

WP6

Appendix 9:

WP6 meeting 2010 Paris minutes



EUnetHTA JA WP6 Information Management System

1st face to face meeting, 2010-04-15/16, Paris (France)

Summary

V1.0 2010-05-05 Patrice Chalon

V1.1 2010-07-06 Patrice Chalon

Participants

Belgium	KCE, Belgian Health Care Knowledge Centre	Patrice Chalon
Germany	DIMDI, Deutsches Institut für Medizinische Dokumentation und Information	Peter Kraemer
Austria	LBI-HTA, Ludwig Boltzman Institute, HTA	Marisa Warmuth Gerda Hinterreiter
Austria	HVB, Hauptverband der Österreichischen Sozialversicherungsträger (Association of Austrian Social Insurance Institutions)	Gottfried Endel
Austria	GÖG-Gesundheit Österreich GmbH/Geschäftsbereich BIQG-Bundesinstitut für Qualität im Gesundheitswesen	Johannes Zsifkovits
Finland	THL, National Institute for Health and Welfare	Kristian Lampe
France	HAS, Haute Autorité de Santé	Sun Hae Lee Robin Cédric Carbonneil Céline Chaintron Stéphanie Bankoussou Karine Rozet
Hungary	ESKI, National Institute for Strategic Health Research	Aron Vincziczki
Hungary	EMKI, Institute for Healthcare Quality Improvement and Hospital Engineering	Lajos Kovacs
Netherlands	CVZ, Health Care Insurance Board	Sarah Kleijnen
Slovenia	IPH-RS, Institute of Public Health of the Republic of Slovenia	Eva Turk Urska Kaloper
Spain	ISCIII, Instituto De Salud Carlos III	Andrés Fernández Ramos
United Kingdom	NETSCC, NIHR Evaluation, Trials and Studies Coordinating Centre	Eleanor Guegan

Agenda



Thursday 2010-04-15

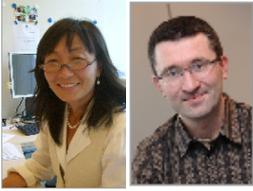
- | | |
|---------------|--------------|
| 13:30 - 14:00 | Welcome |
| 14:00 - 15:30 | Introduction |
| 15:30 - 16:00 | Coffee break |
| 16:00 - 17:30 | 1st survey |
| 18:00 - 20:30 | Social event |

Friday 2010-04-16

- | | |
|--------------|-----------------------|
| 08:30 – 9:00 | Welcome |
| 09:40-10:40 | Single Sign On |
| 10:40-11:00 | Coffee break |
| 11:00-12:00 | Common classification |
| 12:00-13:00 | Visual identity |
| 13:00-14:00 | Farewell lunch |

Summary

Introduction



Sun Hae Lee Robin opens the meeting and welcomes WP6 participants

Patrice Chalon reminds participants with important points:

- Financial information regarding the meeting
- Short description of EUnetHTA: history and aims
- Some learning from the EUnetHTA Project WP2 Clearinghouse branch
- EUnetHTA from a Knowledge Management point of view: community of practice, and KM house
- EUnetHTA tools
- 3 year work plan of WP6
- Current status of WP6
- Roles and responsibilities: LP, CLP, AP, CP, consultants



The introduction ends with an icebreaking exercise

- Categories and chocolate: quick view on the experience in EUnetHTA
 - personally engaged into EUnetHTA project (6) or not;
 - profile: content (10), IT (5) or both (3)
- Sandwich man and speed dating: each participant discuss with another participants: 3 rounds of 3 minutes
- Share and learn: each participant tells what (s)he learned from the speed dating discussions.
 - POP and EIFFEL have some overlap, where will it be managed? ;
 - some participants still not have a clear view on what is EUnetHTA ;
 - lot of participants do the same job ;
 - making non IT people and IT people talking together is often difficult ;
 - learn how Hungary is developing HTA
 -

1st survey



Eleanor Guegan explains the context of the survey, and the objective of the session.

First part: all participants receive a paper version of the questionnaire (+ some appendices). Participants have to fill it in and take note of the needed time: average was 22 minutes.

Second part: Questions are reviewed one by one by the whole group.

- Most question need clarification, rephrasing, additional option, simplification of options etc; some question are deleted (see Appendix 1).
- WP2 is interested into the results of questions regarding social networks.
- WP8 provided supplemental questions regarding training

NB: Due to length of discussion, discussion was postponed to Friday morning for the 2 latest questions.

Next steps are

- i. Final revision of the questionnaire by WP3 and WP6 LP;
- ii. Submitting the adapted questionnaire to the executive committee members.

Single sign on



Peter Krämer clarifies the concept of Single Sign On and then explains the different options to reach this goal.

A first round shows that all users find “session SSO” (login once in a session) the ideal solution.

The implication of the different scenarios are discussed with developers.

Option	central data content	developers
1	CAS authentication	CAS-client & local data access
2	LDAP authentication	LDAP-ro-access & local data access
3a	LDAP authentication & user profile	LDAP-rw-access & local data access
3b		LDAP-rw-access & local data access
4	LDAP authentication & user profile & user configuration	LDAP-rw-access 



All developers need more than the login and password to run their tool; all developers need specific information within their own tool; most don't need the possibility for the user to modify their information from the tool: this would occur from the MOsite. Scenario 3 (a or b) is then chosen.

Scenario 3 could be followed by a second phase with "session SSO": users indicate that the unique login / password for all EUnetHTA tools will be nice to start, if "session SSO" can be added later on: it would be great.

Next steps will occur between developers to implement the SSO within all EUnetHTA tools.

Common classification

Patrice Chalon introduces the session with a clarification of the difference between classifications (taxonomies) and thesaurus.

Cases



Gerda Hinterreiter and Marisa Warmuth give a short presentation of the Planned and Ongoing Projects "database". They focus on how they managed the categorization of the projects in the XL sheet. They also show their first attempt to make use of a standard vocabulary, the MeSH with a specific way of presenting the terms (16 main categories).



Cédric Carbonneil shows EIFFEL. He focus on the three type of classification used: ATC codes for drugs, ICD-10 for diagnosis and self made classification for study design. Developments and adaptation are planned to take lessons learned into account.

Patrice Chalon gives some example of mixed vocabularies used at KCE and shows some scenarios of implementation within the tools: a free text area with a link to a reference vocabulary available online (+ options to host the vocabulary if not available yet) or a vocabulary built into the tool.

General discussion

All participants agree on the advantage of using existing vocabularies, but agreeing on one unique is maybe not necessary: one vocabulary per purpose (technology description, technology application,...) is an option.

Selecting one vocabulary during the meeting is difficult, and the session is almost over. So, Patrice Chalon propose to keep the idea of identifying application fields, and for each, identifying the adequate vocabulary. A test will be done before the next face to face meeting (October 2010) allowing to discuss this point again during the meeting.

Contact will occur between WP6 and existing tools developers (POP, EIFFEL, Core HTA) to define the application fields and evaluate proposed vocabularies.

Visual identity

Patrice Chalon introduces the session with a reminder of the graphical chart and shows the existing: tools that are based on the current public site, but with some adaptation.

The layout of the public site will change soon, a new layout that mimics the new public site (not yet available) or the new MO site is not necessary: a common visual identity for all tools based on the existing is sufficient.

Patrice Chalon shows a proposal of common template that was discussed with Secretariat (Julia Chamova).

