

ADOLESCENT SMOKING CESSATION

CO-ORDINATION REPORT

FINAL REPORT 1ST JANUARY 2004 – 31ST DECEMBER 2004

As part of the co-ordination of the project the following work has been undertaken:

January – June 2004

Organisation/Preparation for Conference in Cardiff (May 2004)

This work included obtaining a suitable venue and accommodation for the conference, catering arrangements, travel times and tickets, social programme, identifying and commissioning of presentations, collating copies of literature and presentations for all delegates.

Originally the bid had allowed for a conference of 4 nights. However as a result of Cardiff hosting the Rugby League Cup Final and a large midwifery conference it was not possible to obtain appropriate, sufficient hotel accommodation on the agreed date for the conference. As a result the conference was only for 3 nights. This allowed us to fund the accommodation and subsistence (but not travel) for those additional delegates from the countries forming part of the 2nd year bid.

Hosting of conference (May 2004)

The conference took place between 16th and 19th May 2004. Detailed information regarding attendees, the programme and work undertaken at the conference can be found in the separate conference report.

The conference involved the partner and observer countries from the original bid, along with additional observers from those countries applying as part of the bid for funding for next year.

Bid for funding for second year

Work was undertaken in March and April to prepare the bid for funding the project for a second year.

Creation of standard template

To assist all partner countries with their recording of expenditure a standard template was created and circulated to all partners for completion

External Evaluation contract

The invitation to tender for the external evaluation contract was issued in March 2004 in accordance with National Assembly for Wales procurement

procedures. The contract was awarded in May 2004 to the Cardiff Institute of Society, Health and Ethics at Cardiff University (CIHSE).

The evaluation team attended the Cardiff conference and delivered a workshop. (A copy of the presentation slides and further information is annexed to the conference report).

Follow-up work has been carried out by the evaluation team with partner countries, regarding the minimum data information. A draft minimum data set was submitted to Health Promotion Division (HPD) at the end of June. The team have also engaged in follow-up discussion with partners about the task sheets.

Discussions have been held between HPD and the evaluation team regarding the selection of the case study countries/projects.

Deviation from original work plan

A change from the original plan was the shortening by one day of the conference held in Cardiff. This was due to the unavailability of appropriate hotel accommodation caused by the Rugby League Cup Final and a midwifery conference being hosted in Cardiff at the start of the conference.

This change was agreed in advance with the Commission. (Email attached)

July - December 2004

Template

A template for monitoring pre and post intervention results was created and circulated to all partners for completion. This was to ensure consistency of recording across projects.

Organisation/Preparation for Conference in Cowbridge (December 2004)

This work included obtaining a suitable venue and accommodation for the conference, catering arrangements, travel times and tickets, social programme, identifying and commissioning of presentations, collating copies of literature and presentations for all delegates.

Representatives from the partner and observer countries attended the conference (a full list of delegates is contained within the conference report).

It was originally intended to hold this second conference in the Netherlands. However due to difficulties in obtaining a venue within the daily rate for the Netherlands, (and the inability to commit to a booking with a lack of certainty regarding the signing of the contract), it was agreed to hold the conference in Wales.

Due to the cost differences between Wales and Netherlands and the fact that not all of the money allowed for the first conference had been used, it was agreed to invite more delegates to the second conference than originally planned.

Hosting 2nd Conference (December 2004)

The conference took place between 1st and 4th December 2004. Detailed information regarding attendees, the programme and work undertaken at the conference can be found in the separate conference report.

The conference involved the partner and observer countries from the original bid, along with additional observers from those countries who applied as part of the bid for funding for 2005.

Draft final report

Financial information for the project from each of the partners was collected and collated. This involved liaising with some partners over queries.

Communication

There was on-going liaison with partners, observers and the evaluation team over the duration of the project.

External Evaluation

- Minimum data returns were sent via post in July
- The case study countries and the criteria for them were finalised
- Visits to case study countries took place in September/October
- Preparation for/attendance at conference in Cowbridge
- The draft final report on the evaluation was prepared and submitted to the Welsh Assembly Government for comment.

More detail about the work carried out by the external evaluation team is contained in a separate document which can be found at doc 3.

Deviation from original work plan

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More of a national official's time was allocated to the project than originally stated in the bid. This person's time was not originally included as the post was filled after the original application was submitted.

Supporting Documents

- Conference Report from Cardiff conference, May 2004 plus copies of presentations
- Conference Report from Cowbridge conference, December 2004 plus copies of presentations
- Combined expenditure spreadsheet providing details for co-ordinator and all partners
- Individual spreadsheets showing expenditure by each partner and co-ordinator

In reading documents please note the following:

- **Where countries do not use the Euro as their currency the conversion to Euro has been done at the conversion rate given for 18 January 2005 in the Official Journal of the European Union.**
- **With regard to the subsistence rates for the conference, to obtain a rate for those attending but not requiring accommodation to be paid for, we subtracted the accommodation rate from the 24 hour subsistence rate to obtain an figure to cover meals etc.**

**Emma Barton
Health Promotion Division
Welsh Assembly Government**

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