

# DISCONTTOOLS

1st Meeting of the Project Management Board

Thursday, 19<sup>th</sup> June 2008

at the offices of IFAH-Europe

Rue Defacqz 1, 1000, Brussels

## LIST OF PARTICIPANTS

### Members:

IFAH-Europe / Declan O'BRIEN (Chair)  
OIE / Caroline PLANTE  
CVO / Christianne BRUSCHKE  
FVE / Jan VAARTEN  
COPA COGECA / Paul DE WINTER

### Invited:

IFAH-Europe / Jim SCUDAMORE (Consultant)  
DG Research / Isabel MINGUEZ-TUDELA  
IFAH-Europe / Hervé MARION (Secretariat support)  
IFAH-Europe / Sophie FREDERICKX (Secretariat support)

### Apologies :

VMD-HMA / Steve DEAN  
EAEVE / Albert CORNELISSEN  
AEFRV / Johanna KOOLEN  
DISCONTTOOLS / Telmo VALINHAS

## AGENDA

1. Approval of the Agenda
2. Terms of reference – approval ([see attached](#))
3. Signing the contract with the European Commission
4. DISCONTTOOLS participant stakeholders ([see attached](#))
5. Configuration of the Advisory Council
6. Structure and functioning of the Working Groups
7. Web development – Options ([see attached](#))
8. DISCONTTOOLS participation in external events
9. Milestones and deliverables ([see attached](#))
10. Future actions
11. AOB (date of next meeting...)

## DISCUSSION

### 1. Approval of the Agenda

The agenda was approved with the addition of the topic of Intellectual Property Rights under AOB.

### 2. Terms of reference – approval

The terms of reference were approved with the amendment of Objectives with point i) to read “prioritise diseases in order to focus research to develop improved and newer tools to control diseases”.

**Action: TV to finalise terms of reference with this addition**

### **3. Signing the contract with the European Commission**

DOB informed the Project Management Board (PMB) that he had sent the signed contract to the Commission and awaited the receipt of a copy countersigned by the Commission.

### **4. DISCONTTOOLS participant stakeholders**

The PMB reviewed the list of stakeholders. It was agreed that TV should continue to seek additional stakeholders but that the current number was sufficiently representative.

**Action: TV to seek additional stakeholders**

### **5. Configuration of the Advisory Council**

Given that the number of stakeholders is less than 30, it was agreed that all stakeholders should have a seat on the Advisory Council. The composition of the Advisory Council would have to be reviewed if the number of stakeholders approaches 30.

### **6. Structure and functioning of the Working Groups**

For WP 2, Chairman was suggested to be Thomas Mettenleiter with the Vice Chairman as Wim Ooms. Members suggested included J. Gibbons, R. Marabelli, E. Bonbon, X. van Huffel, Prof. Viscaino, J. Vaarten, COPA, FAO, J. van der Giessen

For WP 3, Chairman was suggested to be Carolin Schumacher with S. Marangon as Vice Chairman. Members suggested were Eisliir, P. van Aarle, C. Brusckke, J. Wagenaar, C. Gaye, T. Soos, T. Drew, TUBITAK, I. Maudlin, Westergard, A. Peters, Bashirudin

For WP 4, Chairman was suggested as Gideon Bruckner with Jeremy Salt as the Vice Chairman. Members suggested included I. Mossison, P. Toye, J.-C. Audonnet, K. De Clerck, Moormann, Plana-Duran (FDAH), H. Nauwynck, EuropaBio, Nanotech representative, IMI representative, WHO, S. Belak, US, Australia, M. Mercer, Laufer, J. Scudamore, P. van Rijn, FABRE, Reference Laboratories, EFSA, ECDC.

It was agreed that these recommendations **should remain confidential** to the PMB. The next step will be for DOB to contact the proposed Chairmen to see if they will agree to accept their tasks. If any proposed Chairman is unable to accept the post, DOB will notify the PMB by e-mail and seek agreement that the proposed Vice Chairman should be invited to Chair or seek alternative proposals.

**Action: DOB to contact proposed Chairmen**

Having settled on Chairmen and Vice Chairmen, the list of WP members proposed will be discussed with the Chairmen and Vice Chairmen, names added and TV will then contact the proposed members to seek their agreement to participate and will also invite nominations from the ETPGAH stakeholders and interested parties with suitable qualifiers that the WP must balance interests and not be too large.

**Action: TV to contact proposed members, stakeholders & interested parties**

**7. Web development – Options**

On review of the two quotations, the PMB agreed to accept the proposal for development received from Alligence. The PMB recognised that the quality and functioning of the database was of paramount importance and favoured Alligence due to their track record in delivering high quality projects of this nature.

**Action: TV to contact Alligence**

**8. DISCONTTOOLS participation in external events**

The PMB noted the report as circulated and appreciated the active representation of DISCONTTOOLS at relevant events. This would help to build awareness and facilitate the operation of the WP's.

**9. Milestones and deliverables**

The PMB supported the milestones and deliverables as circulated. It was anticipated that some variation may occur in relation to the dates but that the project was on line for delivery as planned.

**10. Future actions**

The PMB noted that WG 4 would need to consider genomic issues and recommended seeking representatives with knowledge of this area to participate in the WG.

**11. AOB**

- Protection of Intellectual Property Rights (IPR): The PMB agreed that it wished to ensure free access to all information. If a specific issue arose that needed to be kept confidential, this would be discussed by the PMB. As such, the PMB did not wish to obtain IPR especially as the project is funded by public funds.
- Date and place of next meeting: The PMB agreed to hold a physical meeting on September 26<sup>th</sup> at 10.15 at the IFAH-Europe offices.