



B.I.R.O.

Best Information through Regional Outcomes

A Public Health Project funded by the European Commission, DG-SANCO 2005

B.I.R.O. Kick Off Meeting

Monday 05 December 2005, Hotel La Villa et Perugia, Perugia, ITALY

Project Coordination and management

- **WP1 Coordination**
- **WP13 Project Management**
- **WP14 Dissemination**

WP1 Coordination

This WP will ensure that all members of the Consortium and associated bodies receive strong and timely support to perform all duties planned in the project.

BIRO Coordinating Centre (BCC) at the University of Perugia.

The BCC will:

- act as a prime point of contact between the Commission and the Consortium.
- distribute financial support to the partners.
- act as a central agency that will provide administrative services on an ongoing basis.
- collect products and deliverables
- promptly disseminate results of the project at all levels.
- maintain the web portal, and all administrative matters related.
- organize the publication of the monograph
- supporting the preparation of all material in the form of scientific papers.
- coordinate the Writing Committee that will produce official publications of the BIRO project.

BIRO Coordinating Centre (BCC)

DIMI -Department of Internal Medicine- University of Perugia

Via E. dal Pozzo, I-06126 Perugia - Italy

Tel: +39 - 075 – 5727627 **Fax:** + 39 – 075 – 5727627 **E-mail:** biroeu@unipg.it

BCC team

Prof. Massimo Massi Benedetti: Project leader – Scientific coordinator

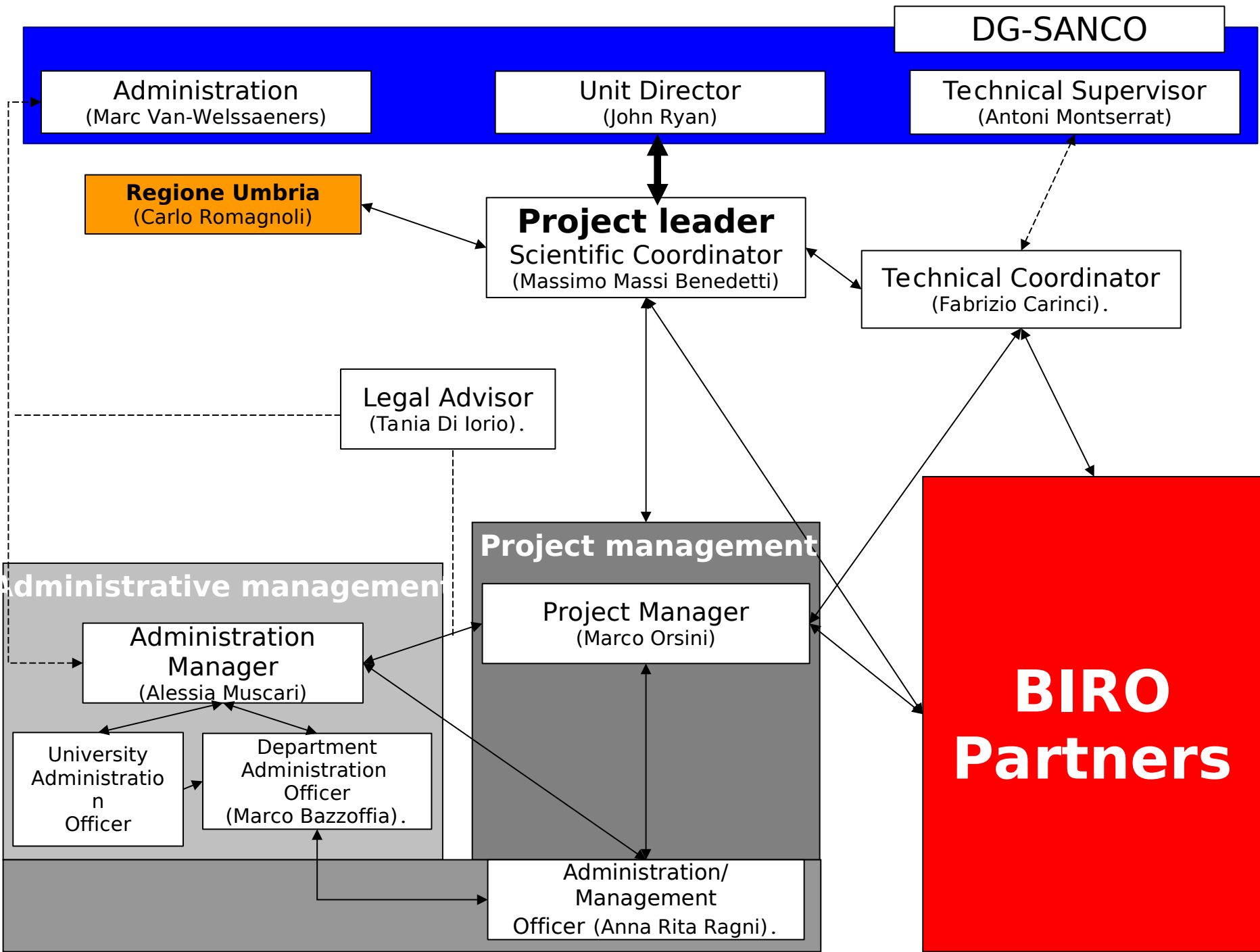
Dr. Fabrizio Carinci: Technical coordinator

