

# EU HEALTH POLICY PLATFORM

# User guide

1	Registration process	3
	Create your EU login account	3
	Already registered (on EU Login)	1
2	"My profile" space	7
	The items you have posted	7
	Edit my profile	7
	A list of your networks	3
	Your events	3
	Your subscriptions	3
	Manage requests of access	3
3	Requesting access to restricted Networks	Э
4	Posting information in a network11	1
	Write a piece of news 11	1
	Post events	3
	Post an opinion poll	1
5	Share documents in a networks' library17	7
	Post a document in the library of a network17	7
	Move or delete documents	7
	Bulk upload feature	3

	Bulk download feature	18
	Using the "working document" functionality	18
	(For moderators only) Create or select a folder	20
	(For moderators only) Duplicate a news item or an event	20
6	(For moderators only) Modify the information of your network	21
7	Stay informed: announcements box, the latest updates networks and the bi-wee	kly
Н	PP newsletter	22
	The Announcements box	22
	Latest news network	23
	The biweekly newsletter	24
8	The Notification system	25

# 1 **Registration process**

### a) Create your EU login account

To register in the EU Health Policy Platform, you must create an EU Login account (former: ECAS). To do so, please go to the <u>EU Health Policy Platform</u> homepage <u>https://webgate.ec.europa.eu/hpf/</u> and click on "Not registered yet".

If you already have an EU Login account, please click on "Already Registered" or on "Login" and follow step "Already registered (on EU Login)" below.



After clicking on "Not registered yet" you will be directed to the page illustrated below, where you will have the option "Create an account". Fill in the form. You will then receive an email with further instructions on how to create your EU Login password.

0	EV Login with which any its annex	Note:     Note:         Sign in to continue         Vertice:         Note:         Or         Or         Or         Or mone:         Or mone	Create your Account Cise on Create an account Click here to create your new EU login account	
9		Create an account  Let une and  Let une and	Fill in the whole form <ul> <li>When filling the form please do not use introduced or genetic mellions address (i.e. introduced and the static mellions address (i.e. introduced address).</li> <li>If you are not able to read the text in the plates, by to click on try another Q or Audio cursicity.</li> </ul> If you are not able to read the text in the plates, by to click on try another Q or Audio cursicity.           If you are not able to read the text in the plates, by to click on try another Q or Audio cursicity.           If you are not able to read the text in the plates, by to click on try another Q or Audio cursicity.           If you are not able to read the text in the plates, by to click on try another Q or Audio cursicity.           If you are not able to read the text in the plates, by to click on try another Q or Audio cursicity.           If you are not able to read the text meganing the Privacy Statement	
Data Pro	o contrasto stection	commissione mean or coo owny Executive Agency Chafea	Close Create an EU Legin Account 56 15 requests 56 naturats 3765 documents 3768 Bruns	

Once equipped with an EU Login account please go back to the <u>EU Health Policy Platform</u> main page and follow the instructions on "1.2 Already registered"

### b) Already registered (on EU Login)

After clicking "Already registered", you will either be:

- a) Redirected to the European Commission Authentication Service "EU LOGIN" portal (please log in with your EU Login (former ECAS) username and password) and then redirected to the EU Health Policy Platform registration form;
- b) Directly sent to the EU Health Policy Platform registration form;
- c) If you are not redirected to the EU Health Policy Platform registration form, click on the tab "My profile" as shown in the screenshot below and fill out the registration form. Do not forget to scroll down to submit your request of registration.



Please fill in the EU Health Policy Platform registration form comprehensibly. Filling in this form will grant you access to the Agora Network and to the open Networks of the EU Health Policy Platform. Please note that Platform members must represent an organisation with **an operative and individual email** – functional mailboxes will not be accepted in the Platform.

In addition, users representing an organisation should provide its **EU Transparency Register number** in their profile and **must directly and exclusively represent his/her own interests**. Unregistered organisations must register in the <u>EU Transparency Register</u>.

The following entities are exempt of registration in the EU Transparency Register:

- Public Health governmental organisations
- European Institutions (find here the list of European Institutions concerned)
- Early education, primary and secondary schools
- Universities and public research institutes

European Commission	EU Health								
Home Web Platform	EU Health Award	Meetings	Who can join	About				Networks	My Pro
	User	EU HPP (eut	healthpolicyplatfo	orm@gmai	.com)				
		🗏 I am a me	mber state repr	esentative	1				
About your organ	nisation								
Organisation name *									
Sector *		(Please se	elect)						v
Type *		(Please se	elect)						٣
Country *		(Please se	elect)						*
Mission of your organis	sation *					are a governmental			
Website									1
Picture		change pic	ture						
		Profession	nal email			v			+
Contact									

# 2 <u>"My profile" space</u>

To access your profile, click on the tab "My Profile".

