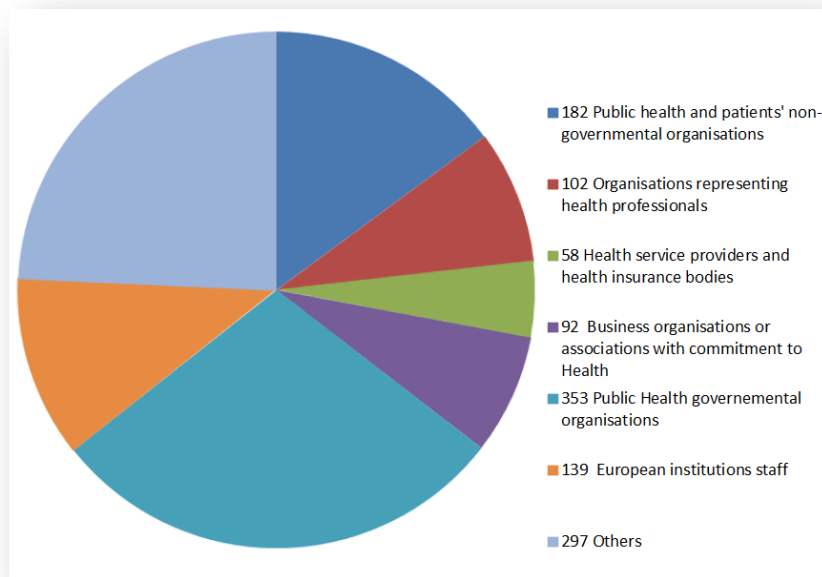
#### ➤ The **users**:

The EU Health Policy Platform is a professional Platform, targeting only relevant actors of the Public Health sphere, from national policy makers to NGO active in the sector of health, including big players such WHO, Commission and other organisations and institutions.

There are **3 kinds of users**/stakeholders:

- Members of already established EU Expert and Stakeholder Groups of DG Health and Food Safety;
- The European Commission staff;
- Any health stakeholders meeting the EU Health Policy Platform criteria:
  - Public health governmental organisations and national ministries representatives
  - Public health non-governmental organisations (NGOs)
  - Organisations representing patients and health professionals
  - Health service providers and health insurance bodies
  - Business organisations or associations with commitment to Health
  - European and International institutions
  - Independent experts appointed in the EU experts groups

[Key figures per user type – September 2017]



*The platform cannot be used by individual persons or companies. It targets a specialized audience in the healthcare and public health fields.*

- The **moderator** will be responsible for:
  - Acceptance/rejection of users requesting access to the Group
  - Creation of folders in the Group library
  - Boost the community of users inside the group
  - Promoting the development of the groups' statement via the Agora network, posting news, and promoting upcoming event of wider interest by creating it on the Events calendar.

We advise to have 2 moderators (back-up).

