



6th JA-CHRODIS EXECUTIVE BOARD MEETING

Venue: Centro Studi Linda e Achille Lorenzon
Viale G. Oberdan 5, 31100 – Treviso, Italy

DAY 1. 11th of June, 2015. 9:00 h- 17:00 h.

9:00-9:15 Welcome by host and coordinator.

Session I: Overview of progress made in the JA-CHRODIS. 9:00 - 13:30.

9:15- 13:30 Report of coordinator and WP leaders on deliverables, milestones and activities (already developed and foreseen in the next 6 months). Please see Annex Rationale and Guidelines for Part I presentations (page 3).

Guided Discussion: Coordinator.

9:15-10:35	Coordination of the JA. (WP1).
10:40-11:00	Health Promotion and Prevention (WP5).
11:05-11:25	Multimorbidity (WP6)
11:25-12:00 Coffee Break	
12:00-12:20	Diabetes Case Study (WP7)
12:25-12:45	Platform of Knowledge Exchange (WP4)
12:50-13:10	Evaluation of the JA (WP3)
13:15-13:35	Dissemination of the JA (WP2)
13:35-14:30	Lunch Time

Session II: Review of highest priority project issues towards sustainability. 14:30-17:00.

This slot would be dedicated to review of the 3-5 highest priority items of the project that play an important role on our final outcomes and sustainability. In case they are items with a high level of risk, they should be backed by mitigation or alternative proposals (if it proceeds). Please see Annex Rationale and Guidelines for Part II presentations (page 3-4).

TP1	14:30-15:15 (45 minutes)	Topic Proposal 1: Evaluation plan: WP activity assessment and global impact of the JA-Chrodis. Presentation: WP3 (with support of the Coordination Team) Guided Discussion: Coordinator.
TP2	15:15-16:00 (45 minutes)	Topic Proposal 2. Dissemination of the JA at the policy level: target groups, messages and formats. Presentation: WP2 (with support of the Coordination Team). Guided Discussion: Coordinator
TP3	16:00-16:45 (30 minutes)	Topic Proposal 3: Road Map for collaboration with the EIPonAHA initiative. Presentation: WP Leaders involved. Guided Discussion: Coordinator.
	16:45-17:00	Wrap up (Coordinator)
		Social event organized by host



Day 2 (12th of June, 2015). 9:30-13:30.

Session III: Open Strategic Decisions. 9:30-13:30.

Review and discussion of open key decisions to be made by the Executive Board. Please see Annex Rationale and Guidelines for Part III presentations (page 5).

SIII.1	9:30-10:10	Alignment of the WP's Work Plans Presentation: Coordinator. Guided Discussion: Management team
SIII.2	10:15-11:00	Key Questions on the Platform of Knowledge Exchange: Summary of the report of consultation among WP4 partners on the key questions for the PKE. Presentation: WP4 Leader. Guided Discussion: Coordinator
11:00-11:15 Coffee Break		
SIII.3	11:15-11:40	Definition of Good Practice in the frame work of the JA-Chrodis. Presentation: WP7 Leader. Guided Discussion: Coordinator
SIII.4	11:45-12:10	Process of Practice Exchange and Transfer Presentation: Coordinator Moderator: WP7 Co-Leader
SIII.5	12:15-12:40	Governing Board (Work plan, Work flow, and interaction with the JA-Chrodis). Presentation: Ministry of Health Guided Discussion: Coordinator/Ministry of Health

Session IV: Wrap up: Final conclusions, next steps and celebration of achievements! 12:45-13:30.

Coordinator will present a general overview of the progress, final conclusions of the meeting and the next steps to be taken by the JA-CHRODIS regarding decisions and agreements.

12:45-13:15	Concluding Remarks and Next steps. Coordinator
13:15-13:30	Q&A. Celebration of Achievements.
Lunch and Departure 13:30-14:30	



ANNEX: RATIONALE AND GUIDELINES FOR PRESENTATIONS

Session I: Overview of the progress of the JA-Chrodis. 9:00 - 13:30.