Layout - proposal

1. Header

2. Menu

3. Main

4. Column

5. Footer

14 EUnetHTA | European network for Health Technology Assessment | www.eunetha.eu Joint Action 2010-2012

- Header hosts a logo of EUnetHTA, if clickable, it sends user to EUnetHTA public site; Header can host a partner logo, ideally on the right side.
- 4 menus are standards (Home that points to the home of the tool; About that contains about the tool and about EUnetHTA information; Links that contains links to EUnetHTA, partner, and other links ; Contact that contains contact information for the tools and for EUnetHTA. Supplemental menus should be placed between About and Links.
- Column (right) should contain Europe map, search area, login area (when needed), EU flag + standard text (this text is mandatory)¹

¹ This tool arises from the project EUnetHTA Joint Action on HTA (2010-2012) which has received funding from the European Union, in the framework of the Health Programme.

- Footer : should contain link to page describing copyrights, legal notice, disclaimer, site map; by default the page on the EUnetHTA public site can be used

Time is too short for real discussion, it is proposed that all tools should tend to the proposed template; the point will be followed on the next face to face meeting.

Miscellaneous

Social event

HAS team prepared a wonderful social event: having a dinner on a boat and visiting Paris at the same time. We had the opportunity to better know each other. Thank you very much!



Exceptional circumstances

Due to the eruption of the volcano Eyjafjöll in Island, Airports were closed causing problems to lot of participants when trying to return at home. Most had to improvise solution (train, rent a car) or wait until airport open.

Follow up

Summary will be sent to participants through the mailing list for comments

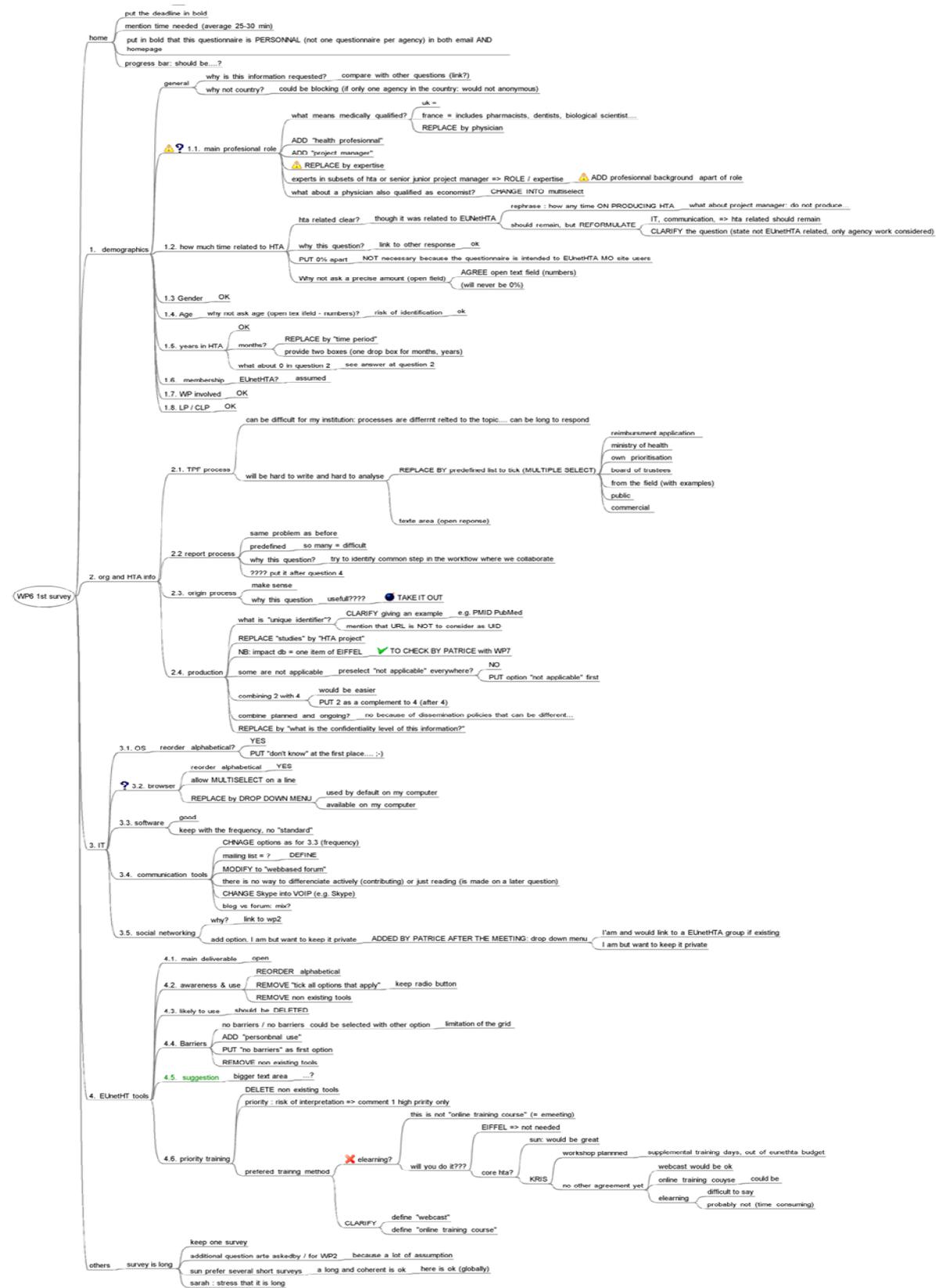
Survey: executive committee will test the survey before it is sent to partners

SSO: contact will occur between developers as planned

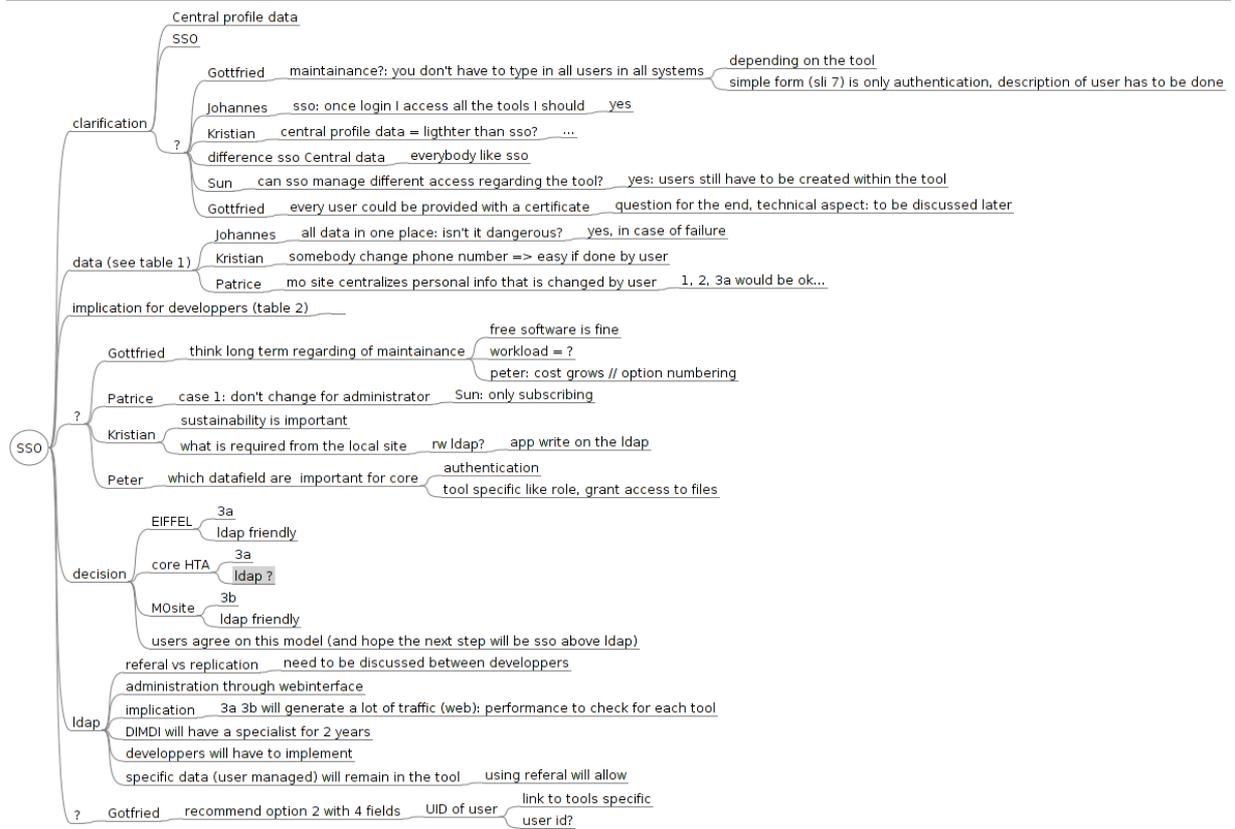
Common classification: a test will occur in the next weeks

