



PHIRI

Population Health Information
Research Infrastructure

D8.2: Template for structured exchange of information and notifying of activities on portal

17.03.2021

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PHIRI: D8.2: Template for structured exchange of information and notifying of activities on portal

Work Package 8 Rapid Exchange Forum (REF) of the project aims to establish a sustainable infrastructure to support rapid exchange between actors from competent authorities, their advisors, researchers and stakeholders in the joint efforts to handle the COVID-19 pandemic. The emphasis is to collect and disseminate existing information and generate new (evidence-based) information as needed. This is, amongst others, done by bi-weekly meetings of interested national authorities, researchers, EU services and expert networks.

This document (Deliverable 8.2) presents the templates used to coordinate and execute this exercise and has two parts:

- Part 1: Template for structures exchange of information
The format of the templates was slightly adapted according to the REF meeting set up.
 - Template for REF meeting minutes – Word document (initial format)
 - Template for REF meeting minutes – Excel file (initial format)
 - Template for REF meeting agenda – PowerPoint (initial format)
 - Template for REF meeting minutes – Word document (adapted format)
 - Template for REF meeting minutes – Excel file (adapted format)
 - Template for REF meeting agenda – PowerPoint (adapted format)
- Part 2: Notifying of activities on the portal

Part 1 was completed in January 2021 and adapted in February 2021 as the format of the bi-weekly REF meetings was adapted according to the participants' needs.

Part 2 has not been completed yet. All documents are available at the SharePoint and participants are notified on all activities. The launch of the EU Health Information Portal where WP 8 will provide content is planned for early Q2/2021. Currently, the project teams of Sciensano and Gesundheit Österreich GmbH are working on integrating WP8 outputs on the HI portal.

Screenshot SharePoint:

WP 8 - Rapid Exchange Forum

WP8 docs

⊕ new document or drag files here

✓	Name	Modified
	COVID-19 deaths	... February 4
	Duration of Quarantine and Isolation	... March 1
	ICT	... January 18
	Output	... December 1, 2020
	REF - Special edition	... February 15
	REF meeting agendas	... February 3
	REF meeting minutes	... January 19
	REF meeting presentations	... March 8
	FAQ_all_REF	... 6 days ago

I. Template for structures exchange of information – initial format

A. Template for meeting minutes – Word document (initial format)

WP8 – Rapid Exchange Forum

No x REF meeting, via Webex (online), *DD.MM.YYYY*, 10:00-11:00 am

Moderation and facilitation:

Gesundheit Österreich GmbH (GÖG) - Austrian Public Health Institute

Attendees:

Name of attendees

All documents are available on the PHIRI Share Point and are additionally circulated by email. The updates of the previous meeting will be shared after each REF meeting.

Please note: When logging in to the meeting please kindly put your country or institutional affiliation (for stakeholders) next to your name, preferably at the beginning. THANK YOU

Q&A for countries:

All responses collected during the meeting on *DD/MM* and information that has reached the secretariat by *DD/MM* afternoon are included in the overview table below. We **highlighted** sections where participants announced further information or double-checking.

Disclaimer: We kindly ask all participants to acknowledge that due to the diverse and heterogeneous nature of the questions and the dynamic pandemic situation some of the information might be incomplete or only correct for the time being.

Another pillar of topics to be covered in the meeting is the **sending in of concrete questions** to be covered a couple of days prior to the next meeting to PHIRI.Austria@goeg.at.

The Rapid Exchange Forum will take place every second **Monday from 10.00-11.00 am CET, next date is *DD.MM.YYYY***. The agenda of each meeting will be shared four days before the meeting, allowing participants to consult or involve the appropriate experts from their countries to answer the questions. Further participants are warmly welcome, but the secretariat needs to be informed in advance to allow for a smooth organization.



Country	Question 1 / subquestion	Question 2 / subquestion	Question 3 / subquestion	Additional information
Albania				
Austria				
Belgium				
Bosnia & Herzegowina				
Bulgaria				
Croatia				
Czech Republic				
Estonia				
Finland				
France				
Germany				
Greece				
Hungary				
Ireland				
Italy				
Latvia				
Lithuania				
Luxembourg				
Malta				
Moldova				
Netherlands				
Norway				
Poland				
Portugal				
Romania				
Serbia				
Slovakia				
Slovenia				
Spain				
Sweden				
United Kingdom				



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Question 1 (optional to table)

A. *Subquestion*

B. *Subquestion*

Question 2 (optional to table)

A. *Subquestion*

B. *Subquestion*

Question 3 (optional to table)

A. *Subquestion*

B. *Subquestion*

Additional Information: (optional)

Additional meeting information

Other topic discussed: (optional)

A. *First point*

Additional topic

B. *Second point*

Additional topic

Concluding remarks (optional)