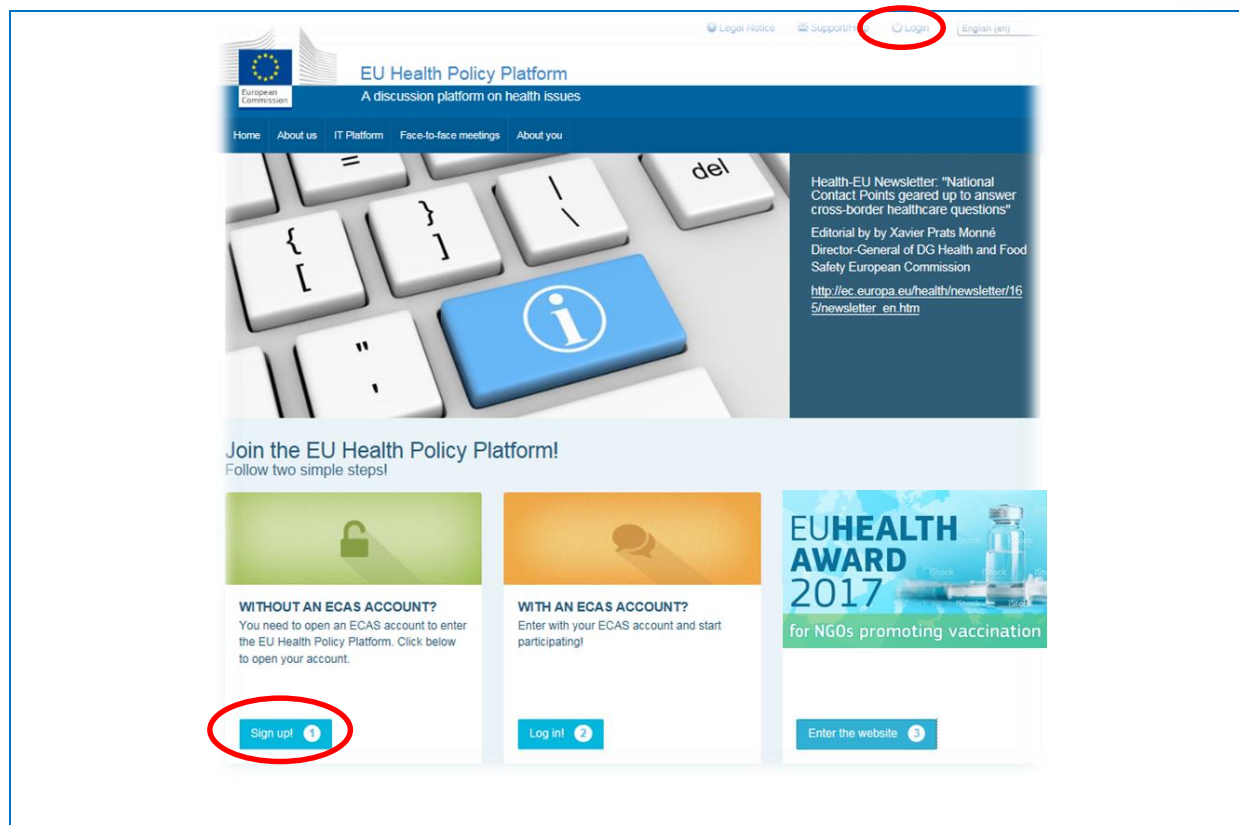
## Part 4: Get started

### 1. Create your profile

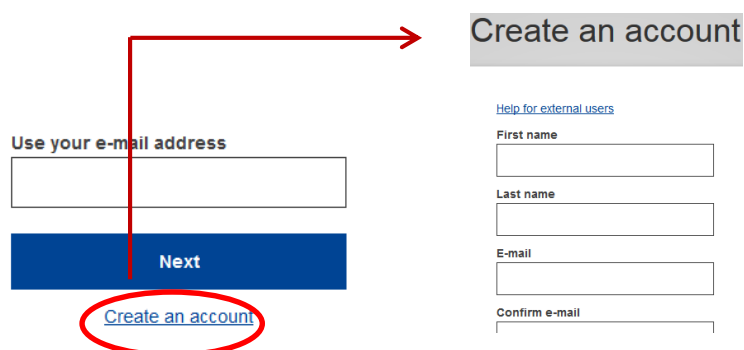
**A.** Please go to the main page <https://webgate.ec.europa.eu/hpf/>

**a.1** To register to the EU Health Policy Platform, you must open an EU Login (former: ECAS) account. To do so, click on "**Sign up!**" at the bottom left side of your screen.

**a.2** If you already have an EU Login account, please click "**Login**" at the top right side of your screen. Skip following steps and continue with [Step 2 "Log in"](#).



**B.** After clicking on "Sign up!" you will be directed to below page, where you have the option to '**sign in to continue**'. Under button 'next', please click on '**Create an account**' and fill in the required information. You will receive an email with further instructions.



Use your e-mail address

Next

[Create an account](#)

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

**C.** After creating a password, following the email received, please fill in your profile as seen below, adding your own contact details and submit your request. Only the fields marked with (\*) are mandatory.

☐ I am a member state representative

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About your organisation

Organisation name \*

Sector \*

Type \*

Country \*

Mission of your organisation

Website

---

Picture change picture

Contact

Skype	<input type="text"/>	<span style="background-color: #76b82a; color: white; padding: 2px 5px; border-radius: 3px;">+</span>
Professional email	<input type="text" value="SANTE-HPP@ec.europa.eu"/>	<span style="background-color: #c0392b; color: white; padding: 2px 5px; border-radius: 3px;">-</span>
Twitter	<input type="text" value="@Health_EU"/>	<span style="background-color: #c0392b; color: white; padding: 2px 5px; border-radius: 3px;">-</span>