Appendices

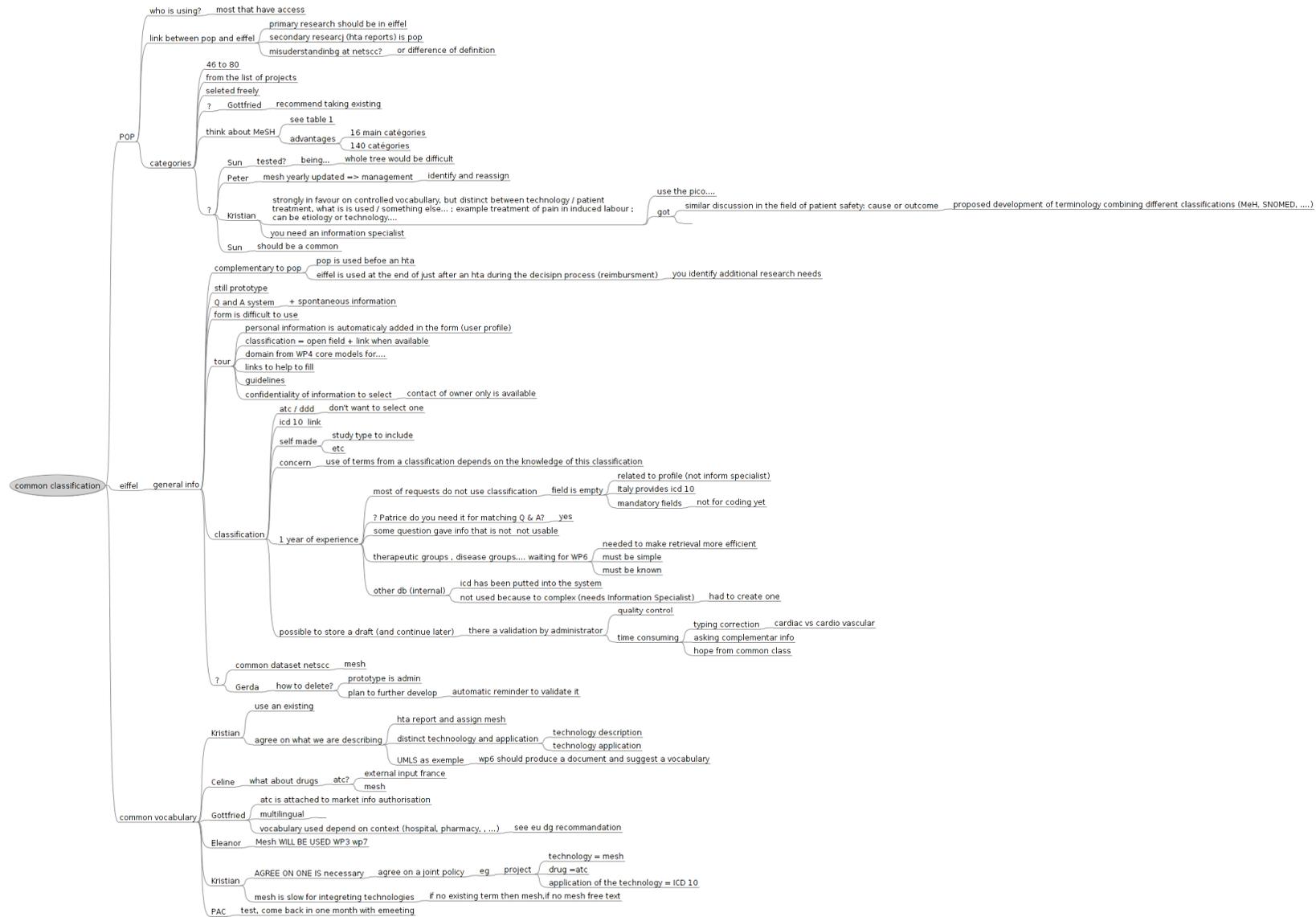
Appendix 1: Survey, summary of discussion



Appendix 2: Single Sign on, summary of discussion



Appendix 3: Common classification, summary of discussion



WP6

Appendix 10:

WP6 meeting Brussels 2010 – minutes



EUnetHTA JA WP6 - Information Management System
2nd face to face meeting, 2010-10-12/13, Brussels (Belgium)
Minutes

Author: Patrice Chalon
 Reviewing: all WP6 partners

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Attendees

	Organization	Country	email
Patrice Chalon	KCE	Belgium	patrice.chalon@kce.fgov.be
Peter Krämer	DIMDI	Germany	Peter.Kraemer@dimdi.de
Aida Jertila	DIMDI	Germany	
Sarah Kleijnen	CVZ	Netherlands	skleijnen@cvz.nl
Zita Daróczy	EMKI	Hungary	daroczy.zita@emki.hu
Vincziczki Áron	ESKI	Hungary	vincziczki.aron@eski.hu
Johannes Zsifkovits	GÖG	Austria	johannes.zsifkovits@goeg.at
Cédric Carbonneil	HAS	France	c.carbonneil@has-sante.fr
Sun Hae Lee Robin	HAS	France	sh.leerobin@has-sante.fr
Gottfried Endel	HVB	Austria	gottfried.endel@hvb.sozvers.at
Eva Turk	IPH-RS	Slovenia	eva.turk@ivz-rs.si
Andrés Fernández Ramos	ISC III	Spain	afernandezramos@isciii.es
Gerda Hinterreiter	LBI-HTA	Austria	gerda.hinterreiter@hta.lbg.ac.at
Julia Chamova	NBoH	Denmark	juch@sst.dk
Finn Børllum Kristensen	NBoH	Denmark	fbk@sst.dk
Eleanor Guegan	NETSCC	UK	e.guegan@soton.ac.uk
Susanne Vilhelmsdotter Allander	SBU	Sweden	Allander@sbu.se
Christoph Künzli	SNHTA	Switzerland	christoph.kuenzli@bag.admin.ch
Oskari Saarekas	THL	Finland	oskari.saarekas@thl.fi



Agenda topics

01 – Welcome

DISCUSSION

Welcome talk from Raf Mertens, General Director of KCE
Practical information from Patrice Chalon

