

D1.1 Report from Kick-off meeting

PiPPi

GA No 826157

December 2018

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Purpose of document

To provide insight on the Kick off meeting of the PiPPi project on December 3rd-4th 2018, including; agenda, participants and primary outcomes.

Purpose of kick off meeting

The overall goal with the kick off meeting was to gather whole team to:

- Meet and get to know each other.
- Refresh, harmonize and further understand the scope off PiPPi.
- Further discuss and detail the time and activity plan.

Agenda

December 3rd

- 9.15 Pick-up at Hotel Boltzmann, meeting point: lobby. Walk to MedUni Wien with the whole group
- 9.30 Welcome buffet including coffee, tea and biscuits
Welcome and introduction (Tanja and Martina)
Presentation of Alliance on-going programs (Lynn Seveke, Alliance Manager)
Introduction of team members (All) - Name, your background, expectations of this work
- 12.30 Lunch at MedUni Wien
- 13.15 Re-refresh the Call (All) - no notes needed, introduce Q&A
PiPPi scope and objectives, over-all project level (Coordinator/All) – calibration of our common understanding: Discuss in group 3-4 groups: identify if you see any uncertainties, risk and/or opportunities etc.
Presentation of the overall time & activity plan (Coordinator) - 10-15 min
- 14.45 Coffee break ☺
- 15.00 Presentation of objectives and current time plan by each WP leader for WP 2 and 3 by each WP leader, 5-10 min/per wp (total 20 min)
- recommended content: objectives and WP leader reflection on the work within wp on an overall level
- Break-out sessions on further detailing WP 2 (total 1,5 h) - break-out in 3 group, one per task
- Step 1) Activity & time plan – discussion 30 min in breakout sessions per task and re-join in full group setting and discuss 45 min

- 16.00 End of meeting
16.15 Walk to Josephinum with the whole group
16.30 Guided tour through Josephinum
17.30 Walk back to Hotel Boltzmann, time to freshen up
18.30 Common dinner

December 4th

- 9.00 Continue Break-out sessions on further detailing WP 2 (total 1 h) - break-out in 3 group, one per task
- Step 2) Dependencies between WPs, hand over and initial definition of competence profiles to be involved – discussion 30 min in breakout sessions per task and re-join in full group setting and discuss 30 min
- Break-out sessions on further detailing WP 3 (total 2,5 h) – break out in 3 group, some groups cover multiple tasks
- Step 1) Activity & time plan – discussion 30 min in breakout sessions per task and re-join in full group setting and discuss 45 min
 - Step 2) Dependencies between WPs, hand over and initial definition of competence profiles to be involved – discussion 30 min in breakout sessions per task and re-join in full group setting and discuss 30 min
- 10.30 Coffee break
Continue WP 3 break out session
- 13.00 Lunch at MedUni Wien
- 13.45 Presentation of objectives and current time plan by each WP leader for WP 7 (MUW) Presentation of drafts for the logo, discussion and voting on the logo (each partner has one vote (25 min)
- (MUW) Group discussion and brain storming on further detailing WP 7 (20 min)
- Opportunities
 - Main focus activities
 - Risks
- Discuss and propose a governance's structure, organization, SOPs etc (All, Coordinator prepares session) - Discuss and agree on practical team work execution - communication, document sharing, progress and budget follow up etc. (All)
- Next steps; each WP leader summarizes input and what the next steps are (All WP leaders and finally Coordinator) (10 min/WP 2-7, Total 1 h)
- 16.00 End of meeting.

