

**2nd meeting in the HPH Steering Group
December 8th 2005, 10.00am – 17.00pm**

Venue

H: S Bispebjerg Hospital, 20C
Bispebjerg Bakke 23, DK-2400 Copenhagen NV
Conference Room F

Participants

Steering Group

Chair: Ann O'Riordan, Coordinator, Ireland

Jürgen Pelikan, WHO CC, Vienna
Mila Garcia-Barbero, WHO Regional Office for Europe
Oliver Gröne, WHO Regional Office for Europe
Irena Misevicienė, Coordinator, Lithuania. (Local organizer HPH Conference, 2006)
Margareta Kristenson, Coordinator, Sweden
Carlo Favaretti, Coordinator, Italy
Zora Bruchacova, Coordinator, Slovakia
Antonio Chiarenza, Task Force Migrant-friendly Hospitals
Hartmut Berger, Task Force on HP Psychiatric Services
Fabrizio Simonelli, Task Force HP for Children and Adolescents
Hanne Tønnesen, WHO CC Copenhagen. Task Force Reimbursement and HP. New HPH Secretariat

Others

Gerard Schmets, Head of the Country Policies, Systems and Services Unit at the WHO in Copenhagen (to which the Barcelona office belongs)
Wendy Tse Yared, Coordinator of the Regions for Health Network

Secretariat

Nina Aubertin, Technical Officer (rapporteur)
Margrete Ripa, Secretary (alternating rapporteur)

Excused

Yannis Tountas, Coordinator, Greece

Chairman of the meeting: Ann O’Riordan

Agenda

1) The future of the HPH Network, including: Scope and Title, Objectives (international), Activities, Structure and Annual Working Plan

- a) Initial description of scope and purpose for the Network with possible title change (Responsible author: Yannis Tountas)

By Ann O’Riordan

- b) Objectives and criteria for membership, based upon descriptions in the previous national coordinator reports (inspiration paper) (Responsible author: Oliver Gröne)

By Oliver Gröne

- c) Criteria for different membership levels (inspiration paper) (Responsible author: Carlo Favaretti)

By Carlo Favaretti

- d) The role of the different partners, i.e. the power structure (Responsible author: Jürgen Pelikan)

By Jürgen Pelikan

- e) Gathered examples from other sources on the legal status / constitution / association for the HPH Network

By Oliver Gröne

- f) Communication Strategy in HPH and interactive homepage (Responsible author: Hanne Tønnesen)

**By Hanne Tønnesen and
Nina Aubertin**

- g) Decision on the process of finalizing and distribution of documents to the coordinators

Next step (i.e. deadline etc.) regarding the following documents:

- h) Evaluation and learning issues (Responsible author: Margareta Kristenson) (pending)
- i) What is needed to perform research in HPH? (Responsible author: Hanne Tønnesen) (pending)

Other incoming documents regarding the future:

j) WHO-HPH-Network (Responsible author: Nils Undritz)

By Ann O’Riordan

11.30am: Break

2) Role of WHO within HPH International Network

**By Gerard Schmets,
Mila Garcia-Barbero and Oliver Gröne**

3) Steering Group: Formal election procedure - Discussion and decision

By the Steering Group

13.00pm – 14.00: Lunch

4) Conferences in HPH: Transparency & open communication about budget

**By Irena Misevicienė and
Hanne Tønnesen**

5) Budget and economy

**By Hanne Tønnesen and
Margrete Ripa**

- a) Implementing process of new fee structure
- b) What about HPH members not paying?
- c) Secretariat: Budget 2005-2006
 - i) ***Enclosed:*** Terms of reference of independent secretariat functions incl. the budget, as approved by WHO, Summer 2005 (including budget 2005, 2006, 2007-08)

6) Letters of Intent

By Nina Aubertin

- a) Procedures etc.

15.30pm: Break

7) Coordinators Workshop – Palanga, Lithuania, May 2006

By Hanne Tønnesen

- a) Agenda
 - i) The future of the HPH Network, including: Scope and Title, Objectives (international), Activities, Structure and Annual Working Plan
 - ii) Progress reports from WHO CCs, task forces and working groups
 - iii) Exchange programmes for employees (nurses, doctors, physiotherapists, social workers, etc.)
 - iv) Etc.
- b) Form

8) Next meeting

- a) Date: 24 May 2005
- b) Venue: Palanga, Lithuania (in conjunction with the HPH Conference)
- c) Agenda

9) AOB