02 - WP6 progress report

DISCUSSION

LP presents (see document and slideshow presented during the meeting)

- tasks achieved until M10 and describes problems encountered
- tools developed by WP6 and problems encountered (OAI, RSS)
- statistics available for the tools developed
- external collaboration: HTAi vortal, HTA glossary, CRD HTA database, INAHTA internal communication group
- budget status (sub contracting budget)
- demo of the prototype of meta-OAI for HTA

CONCLUSION

Associated partners agree on the progress report

FOLLOW UP

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Production of explanation notes for RSS and OAI	Patrice Chalon	M12
Get to management in order to bring RSS feeds to the website of the organization, or to check if the existing feeds can be tailored (e.g. news about reports in english)	All partners	M13-M15
Get to management in order to plan the publication of reports in a repository that complies with OAI-PMH	All partners (except LBI and KCE)	M13-M15

03 - WP's echos

DISCUSSION

Each WP presents news related to WP6 tasks

- WP4: feedback from WP4 partners about Core HTa is coming soon ; WP4 waits for WP6 requirements (layout etc) ; policies are under development
- WP5: encounter problems with list of contact, difficult to get an easy mailing list, need of “sub group” lists ; problem with presentation template
- WP7a dataset: dataset will be based on Dublin Core
- WP7a EIFFEL: evaluation has occurred through (one learning: more a database than a question / answer system); upgrade planned with requirements of WP6 (optimization of fields with meta data; common vocabulary, common layout, ..)
- WP7b POP: current tasks are described (including challenges), POP is more used (routine) and MeSH is OK, description of project sometimes not complete enough to get the whole picture of the project. A question raised about the former prototype developed within the MO site: Patrice Chalon refers to the memo that was made about this question in 2009. A question raised about the “driver effect” of LBI, specifically when the users will be able to self encode the information: a pilot could occur during the JA
- WP8 business model: general overview of the task; tools developers are invited to document the costs of the development and maintainance of their tool in order to get a clear picture when creating the business model.

CONCLUSIONS

This “echo” is a little bit early this year (regarding the meeting in Paris) but will be continued for the next two years.

FOLLOW UP

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Check if the memo about prototype POP database within MO site is available on the MO site or WP6 workroom	Patrice Chalon	M11
Contact database upgraded + group mail activated	Patrice Chalon	M12
Correction of presentation template	Eva Turk	M12
Mailing list server linked to LDAP	Peter Kraemer	M18
Include description of projected costs (development , maintenance) for each tool to be included in the business model	All tools developers	M18

04 - Single Sign In

DISCUSSION

- Concept has been refined, some delay due to difficulties in hiring (now resolved), and slow communication from MO site consultant.
- Development of LDAP will be supported by external consultancy, one dedicated DIMDI person will be trained and serves as contact for EUnetHTA.
- A question raised related to turnover of employees within HTA agencies; a specific application on top of LDAP could help.
- Frequency of synchronization (MO contact database – LDAP – tools) has to be determined.

CONCLUSIONS

The implementation of SSO should occur in the next weeks

FOLLOW UP

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide requested information for EIFFEL	Cédric Carbonneil	M11
Provide information for connection to the LDAP to developers	Peter Kraemer	M11-12
Development of mini application allowing to automatically export on a regular basis a list users per organization to a contact person within this organization for validation	Peter Kraemer	M12-M15

05 - Common vocabulary

DISCUSSION

- MeSH is proposed as common vocabulary, examples of weakness regarding ATC are searched for, specific case could occur
- A tool allowing to map a keyword to the retained term in several medical vocabularies is demonstrated (ECMT tool)

CONCLUSIONS

- MeSH is selected as common vocabulary to index content of EUnetHTA tools, this is a mandatory field
- Developers may add other vocabulary(ies) when useful for the user
- Developers may add supplemental fields to index content related to PICO elements, MeSH is mandatory for each, a supplemental vocabulary may be added
- A link to the MeSH database or the HON select (multi lingual MeSH hosted by the Health On the Net Foundation) must be placed aside the mandatory field
- A link to the online supplemental vocabulary must be placed aside the related supplemental field (when freely available)
- ECMT tool is of interest but not for direct application

FOLLOW UP

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide the chapter related to common vocabulary of the interoperability guideline (the chapter includes reference "How to" text to support developers)	Patrice Chalon	M12
Revise chapter related to common vocabulary of the interoperability guideline	All partners	M12-M13
Adapt tool based on common vocabulary chapter of the interoperability guideline	All developers	M13-M36
Provide generic Webcasts (e.g. "How to identify the MeSH term related to an ATC code") to support developers	Patrice Chalon	M13-M24

06 - 1st survey

DISCUSSION

Results are presented by WP3 , with interpretations from WP6 LP

- 88% of response rate (!)
- There is potential added value of EUnetHTA regarding information that could be exchanged only through EUnetHTA (= not public), see table below
- 44% do not use a reference manager software
- Mailing lists and Linked In: Yes; FaceBook, Twitter, Forum, DMS, wiki: NOT
- It Barriers for emeeting = 30%

Information type	Qty agencies	Potential added value of EUnetHTA	language
Raw data	~ ½	8% - 45%	
Planned projects	~2/3	29% - 41%	1/4 English
Ongoing projects	~3/4	25% - 28%	3/5 English
Preliminary report	~2/3	10% - 76%	1/2 not English
Final report	~4/5	2% - 5%	1/5 English
Impact record	~3/5	3% – 10%	1/10 English

- More detail about social networks is asked and will be provided in the full report
- Question related to Stakeholder involvement was probably confusing because no involvement was foreseen
- Some disranpcy appear when comparing different repliers from the same agency; this is probably due to different involvement at EUnetHTA level, further analysis should be done
- Complementary guidelines for e-meeting will be provided
- Secretariat wish to get recommendation for next MO site and Workrooms during the JA and not for the final report (cf business model)
- Fact sheet for each tool is suggested from open question
- Interaction with WP8 about training: workshop WP8 could host live training sessions
- WP6 is positively evaluated

CONCLUSIONS

WP6 will not update the Workrooms during the JA because cost is high and quantity of impacted users is low

FOLLOW UP

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide detailed report(s) of the survey	Eleanor Guegan	M11
Act regarding surveys result (communication, training material and method, etc)	All developers	M12-M36
Provide template for tools' fact sheets	Eva Turk	M11-M12
Fill in fact sheets and transmit to secretariat	All developers	M12-13
Provide early guidance about workroom replacement and MO site replacement to secretariat	Patrice Chalon	M18
Develop tools that can be used with Firefox	All developers	M11-M36

07 - Stakeholder involvement

DISCUSSION

Stakeholder forum asked why no involvement is foreseen in WP6 (as within other WP's)

Discussion goes through the type of involvement, the potential added value for WP6 (expertise) and EUnetHTA, the feeling of being involved for stakeholders.

CONCLUSIONS

Clarification is necessary about what WP6 do (maybe confusion with deliverables of other WPs); stakeholder should be asked to describe the tasks they are interested in, and the added value they would bring (for security policy reasons, they are not involved by default), stakeholder could be considered as consultant (practical way of doing must be clarified).

A specific security policy is probably needed

FOLLOW UP

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create specific document clarifying tasks of WP6 regarding other WPs + letter	Patrice Chalon	M11
Revise document + letter	All partners	M11-12
Evaluate need of specific security policy	Julia Chamova , Patrice Chalon	M11-M12

08 - Common meta data

DISCUSSION

The concept (use the same granularity and labeling through all EUnetHTA tools) is well received (vision), but concerns are raised about implication on resources.