Dr. Marco Orsini Federici: Project manager

Dr. Alessia Muscari: Administration Manager

Ms Anna Rita Ragni: Administration/management officer

Mr Marco Bazzoffia: DIMI administration officer



WP13 Project Management

Expected results

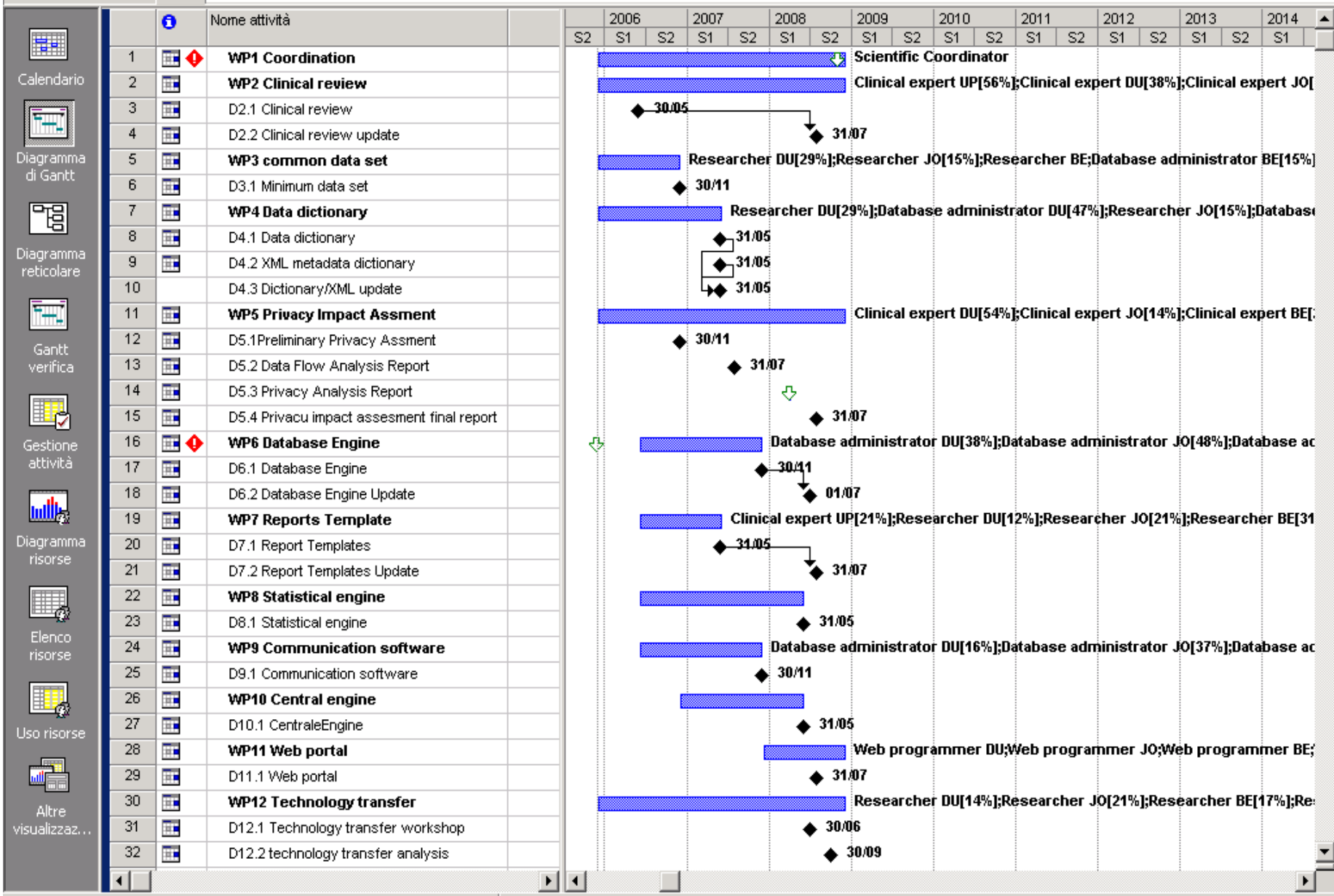
- This work package will allow monitoring content and progress of each work package, through the supervision of all activities across members of the Consortium and work packages.
- It ensures that the process flow will proceed in accordance with the project's objectives.
- The WP ensures prompt advice from the Project Coordination Board (PCB), and immediate course of action and/or change of directions.

