



Minutes of the kick-off meeting in Vejle from the 29th to the 30th of October 2007

Participants

Henriette Hansen	SDEO	Birgitta Larsson	Östergötland County Council
Anne Smetana	RSD	Katie Kelsey	Niace
Arne Gårn	RSD	Justine Womack	South West public health
Michael Cain	CVU Vest	Paul Brown	South West public health
Dorthe Lodberg	CVU Vest	Eva Baldassari	Veneto Region
Rina Østergaard	CVU Vest	consuelo Tenente	Veneto Region
Mikael Sorknæs	Business Academy West	Sylvana Menichelli	Veneto Region
Peter Karstensen	Business Academy West	Doris Lorenz	Heinrich Böll Stiftung
Gabriel Gulis	SDU	Uhlen Blich	Heinrich Böll Stiftung
Lulu Hjarnø	SDU	Marianne De Troyer	ULB
Anette Schultz	CVU Sdr. Jylland	Ingrid Vanhaevre	CRIOC
Karsten Sørensen	CVY Sdr. Jylland	Stephan Van den Broucke	PHEA
Bo Jonø	Sønderjyske Sygehuse		
Eva Bellsund	Örebro County Council		
Britt-Louise Nilsson	Östsam		

Welcome & Regional presentations

All participants were welcomed to the kick-off meeting in Vejle and to the project; "Healthy Regions – When Well-being Creates Economic Growth".

All participants presented shortly themselves, and this was followed by a presentation of each participating region. All presentations can be seen and downloaded from the project homepage.

From the presentation we already saw differences and similarities and models that we can use for the conceptual paper and / or as tools in our work.

Henriette will follow up on this together with the UK partners to make sure that we enclose aspects in the conceptual paper.

Revision of the project and work packages

We went through the project description and made sure that all partners are familiar with the project description and understand that this document is the one that shall lead us through all phases of the project.

We talked about the objective and output on both European and regional level, which can be visualized through the attached overview.

We talked about what it means to be the co-ordinator of a workpackage, which does NOT mean that only one partner should work during the workpackage, but which means that the co-ordinator – supported by the project manager - function as coach and motivator for the other partners and make sure that the common "red threat" and output is kept on the track.



We went carefully through the timetable and noticed when important milestones and happenings take place, and we decided the dates for the partner meetings as follows:

2nd meeting from the 15th to 17th of April 2008 in Sleswig Holstein
3rd meeting from the 30th of September to the 2nd of October 2008 in Brussels
4th meeting from the 21st to 23rd of April 2009 in South West UK
5th meeting from the 22nd to 24th of September 2009 in Sweden
6th meeting from the 2nd to the 4th February 2010 in Veneto
And finally the final conference in October 2010 in Brussels

Just before the 3rd meeting in Brussels, the first draft of the Healthy Regions concept will be finished, hence we opt to arrange a work shop with external participants as to obtain

The partners in the respective countries are responsible for the practical organization of the partner meetings that will be held in their country.

We decided that we will try to use the “Brussels Scene” as a meeting room. All participating regions have an office in Brussels, and we should try to use these offices to strengthen the monitoring of the project. All partners will make sure that the offices in Brussels are informed about the project and the project manager will try to arrange a meeting between the offices. During the third meeting, the Brussels offices will be invited to participate.

Group work on the conceptual paper

During a “café group work” exercise, the participants participated in two different work groups, covering the following 4 issues:

- Experiences from the Healthy Cities Network
- Experiences from the Regions for Health Network
- Experiences from the Article 6 network
- Important issues from European Strategies and Policies

Justine, Gabriel, Katie and Henriette lead the work groups and gathered good input for the conceptual paper. We agreed that a first draft of this paper will be ready by the beginning of December. Afterwards all partners have a chance to give input, and the final paper should be ready by the end of January, together with a template to be used for the mapping exercise.

Presentation of PHEA

Stephan Van den Broucke presented the work of the Public Health Executive Agency, who administrates the EU Public Health Programme and will advice us during the implementation of our project if ever we need assistance.

Presentation of web-site

Mikael Sorknæs from Business Academy West, who will be our webmaster, went through the idea of our website, that will start up as a “working place” for the project with dialogue forum and electronic archives, and end up as the primary European product of our project, showing a toolbox that can inspire and guide other regions to work strategically and practically with the “Healthy Region” Concept.



Mikael showed how the dialogue forum works, and all partners will receive a password to enter the dialogue forum.

We decided that documents, which are intended for the final product - i.e. the toolbox – shall be uploaded to the website as pdf files. Mikael will send out a template so that we all – from the beginning – work in the same format.

The address of the website is www.healthyregions.eu

As soon as possible the site will be accessible for all of you. Some of the first things to be available from the site will be all presentations from the kick-off meeting, all annexes that are relevant for the partnership agreement, such as the grant agreement with the commission, templates to use for the administrative procedures etc.

Group work on dissemination

Each region discussed important issues about dissemination, and each region is asked to consider very carefully how and when to introduce the politicians and policy makers and the collaborating partners. If you want to introduce or delete collaborating partners on the list in the project description, please let me know as soon as possible.

Each group presented their ideas and strategies, and we decided that a written document shall be ready by the end of November to be published and shared with the other partners on the website.

Presentation of administrative procedures

We went through the partnership agreement, which unfortunately will have to be changed as the proposed payment scheme is not allowed. New partnership agreements will be sent out to all partners as soon as possible.

The following important issues were highlighted during the discussion:

- Payment scheme is 30 – 40 – 30 %
- A month after each partner meeting, the partners shall submit a financial report so that the project management has an overview of the global financial situation in the project. A template for financial reporting will be sent to all partners
- Make sure to keep original boarding passes.
- Timesheets shall be used as documentation for staff costs. A template will be sent to all partners
- Please notice that a copy of a pay slip is requested for each staff member once a year. The first time for November 2007. This is to make sure that staff is engaged in the correct partner organization and that the level of salary is correct.

I thank all of you for a good meeting, and especially Anne and Arne for having organized the practical issues. I have a good feeling about our group, so I am looking forward to the next three years of co-operation.

November 2007
Henriette Hansen
Project Manager