- **Rationale:** This section will be dedicated to the report of coordinator and WP leaders on the progress on deliverables, milestones and activities of the WP.
- **Objective:** Acquire per work package a general overview of the main achievements and activities foreseen for the next 6 months.
- **Expected Outcome:** Have a clear overview of the work developed during the first semester and the future main activities and deadlines to be accomplished by all WPs. Contribute to the common view of the JA.
- **Resources:** Management team will provide template slides for your best convenience.
- **Time for presentations:** Each WP Leader/Co-leader will have 10 minutes of presentation.
- **Discussion and/or Q&A:** for each WP will be of 10 minutes.
- **Presentations:** will include preferably in this order information on:
 1. Deliverables. Achieved deliverables (if it proceeds), review of deliverables to be accomplished in the next 6 months and their associated deadline dates (including delays if it proceeds).
 2. Milestones. Accomplished milestones (if it proceeds), review of key milestones and their associated deadline dates (including delays if it proceeds).
 3. Activities 1: Accomplished activities and recent outcomes.
 4. Activities 2: Review of activities to be developed in the next 6 months and their associated time-line.
 5. Collaboration between work packages and/or other initiatives (when applicable).
 6. Dissemination activities -scientific and policy level- (when applicable).

Session II: Review of highest priority project issues towards sustainability. 14:30-17:00.

- **Rationale:** This section will be dedicated to identify and discuss high priority issues for an appropriate global development of the JA towards sustainability.
- **Objective:** Review of the 3-5 highest priority items of the project that play a relevant role on the sustainability of the JA with the aim of beginning the development of a sustainability plan for the outcomes of the JA.
- **Expected Outcome:** Achieve a common vision on the most important steps needed to be taken to develop and achieve a sustainability plan for Chrodis.
- **Resources:** Management team will provide template slides if needed.
- **Time for presentations:** Each WP Leader/Co-leader will have 10 minutes of presentation.
- **Discussion and/or Q&A:** The rest of the slot in each case will be dedicated to the discussion, agreement and concluding remarks of the EB.
- **Presentations:** Will clearly establish:
 1. Relevant information of the topic.
 2. Level of risk of the topic.
 3. Contingency or mitigation plan (if applicable).
 4. Questions addressed to the EB.



Session II Rationale of Priority Topics.

- Evaluation plan: WP activity assessment and global impact of the JA-Chrodis.
Presentation: WP3 and Coordinator. Guided Discussion: Coordinator.

Rationale: WP3 has and been working on the development of the Evaluation Plan of the JA-Chrodis, giving priority to the evaluation of activities at the WP level, proposing a set of indicators related to the activities/milestones/deliverables of the JA. This assessment will guarantee two things: re-orientation of work upon results and recommendations and developing a global evaluation report of the JA at the end of the project. Nevertheless, an important goal of the JA-Chrodis is achieving mid-long term sustainability after its finalization. To this regard, it is important that we consider that an important element for the mid-long term sustainability will be the impact assessment of the JA. Two basic elements are needed to begin work in terms of impact evaluation: 1) Focusing on a common Vision of the JA, supported by EB, Associated Partners and Governing Board and 2) A proposal of impact evaluation indicators for the JA. Discussions around this topic would focus on: the agreement of developing an impact evaluation proposal and our Common Vision of the JA.

- Dissemination of the JA at the policy and health professional's level: target groups, messages and formats. Presentation: WP2 and Coordinator. Guided Discussion: Coordinator.

Rationale: One of the JA-Chrodis priorities for this year is the dissemination at the policy level, with the aim of strengthening the relevance of Chronic Conditions across Europe and specially to build awareness around the JA-Chrodis goals, activities and final outcomes, which are oriented to the benefit of State Members and countries in Europe. The JA-Chrodis has included specific activities focusing on Policy Makers audiences. JA-Chrodis needs also to continue disseminating its activity to the community of health care professionals, ensuring JA-Chrodis product is not only known but also used by them in terms of exchanging and transferring practices. This slot would be dedicated to review these actions and propose others. WP2 could propose recommendations on how to reach Policy makers in presentations, documents and propose new formats for dissemination.

- Road Map for collaboration with the EIPonAHA initiative. Presentation: Involved WP Leaders. Guided Discussion: Coordinator.

