

# Joint Action on Chronic Diseases and Promoting Healthy Ageing Across the Life Cycle

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## 5TH EXECUTIVE BOARD MEETING MINUTES

Meeting date: 17 February 2015  
Meeting location: Brussels, Belgium  
Approval date: 24 April 2015  
Prepared by: Marie Roseline D. Bélizaire



**RATIONALE:** The Executive Board (EB) is responsible of the development of the project. Face to face meetings are scheduled every semester, as defined in the Grant Agreement, for members of the EB to share their work and take necessary decisions.

**OBJECTIVE:** To review on activities to be performed in the second year of the project (2015).

**LOCATION:**

**Building:** Spanish Research Council (CSIC).

**Address:** Rue du Trône, 62 (7th Floor), Brussels, Belgium.

**Meeting room:** Aula III.

**AGENDA:**

- Opening session
- Introduction to the meeting
- WP1. The first year experience.
- WP2. Implementation of the communication plan 2015.
- WP3. Towards the accomplishment of the plan for 2015.
- WP4. Ongoing activities during the 2015.
- WP5. Ongoing activities during the 2015.
- WP6. Ongoing activities during the 2015.
- WP7. Ongoing activities during the 2015.
- Debate. Improving synergies.
- Conclusions and next steps.

The agenda is available at [http://www.chrodis.eu/wp-content/uploads/2014/11/AGENDA-5TH-EB-MEETING\\_17\\_FEBRUARY-2015.pdf](http://www.chrodis.eu/wp-content/uploads/2014/11/AGENDA-5TH-EB-MEETING_17_FEBRUARY-2015.pdf)

**ATTENDANCE:**

**Members present:**

**EC Officers:**

**Anne Marie Yazbeck**, Scientific Project Officer, Chafea, Luxembourg

**Wolfgang Philipp**, Policy Officer, DG SANTE, Luxembourg

**Eibhilin Manning**, Policy Officer, DG SANTE, Belgium

**Work packages**

**WP1:**

**Juan E. Riese**, National Institute of Health Carlos III (ISCIII), Spain.

**Teresa Chavarría**, National Institute of Health Carlos III (ISCIII), Spain.

**Catalina del Río**, National Institute of Health Carlos III (ISCIII), Spain.



**Marie Roseline D. Bélizaire**, National Institute of Health Carlos III (ISCIII), Spain.

**WP2:**

**Anna Gallinat**, EUROHEALTHNET, Belgium.

**Ingrid Stegeman**, EUROHEALTHNET, Belgium.

**WP3:**

**Noemí Robles**, Agència de Qualitat i Avaluació Sanitàries de Catalunya (AQuAS), Spain.

**Carme Carrion**, Agència de Qualitat i Avaluació Sanitàries de Catalunya (AQuAS), Spain.

**Rogério Ribeiro**, Associação Protectora dos Diabéticos de Portugal, Portugal.

**WP4:**

**Enrique Bernal**, Instituto Aragonés de Ciencias de la Salud (IACS), Spain.

**Ramón Launa**, Instituto Aragonés de Ciencias de la Salud (IACS), Spain.

**WP5:**

**Thomas Kunkel**, Bundeszentrale für gesundheitliche Aufklärung (BZgA), Germany.

**Ingrid Stegeman**, EUROHEALTHNET, Belgium.

**WP6:**

**Graziano Onder**, Agenzia Italiana del Farmaco (AIFA), Italy.

**Federica Mammarella**, Agenzia Italiana del Farmaco (AIFA), Italy.

**Rokas Navickas**, Vilniaus Universiteto Ligonės Santariškių Klincos (VULSK), Lithuania.

**Elena Jureviciene**, Vilniaus Universiteto Ligonės Santariškių Klincos (VULSK), Lithuania.

**WP7:**

**Marina Maggini**, Istituto Superiore di Sanità (ISS), Italy.

**Flavia Lombardo**, Istituto Superiore di Sanità (ISS), Italy.

**Jelka Zaletel**, National Institute of Public Health (NIJZ), Slovenia.

**Members excusing attendance:**

**WP3: Mireia Espallargues**, Agència de Qualitat i Avaluació Sanitàries de Catalunya (AQuAS), Spain.

The participants list is available at <http://www.chrodis.eu/wp-content/uploads/2014/11/LIST-of-PARTICIPANTS-EB-17-February-2015.pdf>



## OPENING SESSION

**Juan Riese welcomed all participants in the meeting and invited Wolfgang Philip from DG SANTE to open the session.**

### **Wolfgang Philipp, DG SANTE:**

Mr. Philipp thanked the coordination team for organizing the meeting at the Spanish Research Council offices in Brussels.