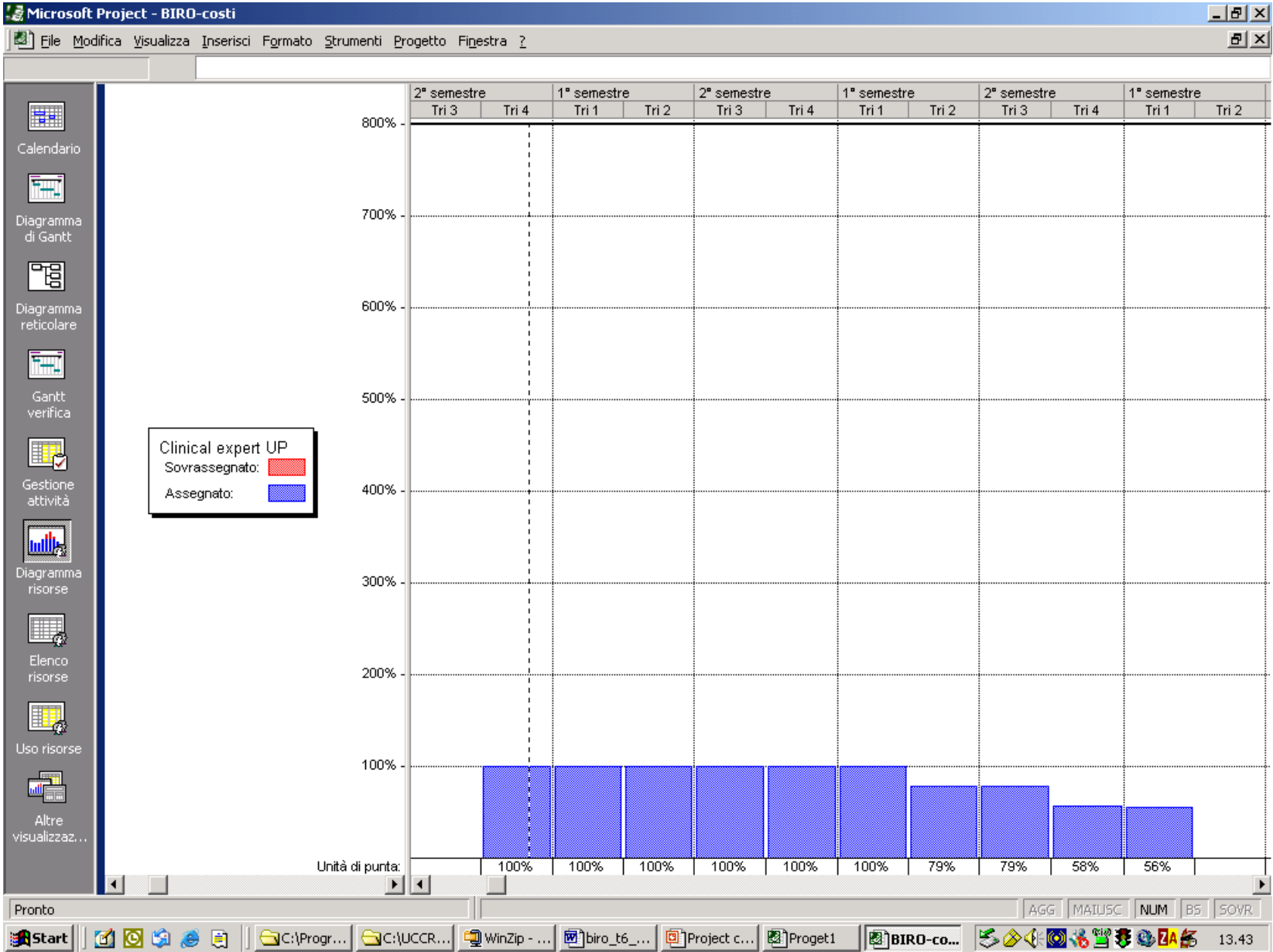
Deliverables

- D13.1. BIRO Progress Report, Year 1
- D13.2. BIRO Progress Report, Year 2
- D13.3. BIRO Final Report.

WP13 Project Management: Actions

- UNIPG will be responsible for day-to-day management of the project, interfacing the Consortium and the European Union.
- UNIPG will monitor and supervise project planning, reports, cost statements, and budget management across all participants.
- The Project Leader will be the Chair of the Project Coordination Board (PCB), including all key scientists and administrators in the Consortium.
- Each work package as a WP leader (WPL) that has been nominated on the basis of the highest number of person-month per work package.
- WPLs will be responsible for coordination and reporting of each workpackage.
- The PCB will be responsible for budget related to the management and organization of project meetings and all dissemination expenses (travel excluded).





Documents to be presented to the EU Commission

Document	Time	Responsible
First interim technical implementation report	M14	PCC
First consolidated financial statement	M 14	PCC
Second interim technical implementation report	M 26	PCC
Second consolidated financial statement	M 26	PCC
Final technical implementation report	M 39	PCC
Final consolidated financial statement	M 39	PCC
Deliverables	According to working plan	WP leader

Documents to be produced by each partner

Document	Time of delivery
Technical reports	
Activity report	Every 2 months
Progress report	Every 6 months
Administrative reports	
Manpower efforts	Every 6 months
List of invoices	Every 3 months
Detailed cost statement	Every 6 months

BIRO meetings plan

2006

March: 1st Technical Meeting - Dundee

Participants: ALL

Main Topics: Clinical Review, Common Dataset, Data Dictionary, Privacy Impact Assessment

June: 1st BIRO Investigator Meeting - Malta

Participants: ALL

Main Topics: Common Dataset, Data Dictionary, Privacy Impact Assessment

September: Coordination Visit to Graz