Not all fields can be based on DC

CONCLUSIONS

The tools would follow DC when pertinent

FOLLOW UP

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Identify the fields that could be based on DC meta data	Patrice Chalon in coordination with tools developers	M13-M14
Provide the chapter related to common meta data of the interoperability guideline	Patrice Chalon	M14
Revise the chapter related to common meta data of the interoperability guideline	Tools developers	M14-15
Adapt tool based on guideline	Tools developers	M16-M36

09 - Common layout

DISCUSSION

Common layout is a scheme with alternatives (to match technical framework specificities)

CONCLUSIONS

The principle of a common layout is shared by all; concerns about planning appear : WPs fit the requirements within their planning.
Common term of use would be welcome (can be adapted to follow specificities of each tool)

FOLLOW UP

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide the chapter related to common layout of the interoperability guideline	Patrice Chalon	M13
Revise chapter related to common layout of the interoperability guideline	Tools developers	M13-M14
Adapt tool based on common layout chapter of the interoperability guideline	Tools developers	M14-M36

WP6

Appendix 11:

WP6 meeting Koeln minutes



eunetha
EUROPEAN NETWORK FOR HEALTH TECHNOLOGY ASSESSMENT

EUnetHTA JA2 WP6

**Minutes of the face to face meeting,
Aug. 23-24, 2012, Köln (Germany)**



1.0	2012-10-19	PAC
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Participants

Presents

Sarah Kleijnen (CVZ, Netherlands)

Peter Kraemer (DIMDI, Germany)

Hans-Peter Dauben (DIMDI, Germany)

Aron Vinczicziki (GYEMSZI, Hungary)

François-Xavier Ratnam (HAS, France)

Ingrid Wilbacher (HVB, Austria)

Andrés Fernandez Ramos (ISCIII, Spain)

Patrice Chalon (KCE, Belgium)

Judit Erdos (LBI-HTA, Austria)

Eleanor Guegan (NETSCC, UK)

Christoph Kuenzli (SNHTA, Switzerland)

Oskari Saarekas (THL/FINOHTA, Finland)

Apologized

SBU (Sweden)

NIPH (Slovenia)

Johannes Zsifkovits (GöG, Austria)

Agenda

2012-08-23

13:00	<i>Welcome and coffee</i>	
13:30	Introduction	Dr Dietrich Kaiser (DIMDI) Patrice Chalon (KCE)
14:15	WP6 progress report	Patrice Chalon (KCE)
14:45	Other WP's echoes <ul style="list-style-type: none"> • WP2 (NIPH) • WP 4 (THL) • WP 5 (CVZ) • WP7a (HAS) • WP7b (LBI-HTA) • WP 8 () Adaptation toolkit	Oskari Saarekas Sarah Kleijnen François-Xavier Ratnam Judit Erdos Eleanor Gueguan (NetSCC)
15:45	<i>Coffee break</i>	
16:15	Current developments <ul style="list-style-type: none"> • POP db release2 • EUnetHTA ID manager • HTA reports and supplemental material tool 	Judit Erdos (LBI-HTA) Peter Krämer (DIMDI) Patrice Chalon (KCE)
17:00	Next developments <ul style="list-style-type: none"> • JA2 Websites (+E-learning) • SSO / user management 	Patrice Chalon (KCE) Peter Krämer (DIMDI)
17:30	<i>END</i>	
18:30	<i>Social Dinner</i>	

2012-08-24

08:30	<i>Welcome and coffee</i>	
09:00	Second survey analysis	Eleanor Guegan (NetSCC)
09:30	Implementation of common standards <ul style="list-style-type: none">• HTA Core model online• EVIDENT database	Oskari Saarekas (THL) François-Xavier Ratnam (HAS)
10:30	<i>Coffee break</i>	
11:00	Preparation of recommendations <ul style="list-style-type: none">• User management & policies• Interoperability and code sharing• Training material and sessions	ALL
12:30	Conclusion	Patrice Chalon (KCE)
13:00	<i>Lunch</i>	
14:00	<i>END</i>	

Progress report

Discussion

- Communication occurred as planned, a poster describing the IT development of POP database was presented at HTAi 2012, this poster was nominated for best poster award.
- EUnetHTA ID renewal has happened, the process was better than former year, but some colleagues still missed it and had problems to enter the POPdb / HTA core online
- MO site: analytics are shown, update of profile was cancelled because a new intranet will be delivered for JA2.
- Reminder why the database of information about policy decisions has not been developed (need of resources for POPdb, few information available in English at partners)
- Information about putting development of mailing list on hold: new intranet is planned for JA2, could include such a functionality.
- News Aggregators: analytics are shown, hosting needs to be changed (maximum size of database was reached, site is blocked)
- OAI aggregator: hosting needs to be changed (no more database available, site tool has been disabled)
- Adaptation glossary will be maintained until end of this year (publishing of a final version by NETSCC), hosting needs to be changed
- Learning material has been provided, Patrice Chalon participated to the WP8 Training session and presented the Information Management System, and Planned and Ongoing Project database
- Collaboration continue with HTAi vortal (Patrice Chalon is assistant editor), HTA glossary (Patrice Chalon represents EUnetHTA at the steering committee), CRD (options for interoperability have been evaluated during HTAi 2012), INAHTA (a memorandum of understanding with INAHTA has been signed)
- Budget for consultancy is still available, it will be used for archiving the current site before it stops + helping in the preparation of the new websites

Conclusion

The progress report is validated

Action

What	Who	Status
Find new hosting for tools demonstrators	KCE	Done (2012-09)

Reporting of other WPs

WP4

- one pilot is finished
- common layout is almost finished
- new fields for indexing projects (MeSH, ATC, ...)
- documentation of meta data scheme is started (including DC terms equivalent)

WP5

- tools and guidelines for pharmaceuticals: is in finalizing phase (public consultation)
- consultation occurs through website
- collaboration with WP4 will happen

WP7a

- EVIDENT is in test, volunteers will be needed in September
- EVIDENT has a mini workflow : one people at agency have to validate the created entries for publication

WP7b

- POPdb is almost 1 year old
- 9th request will come next week
- statistics are stable: 1300 projects, > 40 partners from 24 countries (70% responded), 10% similar projects
- challenges:
 - agency login requested by some partners...
=> IP recognition is possible and could be implemented in the next months
 - some agencies have a lot of projects (hundreds), currently answered by specific semi manual upload + help in indexing
=> ask to use template
 - challenges: lack of continuity in the agencies (people leave, no replacement...)