He opened the meeting focusing on several key messages:

- One at the EC policy level from the message contained in the mission letter that the EC President Jean Claude Juncker sent to the new Commissionaire of Health and Food Safety (Mr Vytenis P. Andriukaitis) expressing two relevant points related to health in Europe: Ensuring the Commission is ready in supporting the EU's capacity to deal with crisis situations in food safety or pandemics; Building up knowledge on the performance of national health systems to shape national and EU policies and helping address the challenge of increased calls on national health services at a time of intense pressure on public finances.
- In this sense, Mr. Philip emphasizes that JA-CHRODIS is ready after the first year to build up cooperation avoiding competition between work packages; work in the months to come to forge a common understanding between the JAs institutions about what we want to achieve and how we will do it.
- The JA should go for more visibility taking advantage of the importance the new Commission is giving to chronic conditions and diseases. It should also be open to other groups such as universities, other EU funded initiatives, all EU institutions and also to institutions at the international level.
- JA-CHRODIS' product should have an impact at political level.
- The JA needs a proactive coordination and work together to synthesize discussions, and solve problems to achieve the set up goals in the next 36 months. If there is an interest to create a kind of community network on sustainability with chronic diseases specialists, JA-CHRODIS is the best platform to do so.
- Finally, Mr Philipp expressed the gratitude from the EC to Juan E. Riese for the work he did by organising and coordinating the JA during the first year. He welcomed Teresa Chavarría as new coordinator of the JA-CHRODIS and wished her all the best.

### **Anne-Marie Yazbeck, Chafea**

Mrs Yazbeck assured that things are going well and emphasized her role as supervisor of the JA work and also in assuring and adequate alignment with the Grant Agreement. She congratulated the team for the work already achieved during the first year of execution of the project and wished all the best for the next two years.



**Juan E. Riese, Coordinator of JA-CHRODIS:**

The JA Coordinator welcomed participants to the meeting expressing it has been worthwhile to have five Executive Board meetings during the first year due to size of the JA with more than 63 partners, where it was important to meet and know each other. He introduced officially Teresa Chavarría as the new coordinator of the JA. He also thanked the representative of DG SANTE and Scientific Project Officer Anne-Marie Yazbeck for the support she is giving to the coordination.

**Tour de table:** personal presentation and expression of satisfaction to participate to the meeting.

### WORK PACKAGE PRESENTATIONS AND DEBATE SESSION

#### 1. WP1: JA-CHRODIS: the first year experience

**Speaker:** Juan E. Riese

The coordinator, Juan E. Riese, made a short presentation describing the main achievements, hurdles, lessons learned and next steps of the work package of coordination during the first year of execution of the JA:

Main achievements and hurdles:

The coordination fulfilled the objectives and the work plan set up for the first year of the project. All deliverables and planned milestones were achieved: the kick off meeting, work plan, Standard Operation Procedures, Executive Board meetings, management tool, set up the Governing Board and Advisory Board, stakeholder forum and preparing the first interim report. He highlighted the support given to the dissemination of the JA. However, the coordination faced some problems regarding delays in activities and the replacement of work package 3 leaders. Preliminary reviews of the financial situation pointed out the person/days of a number of partners in WPs do not match with the work they are supposed to produce. The payment to partners was effective on 30 May 2014 but two of them, National Institute of Public Health NIJZ (Slovenia) and National Institute for Health and Welfare THL (Finland), received their due on November 2014.

He also mentioned the challenge it supposed to manage the JA integrating activities from over 63 partners.