In your profile you will find:



### a) The items you have posted

The newsfeed on your tab "My Profile" displays all your posts. This newsfeed makes it easier to keep track of the comments and endorsements your publication receives. You can also edit your posts from there.

### b) Edit my profile

With this button, you can edit your photograph, organisation, description and contact details. You can also add an email address, skype or website and it will appear in the section "contact details" in your profile.

### c) A list of your networks

In "My Profile" you can find the list of the networks you are part of, including the Agora Network, the open networks in the Platform, and any restricted network you have access to.

### d) Your events

When you click in "Upcoming meetings" you will see a list of your upcoming events, these are events you have been invited to.

<page-header><page-header></page-header></page-header>	Contact possibilities Protessional email
© Youhote vider: The EU system delivers final we can text © Endorse 0 ← More	Type European
with your continuent have	
2015 EU Health Award submission countdown: 1 west to got     2016 EU Health Award submission Contresson's the Agent Network K     The European Commission dedicates this fifth edition of the EU Health Award to initiatives of read incre +	

### e) Your subscriptions

In "My profile", you can access all the publications that you have subscribed to throughout the Platform. To subscribe to any publication, simply click on the button "Follow" right under it, and it will appear in your subscriptions page.

### f) Manage requests of access

In "My profile", you can find all the requests you have sent to different restricted networks in the Platform and their status.

Moderators will also find under this section the requests of access received in their networks.

### 3 Requesting access to restricted Networks

The Platform has six types of networks:

- The Agora network: this is the main network and first registration filter of the Platform. It is a space for interaction among health stakeholders and with the European Commission. All users are encouraged to post news and events including documents related to their activities in here.
- Thematic Networks: are yearly open networks accessible to all users registered in the Agora network to facilitate the drafting of joint statements on chosen health issues.
- 3. **Exchange networks**: accessible to all users registered in the Platform are meant to exchange good practices, share training material, and encourage users to interact.
- 4. **Commission and Member State-led networks:** are restricted networks only accessible to appointed members. A responsible Commission and Member State appointed representative follows up these groups and ensures the moderation.
- 5. Stakeholder networks: are restricted networks to share knowledge and information on a specific health area. They are created in response to a direct request from stakeholder members of the Agora network to the EU Health Policy Platform team simply by sending an email to <u>sante-hpp@ec.europa.eu</u>. Users and organisations relevant to the subject of a certain stakeholder network may request access. The appointed stakeholder moderators will be ruling the requests of access according to their own established criteria; thus a request does not guarantee your access to this type network.
- 6. **Moderators only network:** this network is dedicated exclusively to moderators of the different networks of the Platform.

**Once you are granted access to the Health Policy Platform**, you will also be able to participate in all three types of open networks: the Agora, the Thematic and the Exchange



To request access to a **Commission and Member State-led network** or to a **Stakeholder network**, simply search using keywords on the "Filter networks" option as shown below:

Access a Network	EU Health Policy Platform Networks	
Agora	Agora	
	Thematic Networks	
	Exchange Networks	
	Stakeholder Networks	
Common network open to all registered users. In this network, you can discuss health issues, share read more	Commission and Member State led Networks	

And click on **"Request access"** in the Network of your interest. Appointed moderators rule requests of access to these networks, thus a request does not guarantee your access to this type of networks.

May you wish to display only the networks you are a member of, please click on "My networks only" or click on to "My profile" tab.



## 4 Posting information in a network

### a) Create a piece of news

To write a piece of news and post it in any of the networks you are part of, click on "**Participate**" in the network(s) you have access to and click on "**All contents**" in the menu bar on top of the screen.

