

SINPHONIE Technical Committee Meeting

Date: 26-27 April, 2012

Place: Museu Romântico Quinta da Macieirinha, Rua de Entrecintas, 220 - Porto, Portugal

Agenda

1st Day - April 26

08.45 Opening

Chair: E. Csobod

Welcome, *E. Csobod*

Introduction to the agenda, *E. de Oliveira Fernandes*

09.00 Data analysis results presentations

Chair: S. Kephelopoulos

First results of the data analysis: facts and trends, *I. Annesi Maesano, P. Rudnai*

Database status (structure, data management, source and epidemiological analysis),
P. Bluysen, A. Bartonova

10.30 Coffee break

11.00 Data analysis and the implication to policy recommendation/guidelines. Overall discussion*

P. Rudnai (chair), I. Annesi Maesano, P. Bluysen, A. Bartonova

12.30 Lunch

14.30 Overall discussion (continuation)

G. Viegi (chair), I. Annesi Maesano, P. Bluysen, A. Bartonova

16.00 Coffee break

**16.30 Sum up of the day. Statements by Advisory Committee and Consulting Tank Experts.
Eventual groups or other specific declarations.**

Chair: E. Oliveira Fernandes

17.30 Planning of the day 2 and closing

Chair: E. Csobod

E. Oliveira Fernandes

20.00 “Get together” Dinner at the “Vinho do Porto” Museum

* The 2nd part of the discussion (after lunch) may be organized by themes/groups. That decision is due at the end of this session, on which case time for the groups' reports will be allocated at the “sum up session”.

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Agenda (cont.)

2nd Day - April 27

08.30 Planning on drafting the reports

Chair: A. Paldy

D1.4-Final report, E. Csobod, E. Oliveira Fernandes, S. Kephelopoulos, P. Rudnai

D3-Physical, chemical, biological, ... and climate change, J. Moreno, G. Ventura, M. Stranger, M. Taubel, M. Donat, V. Assimakopoulos

10.00 Coffee break

10.30 Chair: E. Oliveira Fernandes

D5-Causes and sources; impact of IAQ on health; links between other IAQ parameters on health, I. Annesi-Maesano, P. Bluysen, G. Viegi, P. Rudnai

11.30 Chair: E. Csobod

D6-Basis for risk assessment, P. Carrer

D7-Overview of policies/recommendations and guidelines and main findings, E. Oliveira Fernandes, S. Kephelopoulos

D8-External communication, E. Csobod

12.30 Lunch

14.30 Management, administrative and financial issues

Chair: R. Prokai

Final draft of the progress report, E. Csobod

Answers and questions

15.00 Next Event - Final meeting in Szentendre, Hungary

15.15 Closing

Chair: E. Csobod

Concluding remarks, E. Oliveira Fernandes

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Notes supporting the Agenda

1. The organization of this meeting appeared as being a bit challenging. As a matter of fact we have quite some data, a wide spectrum of WPs and reports to prepare which shall be, at the end, as much comprehensive, clear and eloquent about the actual situation “IAQ-health” in schools as possible.
2. One option and one assumption make the background for our Agenda, as we are proposing to you:
 - The option: to put the focus on the “final report” as the major SINPHONIE outcome with social and political impact.
 - The assumption: that all WP leaders will participate bearing in mind their own WP reports according to the “deliverables list” (please find attached) while carrying through the discussions their experience and knowledge to the completeness and full meaning of the final report.

3. Going straight to the technical part:

1st day

- i) Isabella Annesi Maesano and Peter Rudnai will present the very first results of the preliminary analysis (60 min). This would have required that most of the data had been uploaded by the end of March, as requested by Eva and cleaned by Alena Bartonova.
- ii) The above will be a first anticipation of the final results report (D1.4) and concern the “Pithecanthropus” of the core reports 5.1, 5.2 and 5.3.
- iii) Philo Bluysen and Alena Bartonova will react to the Isabella’s presentation trying to “reconcile” the first results with all “difficulties” and “uncertainties” in the database and in the data in general (30 min).
- iv) Then, an overall discussion will be undertaken after coffee break under the chairmanship of Peter Rudnai. Some suggestions will be proposed on the structure of the discussion.
- v) All participants are solicited to comment and raise questions on the results. The objective is dual: to contribute to the best design of the final report and to make everyone of us more conscient of what the final results will look like, and to have this information into account in WPs reporting activity.
- vi) Before the discussion ends, a decision will be taken if we break up into thematic groups for the next period, on which case time for groups’ reports will be allocated at the “sum up session”.
- vii) After lunch we either proceed with the discussion as a plenary or by thematic groups.
- viii) At the sum up of the day there will be time to listen to the Advisory Committee and Consulting Tank members present.
- ix) A rapporteur team shall be operational all the meeting along.

2nd day

- i) The concept here is based on the fact that every colleague responsible for drafting a specific report must have in hand the structure of the irrelative report and may need to exhibit the report structure in .ppt to put into evidence the aspects that can be somehow tackled at this technical meeting.
- ii) It is up to each WP (leader and co-leader) to decide who makes the presentation that will support the planning exercise.