Lessons learned:

A JA is continuous learning process in which every leader and participant has to collaborate and be opened to this process.

Dissemination activities at political level should be improved and all partners should be part of the dissemination and collaborate with the WP2 (dissemination).

The next steps and activities for 2015 of WP1 could be resumed as follows:



- First interim report on time (27 February 2015).
- Organisation of the 6<sup>th</sup> EB meeting.
- Monthly progress report on time.
- Support of work packages work plan with special focus of on WP3 work plan and evaluation activities.
- Support on dissemination activities focusing on the policy level.
- Management of the inclusion of new Collaborating Partners (CPs).

The Coordinator congratulated the team who always reaches consensus regarding decision making in the project. The coordination will continue with the progress reports, organising the monthly teleconference and for sure specific teleconference with work packages if need be. The new coordinator will need the support of all work package leaders. The structure of the coordination will remain the same; the only change is the incorporation of a new coordinator.

**Key points of debate:**

- Partners' person/days Vs delivered work

Work package 2 leader, Ingrid Stegeman, enquired on how the coordination meant to address possible inconsistencies between the distribution of person/days and the real work achieved by some partners. Catalina del Río, financial manager of the JA, answered that she will compile all the information per work package and send it to leaders. Teresa Chavarría emphasized that the idea with this report is to provide WP leaders and co-leaders with an up to date status of the person/days execution to facilitate them the responsibility and task of organising the person/days of their partners and adjusting them to the work to be delivered. In this same framework, person/days should also consider differences in salaries depending on countries and WP partners should be able to justify them.

In WP5, they are trying to resolve this issue by proposing extra tasks to partners who are responding in a favourable corporative way to the proposition in order to fulfil their person/days.

**Agreement:** The coordination committed to send an updated report on the level of execution of person/days per work package on the next few weeks to facilitate WPLs duty in setting work for 2015.

## 2. WP2: Implementation of the communication plan 2015

**Speaker:** Ingrid Stegeman

Mrs. Stegeman presented the work of WP2 for the first year of execution of the JA and reinforced that communication is a responsibility of all partners involved in the JA. She made a brief overview of the activities, milestones and deliverables achieved: Stakeholder mapping, visual identity, website and social media, promotional materials, and the Communication Strategy. She informed that 51% (34) of partners are involved in some dissemination activities. An analysis of the website revealed that the average connection is 3:45 minutes and the most used (browser) languages are English and Spanish.

She emphasized on having the deliverable on deadlines to facilitate the update of the website.

The WP2 leader ensured that they are doing a realistic work regarding the budget allocated to this work package (596 person/days, 339.000 euros).

The next steps of this WP are:

- To keep the website updated.
- To continue with the translations of the JA-CHRODIS brochure coordinating with native speakers.

**Key points of debate:**

- Use of disclaimer

WP2 leader enquired on which disclaimer should be included in documents. The scientific manager explained that the short disclaimer is for material and presentations and the longer one (see footnote)<sup>1</sup> should be used for published contents and analysis clearing up that documents are sole responsibility of authors. This issue will be reviewed in the Grant Agreement.

- Writing style and non-official translations

WP2 presented a short list of terms to improve consistency in documents and emphasized the importance of using the same writing style. Regarding translation of documents or information about JA-CHRODIS into other languages and in order to avoid misunderstandings, it is necessary that WPLs double check translation with partners before having them published under the project's brand/logo.

**Agreements:**

- The Coordination team and WP leaders will identify issues that could be disseminated and report them in their monthly reports for dissemination.
- The coordination team will contact partners to encourage them in the dissemination of the JA-CHRODIS activities and outcomes. The use of the disclaimers will be reviewed and WPLs reminded to use them.
- Use of JA-CHRODIS instead of JA-Chrodis, small letter in "work package" (see working document for more information).

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<sup>1</sup> Short disclaimer: This conference (e.g.) arises from the Joint Action on chronic diseases and promoting healthy ageing across the life cycle which received funding from the European Union, in the framework of the Health Programme 2008-2013.