Participants: UNIPG, DUNDEE, JOANNEUM

Main Topics: Common Dataset, Data Dictionary, Privacy Impact Assessment

September: Coordination Visit to Bucharest

Participants: UNIPG, DUNDEE

Main Topics: Common Dataset, Data Dictionary, Technology Transfer

BIRO meetings plan

2007

March: 2nd Technical Meeting - Dundee

Participants: ALL

Main Topics: Common Dataset, Data Dictionary, Privacy Impact Assessment

June: 2nd BIRO Investigator Meeting - Malta

Participants: ALL

Main Topics: Technology Transfer

September: Coordination Visit to Bergen

Participants: UNIPG

Main Topics: Coordination and Project Management

September: Coordination Visit to Graz

Participants: UNIPG, JOANNEUM

Main Topics: Coordination and Project Management

September: Coordination Visit to Dundee

Participants: UNIPG, DUNDEE, UNIMALT

Main Topics: Technology Transfer

BIRO meetings plan

2008

March: 3rd Technical Meeting - Perugia

Participants: ALL

Main Topics: Project Management, Dissemination

June: Coordination Visit to Bergen

Participants: UNIPG, UNIBERG

Main Topics: Reports Template, Web Portal

June: Coordination Visit to Larnaca

Participants: UNIPG, PAULESCU, CYPRUS

Main Topics: Technology Transfer

September: 3rd BIRO Investigator Meeting - Perugia ** FINAL REPORT

Participants: ALL

Main Topics: Dissemination

General Assembly

- The **General Assembly (GA)** is composed by 1 duly authorised representative of each team
- The **GA** shall meet quarterly
- The **GA** can be organised as real or virtual meeting (via teleconference and/or via email)
- The **GA** shall be responsible for the overall direction of the *Project*:
 - agreeing upon the proposals made by the *Board* for the allocation of the *Project's* budget in accordance with the *EU Contract*,
 - making eventual proposals to the *Parties* for the review and/or amendment of the terms of the *EU Contract*,
 - deciding upon the eventual change and exchange of work packages between the *Parties* and propose respective amendments in *Annex I* of the *EU Contract*