EU Health Polic	🛛 Legal Notice 🛛 🕿 Support/Help	D Logout English (en)
Agora Network	Library 🖾 News Q Search	Networks My Profile
LATEST NEWS	Show all news >	Agora Network
	atic Networks of 2020! Deadline: 6 November 2019 wk are invited to take part in this poll! d more +	
EU system of tobacco traceability infosheet Information sheet for economic operators active in the distribution chain - EU system of tobacco traceability.	4 files have been uploaded in the folder "Final Joint Statements 2019"	
UPCOMING EVENTS	Show all events >	
(Brussels)	nagement, Brussels - 22nd January 2020 Hospitals is organising a WORKSHOP on RISK I more ▼	Aim Common network open to all registered users. In this network, you can discuss health issues, share read more –
Coesy our research impact society responsibly? (Design your sustainable multi-stakeholder initiative using MULTI-ACT) (Fondation Universitative, Rue d'Egmont 11, 1000 Brussels) The EU-funded MULTI-ACT project, which began in May 2018, aims to increase the	SFP Policy Conference 2019: Tobacco Taxation for a Healthier Europe, 15 November (09:30 - 16:00) (The Office, Rue d'Arlon 80, 1040 Bruxelles) The Smoke Free Partnership vill hold its annual policy conference on 15 November 2019 in Brussels, read more ▼	Announcements EU Health Policy Platform annual meeting & Thematic Networks & Live Webinars Follow and use #EUHPP on social medial https://witter.com/hashtag/EUHPP https://www.facebook.com/hashtag/euhpp
PAST EVENTS	Show all events >	EU HPP ANNUAL MEETING 17 October 2019 - Check recording of the meeting, the conference flash report, the Award Ceremony pictures and morel https://webgate.ec.euro- pa.eu/hpf/item/item/22069

Click on "Write your publication here".



An editing tool will drop down where you can describe and share any information of your choice, you can **add links, documents and one picture**. If you add a date, the publication will only be shared as an event, and not as a piece of news (and it will be added to the network's calendar). When you are ready, simply click "Submit" for your publication to appear on the news feed of the network.

 Legal Notice Support/Help 🐥 👩 Upcoming meetings Subscriptions EU Health Policy Platform 🔒 Agora Network # Events Library News Place here the title/label of your item Place here the content of your publication Users will be notified about this item in the next newsletter # Event/Meeting Attachments 0 % Links 👩 Pictures 0 Poll

Note that you can modify your publications and resubmit anytime.

Note that links included in the body of your post will not be clickable. Therefore, please include all links in the "Links tab":

Home	About the P	latform	EU Health Awa	ard						Networks	My Profile
Posted in	Agora Netwo	ork as a N	ews								
Title *											
Place he	ere the title/lal	bel of your	item								
Text *											
🗹 Users 1	vill be notifie	ed about t	his item in the	next newslette	er						h
🛗 Ever	t/Meeting	Attach	nments 이	∾ Links 🚺	Picture	s 🕕	Poll				
<b>1</b> Click	on the tabs a	above to eq	dit details	$\smile$							
Submit	Cancel										
Ver 2.2.0											

#### b) Post events

To post an event:

**Click on the "Events" tab i**n the menu bar and select the date by clicking on the day of your choice in the calendar. You can also create an event by simply adding a date to a news item you are creating.

Fill in the title, description, date, time and location of your event.

**Click on "Meeting invitation type"** to select which users you wish to invite to your event. Select "None" to publish an event in your network's calendar. Select "Restricted" to select the specific network users you want to invite in the "Meeting attendance tab", click on "Network" to invite the entire network to your event. Users will receive a notification in the "upcoming events" section on the top of the page when invited to an event.

	C Legal Notice Support/Help Constitution O Logout English (en)
	EU Health Policy Platform
A	Agora Network All contents 🗮 Events 🗈 Library 💷 News Q Search Networks My Profile
Po	osted in Agora Network as a EVENT 1. Click on a date in the calendar or add a date to a news item to create an event
F	Place here the title/label of your item
F	Place here the content of your publication
	Users will be notified about this item in the next newsletter 2. Fill in the title, descrption, time, date and location of your event
	Event/Meeting
	You can specify here events or meeting details.
	From 12-11-2019 🗰 To 12-11-2019 🛍 🖸 All day
	Event location
Ļ	Meeting invitation type 3. Select your meeting invitation type
	None Choose members All network members
Ľ	Submit
	Ver 1.8.7

### c) Post an opinion poll

To post a poll in your network:

**Click on "write a publication here"** as described above or "post a news" as shown below:

News list			
		🔳 List view 🛛 🚽	Post a news
10 V records per page	New Year, new resolutions! What does the EU do to safegaurd and support good 03 January 2020 January is the traditional time for making resolutions to eat healthier, get more physical activity read m		

Click on the button "poll" as shown below:

osted in Agora Netv	vork as a News							
Place here the title/	abel of your item							
Place here the contr	ent of your publication							
Users will be notif	ied about this item in th	ne next newsletter % Links 👩	Pictures 0	III Poll				
	above to edit details							
	Submit							