Participants

Name	Org	Org role PiPPi project	Participating Consortium member	Participating EUHA members
Martina Ahlberg	Karolinska University Hospital	Coordinator, WP 1,3 and 5 leadership	X	
Fredrik Öhrn	Karolinska University Hospital	WP3 leader	X	
Herik Löf	Karolinska University Hospital	IT and data management	X	
Tanja Stamm	Medizinische Universität Wien (MUW)	WP 7 leader	X	
Romualdo Ramos	Medizinische Universität Wien (MUW)	WP 7 leader	X	
Jan Hazelzet	Erasmus MC	Participants in multiple WPs	X	
Fred Balvert	Erasmus MC	Participants in multiple WPs	X	
Ann Spence	Kings College Hospital NHS Foundation Trust	Participants in multiple WPs	X	
Alberto Sanna	San Raffaele Hospital, Italy	WP4 leader	X	
Elettra Oleari	San Raffaele Hospital, Italy	WP4 leader	X	
Eva Aurin Pardo	Vall d'Hebron Barcelona Hospital Campus	WP 2 and 6 leader	X	
Marta Aller	Vall d'Hebron Barcelona Hospital Campus	WP 2 and 6 leader	X	
Núria Boixareu	Vall d'Hebron Barcelona Hospital Campus	WP 2 and 6 leader	X	
Suzan Ikävalko	HUS, Helsinki University Hospital	Participants in multiple WPs	X	
Ramon Maspons Bosch	Agency for Health Quality and Assessment - AQUAS	Participants in multiple WPs	X	
Lynn Seveke	Vall d'Hebron Barcelona Hospital Campus	EUHA Alliance manager		X
Johan Van Eldere	Leuven			X
Mag. Michael Peterlunger	AKH Wien – Universitätskliniken/Vienna General Hospital – University Hospital			X

Primary outcomes from kick off meeting

Introductions

Introductions and expectations were made in an interactive way by all participating members initially.

In addition, an introduction to the on-going initiatives within EUHA was given to ensure that all participating individuals are up to speed with currently on-going initiatives.

Objectives

The first section of the kick-off meeting was to ensure and gain further common understanding of the overall scope by discussions and further detailing of our objectives, both on overall level and respective WP. Any impacting comments have been in cooperated in the further detailing of the time and activity plan for respective WP.

Further detailing of Time and Activity plans

Focus was on WP's 2, 3 and 7 during the kick-off meeting due to that initial work has to be started in those and WP's 4,5 will start during 2019.

All conclusions of details on further detailing time and activity plans per WP's was agreed on

being captured in the “Time & Activity plan” document on ProjectPlace. Extract from that file follows.

WP 2- Stakeholder identification, engagement and enrolment

WP	Tasks	Subtasks	Hand over item/result	Suggested competence profiles to be involved	Start Date	End Date
2	Stakeholder identification, engagement and enrolment					
2.1	Define and map the stakeholders & detail				1/12 2018	30/11 2021
2.1.1		2.1.1 Define the categories that will be used to classify SH, as well as the type of content related to SH that we want to include in the inventory. Define the global/local approach to SH identification. HUVH will send a draft for team discussion	Working paper		01/2019	03/2019
2.1.2		2.1.2 Create and test a program to register, consult and map SH. Proposal: Use Excel (HUVH). Strong coordination with WP4 is required to be able to easily transfer data to the online platform	Excel template		03/2019	05/2019
2.1.3		2.1.3 Strategy to identify SH: map of the SH to identify “grey areas” to cover; conduct dissemination activities (WP7); online survey to known SH; internet search; bibliographic search (who is publishing in our interest area?); networking; contact with other ecosystems; search databases. Also define mechanisms to identify further SH. The strategy will be adapted to the clusters.	Working paper	Experience in developing strategies of communication	02/2019	09/2019
2.1.4		2.1.4 Contact SH and send them an invitation to be included in the ecosystem / adapted to clusters (important previous work in WP7 to deliver engaging information)	Set of information material to SH			
2.1.5		2.1.5 Obtain detailed (structured) information of SH to introduce in the inventory and register (previously defined)	Register			
2.2	Engagement & monitoring of knowledge builders				1/12 2018	30/11 2021
2.2.1		Roadmap of strategies to engage SH in the ecosystem: regular meetings, newsletter, workshops, “knowledge events” (Important: work with WP7 to deliver engaging information). Some additional strategies to discuss: Create a profile of each SH in the platform to motivate their participation / Send a survey, after acceptance to be part of the ecosystem, to obtain information about their expectations and needs	Working paper	Experience in developing strategies of communication	03/2019	09/2019
2.2.2		Organize and conduct engagement activities: Regular meetings, workshops, knowledge events. To define: periodicity, Content, Grouping clusters, Local and international meeting	Working paper			
2.3	Define an appropriate involvement of patients/citizens				1/2 2019	30/11 2019
2.3.1		2.3.1 Define the strategy to identify/recruit patients/citizens as SH. This strategy needs to be implemented through three main levels: local, national and European. Target specific groups (patient council, patients association, local charities...) or individuals. Maximum variation sampling (gender, geographic area, patients and citizens, educational status, representing patient organizations and individual patients). Define the structure and functions through a steering or advisory group and establish the criteria to choose 2 representatives. *Deliverable: Report on suitable role of patients/citizens	Working paper		01/2019	03/2019 (draft) 05/2019 (final)*
2.3.2		2.3.2 Ethics: elaborate a consent/assent forms; approval by ethics committee. *Deliverable: Report on the procedures and criteria that will be used to identify/recruit patient SH	Document	Supported by legal experts	01/2019	03/2019 (draft) 05/2019 (final)*
2.3.3		2.3.3 Define and set effective communication strategies to engage patients/citizens and obtain their input and feedback (WP7). Establish a general meeting to explain them the project and set different strategies according to their knowledge and the phase in which their involvement is expected. Define the structure and content of the information (type, form) that will be provided to patient stakeholders in regular basis.	Working paper		05/2019	
2.3.4		2.3.4 Contact the 2 representatives of the advisory group and provision of the information (status of the project, agenda items, material for dissemination, preliminary results...) to obtain their input and feedback. Participation in meetings (face-to-face and virtual).	Different (documents, participation in meetings...) according to the		06/2019	