About me

## 2. Log in

**A.** After clicking "Login" you will be redirected to the European Commission Authentication Service "EU LOGIN" portal. **Please log in with your EU Login (ECAS)** username and password. This will take you to the home page of the Platform where you can request access to various networks.

hpf requires you to authenticate

**Sign in to continue**

Welcome back

**muynecl**  
(European Commission)


[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

v



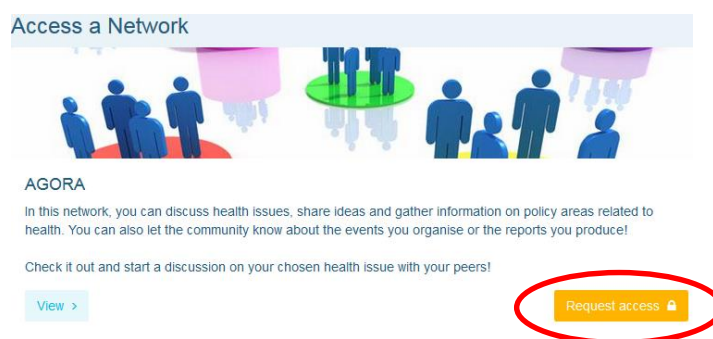
Sign in

### 3. Connect with others

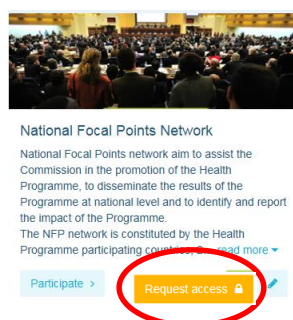
The Platform has 3 types of networks.

- **The Agora network:** general network for all registered users, where you can interact with stakeholders, EC commission staff and experts of other Commission groups.
- **Thematic Networks:** open access groups once you are an approved member of the Agora network.
- **EU Expert and Stakeholder Groups:** you must be a member of an already established EU Expert and Stakeholder Group of the European Commission to access these networks.

**A.** To request access to the **AGORA** network, simply click on "Request access", after which a moderator will evaluate your request and check that you comply with the rules of the platform. Please note that **only professional emails are accepted**.



**B.** To request access for an **EU Expert and Stakeholder Group**, follow the same steps as described above.

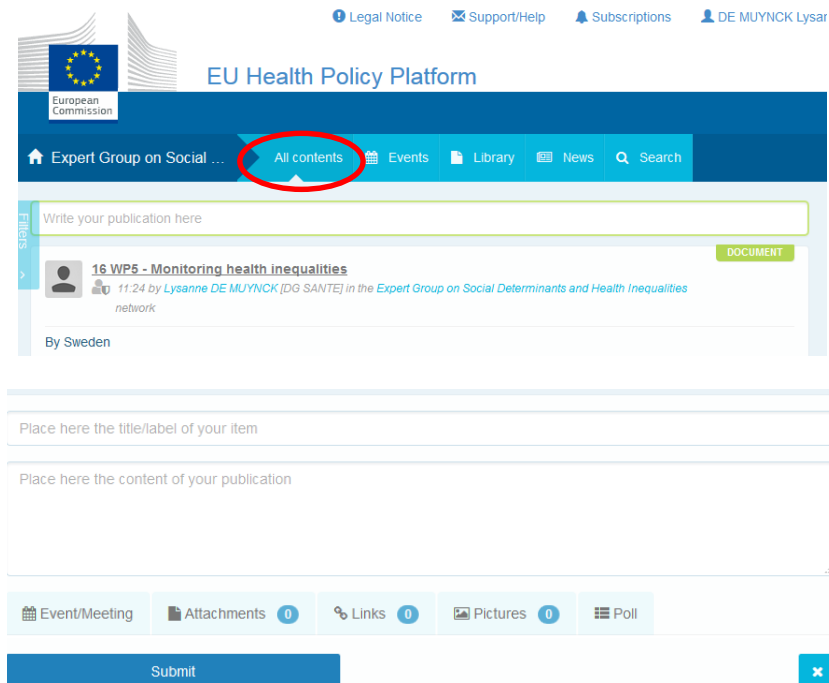


### 4. What's new?

*Inform your group/other networks*

Inside your network, you have the option to write publications, share documents, create folders in the library (*NB: this is only possible if you are a moderator of the network*), post events, as well as share publications from other networks to any network of which you are a member (*NB: this is only possible if you are a moderator of the network*).

