

***BORDERNETwork 2010-2012:*** Highly active prevention: scale up HIV/AIDS/STI prevention, diagnostic and therapy across sectors and borders in CEE and SEE.

## ***Kick-Off Meeting***

June 30 – July 2 2010, Berlin

## ***PROGRAMME***

### **Meeting's venue:**

**Hôtel de France**  
Centre Français de Berlin  
Müllerstrasse 74  
13349 Berlin (Wedding)  
Phone: +49 (0) 30 41 72 90  
Fax: +49 (0) 30 41 72 91 99

### **Organisation:**

**SPI Forschung gGmbH**  
Phone: + 49 (0) 30 2521619  
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## Day 1 - Wednesday, June 30 2010

Until 14:00	<b>Arrival in Berlin</b>
14:00 -15:00	<b>Registration</b>
15:00 – 15:30	<p><b>Opening of Meeting</b>  <i>Elfriede Steffan, Tzvetina Arsova Netzelmann, SPI Forschung gGmbH</i></p> <p><b>Presentation of meeting's objectives:</b></p> <ul style="list-style-type: none"> <li>• Ensuring clear information flow on the stage of project's commitments signature by EU and the partner agreements according to the overall agreement;</li> <li>• Creating a common discussion platform and agreement on communication and decision making procedures among all associated partners;</li> <li>• Practical agreements and specific planning of the work in the various project cooperation areas (work packages)</li> </ul> <p><b>Welcome Addresses:</b> <i>Cinthia Menel Lemos, EAHC/EU, Ines Perea, Federal Ministry of Health Germany (BMG)</i></p> <p><b>Presentation of participants and partner organisations</b></p>
15:30 – 16:30	<p><b>Opening speeches</b></p> <p><b>Presentation of the EU Public Health Programme, the HIV actions and relevant projects</b>  <i>Cinthia Menel Lemos, Scientific Project Officer, EAHC</i></p> <p><b>Introduction to BORDERNETwork</b>  <i>SPI Forschung gGmbH</i></p> <ul style="list-style-type: none"> <li>• Project's philosophy and background</li> <li>• Overall structure, modes of partners/ship, organigram</li> <li>• Overview of objectives and action plan: work packages, milestones, deliverables, indicators</li> </ul> <p><b>Moderation:</b> <i>Elfriede Steffan, Tzvetina Arsova Netzelmann, SPI Forschung gGmbH</i></p>
16:30 – 17:00	<b>Break</b>
17:00 - 18:30	<p><b>Project's horizontal Work Packages (WP)</b></p> <p><b>Moderation:</b> <i>Elfriede Steffan, Tzvetina Arsova Netzelmann, SPI Forschung gGmbH</i>  <b>Rapporteur:</b> <i>Christine Körner, SPI Forschung gGmbH</i></p> <p>WP1: Coordination – sub-agreements with associated partners, guidelines for action planning and reporting, communication modalities          WP2: Dissemination – publication, website, conference presentations</p> <p><b>Guest Presentation</b>  <b>Disseminating through the AIDS Action Europe Clearinghouse,</b>  <i>Martine van der Meulen, Soa Aids Nederland</i></p>

WP3: Evaluation (internal, external)

19:30

**Get together Dinner**

**Café Orange, Berlin Mitte, Oranienburger Str.32**

**Day 2 - Thursday, July 1 2010**

9:00 – 11:15

**WP 4: Cross-border Networking - Introduction of the 5 model regions**

**Moderation:** Elfriede Steffan, Tzvetina Arsova Netzelmann,  
SPI Forschung gGmbH

**Rapporteur:** *Christiane Firnges, SPI Forschung gGmbH*

1. Model Region working groups – first regional committee meeting: exchange, discussion, planning of common actions
2. Presentation of the first common plans of the 5 model regions into plenary

11:15 – 11:30

*Coffee break*

11:30 – 13:00

**WP 5: Bridging research to practice**

**Introduction:** *Elfriede Steffan, SPI Forschung gGmbH*

1. HIV/STIs Sentinel Surveillance among STI patients Moderation: *Karin Haar, RKI, Berlin*
2. HIV/STIs Second Generation Behavioural Surveillance among Sex Workers

**Moderation:** *Tzvetina Arsova Netzelmann, SPI Forschung gGmbH*

**Rapporteur:** *Elfriede Steffan, SPI Forschung gGmbH*

13:00 – 14:30

*Lunch*

14:30 – 16:00

**Parallel Expert Working Groups**

WP 6: Early HIV/ STIs diagnostic	WP 7: Referral/management HIV/STIs and co-infections
<b>Moderation:</b> <i>Kristi Rüütel, NIHD, Tallin, Estonia</i>	<b>Moderation:</b> <i>Dr. Wolfgang Gütthoff, AHP, Potsdam, Germany</i>
<b>Rapporteur:</b> <i>Christiane Firnges, SPI Forschung gGmbH</i>	<b>Rapporteur:</b> <i>Elfriede Steffan, SPI Forschung gGmbH</i>
<b>Participants:</b> AHW, AHP, HESED, AISC, LIC, SPWSZ, POMOST, ARAS, PRIMA	<b>Participants:</b> HESED, NIHD, RKI, MAT, SPWSZ, ARAS, PRIMA

16:00 – 16:30

*Break***16:30 – 18:00 Parallel Expert Working Groups**

<b>WP 8: Community-based prevention</b>	<b>WP9: Quality Assurance of Youth HIV Prevention</b>
<b>Moderation:</b> <i>Milena Mihaylova, Radostina Antonova, HESED, Sofia, Bulgaria</i>	<b>Moderation:</b> <i>Lukas Schmuckermair, AHW, Vienna, Austria, Christiane Firnges, SPI Forschung gGmbH</i>
<b>Rapporteur:</b> <i>Tzvetina Arsova Netzelmann, SPI Forschung gGmbH</i>	<b>Rapporteur:</b> <i>Elfriede Steffan, SPI Forschung gGmbH</i>
<b>Participants:</b>	<b>Participants:</b>
AHW, AISC, LIC, ARAS, PRIMA	NIHD, MAT, AHP, LIC, SPWSZ, POMOST, ARAS

18:00 – 19:00

**1<sup>st</sup> Steering Committee Meeting and Feedback from Expert Working Groups****Moderation:** SPI Forschung, Berlin**Participants:** AHW, HESED, NIHD, RKI, AHP and collaborating partner/s

18:00

***Free evening in Berlin (for cultural and leisure-time offers consult participants folder)******Optional: guided city tour in Berlin Mitte by feet (contact the organisers)***

## Day 3 - Friday, July 2 2010

9:30 – 11:15

### Project administration and financial management

#### Important administrative and financial requirements from EC perspective

*Cinthia Menel Lemos, EAHC*

#### Project financial reporting documents

#### Working group and bilateral consultations

**Moderation:** *Elfriede Steffan, Tzvetina Arsova Netzelmann, SPI Forschung*

**Administrative assistance:** *Dinah Ibrahim, Lydia Skierwiderski, SPI Forschung gGmbH*

- Guidelines and forms for reporting;
- Timesheet form for staff time;
- Guidelines of the travel reimbursement procedures according to EU regulations;
- Procurement of subcontracting of external services according to EU regulations

11:15 – 11:30

#### Coffee break

11:30 -12:30

#### Update of project's time-table

**Moderation:** *Elfriede Steffan, Tzvetina Arsova Netzelmann, SPI Forschung*

Planning of coordination on-site visits in the model regions

Next steps

**Rapporteur:** *Christine Körner, SPI Forschung gGmbH*

12:30

#### Closing of meeting and departure