WP 3 - Development and establishment of the CoP

At this meeting the main focus was on Task 3.1-3.3

WP	Tasks					
3	Development and establishment of the CoP	Subtask	Date for hand over	Suggested competence profiles to be involved	Start Date	End Date
3.1	Collecting and analysing lessons learned from existing toolbox /knowledge developers					31/8 2019
3.1.1		Define group members	Dec 21 2018			
3.1.2		Involve people from procurement	Dec 21 2018			
3.1.3		Contact and analysis of existing networks and organisations and use of their results				
3.1.4		Browse previous projects - longlist & Shortlist				
3.1.5		Benchmark - ICLEI Platform Find out how it works and success so far	jan-20			
3.1.6		Define methodology		Procurement		
3.1.7		Content Process expertise		Procurement Innovation managers		
3.1.8		Stakeholder management Internal & External + Public affairs	jan-20			
3.1.9		The partners will finalise their internal review on what tools, and lessons learned				
3.1.10		Define structure for the platform and its services will be identified and prepared for implementation	jan-20			
3.2	Identify and define a common framework for an effective sustainable cross-border CoP				1/12 2018	31/3 2020
3.2.1		<input type="checkbox"/> Identification and defining process for stakeholder interaction with cross-border CoP				
3.2.2		Online - Personal - email - subscription				
3.2.3		<input type="checkbox"/> Establish methodology, processes and routines for stakeholder input for the continuous development of the CoP				
3.2.4		Compiling stakeholder input for the common language within the CoP				
3.3	Establish the processes, formats and continuous development for the cross-border CoP				1/8 2019	30/11 2021
3.3.1		compile and implement processes with all stakeholders based on WP2 and task 3.2 defining the planned cross-board CoP that will be established during the project.				
3.3.2		Designing, preparing and implementing a full cross-border CoP structure and processes enabling continuous development, based in results from WP2, task 3.1, 3.2, 6.1.				
3.3.3		include identifying appropriate methodology based on co-creation including priorities strategy and continuous evolution, language and decision management, identification and definition of the CoP domain linked with WP2 and used by WP3 and WP5				

WP 7 - Dissemination and Communication

At this meeting the main focus was on Task 7.1-7.3

WP	Tasks	Subtasks	Hand over item/result	Date for hand over	Suggested competence profiles to be involved	Start Date	End Date
7	Dissemination and Communication						
7.1	Develop a dissemination and communication plan including a knowledge portal/project website					1/12 2018	30/11 2021
7.1.1		Subtask 1.A: develop dissemination and communication plan (will be started by Fred, Erasmus; started M1);	Dissemination and communication plan; Dissemination progress report 1	M7 - 30.06.2019	Communication specialist; scientific dissemination/publication expert	1/12 2018	30/11 2021
7.1.2.		Subtask 1.B: Stakeholder analysis for dissemination (builds on results of WP2);					
7.1.3		Subtask 1.C: development of log file for dissemination activities;	LoF file on project place	14/12 2018		14/12 2018	
7.1.4		Subtask 1.D: Development of project website and logo				1/12 2018	
7.2	Dissemination and communication with stakeholders					1/6 2019	30/11 2021
7.3	Communication and promotion of the PIPPI project and its results					1/12 2018	30/11 2021
7.3.1		Subtask 3.A: develop press release at project start;	Press release at project start; develop press release at M7	M7 - 30.06.2019	Communication specialist; scientific dissemination/publication expert	1/12 2018	30/11 2021
7.3.2		Subtask 3.B: develop press release at M7;					

General Aspects covered

The kick-off meeting concluded a number of general issues as follows below.