BOARD

The minimum number of Board members (excluding the Co-ordinator's representative) is 4. The maximum number of Board members (excluding the Co-ordinator's representative) is 6.

The *Board* shall consist of the following members:

- the **representative of the Co-ordinator**
- **1 representative for each other party:**

Dr. Douglas Boyle, University of Dundee, Scotland

Prof. Thomas Pieber, Joanneum Research, Graz, Austria

Dr. Svein Skeie, University of Bergen, Norway

Dr Simion Pruna, Institute "N. Paulescu", Bucharest, Romania

Prof. Joseph Azzopardi, Universitat ta Malta, Malta

Dr. Charitini Komodiki, Ministry of Health, Cyprus

Deputy substitute representative ?

Responsibility of the Board

The *Board* shall be responsible for:

- a) making proposals to the *General Assembly*:
 - for the allocation of the *Project's* budget in accordance with the *EU Contract*,
 - for reviewing and proposing to the *Parties* budget reallocations, and
 - for making proposals for the creation, modalities of use, management and release of *Funds*;
- b) without prejudice to Section IV, agreeing on the plan for using and disseminating the *Knowledge* in accordance with the *EU Contract*;
- c) implementing the *EU Contract* and deciding upon press releases and joint publications by the *Parties* with regard to the *Project*;
- d) deciding upon the technical roadmaps with regard to the *Project*;
- e) deciding upon the designation of an eventual third party in charge of part of the management of the *Project*;
- f) deciding upon measures in the framework of controls and audit procedures, if necessary, to ensure the effective day-to-day co-ordination and monitoring of the progress of the technical work affecting the *Project* as a whole;
- g) follow-up of the *Project*.

WP14 Dissemination

Expected results

This WP will ensure that the contents of the program and the associated deliverables become widely available while correct development of the dissemination program is shared across participants.

Deliverables

D14.1. Web Report: Base

D14.2. Web Report: Revised

D14.3. Monograph: "Diabetes Health Systems"

Actions

- The BIRO Consortium will organise an annual workshop and a final presentation of project results that will be summarized in a specialised monograph on "Diabetes Health Systems".
- Representatives of the Consortium will present at international conferences, ensuring high visibility to the project through the publication of at least three abstracts per year based on interim results.
- During the second stage of the project at least a paper per year per partner will be published in indexed journals
- A final report will be prepared by all participants to include the acquired know-how for the management and extendibility of the open source software produced.
- A dedicated web site, *www.biro.eu*, will facilitate interaction among members of the Consortium, through an intranet access maintained by UNIPG. The website will also include a public area offering all products in the public domain.

Dissemination phase I

- Submission to a scientific journal of BIRO project structure
(Diabetologia?)
- Submission to national scientific journal
- National and international press release
 - Preparation of an article for Perugia University Journal
 - Preparation of an article for local newspapers
- BIRO leaflet
- BIRO Web page
- Other

Dissemination phase II

- Submission to scientific journals of BIRO interim and final results
- Participation to meetings (abstracts and oral presentations)
(consortium decision? consortium information?)
- Local initiatives for presentation of BIRO results
- BIRO Web page
- Other

Communication tools

E-mail: biroeu@unipg.it: to be used to communicate to BCC

FTP server (under construction) to be used for exchanging interim technical and administrative reports and all other heavy files e.g. powerpoint presentation, photos and software)

Web page (under construction) secured area: link to different documents produced for internal use

Teleconferences: to replace general meetings of to discuss possible problems and solutions during WG activities

Phone call

Pro: easy to access

Con. expensive

PC video conference

Pro cheap

Con: not easy to access

Standardization

Official BIRO document font: Times New Roman 12 pts

PC software: MS office programs (Word, Excell, PowerPoint)
 MS Project 2000
 Other....

List of available software and electronic devices