Long disclaimer: This document represents the views of the author and it is his sole responsibility; it can in no way be taken to reflect the views of the European commission and/or the Executive Agency for Health and Consumers or any other body of the European Union. The European Commission and/or the Executive Agency do(es) not accept responsibility for any use that may be of the information it contains.

### 3. WP3: towards the accomplishment of the plan for 2015

**Speaker:** Carme Carrion

New WP3 leader and co-leader have just started up one month ago (AQuAS and APDP). They have received basic information of the JA and WPs work plans and main activities. The first step to develop and precise their work plan will be to meet WP leaders during the next few days, inform them about the methodology and discuss on the definition of the key indicators. Information on previous activities with EHMA (if relevant) will be sent to WP3 by WPL during the next few weeks.

It was foreseen for the first year to have an implementation assessment and an impact assessment, following the same methodology as in other JA. WP3 committed to have the first interim evaluation at the end of 2015. They will work hard on the definition of indicators together with WPLs. For all objectives of the JA, process indicators, outcome and output indicators will be developed. The difference between those indicators will be clarified in order to avoid misunderstanding.

#### **Key points of debate:**

- Active cooperation with WP3

Teresa Chavarria emphasized the importance of an active cooperation between WPLs and WP3 in order to facilitate the realization of the work and kindly requested all WPL to give priority to the evaluation process.

- The need of the evaluation report on due time

Anne-Marie Yazbeck inquired on the figures WP3 needs and the timing and emphasizes that indicators should be both quantitative and qualitative. She also expresses the relevance of having the evaluation deliverables concluded for the next interim report (end of 2015) to avoid failure of the JA.

- Increase of person/days

WP3 makes an inquiry on the possibility to increase the number of person/days in their WP3 as they are beginning to work with fewer budgets than previous partner execution. The coordinator answers that this is something to be considered once we have knowledge of the level of budget execution from all WP partners.

#### **Agreements:**

- The coordinator gives priority to WP3 work plan development
- WP leaders will support and cooperate in the evaluation process, sending previous work or background documents (if relevance).
- All information sent to WP3 will also be sent to the Coordinator and the Coordination team.





#### 4. WP4: Ongoing activities during the 2015

Mr. Bernal explained that the Platform Knowledge Exchange (PKE) is being performed in collaboration with the Telemedicine Unit of the National Institute of Health Carlos III. The first semester of the first year was devoted to have a common calendar across WPs.

Concerning the Delphi process, as background for DELPHI process was produced later on, timeframes in WP4 work plan and the work that WP5, 6 and 7 were not coordinated when the JA was launched.

WP4 has also been working on a WP4 task allocation proposal to be discussed during the next WP4 task partners meeting (19 February 2015).

Besides the PKE user's requirement, a business plan is being prepared in order to assure the sustainability of the PKE.

Enrique Bernal also explained that he was invited to attend the meeting of Pro-EIPAHA CSA initiative, contracted to build a repository for EIP-AHA working group practices. WP4 will stay on close relation with the responsible of the project as suggested by the officer of this project and by JA-CHRODIS officer and with the knowledge and support of CHRODIS' coordinator.

The plan for 2015 is to have two Delphi questionnaires before summer implemented into the PKE. (2 more after summer), piloting those questionnaires (usability) and close PKE content management and user management expected developments (see timetable 2015)

The next steps of this WP are:

- To continue the Delphi panels as expected
- To finish PKE implementation of background decisions
- To agree on the impact assessment indicators of the PKE along with WP#3.

#### **Key point of debate:**

- Delphi questionnaire
  - There is a doubt on whether the foreseen two Delphi on organizational interventions and multimorbid patients should in fact be just one,
  - Patient empowerment Delphi questionnaire is cross sectional and can serve for other domain of best practices.
  - It was discussed to incorporate leaders and co-leaders to the Delphi panel. To avoid pressure on the panel experts, Enrique Bernal proposed to leaders and co-leaders to participate as observer in their respective Delphi panel, and others to attend via web streaming. (This last point will be consulted with panel experts).

- Platform for Knowledge Exchange (PKE)
  - PKE will be ready for exploitation and open access only two months last before the JA finalization.
  - The PKE Business plan should be presented to the Governing Board for sustainability issues.
  - Some questions are still pending regarding the scope of the PKE, added value of specific publics; concerns on sustainability are still open and need a deep debate. A debate round with EB is now open.