Confidentiality

Handling of Confidentiality, both from/between consortium partners and/or other parties involved was discussed. That is handled in the Consortium agreement (CA) and will most likely be complemented by all involved individuals signing a non-disclosure declaration. To be implemented ASAP. Additional partners not in CA need to be covered by individual declaration.

IPR

Concerns of how to determine level of sharing – IPR ownership regulated in Consortium Agreement (CA). Further insights have to be taken into account as the areas during the project work progresses, and have also in regard to the built up IPR within PiPPi been stated with deadlines in the CA.

PiPPi Governance structure

Organization set up was presented and discussed, see below.

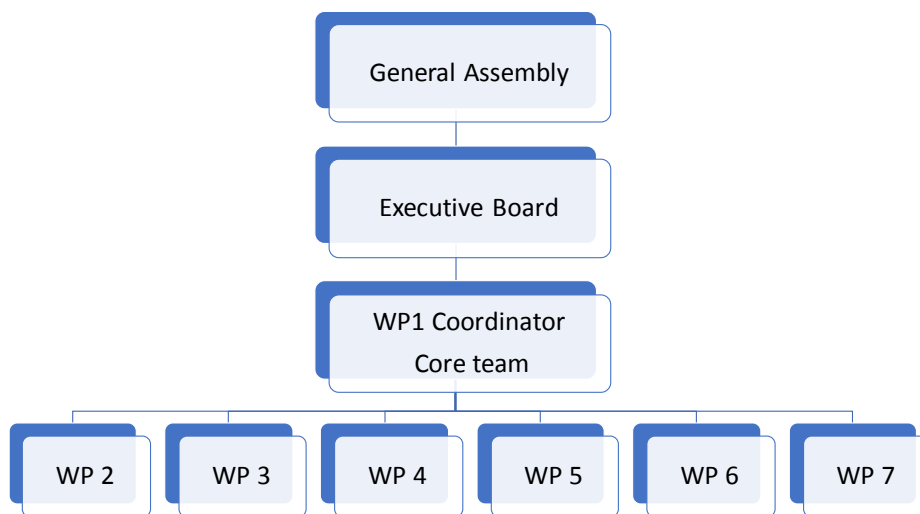


Fig 1. Governance structure

General Assembly representatives have to be nominated by each organization ASAP – Each beneficiary to update team contact list on ProjectPlace.

Q&A's

Differences between cost-effectiveness and value-based?

Parking Lot

1. Sustainability/Circular Economy as a general condition – needs to be understood and clarified how and when to involved.
2. World Economic Forum (WEF) involvement – what, how can we create involvement.
3. Develop a glossary of abbreviations and key concepts
4. Prepare a value/motivation proposal for each SH

Abbreviations

Abbreviation	Explanation/definition
PiPPi	Platform for Innovation of Procurement and Procurement of Innovation
CoP	Community of Practice
SH	Stakeholder ; in PiPPi main representatives of competence/area that has central contribution to the CoP; defined as: Industry, Healthcare providers/buyers, Academia, Policy makers and Enablers.
SH Clusters	Groups/categories of stakeholder type, i.e Industry cluster can contain SMEs and large companies, or different industry areas (for example; Process vs product industry)
PiPPi GA	General Assembly – highest governance body within PiPPi
PCP	Pre-Commercial Procurement
PPI	Public Procurement of Innovation
CA	Consortium Agreement – agreement regulating the PiPPi consortium partners responsibilities
GA	Grant Agreement - agreement regulating the PiPPi consortium and coordinator vs EU Commission responsibilities
EAFIP	European Assistance for Innovation Procurement (EAFIP) http://eafip.eu/
EIT Health	European Institute of Innovation & Technology – EIT Health, https://eit.europa.eu/eit-community/eit-health
EUHA	European University Hospital Alliance, consisting of; Charité Universitätsmedizin Berlin, Greater Paris University Hospitals, Erasmus MC, Karolinska University Hospital, King's College Hospital, Ospedale San Raffaele, UZLeuven, Vall d'Hebron Barcelona Hospital, Vienna General Hospital
PP	ProjectPlace – share point for documents