Attachments (optional)

C. Template for meeting minutes – Excel file (initial format)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Q&A for countries, DDMMYYYY												
2	1.	Question 1											
3													
4	2.	Question 2											
5	country	name	Q1 short	Q2 short	additional information	email response							
6	Austria												
7	Belgium												
8	Bosnia & Herzegovina												
9	Bulgaria												
10	Croatia												
11	Czech Republic												
12	Estonia												
13	Finland												
14	France												
15	Germany												
16	Greece												
17	Hungary												
18	Ireland												
19	Italy												
20	Latvia												
21	Lithuania												
22	Luxembourg												
23	Malta												
24	Moldova												
25	Netherlands												
26	Norway												
27	Poland												

NO REF topics

NO REF minutes

recap

participants





D. Template for meeting agenda – PowerPoint (initial format)



PHIRI – WP8 Rapid Exchange Forum

No. REF meeting, *DD.MM.YYYY*
10:00-11:00 am (CET)
via Webex (online)

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Organizational issues (*optional*)

Q&A for Countries

- Re-cap from last meeting
- Inputs by participants

Please share any questions in advance with PHIRI.Austria@goeg.at.

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Re-cap (country response)



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Source: PHRI Rapid Exchange Forum, DD.MM.YYYY



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Q&A **DD.MM.YYYY**

- **Question 1**
 - *subquestion A*
 - *subquestion B*
- **Question 2 (optional)**
 - *subquestion A*
 - *subquestion B*
- **Question 3 (optional)**
 - *subquestion A*
 - *subquestion B*

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Responses by Country

No	Country	No	Country	No	Country
1	Albania NEW	11	Germany	21	Netherlands
2	Austria	12	Greece	22	Norway
3	Belgium	13	Hungary	23	Poland
4	Bosnia & Herzegovina	14	Ireland	24	Portugal
5	Bulgaria	15	Italy	25	Romania
6	Croatia	16	Latvia	26	Serbia
7	Czech Republic	17	Lithuania	27	Slovakia
8	Estonia	18	Luxembourg	28	Slovenia
9	Finland	19	Malta	29	Spain
10	France	20	Moldova	30	Sweden
				31	United Kingdom



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Please share any questions with

PHIRI.Austria@goeg.at

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II. Template for structures exchange of information – adapted format

A. Template for meeting minutes – Word document (adapted format)

WP8 – **NO** Rapid Exchange Forum

NO x REF meeting, via Webex (online), DD.MM.YYYY, 10:00-11:00

Moderation and facilitation:

Gesundheit Österreich GmbH (GÖG) - Austrian Public Health Institute:
Moderation - **name**, Support - **names**

Attendees:

Name of participants

All documents are available on the PHIRI [Share Point](#) and are additionally circulated by email. The **updates** of the previous meeting will be shared after each REF meeting.

If you don't have access to the SharePoint yet, please contact
PHIRI.coordination@sciensano.be.

Please note: When logging in to the meeting please kindly put your country or institutional affiliation (for stakeholders) next to your name, preferably at the beginning. THANK YOU

Organizational Issues:

Based on the feedback from the participants during the last REF meeting on 01 February 2021, future REF meetings have a new format. The format includes **one pre-selected question (Part 1)** by the participants and the remaining time will be used for **discussion and ad-hoc questions (Part 2)**.

Countries can take the floor to respond to the pre-selected and ad-hoc questions. There will be no tour de table in future meetings. Countries who do not take the floor, **are asked to send their input to the pre-selected question (part 1) by email to PHIRI.Austria@goeg.at**. The aim is to have a comprehensive overview of country responses for the FAQ section on the pre-selected questions.

Process:

Participants are going to **vote on the questions/topics for part 1, one pre-selected question, which is going to be** discussed in the next REF-meeting. The link to the voting will be sent out by email with the minutes of the last REF meeting. The voting will be open for appr. one week. After the voting was closed, the agenda with the pre-selected question (part 1) will be sent to the participants.

REMINDER: If you have specific topics or questions you would like to discuss in the course of the upcoming meetings, please email them to PHIRI.Austria@goeg.at.

If the new format turns out to be not suitable for the REF meetings, the format will be adapted accordingly.



Any feedback on the REF meetings is highly welcome. Please contact us at PHIRI.Austria@goeg.at!

The Rapid Exchange Forum will take place every second **Monday from 10.00-11.00 am CET, next date is DD month YYYY**. The agenda of each meeting including the pre-selected question will be shared **five days** before the meeting, allowing participants to consult or involve the appropriate experts from their countries to answer the question. Further participants are warmly welcome, but the secretariat needs to be informed in advance to allow for a smooth organization.

