Kick off meeting report, February 2013, Athens, Greece

Summary

Background
The European Union (EU) Joint Action SHIPSAN ACT started in February 2013 and will run for 39 months. Its general objective is to strengthen an integrated strategy and sustainable mechanisms at EU level for safeguarding the health of travellers and crew of passenger and cargo ships and for preventing the cross border spread of diseases. It involves a total of 31 partners in 24 countries. The first meeting of the project took place on the 28th of February and the 1st of March 2013 in Athens, Greece. A total of 87 participants from 22 countries attended the meeting coming from port health authorities, universities, public organizations, ministries, international organizations, professional associations and the shipping industry.

Meeting objectives
The meeting’s objectives were the following:

- To present the SHIPSAN ACT Joint Action objectives, processes and expected outcomes.
- To discuss and define the methods for producing deliverables and the work plan.
- To finalise the SHIPSAN ACT Joint Action Handbook.
- To initiate actions for sustainability of Joint Action activities.

Methods
The kick off meeting comprised of: a) presentations of work packages objectives, methods and expected outcomes and b) moderated discussions in working groups and in plenary sessions. Objectives, tasks and guiding questions were given to working groups with the aim to facilitate discussions and keep them focused.

Main outcomes
The partnership had the opportunity to meet in person and discuss the Joint Action objectives, processes and expected outcomes. The main outcomes are the following:
Clarifications were given mainly for the scope of the different work packages and deliverables. Points that need further attention and explanation were identified in particular for the state of the art report and for the risk assessment and management tool for chemical and radiological incidents.

Agenda items were prepared for the working groups for the state of the art report, for the SHIPSAN ACT information system, for the occupational health and for the sustainability working group meetings.

Additional stakeholders who need to be contacted were identified: European Occupational Health and Safety Agency (EU-OSHA), European Maritime Safety Agency (EMSA), classification societies, radio-medical advice centers and others.

Cargo ship, ferry and inland navigation industries needs to be engaged in the Joint Action Activities and a strategy will be developed under the dissemination work package.

The Joint Action Handbook was reviewed and some changes were decided to be made in the work plan of the Joint Action.

The structure, tasks and membership of the sustainability working group were discussed and decided.

Working groups were established.

**Next steps**

The next steps for the Coordinator are the following:

- A revised version of the Joint Action Handbook will be produced and sent to meeting participants together with the kick off meeting report, asking for comments before finalization.
- A written request will be sent to Executive Agency for Health and Consumers justifying any changes in the work plan of the Joint Action.
- A revised version of the EU SHIPSAN ACT plan for inspections on passenger ships will be sent to meeting participants together with the kick off meeting report, asking for comments before finalization.
- Passenger shipping industry will be invited to inform the Coordinator about availability of ships to participate in the inspection programme.
- The structure and members of the sustainability working group will be defined based on the discussion in the kick off meeting and shared with the coordination team.

The next steps of the work package leaders are the following:

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Consider the conclusions and suggestions from the kick off meeting when organizing the working group meetings and when developing the deliverables.

Make the necessary contacts with stakeholders as described in the second part of the meeting report.

The next steps for the associated and collaborating partners are the following:

- Partners will identify stakeholders in their country and inform the Coordinator. Moreover, a dissemination plan at national level will be prepared by each partner in their country.