WP8

- The training session in Madrid was good
- The workshop in Bilbao was good

Adaptation toolkit [EUnetHTA Project]

- Was a EUnetHTA project WP5 task (NCCHTA now NETSCC), resulted in delivery of version1
- Has been further developed by NETSCC (own funding), resulted in a final version, under NHS standards
- An online resource is planned by the end of the year, no demo possible yet. Access will be open internationally

Discussion

Patrice Chalon asks all participants about the use of workrooms:

- WP5 indicates that use was very consistent at the beginning (no attachment in email), but because of turnover in groups, LP started to include attachment in emails => reduced use
- WP5 would keep both communication: email as alerting, workroom as "archive library"
- WP5 LP would prefer an email with an url to the document, even if have to login

Questions related to POP db

- When will the 2nd release happen? Will it allow to upload by batch?
=> update will happen around November, batch upload is not planned for this release (lot of technical risks)
- Some clarification are asked regarding who can access: any employee from a EUnetHTA partner or agency providing content to the POP db is allowed to consult (so no one person access)
=> need of communication / clarification
- Some clarification is asked regarding "planned project": in fact, the definition is depending on each agency. E.g. CVZ puts project that COULD start (but will maybe be abandoned)
=> NEED OF DEFINITION
- How many collaborations happened? A survey tried to EVALUATE, no clear-cut results, the mainly cited limit is the scheduling (not possible to change the time frame at one agency). The survey also showed that other channels exists to learn about projects (phone, ...)
- What about INAHTA collaboration ? The MOU has been signed, a TOR is in preparation: it will help to explore how we can collaborate regarding planned and ongoing projects

WP6 developments

POP db

- Analytics of projects are shown: a drop in quantity is explained by the activation of unpublishing the project published more than 3 months ago. A large increase in quantity is explained by upload of projects from NICE and NETSCC by admin
- Analytics of accesses: mean login = 18 a day; mean unique user = 7 a day; peaks = 40 / 50
- Release 2 will be available for test in September (already 200 hours development) and in production before en 2012. Training is not planned (few modification for users), a communication plan should be sufficient.
- Release 2 will bring the following functionalities: IP based login, delegation of creators, temporary save a project, additional status (suspended), moderators may edit all records (minor correction like typo), moderators may delete any record (batch upload causes duplicates), email reminder about potential collaboration and update request, new search engine (lucene) will extend possibilities, a new compact layout of results' list will be provided, other minor updates
- Survey showed that users are satisfied with the current matching algorithm

ID manager

- Current LDAP is a client of the MO site and server for POPdb, HTA core model online and EVIDENT.
- Objective is to develop a dedicated application on top of the LDAP so the MO site becomes also a client (independently of the chosen technical solution)
- Structure of LDAP is planned to evolve

JA2 Websites

- Current websites needs to be replaced because of incompatibility. Needs have been gathered by online questionnaire (Lead partners, partners / associates' employees, stakeholder forum members) and interview (secretariat). Results have been presented to a task force composed of all JA1 /JA2 lead partners, and proposal to treat public site and intranet / workroom separately has been approved by this group.
- Public site will be developed through a framework tender done by Belgian ICT "ministry", technical option is Drupal 6 (open source content management system). Planning has been established, site is foreseen for 15 dec. An archive of current site well be asked.
- Intranet will be developed after selection of a candidate by public negotiated procedure: several technical options were identified by pre assessment, is was not possible to identify the best, we expect from the respondent to convince us about the best to go for. Call has finished in early July, 15 firms were candidate, 8 proposals have been received and are analysed in order to select up to maximum 4 for demonstration. Selection is planned on 25 Sept; site is foreseen for 25 Dec.

Supplemental material repository

- This tool is still to be developed
- A demonstrator will be provided by KCE, it will include a bibliography management module that will allow to easily get the description of the related HTA report (from HTA database); and will connect to EUnetHTA LDAP.

Collaborations

- Visit at CRD has occurred last year, contact has occurred at HTAi, option to collaborate have been defined, a TOR should be developed (under INAHTA?)
- Memorandum of understanding with INAHTA has been signed in June, first TOR will concern POP databases

Discussion

General

- A question concerns maintenance costs. DIMDI makes use of open technology, transferability is possible

Other topics

- Could we imagine using the LDAP with the forthcoming adaptation toolkit?
=> this should be deeply analysed, ideally, a TOR should be developed to investigate this option (risk /* benefits assessment)
- Could we imagine a common LDAP with other networks (like INAHTA, ...)
=> this should be deeply analysed, ideally, a TOR should be developed to investigate this option (risk /* benefits assessment)

Actions

What	Who	Status
Supplemental material repository to develop	KCE	Started (2012-09-28)

Second survey analysis

Results

- The survey had a 88% response rate (n=179)
- 91% said they logged on the MO site (was 87% in 2010)
- Few people encountered problems with the renewal process
- < 50% have a tablet / Smartphone
- Training for tool is still needed, there is an increase in the demand of a face to face training fro POP db
- Emeeting use has organisational and IT barriers, MO workrooms have IT barriers
- More than 70% of respondents indicate the WP6 progress is ok or good, still several tasks have been delayed / hold on
- Respondents are optimistic regarding the achievements of WP6

Discussion

- Trainings could continue to occur at HTAi conference, a local (European) event could be organised by EUnetHTA when HTAi occurs out of Europe.
- Mobile tools seems more appropriate for contact than for working (POP db etc)
=> mobile version of LDAP manager to foreseen?
- E-meeting causes sometimes problems, but the product is good (Saba Centra), problems usually linked to local infrastructure (no admin rights on computer, firewall settings, ...)
=> no emergency to change at that point.

Implementation of Common standards

HTA Core model online

- Central authentication has been implemented, some problems related to password renewal (not done) happened at the beginning, now better; networks settings needed to be adapted
- Layout will be updated soon
- Selection of vocabulary could be based on POP, but JavaScript would help to ameliorate user experience; can causes accessibility problem
- Difficult to implement Dublin Core, but very important to document in order to allow interoperability
- Word templates have been implemented to facilitate use of the tool
- Interoperability between EUnetHTA tools could happen, e.g. import project description from POP db
=> for JA2?

EVIDENT

- A demonstration is provided, release is planned for September
- Development was done based on DIMDI framework, MeSH browser is the same
=> more exchange of code is welcome
- Layout of static pages is based on POPdb, but tool pages are more dynamic, using Ajax

Discussion

- Sb asks why Word template with HTA core online
=> it is easier for beginners, suited to work offline, to work in team (track changes), to treat comment apart
- Sb asks about upload of new core on HTA core online
=> happens manually, 1 day is necessary (for 1 Excel)
- Sb asks about the accessibility of EVIDENT since it uses Ajax
=>accessibility depends on the code, but is indeed more difficult to reach
- Sb points out that the implementation of the layout standards is well done (top menu bar)
- Sb asks about an agency access for tools
=> POP: technically possible, is planned for readers
=> EVIDENT: since evident is about feedback, input must be linked to a person (reader do not see the feedback possibility)
=> CORE: input is to be done by individuals
- Sb asks about risk of duplication between EVIDENT and POP
=> EVIDENT is about primary studies (need of new data)
- Sb asks if a general search engine could be provided (search all EUnetHTA tools at once)
=> technically possible but was not planned; meta search engine may also bring more noise => more common standards would be needed to get efficiency
- Sb asks if true Single Sign on is planned
=> not planned, would require change to authentication server and clients but indeed very interesting (we keep it as an objective, but without planning)

Development of Recommendations

Recommendations for JA2 WP6

- The three year work plan of JA1WP6 described some tasks very briefly, for a task like POP db, resource estimation was not realistic regarding the final requirements list.
- Some people do not receive the general MO newsletter (where WP6 provides some updates), a dedicated regular short update should be sent to WP6 partners (what is going on, ...)
- Developing tools with open source technology should be a requirement since it helps to reduce maintenance costs (prepare end of EUnetHTA funding)
- A document should be produced for local IT managers regarding the requirements for SABA Centra e-meeting (network ports, Java runtime mandatory for local app, ...)
- General information (short) is welcome for newcomers: how the tools are placed in the HTA workflow,
- The “content” people have sometimes difficulties to follow the “technicians” discussion; mixed group is fine but do not forget to use “dummy” words
- The user management process looks quite complicated, it should be as simple as possible
- The developers need clear-cut guidelines (GUI, accessibility, ...)
- And “keep the chocolates” ;-)