**A. To write a PUBLICATION**, navigate to your network of choice and click on "All contents" in the menu bar on top of the screen. Click on "Write your publication here", and an editing tool will drop down where you can describe and share any information of your choice. Simply click "Submit" for your publication to appear on the news feed of the network.

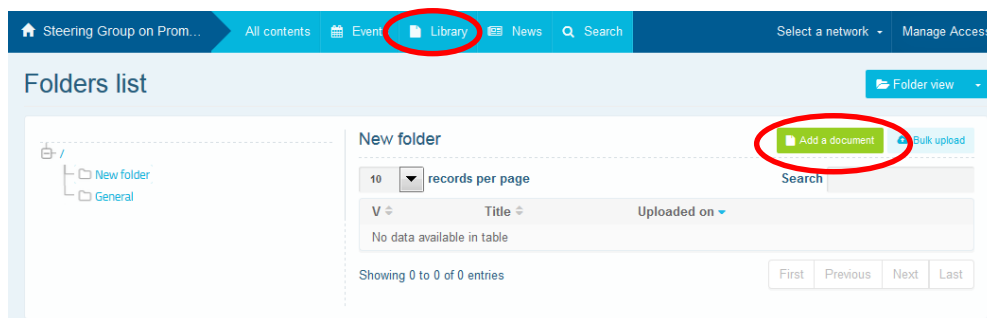


**B. To post a DOCUMENT** in the library of the network, click on "Library" in the same menu bar as above. Next, select the folder in which you wish to post a document. Click on "Add a document", and fill the information related to your document: title & description – both fields are mandatory, upload the file clicking on "browse" and then "Submit".

**Title:** short, concise, using keywords, to help users understand its content at a glance.

**Description:** include further details, keep it brief.

We encourage you to upload documents in the **Agora Library**; where there is a folder created for your **Group**, where all registered users have access. Moreover, there is the network library where only members of your group can enter.





Post new document

Document title \*

Description \*

Filename \*

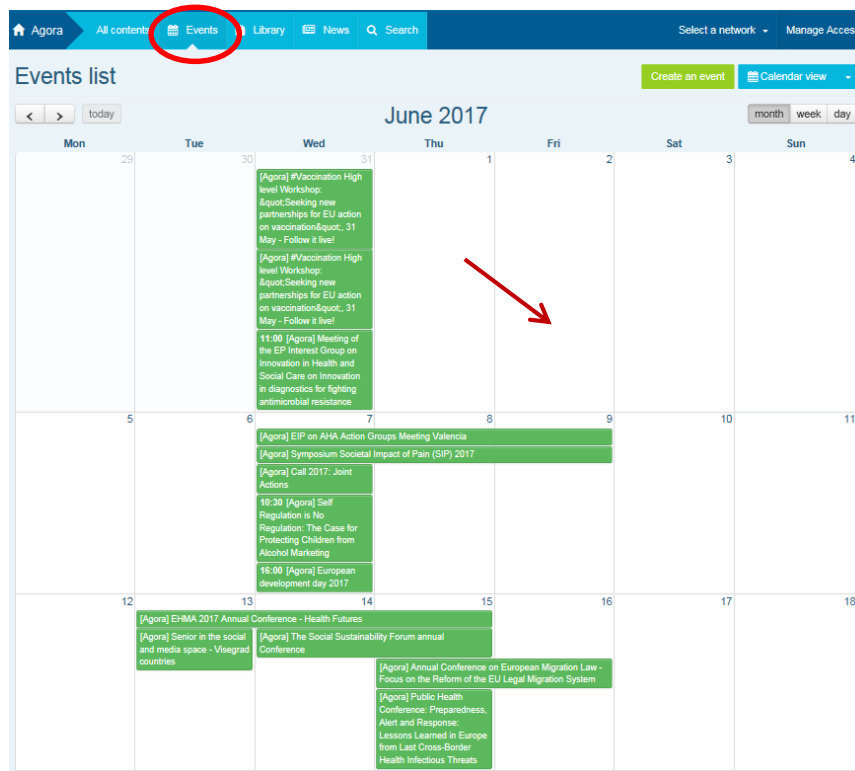
Browse... No file selected.

☐ By ticking this checkbox, you confirm that no personal data are present in the uploaded document \*

Submit

**C. To post an EVENT**, navigate to the "Events" tab in the menu bar and select the date by clicking on the day of your choice directly in the calendar. Fill in the information about your event and click "Submit".