Q&A for countries:

All responses collected during the meeting on **DD/MM** and information that has reached the secretariat by **DD/MM** afternoon are included in the overview table below. We **highlighted** sections where participants announced further information or double-checking.

Disclaimer: We kindly ask all participants to acknowledge that due to the diverse and heterogeneous nature of the questions and the dynamic pandemic situation some of the information might be incomplete or only correct for the time being.

Part 1:

- **Pre-selected question**
 - **Subquestion**

A summary of country responses can be found in Table 1: Overview of country responses.

Part 2:

Open space for discussion

- **Question/topic**
 - Responses from the countries



Table 1: Overview of country responses

Country	Pre-selected question: question
	Response



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Additional Information: (optional)

Additional meeting information

Other topic discussed: (optional)

B. First point

Additional topic

C. Second point

Additional topic

Concluding remarks (optional)

Attachments (optional)

B. Template for meeting minutes – Excel file (adapted format)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Q&A for countries, DD.MM.YYYY												
	Pre-Selected question												
2													
3													
4	Country	Name	Question short	Subquestion 1 short	Subquestion 2 short	Subquestion 3 short	Additional information	Email response on					
5													
6	Albania												
7	Austria												
8	Belgium												
9	Bosnia & Herzegovina												
10	Bulgaria												
11	Croatia												
12	Czech Republic												
13	Estonia												
14	Finland												
15	France												
16	Germany												
17	Greece												
18	Hungary												
19	Ireland												
20	Italy												
21	Latvia												
22	Lithuania												
23	Luxembourg												
24	Malta												
25	Moldova												
26	Netherlands												
27	Norway												
28	Poland												
29	Portugal												
30	Romania												
31	Serbia												
32	Slovak Republic												
33	Slovenia												
34	Cyprus												

NO REF Part 1 voted topic

NO REF Part 2

NO REF minutes

participants



C. Template for meeting agenda – PowerPoint (adapted format)

PHIRI – WP8 Rapid Exchange Forum

NO REF meeting, DD.MM.YYYY
10:00-11:00 am (CET)
via Webex (online)



Aims of the REF – Reminder!

- 1. Bi-weekly exchange** – see new format on the next slide!
→ Please send your questions to PHIRI.Austria@goeg.at!
- 2. Support for gathering country responses**
We have noticed that countries seek for country responses on specific national hot topics and do not take the opportunity to contact the REF secretariat or other countries directly.
→ Please get in touch with us if you need support or contact other countries directly (see aim No 3).
- 3. Use the network and contact country partners directly**
It is up to the participants to contact other countries directly in case of urgent requests. Feel free to use the [contact list on SharePoint](#) or contact us to get support at PHIRI.Austria@goeg.at.



Agenda **NO REF**

1. Organizational issues (optional)

- ...
- ...

2. Q&A for Countries

1. Part 1: 1 pre-selected question by participants via survey
2. Part 2: Open space for ad-hoc questions

Please **share any questions in advance** with PHIRI.Austria@goeg.at.

Any **feedback on the REF meetings** is highly welcome → please contact us at PHIRI.Austria@goeg.at



Q&A – Part 1, **DD.MM.YYYY**

Pre-selected question by participants:

Question

No. of votes received:

No. of votes for the selected topic:

Please use the chance to vote on the topics!
The timeframe for voting will be appr. 1 week.

Responses by Country

No	Country	No	Country	No	Country
1	Albania NEW	11	Germany	21	Netherlands
2	Austria	12	Greece	22	Norway
3	Belgium	13	Hungary	23	Poland
4	Bosnia & Herzegowina	14	Ireland	24	Portugal
5	Bulgaria	15	Italy	25	Romania
6	Croatia	16	Latvia	26	Serbia
7	Czech Republic	17	Lithuania	27	Slovakia
8	Estonia	18	Luxembourg	28	Slovenia
9	Finland	19	Malta	29	Spain
10	France	20	Moldova	30	Sweden
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Q&A – Part 2, DD.MM.YYYY

Open space for ad-hoc questions

Please take the floor to ask urgent questions and
obtain rapid responses from other countries.