Recommendations for tools developers

- An agency login would help to get more people consulting the tools
- Some workflow could help to get content into the tools by sharing the work at a local agency (several encode, one validate and publish)
- A unique search that looks into all tools would be nice to have

Recommendations for EUnetHTA

Surveys

- Reduce the amount (or better plan) in order to not burden (which causes low response rate)
- Pay attention to the design of questionnaire (clear questions) and always asks who is responding (technical person vs. manager...). Internal piloting is needed.
- Do not send another survey if nothing was made with the former one’s results
- Focus on implementation (to learn about the value of the tools)
- Do not underestimate that the results could be “over positive”

Tools

- communication about the tools is needed to show the benefit, use real stories

- evaluation of real use is necessary : because it implies to adapt internal procedure, use can be low; now that everything is in place, we need to use the tools
- more communication should happen between WPs to share about tools
- mobile device compatibility is nice to have but not mandatory
- training should be better advertised and who can register should be clearly stated
- training material should be available AT the tools (instead of in the MO library) = place of need

Communication

- Communication about the EUnetHTA ID (= access to tools): needs to clarify that a EUnetHTA ID is for every employee of an HTA agency, not only some contact person
- Communication about what happen in EUnetHTA for those not participating to the executive committee is welcome
- Need more specific contact at the agencies (not only a director)

Collaborations

- Enhance collaborations with other networks (INAHTA, EMA...)
- A policy should clarify which material can be shared outside EUnetHTA (part of newsletter, conference material, ...)

Conclusion

Patrice Chalon warmly thanks all partners of WP6 for their participation and input during this 3 years period.

He provides explanation about JA2WP6 where the amount of partners will be reduced to tools developers + survey; while one person from LP (CLP) will participate to other WPs face to face meeting, IMIS being one point at the agenda to allow WPs meetings' participants to provide feedback and comments.

Next steps is an e-meeting to discuss the draft final report, to occur before end December.

WP6

Appendix 12:

WP6 meeting Vienna 2011 – minutes



eunethta
EUROPEAN NETWORK FOR HEALTH TECHNOLOGY ASSESSMENT

EUnetHTA JA2 WP6

**Minutes of the face to face meeting,
Oct. 13-14, 2011, Vienna (Austria)**



1.0	2012-01-24	PC
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Participants

Presents

Sarah Kleijnen (CVZ, Netherlands)

Peter Kraemer (DIMDI, Germany)

Aron Vinczicziki (GYEMSZI, Hungary)

Sorin Stanel (HAS, France)

Gottfried Endel (HVB, Austria)

Andrés Fernandez Ramos (ISCIII, Spain)

Patrice Chalon (KCE, Belgium)

Gerda Hinterreiter (LBI-HTA, Austria)

Marisa Warmuth (LBI-HTA, Austria)

Eva Turk (IPH-RS, Slovenia)

Oskari Saarekas (THL/FINOHTA, Finland)

Apologized

SBU (Sweden)

Eleanor Guegan (NETSCC, UK)

Kristof Zsifkovits (GöG, Austria)

Agenda

2011-10-13

14:00	Introduction	Dr Claudia Wild (LBI-HTA) Patrice Chalon (KCE)
14:15	WP6 progress report (+ action related to 1 st survey results)	Patrice Chalon (KCE)
14:45	OtherWP's echos (+ action related to 1 st survey results)	WP2 (NIPH), WP 4 (THL), WP 5 (CVZ), WP7a (HAS), WP 8 ()
16:15	POP database : <ul style="list-style-type: none">• update and demo• framework and next steps	Gerda Hinterreiter (LBI-HTA) Peter Kraemer (DIMDI)
17:00	Adaptation Toolkit	Eleanor Guegan (NETSCC)

2011-10-14

09:00	JA2 : Description of WP6 tasks	Patrice Chalon (KCE)
09:15	Common standards: <ul style="list-style-type: none">• update• new chapters (licenses, information exchange, analytics, common reference pages, ...)	Patrice Chalon (KCE)
11:15	Next developments <ul style="list-style-type: none">• Mailing list server• HTA reports and supplemental material• Information about policy decisions• POP db release 2• New Website MO site / Work rooms / project management tools	Patrice Chalon (KCE) Gerda Hinterreiter (LBI-HTA) Peter Kraemer (DIMDI)
11:45	Second survey (first discussion)	Patrice Chalon (KCE) Eleanor Guegan (NETSCC)
12:15	Conclusion	Patrice Chalon (KCE)

Progress report

Discussion

- Tasks planned on the (revised) 3 years work plan have been delivered, tasks to be accomplished before end 2011 will be delayed; more below (DIMDI reporting).
- EUnetHTA ID renewal will be conducted in December
- Statistics of MO site, toolbar, News aggregator have been shown.
- Adaptation glossary has been published online (beta version) on DIMDI server, a new hosting will be used for production.
- Adaptation of contact database has been delayed due to lack of time, it will be done by external consultancy
- Learning material has been provided, but mostly in the form of Webcast while 1st survey indicated that handouts was desired for most tools. Patrice Chalon will participate to the WP8 Training session and present the Information System and Planned and Ongoing Project database
- Communication has occurred as planned
- Collaboration continue, meeting with CRD could not occur yet, a memorandum of understanding with INAHTA will be prepared by a task force, Patrice Chalon will participate
- Remaining budget is 8500 (out of 15000).

Gottfried Endel mentions a project of Open Data using an open source software

Conclusion

The progress report is validated

Action

What	Who	Status
Provide WP2 and secretariat with analytics of the public site	KCE	done
Produce handout for POP db	LBI-HTA	done
Produce handout for MO site	KCE	to do (?)
Update contact database	Consultancy (KCE)	to do

Reporting of other WPs

WP2

- The website will be renewed for JA2
- A LinkedIn group “HTA in Europe” has been created
- A promotional video is in finalization, it contains interviews, it will be published on youtube and made available for integration in websites
- Gerda Hinterreiter raises the question about communication about POP db. Like for each WP, WP7b has to inform WP2/secretariat that will disseminate.

WP4

- 2 core HTAs are currently conducted.
- Core online has implemented Single Sign on begin of this year
- Core online will be adapted regarding “meta data” and layout soon, depending on final version of common standards; ease of use is a requirement
- Handbook is available in HTML on the Core online and regularly updated, a new standard for in text citations has been created
- WP4a will participate to the WP8 training session
- Options to ameliorate the tool are discussed with the group

WP5

- A first pharmaceutical assessment has been delivered
- A project to improve EPARS has been conducted
- A pilot is ongoing
- A public consultation is ongoing

Gottfried Endel asks if assessment could be included into the Core model, the answer is yes

WP7a

- EIFFEL database is replaced by EVIDENT: new name but also new database
- a comparative analysis of other databases has been conducted
- a prototype including the minimal dataset of NETSCC has been produced and tested
- development starts in January

WP8

- AHTAPol will soon release a report about barriers to implementation of HTA
- A training session is organized end of Oct in Madrid
- A task force concerning the business model is currently at work

Gerda Hinterreiter asks if another training session is planned, the answer is no; Patrice Chalon has been invited to present the IMS, he will present POP db more deeply

Discussion

Patrice Chalon asks all participants about the next MO site and workrooms:

- Email remains central for discussion, and often also for document exchange
- Work rooms work quite well, but Internet Explorer only is not good
- e-meetings invitations are sometimes not received

POP db

WP7b

- Gerda Hinterreiter makes a short summary of objectives and developments and then provide a demonstration of the database (delivered in September 2011)
- Matching rule should be evaluated
- Release 2 will be provided next year, requirements will be updated (including from WP7 participants), new prioritization will be necessary.