We encourage you to publish events in the **Agora calendar** if they are of public interest. Posting only inside your network calendar means only members are informed.



The screenshot shows the 'Agora' platform interface. The top navigation bar includes 'Agora', 'All contents', 'Events' (highlighted with a red circle), 'Library', 'News', and 'Search'. Below the navigation bar, the 'Events list' section is visible, featuring a 'Create an event' button and a 'Calendar view' dropdown. The main calendar displays June 2017, with days of the week (Mon to Sun) and dates (1 to 4). Events are listed on specific dates, such as Wednesday 31st and Thursday 1st. A red arrow points to the date 1st of June.

Posted in Agora as a **EVENT**

Place here the title/label of your item

Place here the content of your publication

Event/Meeting Attachments 0 Links 0 Pictures 0 Poll

You can specify here events or meeting details.

From 09-03-2017 To dd-mm-yyyy All day

Event location

Submit

**To create a POLL:** if you are organising an event and wondering about the availability of the attendees, we encourage you to create a single or multiple choice poll, as follows. Results will be displayed on real time when participants will vote.

Event/Meeting Attachments 0 Links 0 Pictures 0 Poll

Place here the content of your publication so that other members of the network can vote.

**Poll choices list**

Add choice

5th of April

6th of April

7th of April

Luxembourg

Brussels

Options -

Poll title (if different from the publication one)

Poll type

Multiple choice poll

End date to vote (if any)

Show results policy

Always show the results

Submit

**D. (For moderators only)** To **create or select a FOLDER**, navigate to the "Library" tab. If you are a moderator, you should see the options to create, rename or delete a folder. Click on "Create folder" and a new folder titled "New Folder" will appear on the list. To edit the information of the folder such as name and description, select the folder and click on "Edit details". This will take you to a tool where you can update the information.

Steering Group on Prom... All contents Events Library News Search Select a network Manage Access

Folders list Folder view

Create folder Rename folder Delete folder

Please select a folder to display documents

New Folder

Edit details
Add a document
Bulk upload

10 records per page

Search

V Title Uploaded on

No data available in table

Showing 0 to 0 of 0 entries

First
Previous
Next
Last

Steering Group on Prom...
All contents
Events
Library
News
Search

Select a network
Manage Access

Update folder

Label \*

New folder

Description

This folder is located inside this parent folder \*

Create folder
Rename folder
Delete folder

New folder

General

Submit

Cancel

**E. (For moderators only)** You can also **copy a publication or an event** from one group (i.e. your expert group) to another one (i.e. the NFPs Network). Simply navigate to the homepage of a network, and on the publication you wish to share to another group, click "More". A selection of choices will appear. Click "Copy".

ESNO Summit 2017

From 30th November to 1st December 2017 (Brussels, University Foundation)

24 February 2017 by Ber OOMEN [ESNO European Specialist Nurses Organisations] in the Agora network

EVENT

30 Nov 01 Dec

Title: Shifting from a hospital to a primary care: Role of the nurse specialist

In four sub themes:

1: Setting the scene

2: Experiences with care transition

3: The patient perspective

4: Future challenges

Resource Details

ESNO Summit program 2017 (Version 24-2-2017) pdf (0.00)

http://www.esno.org/

☆ Endorse

More

write your comment here

Reply

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Resource Details

ESNO Summit program 2017 (Version 24-2-2017) pdf (0.00)

http://www.esno.org/

☆ Endorse

⌵ Edit

Copy

Follow

Report

Pin publication


Delete

write your comment here

Reply

A new screen will appear, informing you are 'about to duplicate the following publication'. Scroll to the bottom of the post to "Destination network", and from the drop-down menu of groups you are moderating select the group you wish to share the post with.

You are about to **duplicate** the following publication


**ESNO Summit 2017**  
From 30th November to 1st December 2017 (Brussels, University Foundation)  
24 February 2017 by [Ber OOMEN](#) [ESNO European Specialist Nurses Organisations] in the [Agora network](#)

**Title:** Shifting from a hospital to a primary care: Role of the nurse specialist

**In four sub themes:**

1. Setting the scene
2. Experiences with care transition
3. The patient perspective
4. Future challenges

**Resource Details**

[ESNO Summit program 2017 \(Version 24-2-2017\).pdf \(0.00\) i](#)

[Endorse](#) [More](#)


write your comment here [Reply](#)

Please be advised that when a publication is duplicated, comments are removed from the duplicated one and commenting the copy will not be allowed

