

EpiSouth Plus Project Organisation

31 March 2011

Updated on 14 December 2011

The first document on the organization of the EpiSouth Project was prepared after the First EpiSouth Project Meeting (28-30 March 2007) and soon after endorsed by all the participating Countries.

The present document has been drafted on the basis of the first document, but taking in consideration the organisation needs posed by the new EpiSouth Plus Project, also valorising the lessons learned and trying to overcome organisational problems met during the implementation of EpiSouth.

The draft was shared with the EpiSouth Steering Committee (SC) Members during the 1st SC Meeting held in Luxembourg on February 3rd, 2010 and this present revision takes in consideration comments and integrations from the SC Members.

1. Project Steering Committee (SC)

The Steering Committee is composed by the Project Leader, the 13 WP co-leaders plus the WPs technical officers/coordinators where present (i.e. WP2, WP3, WP4, WP5, WP6).

The SC's role is mainly managerial, with the duty of ensuring the implementation of all the planned activities as per project's schedule.

The SC's members will meet at least once by year and additional meetings can be organised on the basis of specific needs.

2. EpiSouth General Assembly (GA)

The General Assembly is composed by all the Focal Points of the 27 participating countries. These 27 EpiSouth countries are the ones who take the major decisions regarding the EpiSouth main strategic orientations.

The GA will meet as per Project's schedule two times, in the framework of the 1st Project Meeting (to be held in Paris) and the 2nd Project Meeting (to be held in Rome).

3. Project Advisory Board (AB)

The Project Advisory Board (AB) is composed by international public health experts (originating from both EU and non EU countries), and representatives of relevant Institutions acting as collaborating partners of the Project (i.e. HSC, SANCO, EAHC, AIDCO, ECDC, WHO) but not involved in its management and implementation, with the role of advising the Project Coordination and the SC especially on technical critical issues.

Draft of guidelines and strategic documents produced by the Project will be forwarded to the AB Members for their comments and recommendations before finalisation and dissemination.

The consultation for request of specific advise will be done by the coordination team through e-mail or teleconferences.

In addition, a dedicated area for the AB members has been open in the Network Working Area (NWA) of EpiSouth web site to allow documents uploading and information exchanging.

The AB Members will be invited to the Project Meetings and might be invited in other occasions (for example SC and ST Meetings) according to the need.

4. Work Packages (WP) co-leadership

Each of the Project WP will be co-led by one EU and one non-EU Institution or Network.

The WP3 “Evaluation” will be led only by ASLTO1, being it the only Institution not involved in the management and implementation of WPs activities.

The WPs co-leaders will be responsible for the management and implementation of their respective WPs in accordance with the Project’s schedule, milestones, deliverables and expected results.

The WPs co-leaders will ensure the constitution of their respective WP Steering Teams (WPST) which will collaborate to the implementation of the planned activities.

The WPs co-leaders will ensure the organisation of WPST Meetings as per Yearly Work Plan schedule.

5. Countries and Collaborating Partners participation in Episouth Plus project

5.1 Focal Points (FPs) of the Episouth Network

Each Country should identify and appoint two relevant persons who act as Focal Point (FP) of the Episouth Network and who convey all the communication/information both to the relevant officers in their respective Countries and from the relevant officers to the Project WPs co-leaders.

The National focal points are the official representatives of their country and should be able to take decision (according to their position) during the EpiSouth project meetings.

Each FP can directly interact with the project coordinator (Italy-ISS) as well as with the WPs co-leaders and all the other FPs of the Episouth Network.

Considering the past experience and the new challenges posed by EpiSouth Plus the following criteria should be considered by all the Partner Countries for the selection and appointment of their FPs:

- ✦ FP should be staff belonging to the National Public Health Institute and/or Ministry of Health and/or National Reference Laboratory
- ✦ Should a country representative be acting as WP co-leader, 2 additional FP might be identified
- ✦ Decision making position



- ✦ Access to national early warning and surveillance systems data (EWRS Focal Points, for EU countries)/IHR Focal points (for EU and non-EU countries)
- ✦ In contact with the National Reference Laboratory if not part of it

The country FPs have access to the Members Area and to the EW secured platform of EpiSouth website through personal password.

The EAHC and DGDEVCO Project Officers will be observed and they will access the Members Area and the EW secured platform of EpiSouth website through personal password.

5.2 Work Packages Steering Teams (WPSTs)

The WP1, WP2 and WP3 are framework WPs and they will be developed by the related WP co-leaders and discussed with the Steering Committee Members. These WPs will provide an information hub through which general exchange of information will be coordinated (WP1 coordination), results disseminated (WP2 dissemination) and evaluated (WP3 evaluation).

The WP4, WP5, WP6 and WP7 will be developed through the Steering Teams (WPSTs).

Each country selects WP/WPs in which to be especially active.

Each Steering Team is constituted by the WP's co-Leaders (and technical officer/coordinator when present), and by those Participating Countries which have expressed their interest for the related WP.

Representatives of Collaborating Partners, relevant Networks, and International Organisations may also be included in the WPSTs.

The Steering Team will be in charge for identifying the countries' needs, developing the tools and the conducive project environment in accordance with the specific objective and requirements of the related WP.

The final documents and guidelines produced by each Steering Team are shared with all Focal Points (FPs) after a pilot phase and before their adoption by all the EpiSouth participating Countries. The project coordination (Italy-ISS & Tunisia-MoH) should be informed about all the Steering Teams communications, progress etc. (as cc of each e-mail and later as access in the dedicated area of EpiSouth website members' area) and it may give its feed-back or comments if needed or requested.

EU, ECDC and WHO inputs to the Work Packages development are provided through the project AB.

EpiSouth Plus WPSTs Composition
 14/12/2011

	WP leaders	EU Countries/International Organisations	South East Europe	N Africa	M East	Network
WP4 Laboratory network	- France- PI Turkey- Refik	France (PI), Cyprus (MoH) Italy (Spallanzani) Italia (Padua-GH)	FYROM Croatia	Tunisia	Turkey- Refik Jordan Lebanon	Institute Pasteur International Network
WP5 Capacity building	- Spain Algeria	Spain Romania Greece Malta	Serbia B&H	Algeria Egypt	Lebanon Syria	
WP6 Cross- border Epidemic Intelligence	- France- InVS MECIDS	Francia-InVS Malta Romania	Montenegro Kosovo	Morocco Tunisia Algeria	Israel Jordan Palestine Turkey	MECIDS
WP7- IHR	Italy ISS WHO LYO	Italy-ISS WHO-LYO Greece Cyprus Spain Slovenia Bulgaria WHO-Euro/IHR	B&H Albania	Tunisia Morocco	Jordan Israel	SEEHN

- **Contacts for expression of interest in progress**

- **In progress for final decision**

5.3 Participation in Work Packages' activities

Although each Country could be involved just in one or some WPST/s, the participation to the activities of the WPs is extended also to the participating countries which are not part of the WPST.