## 5. WP5: Ongoing activities during the 2015

**Speakers:** Thomas Kunkel

The WPL described the work achieved during the first year of execution of the JA. The WP developed a questionnaire to collect data on health promotion and prevention of chronic disease in Member States. This questionnaire fed into a template that also served as a basis for the Delphi questionnaire. WP5 identified selection criteria that were reviewed and ranked by experts.

The country reports are available and are much elaborated documents with important information; they can be used as a basis to facilitate the exchange between work package partners.

During 2014, WP4 organized the tasks leaders meetings, coordination meeting with WP4 and WP5 meeting. WP4 shared good experiences with partners who were very proactive and respondents during the 2014.

A Task Leader meeting with WP5 partners from Greece and Lithuania leading task 3 and 4 took place on November 14<sup>th</sup> 2014 in Brussels.

Regarding task 3, compilation of good practices, partners where are asked to submit three good practices examples from each partner country on: Healthy ageing, health promotion and diseases prevention and free thematic.

The WP Next steps are:

- Report from results of the Delphi panel (May 2015)
- Collection of good practices (June 2015)
- WP5 conferences: proposal will be presented at the next WP meeting on February 20<sup>th</sup>, 2015.

### **Key points of debate:**

- Practices alignment with Delphi criteria



Jelka Zaletel asked if the gathered practices were aligned with the Delphi. WP5 sees the necessity to align the findings from the Delphi and WP 5 process. The first practices will be presented at the WP meeting referred above and then the WP will have a clear opinion on the quality of the practices.

**Agreement:**

- WP5 leader and Co-leader will be able to attend the panel of experts meeting as observers.
- Meeting to have the information of the weight put on to the different aspects of the Delphi (May 2015).
- Rest of co-lead and WP leaders will be able to attend meeting on a virtual basis.

## 6. WP6: Ongoing activities during the 2015

**Speakers:** Graziano Onder and Rokas Navickas

During the first year WP6 worked on identifying target of potential interventions for management of multimorbid patients (task 1) and reviewing existing care pathways approaches for multimorbid patients (task 2).

Nine review papers that identified characteristic of people with multimorbidity at high risk of negative outcomes were prepared. These papers will be published on March 2015 at the European Journal of Internal Medicine for dissemination at scientific level. A letter to Editor is already submitted to the Lancet Journal and was accepted for publication.

For the development of the second task two approaches were used: 1) review of the scientific literature and 2) such as a survey going through the network ICARE4U to identify the people at risk. 97 programmes focused on multimorbidity were identified and described in the report.

WP6 will focus on compiling good practices on multimorbidity (task 3) during the second year of the project. The goal is to create a common model easily replicable for multimorbid patient based on good practices. During the first trimester of 2015, WP6 will describe the components of the Delphi questionnaire based on task 2 results. Partners are asked to propose experts within balance in epidemiology, economic, social interventions, management, policy and also health workers to complete the Delphi experts' panel on multimorbidity.

The next steps are to:

- Finalise list of criteria components of the Delphi questionnaire
- Select experts for the Delphi panel (March 2015).

**Agreement:**

- WP6 will share with WP4 the list of experts they have so far to avoid overlapping and also to understand if there is something missed.
- The papers will be shared with the EB as confidential.

## 7. WP7: Ongoing activities during the 2015

**Speakers:** Marina Maggini and Jelka Zaletel

Marina Maggini presented the work of the WP during the 2014. A literature review on the effective strategies on prevention management, education, promotion and training on diabetes for professionals and characteristic of National Diabetes plans (NDP) was performed. The literature review has the objective to define the quality criteria for the selection of practices. With this review, the WP established the core elements to prepare the questionnaires. The first questionnaire (task 1-4) was very complex and was discussed during the first meeting in Rome on July 2014. A new version was achieved and transformed in web based questionnaire.