WP6 CLP

- Analytics are also implemented: Google for public site, db for users
- Development occurred in a very short period; fixing, documentation and annoting code will occur until end November, using all DIMDI resources: final release 1 is estimated at 2000 hours
- POP db is the first tool to be released based on a Java 6 EE development framework that will be used for next developments (mailing list, DMS...); the framework is compliant for EUnetHTA guidelines, accessibility guidelines, privacy guidelines (German rules are very strong); this framework can be shared at EUnetHTA level for other developments (e.g. EVIDENT). For broader sharing, some question needs to be treated like software license, support, maintenance / contribution.
- The framework contains the following "modules": access central authentication system; user login and session ; agency management; user management; basic of webpage with basic info (user from agency...); example webpage (navigation, imprint)

Discussion

- SK asks about the update process? email reminders will continue
- SS asks about the different possible roles for agencies; 2 are available: reader or creator
- AV asks details about NLM; NLM is the producer of MeSH. PK specify that MeSH is annually updated, so the POP implementation will have to evolve, the process is not yet defined. PK recall that MeSH consistency is there thanks to LBI-HTA who indexed all projects and asks about the future; the objective is that each agency has at least one contact person trained to index with MeSH.
- SK asks about the possibility to search all EUnetHTA tools at once (e.g. all projects and reports about Alzheimer); GH recall the interoperability functions planned for POP db, including to external tools (CRD HTA db), PC explains a vision of information flow between tools (EUnetHTA and outside EUnetHTA) that will be discussed at the MOU INAHTA task force

- GH asks about description of published projects, hoping they are not deleted; it is so, part of information could go to DMS
- GH asks about a policy regarding INAHTA and CRD, wishing to support openness; PC confirms the wish for openness for Task force MOU INAHTA
- PC mentions that a procedure has to be established to get official notification (signed letter) regarding the information dissemination level of the information provided by all agencies
- PC suggests a survey of contact persons regarding the new system (could be perceived as more complicated for contact persons), import / export function of release 2 will probably help
- PC indicates that MeSH indexation is not easy: training should be provided (Webinar)
- PC asks about having POP db (container) as open source application to be shared with other (would facilitate interoperability); a more limited openness (share with selected) would be more appropriate

Conclusion

- POP db is positively received
- The framework developed for it will serve as basis for other tools, EVIDENT could be based on the same framework, the framework could be shared, but placing it in open source now is not appropriate
- Fixed contact persons should be identified at each agency, training for MeSH indexation should be provided
- The scheme of interaction between tools suggested by PC received positive comments

Actions

What	Who	Status
Requirements for release 2 to establish	LBI-HTA, DIMDI, KCE	Planned 27/01/2012
Procedure to get official notification of information dissemination level for all partners	LBI-HTA, KCE	to do
Plan and provide training program for MeSH indexation (webinar/online workshop)	LBI-HTA , KCE	to do
Browse by MeSH: full term should be written, not only code	DIMDI	to do (addition to requirements release 2?)
Scheme of interaction and information flow between tools to finalize	KCE	to do

Adaptation toolkit

Discussion

- EG being absent, participants share their knowledge of adaptation toolkit
- ET indicates that she was part of EUnetHTA project WP5 adaptation; the glossary is the local understanding of a term, the toolkit has been translated into Turkish and Slovenian
- Adaptation toolkit has been included in JA WP4 core, see Iris Pasternack
- PC shows the online version of the adaptation glossary (Beta)

Action

What	Who	Status
Finalisation of Adaptation glossary online	NetSCC, KCE	to do

Task force INAHTA MOU

Discussion

- PC indicates that the point of view of the contact person is to be considered: would like to stop encoding the same information at several place, tools should interoperate
- PC reports a phone meeting with HPD, forthcoming INAHTA secretariat, about tools interaction; options for collaboration have been identify, clarification about access to POP db has been made

Joint Action 2

Discussion

- PC explains the new approach regarding partners for WP6 and indicates that a new website will be necessary

Conclusion

- Participants agree on the new approach for partners of WP6

Common standards

Discussion

- Software license for EUnetHTA tools is discussed, open source is seen as valuable by most participants, but is not the only option to favor interoperability: webservice may help on that field. Technically, open source may also create a security risk. Rules at the different agencies are not known, the same for rules related to EU funding. All participants are in favor of collaboration with INAHTA/CRD, code exchange could be one possibility
- Content license is discussed, including the creative commons. Not yet a decision at THL for Core online, local rules are not known, exec committee should be advice, question should be included in 2nd survey
- Common texts (disclaimer, privacy) are discussed, text provided by DIMDI for POP db could be used to create reference texts, developers will work on it
- Analytics should also be provided for all tools
- Graphical chart: an adapted color scheme based on adaptations from the new public site, the current Core HTA online has been presented, the new color scheme is approved
- PC asks the group about the home page of tools, few information with link to about or FAQ page is preferred
- Horizontal menu will include a FAQ menu in standard
- PK indicate that a standard is missing: accessibility; W3C WCAG are suggested as EUnetHTA standards.
- SS suggests to put information dissemination level in tools (module framework)

Action

What	Who	Status
Agree on standard texts for tools	DIMDI, THL, HAS, KCE	to do (1 st step = email exchange)
Investigate legal aspect for software license and content license	?	to do
Update of common standard guidelines	KCE	to do
Update tools regarding adapted and new common standard	KCE, DIMDI, THL, HAS	to do
Present report on licenses to exec committee for advice	KCE	to do

Next developments

Discussion

LDAP

- A software to directly manage users at the LDAP is planned. The ideal situation would be that profile are updated directly at the LDAP, and that the CMS is only a reader.
- Managing groups at LDAP should be done by secretariat, export to “Outlook” would be a first step.
- Sub groups are necessary . GH indicates that mailing lists is not easy in the context of WP7 (a vs b, all, ..)

Mailing list server / Forums

- Mailing list server is delayed, user management at CMS makes it complicated.
- Forums (full featured, including email notification) are positively evaluated by participants, GH provides previous experience.

New website requirements

- A new site will The site should be any browser / any OS (including tablets). GH mentions that an email to all participants to a work room should be available. GH suggests that News edition should provide a WYSIWYG toolbar.
- PC asks about versioning: this is not really necessary. PC asks about audit: some find it potentially useful, GH is concerned about privacy
- PC asks about bulletin board: not necessary
- PC asks about news page in workroom: not necessary, SK indicates that news would go by email (mailing list); work room is to exchange documents
- PC asks about the MO site.SK indicates that navigation is not easy for beginners find workrooms); ET indicates that search functionality should be more efficient (a lot of information from the EUnetHTA project is listed in results, GH would make the link to the profile more visible; PK would like to ameliorate the password update process
- Requirements for public website needs time

Second survey

Discussion

- The second survey should have the same questions as the first in order to compare trends. OS indicates that for awareness of tools, a supplemental question should be necessary to learn if people will continue to use the tools after trying them for a while. GH indicates that a supplemental question should be added “do you have access to the POP db”.
- A set of questions regarding the new website should be added in order to get requirements from users.
- Add questions regarding POP db release 2?
- Add questions regarding JA2?

Action

What	Who	Status
Add suggested questions to the survey	NetSCC	To do