**Destination network**

(None)

[Duplicate](#)


**ESNO Summit 2017**  
From 30th November to 1st December 2017 (Brussels, University Foundation)  
24 February 2017 by [Ber OOMEN](#) [ESNO European Specialist Nurses Organisations] in the [Agora network](#)

**Title:** Shifting from a hospital to a primary care: Role of the nurse specialist

**In four sub themes:**

1. Setting the scene
2. Experiences with care transition

(None)

Action Group A1 - Prescription and Adherence to Medical Plans

**Action Group A2 - Falls Prevention**

Action Group A3 - Prevention and Early Diagnosis of Frailty and Functional Decline

Action Group B3 - Integrated Care

Action Group C2 - Development of Interoperable and Independent Living Solutions

Action Group D4 - Age-friendly Buildings, Cities and Environments

Agora

Chronic Diseases

Committee on National Alcohol Policy and Action (CNAPA)

Coordination of projects related to refugees

ERIC on Health Information

EU Health Policy Platform Meeting - 5 December 2016

EU Platform on Diet, Physical Activity and Health

Evaluation of the 3rd Health Programme: objective 3

Expert Group on Cancer Control

Expert Group on Health Information

Expert Group on Mental Health

Expert Group on Social Determinants and Health Inequalities

Expert group on dementia

Action Group A2 - Falls Prevention

[Duplicate](#)

Write your publication here


**INNOVATION in CARE. How to improve Quality of Life and Services for an ageing population?**  
From 18th to 19th May 2017 (Brussels)  

20 March 2017 by [Willeke VANSTAALDUINEN](#) [Age-friendly Nederland] in the [Agora network](#)  
(previously posted in the Action Group D4 - Age-friendly Buildings, Cities and Environments network)

The Urban Health Centers Europe project together with four leading networks of European authorities working in health and social care: EUROCITIES, ENSA (European Network for Social Authorities), ELISAN (European Local Inclusion and Social Action Network) and the European Covenant of Demographic... [read more](#)

## 5. Work together in the same document

In the networks, you have the option to review, make changes and update documents of your choice.

To update the working document, go to the library of your selected network, and click on the file of your choice. Download the file and make your desired changes (**note: remember to turn on 'Track Changes' in Word**). To upload the edited document, click on the "Details" option next to the file.

### Folders list

Create folder

Rename folder

Delete folder

- Coordination of projects related to refugees
  - EUR-HUMAN
  - RE-HEALTH
  - Meetings
    - General
  - SH-CAPAC
  - 8 NGOs 11MS
  - CARE

### EUR-HUMAN

Edit details

Add a Document

10 records per page

Search

V	Title	Uploaded on	
v0.00	Fieldwork setting of the EUR-HUMAN Project for MATRIX update	25-04-2016 15:37:49	<div>Details</div> <div>Delete</div>
v0.00	EUR-HUMAN Newsletter	11-04-2016 09:46:27	<div>Details</div> <div>Delete</div>

Next, click on the green button "Upload new version of document", fill in the required information and save the new version.

Update document (Current version is 0.00)

Add a new document

Document title \*

Fieldwork setting of the EUR-HUMAN Project for MATRIX update

Description \*

Study setting of WP2 for the MATRIX file

Update document information

Upload new version of the document

Folder containing document \*

Create folder

Rename folder

Delete folder

- Coordination of projects related to refugees
  - EUR-HUMAN
  - RE-HEALTH
  - Meetings
    - General
  - SH-CAPAC
  - 8 NGOs 11MS
  - CARE

You will then be able to see the history of updated versions by other users, along with your version titled: v0.00, v0.01, v0.02 etc. in chronological order.

Where **V0.01** means minor changes have applied to the new version of the document you have just uploaded; and **V1.00** means you have applied major changes.

V	Title	Uploaded on	
v0.02	HPP HI Statement_EuroHealthNet_12.07	22-07-2016 16:39:28	Details

Version	File	Uploaded On	Uploaded by
v0.02	HPP HI Statement_EuroHealthNet_12.07	22-07-2016 16:39:28	Nora MOLNAR
v0.01	HPP HI Statement_EuroHealthNet_12.07	22-07-2016 16:19:27	Caroline CONER
v0.00	HPP HI Statement_EuroHealthNet_12.07.docx	14-07-2016 15:09:01	Ingrid STEGEMAN

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last