The survey is organized in two phases: the first has the objective to provide a structured description of the main program (intervention, initiative, approach or equivalent) at national, sub-national or local level, and a short description of other experiences (three for each topic), that participants feel worth to be reported; the second phase will be devoted to an in-depth analysis of the experiences identified in the first one.

The WP almost finished collecting data from the questionnaires: in a first look, 73 programs/experiences have been reported.

Jelka Zaletel presented the fifth task: NDP. She emphasized on the definition of NDP as any kind of strategy to improve outcomes in diabetes at national level. It is important to be strict in the analysis of the questionnaire using the mentioned definition as countries are organized in different ways and some of them don't have a NDP but have a care services.

WP7 reminded that JA is a different environment than academic project. The deliverables have to be produced on time and their quality is crucial for future use. WP7 is working to create a network where every institution is welcome.

Next steps:

- Go in-depth with analysis of the answers of the questionnaires.
- SWOT analysis per country.
- 3rd General meeting of the WP (July 2015).
- Workshop in October-November.
- Workshop on NDP (Date to be defined).
- Publication of five papers in the Annals of ISS (open access journal).
- Participation in different meetings on diabetes.
- Interim report on content of NDP.

## IMPROVING SYNERGIES BETWEEN WORK PACKAGES

**Moderator:** Jelka Zaletel

The most important discussion points were the following:

- Strengthen the structural elements on communication within EB.
- Organisation of TC asking for more feedback from WP leaders.
- Need of a common goal and vision in all the JA.
- Debate on how and why to clarify different points of view between leaders.

## OVERALL CONCLUSIONS OF THE MEETING

- The JA has developed good technical work in the first year, accomplishing tasks and achieving deliverables and milestones in all work packages (except in WP3 due to withdrawal of WP leader). It has also developed the necessary horizontal working documents to support the JA and has set the Advisory Board and the Governing Board.
- The JA-CHRODIS has been able to overcome several problems regarding payments to associated partners and WP3 leader withdrawal.
- In its first year, the JA-CHRODIS has built a community of cooperation among experts in WP, collaborators and stakeholders.
- Improvements are needed on the communication and dissemination of JA-CHRODIS' first year results at the policy level and coordination in some tasks between work packages.
- WPLs and partners are to continue working in a common vision of the JA.
- The work of WP3 is a priority now for the JA; WPLs will cooperate to have the interim evaluation ready on month 24 of the JA.
- Collaboration with the EIP AHA initiative is to be continued and strengthened.
- Teresa Chavarría is to become the new JA-CHRODIS coordinator after the General Assembly meeting (19<sup>th</sup> of February 2015).

## AGREEMENT SUMMARY

- Coordination will send an updated report on level of execution of partners' person/days.
- WPLs will identify relevant issues for dissemination and report on them in the monthly reports for coordinators.
- Coordinator will contact WP partners to involve them in dissemination activities.
- Priority is to be given to the WP3 work plan development.
- All WPLs will support and cooperate in the evaluation process and send former version of indicators during the first year to WP3 if they are available.
- All WPLs will send relevant information to WP3 with coordination team in cc.
- An assessment plan will be developed and discussed with all WP leaders before end of June



- WPLs implicated directly in their Delphi may attend the face to face Delphi panel meeting as observers. Rest of WPLs may attend on web streaming (to be proposed to panel experts).
- WP4 will share the final report on the results of the DELPHI WP5.
- WP6 will share papers publication and list of Delphi experts' panel with WP4.
- Approval of management's proposal on the inclusion of new Collaborating Partners.
- Approval of the working document on spelling and style guide for JA-CHRODIS.

### ACTIONS TO BE TAKEN

WHAT	WHEN	WHO
Provide to WPLs the status of partners 'person/days execution during the first year	First week of March 2015	WP1 (Management Team)
Identify important issues to disseminate at political and scientific levels.	2015	WP1-7
Include a new item in the progress report related to issues for dissemination	February 2015 (Continuously)	WP1
Contact partners (AP and CP) to involve them in dissemination	Continuously	WP1
Review the use of the disclaimer and inform leaders and co-leaders	February 2015	WP1
Share papers publications with EB	March 2015	WP6
Share Delphi experts panel list with WP4	March 2015	WP6