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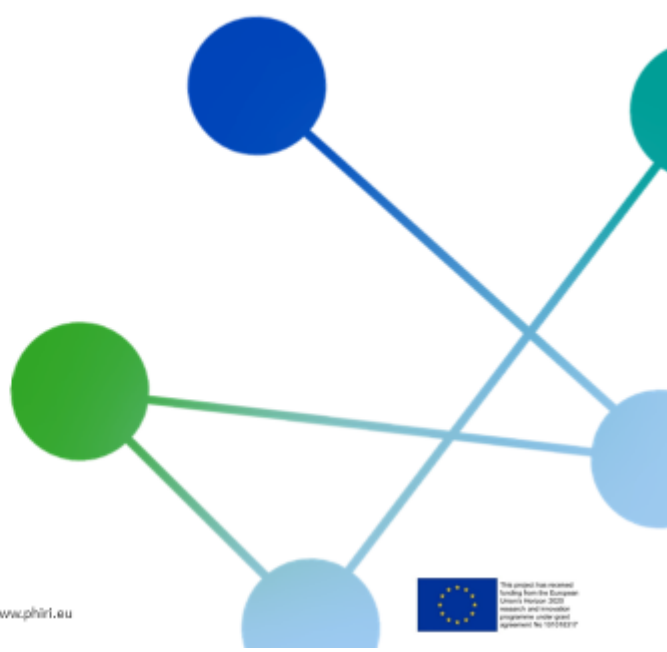


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any questions with
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III. Notifying of activities on the portal

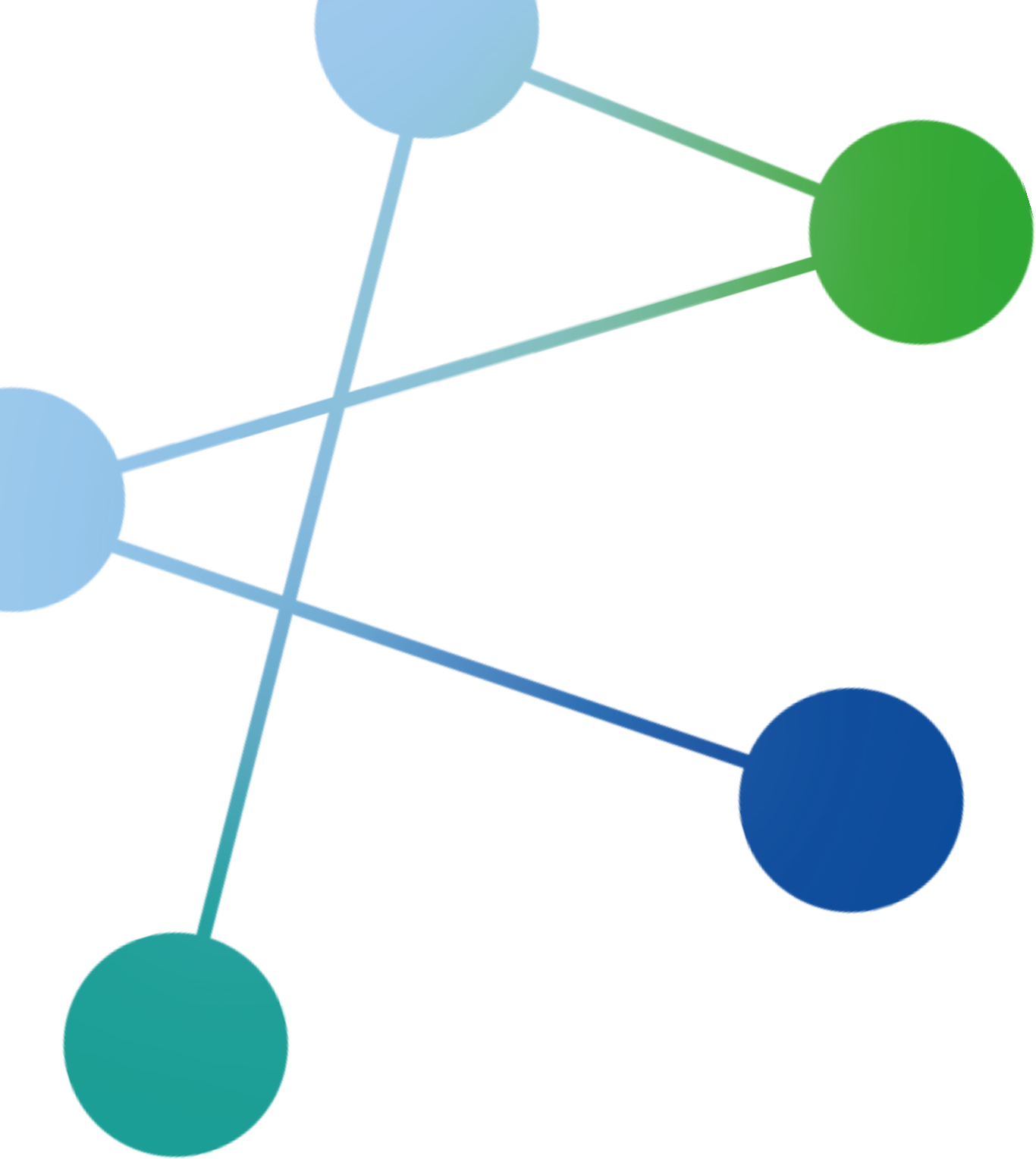
Delayed; to be completed.



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