Rationale: The JA-Chrodis, as established in the GA, is collaborating with the EIPonAHA initiative through several WPs with the aim of sharing experiences and seek for convergence towards the sustainability of the JA. This slot would be dedicated to review with detail in each Work package the level of interaction and the Road Map for collaboration in the next 6 months.



Session III: Open Strategic Decisions. 9:30-12:40.

- **Rationale:** This slot would be devoted to review and discuss open key decisions to be made by the Executive Board.
- **Objective:** Share with EB members information related to strategic items of Chrodis that need a decision from EB.
- **Expected Outcome:** Make a final decision or reach a final agreement on topics relevant for the development of Chrodis. Take knowledge of the implications underlying these decisions.
- **Resources:** Coordinator team will provide template and when needed information.
- **Time for Presentation:** WP Leader/Co-leader will have 10 minutes of presentation of the decision topic.
- **Discussion:** The rest of the slot in each case will be dedicated to the discussion and final agreement of the EB.
- **Presentations** will clearly establish:
 1. The key decisions needed.
 2. The implications of choosing a particular option.
 3. Deadlines for their accomplishment (when applicable).

Session III Rationale Open Key Decisions

- **SIII.1. Alignment of the WP's Work Plans.** Presentation: Coordinator. Moderator: Management team, Catalina del Río and Patricia Cediel.

This slot will be dedicated to have a general overview of relevant tasks of work packages, identify the ones that need to be aligned and seek for possible synergies and complementarities. The main goal is to develop work in a more efficient and collaborative way.

- **SIII.2. Key Questions on the Platform of Knowledge Exchange.** Presentation: WP4 Leader, Enrique Bernal. Moderator: Coordinator, Teresa Chavarría.

WP4 Leader, Enrique Bernal, will present a summary of the results upon the open questions launched to WP4 partners on relevant functionalities of the Platform of Knowledge Exchange. Based on these results and their expertise, Executive Board members will provide their opinions and reach a final agreement on the raised questions.

Expected outcome: Decisions made on this subject will provide WP4 leader with relevant information for the immediate development of the PKE and will contribute to the future outcomes of the JA-CHRODIS.

- **SIII.3. Definition of Good Practice.** Presentation: WP7 Leader, Marina Maggini. Moderator: Coordinator, Teresa Chavarría.

WP7 Leader, Marina Maggini, will present background information for the (JA-CHRODIS) definition of good practice. The goal is to discuss on the pros and cons of building a definition of "Good Practice". Debate will focus on two basic issues: the added value of having a reference definition of good practice in the frame work of the JA-CHRODIS and the elements that this definition should include.



- **SIII.4. Process of Practice Exchange and Transfer.** Presentation: Coordinator, Teresa Chavarría. Moderator: WP7 Co-leader Jelka Zalatel.

This slot will be dedicated to discuss the roadmap towards the process of exchange and transfer of good practices, identifying the relevant elements and priorities needed to accomplish the process with success.

“The objective of CHRODIS-JA is to promote and facilitate a process of exchange and transfer of good practices between European countries and regions, addressing chronic conditions, with a specific focus on health promotion and prevention of chronic conditions, multi-morbidity and diabetes.”

The scenario for the practice transfer and exchange can be built on a process with five steps being developed by the JA-CHRODIS WPs:

1. Addressing chronic conditions through the revision of literature and national plans.
 2. Identifying potential good practices and selecting them based on criteria established at the WP level.
 3. Facilitate exchange & transfer through the Development of a platform of Knowledge Exchange.
 4. Promote exchange & transfer through collaborations with other initiatives (e.g. EIP-AHA), interaction and dissemination among stakeholders, outreach activities focusing on policy makers and health professionals, organizing conferences, seminars and participating in relevant events.
 5. Transfer of good practices by identifying health professionals from the communities contacted before in need or willing to transfer a good practice to their own context.
- **SIII. 5. Governing Board (Work plans, Work flow, and interaction with the JA-Chrodis).** Presentation: Paloma Casado, Ministry of Health. Guided Discussion: Coordinator/Ministry of Health.

The Governing Board plays respectively a mayor role on the technical development and sustainability of the JA. This slot would be dedicated to discuss a proposal of work plan for both AB and GB, agree on the general work flow, communication and interaction with WP Leaders and agree on dates for the next meetings.