

Timetable – description of tasks – 1 August 1999–1 August 2002

	<i>Description</i>	Indicative deadline – interim report	Deadlines final report	Action taken
1.	Preparation of a “frame” for the “Highlights” for each of the ten candidate countries for accession to the European Union, i.e. Bulgaria, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia and Slovenia	March – May 2000: the model of completing the Highlights is revised and adopted		Discussed and agreed revised “frame” in Luxembourg, 26 March 2000
2.	Discussion of the “frame” at a meeting with the responsible person from the relevant official institutions of the Ministry of Health of the ten applicant countries	March 2000		Revised frame adopted in 1 st project meeting in Luxembourg, 26 March 2000
3.	Collection, identification and analysis of the data and legislative and description information	March - September 2000	Decision Dec. 2000 to update w/Jan. 2001 HFA-DB	Data collected. Process of identification and analysis started
4.	Drafting of the textual and evaluative parts of the Highlights “frame”	May – October 2000: existing preliminary drafts are revised at WHO/Euro	May 2000 – October 2001.	Highlights of Bulgaria, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia
5.	Discussing the first draft with the counterpart in the Ministry of Health of each of the ten applicant countries and circulating this draft for comments	May – November 2000: drafts are circulated in the countries for comments	May 2000-October 2001: drafts circulated for comments	Comments obtained, analysed and incorporated
6.	Incorporating comments and finalization of the draft	July – December 2000: comments are incorporated in the Highlights and the document is finalized and published	July 2000-December 2001	Comments included, and second round of comments where needed
7.	Checking the final draft with each country and seeking “approval” from the countries concerned	July - December 2000	July 2000-March 2002	Official release to the Ministers of Health of the respective countries
8.	Finalization, distribution and dissemination (including via internet/www)	December 2000 – February 2001	December 2000-March 2002	Distributed to official WHO/EURO contacts lists and WWW
9.	Special meetings for providing input for the supplementary report on the overview of the health status and situation in the ten applicant countries.	1 December 2000	December 2001	Meetings in Luxembourg and Brussels
10.	A supplementary report on the overview of the health status and situation in the ten applicants countries to complement the EU Health Status Report	June 2000: first draft. August 2000: deadline for comments. October 2000: second draft. November – December 2000: discussion and second meeting. December 2000: finalization of publication	June 2000-June 2002	Initial structure and draft reviewed at project meetings. Final draft discussed 4 th project meeting, December 2002

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