

**5th meeting of the Project Management Board
Jointly with the WPs Chairs and Vice-Chairs
Monday, 7th December 2009 at 11h00 – 14h30 (Brussels time)**

At the Renaissance hotel
Rue du parnasse 15, 1050 Brussels
Tel Hotel : 0032 2 5052929
Tel Morgane: 00322 543 7570

Agenda

1. Welcome to new members of the Project Management Board (PMB)

Since our last meeting, we are delighted to report that EMIDA, EPIZONE and MedVetNet have accepted our invitations to become part of the Executive Board. We will invite each organisation to provide a 10 minute update on their activities.

2. Approval of the Agenda

3. Approval of the Minutes of the 4th PMB meeting

4. Reports from Work Package 3 meeting

WP 3 met on October 23rd and the minutes are attached. The PMB are invited to consider the minutes and provide feedback.

5. A 12-step process to approve information from the Expert Groups

As a means of managing the very considerable information flow to and from the Expert Groups, the Secretariat has developed a 12 step process. This process will be presented to the PMB for their consideration.

6. Status of the 47 Expert Groups

A progress report will be provided on the state of progress of the 47 Expert Groups. Some groups have completed their work, most are organising themselves and some have as yet to begin. We have devoted a lot of time and effort into developing Disease & Product analysis forms which were all completed by late November. Our attention will now turn to stimulating the Expert Groups to progress through their work. We are experiencing a fantastic level of support for our work!

7. Timelines of note in 2010

The Secretariat will highlight the relevant timelines.

8. Inclusion of Theileria in the list of diseases?

On the recommendation of WP 3, the PMB are requested invited to consider adding Theileria to the list of diseases to be considered. It is considered to be a significant disease threatening to spread outside of its traditional areas.

9. Financial update

10. Web development report

11. External meetings

- a. EMIDA meeting in Paris – 6th & 7th October 2009
- b. VetHealth Global Conference in Prince Edward Island – 6th to 8th October 2009

12. AOB

- a. Date of next meeting