WP5 Workshop
"Optional sessions"

WP5 Optional sessions minutes

Joint Action Health Workforce
Planning and Forecasting

Milan, 20th November 2013

WP5 Workshop "Defining the Minimum data set"
Milan, 19 thand 20th of September 2013
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Meeting Minutes

Optional sessions of Friday 20th September 2013

1. Literature review

> _Participants: Paolo Michelutti, Zoltan Aszalos, Edit Eke, Eszter Kovacs, Edmond Girasek, Despena Andrioti._

The time available to discuss about the planning modality of the literature review activities was not enough. Both Hungary and Italy agreed about the importance of coordinating this activity to take advantage of the work done by other WPs and to avoid overlapping, that's why we have decided to speak about deeply, during the WP Leaders meeting in Leuven.

2. WP5 Pilot study.

> _Participants: Giovanni Leonardi, Ragnar Gullstrand, Lieve Jorens, Ivo Rui Santos Gustavo Ferreira, Ana Paula Gouveia._

Ragnar Gullstrand introduced the meeting stating that during the informal meeting with the Portuguese partners, which took place this summer, has been underlined the need to prepare in time the pilot study in the participating countries, as the regulatory issues and resources take a lot of time to be activated.

Lieve Jorens has announced that Belgium will test WP6 results in the first half of 2015, that is, at the same time of the cookbook testing in Italy and Portugal. As part of the WP6, Belgium and England met several times. During the first meeting each group has shown the salient features of the health care system of their own country. The Belgian group has already planned a three days trip in London, to study the "horizontal scanning" system. According Lieve Jorens the reason why we must start the project in 2013 is related to the real time frame of the activities to do in 2015. Lieve Jorens will transmit to Ragnar Gullstrand the WP6 work plan, to facilitate the programming of the WP5 experiment (_see appendix n.4_).

Rui Santos Ivo has shared the need to start as soon as possible with a plan. The Portuguese working group will be composed of the three participants in this meeting, and probably some additional resources that will be needed. The agency ACSS is also able to obtain specialized resources from a temporary agency specifically connected with them.

Giovanni Leonardi has agreed with what was presented by the other parties specifying that in Italy it is necessary to involve regions, that are responsible to perform a substantial part of the work required by operational testing. He has announced that it will create a small group of regions as "strong core" and he will try also to cover all other regions. In November Italy will show to the partners a proposal of the activity test timing ("Road plan"), which will also include workshops "training sessions". In the early months of 2014 Italy will organize a first meeting with the Portuguese Working Group and with the regional members of the "strong core".

3. Elements of the WP6 Pilot Study work plan for WP5

Steps		Timing	
Phase	**Activity**	**Start at**	**End at**
1. Prepare scope and team:	Make the scope clear: decide on what countries/regions/… will be participating; what part of the model will be tested (what is useful and what not); …	M7	M8
	Create the project teams. Make sure you have enough staff to cover the work in the scope.	M8	M8
	Have the teams meet and share information on country or region specific information and current planning activities.	M9	M10
	Design roles and responsibilities: who will be project leader of the pilot study; who will be point of contact in every region/country; who will work on the field; …	M9	M10
2. Prepare content and outroll	Present the draft model and discuss with the teams	M11	M11
	Finalize the model	M11	M11
	Present the final model and identify training needs for the teams	M12	M12
	Train the teams	M13	M18
	Define the steps for the outroll of the pilot project and create a detailed planning	M13	M13
	Define milestones and deliverables for the outroll of the pilot project	M13	M13
	Decide how the project will be evaluated and fix indicators for the evaluation	M14	M18
3. Roll out the pilot project	To be determined	M19	M29
4. Evaluation of the pilot project	To be determined	M30	M32
5. Create the Report on the pilot project	To be determined	M33	M33