#### Fill in the fields as follows:

- a. Give a title to your poll
- b. Include a description as the body of your poll

Event/Meeting	Attachments 0	% Links 👩	Pictures 🕕	III Poll
Attach a poll to yo	ur publication so that othe	er members of the r	network can vote.	
Poll choices li	ist			
Options +				
Poll title (if differen	t from the publication o	one)		
Poll type				
Single choice poll				
End date to vote (if	fany)			
Show results policy Always show the				
	Submit			

# Write your list of options and click on add. The structure of you poll options will appear like

that:

Poll	choices list	
		Add choice
<b></b>	healthy	e.
<b></b>	public	e.
<b></b>	private	a

### **Click on "poll type"** to select the option multiple choice or single choice.

Options -	
Poll title (if different from the publication one)	
Poli type	
Single choice poll	
Multiple choice poll	
End date to vote (if any)	
Show results policy	
Always show the results	~

Choose the end date of your poll. <u>Please note that it cannot be changed when published</u>.

oll	cho	ice	s list									
												Add ch
pti	ons	÷										
oll tit	tle (if	diffe	erent fr	om	the p	ublica	ation one	)				
ll ty	pe											
		oicou	noll									
oll ty Sing		oice	poll									
Sing	gle ch			y)				7				
Sing	gle ch		poll e <b>(if a</b> r	iy)				1				
Sing d da	gle ch	o vote	e (if ar					]				
Sing d da	gle ch ate to	Ja	e (if ar nuary	20		•	*					
Sing d da	gle ch ate to	Ja	e (if ar	20		· ·	13:00					
Sing d da l 1	gle ch ate to	Ja	e (if an nuary Wed	20		· ·						
d da un	gle ch ate to A Mon	Jan Tue	e (if an nuary Wed	<b>20</b> Thu	Fri 3	Sat	13:00					
d di iun 29 5	ple ch ate to Mon 30	Jan Tue 31	e (if an nuary Wed 1	<b>20</b> Thu 2	Fri 3	Sat 4	<b>13:00</b> 13:05					
Sing d da l 1 Sun 29	ate to Mon 30 6	Jan Tue 31 7	e (if an nuary Wed 1 8 15	<b>20</b> Thu 2 9	Fri 3 10 17	Sat 4 11	<b>13:00</b> 13:05 13:10					

Choose the visibility of the results of your poll.

Attach a poir to y	our publication so that oth	er members of the	network can vote.		
Poll choices	list				
					Add choice
Options -					
<sup>o</sup> oll title (if differe	nt from the publication of	one)			
Poll type					
Single choice po	II.				~
Poll type Single choice po End date to vote (					
Single choice po	if any)			1	×

Once all of that is complete you can publish your poll into your network by **clicking on submit**:

	Attachments 0	% Links 🔘	Pictures 🚺	III Poll
Attach a poll to ye	our publication so that othe	er members of the	network can vote.	
Poll choices	list			
				Add c
Options +				
Poll title (if differe	nt from the publication o	one)		
Poll type				
Poll type Single choice po	1			
Single choice po				
Single choice po	f any)			

# 5 Share documents in a networks' library

### a) Post a document in the library of a network

Click on **"Library"** in the menu bar. Select the folder in which you wish to post a document. Click on "Add a document", and fill the information related to your document: title and description, then click on "Submit".

EU Health Policy		upport/Help	O Logout	English (en)	
European Commission All contents 🚔 Events	Library 📧 News 🔍 Search			Networks My Profile	
Folders list				🖨 Folder view 🕞 👻	
Greatin folder     Pressures folder     Delete folder      T      T      D      Liberth Award      Liberth Award      D      Liberth Award      D      Liberth Award      Liberth Award      Liberth Award      D      Liberth Award      Liberth Awa	User Guide 10 v records per page v t Title to 00 00 & User Guide - Functionalities	Size (KB) (2019) 2.803 2	tails Add a document Search Updated on - 16-02-2019 18:26:13	Mass actions	
EU Health Policy Platform     Di EU Health Policy Platform     Discription     Discripti     Discription     Discripti     Discription     Discription	Showing 1 to 1 of 1 entries		First Previous	1 Next Last	

## b) Move or delete documents

To move or delete a document click on "Mass actions" press on "move" or "delete". Then tick the box next to the file and drag and drop the file to the desired folder or delete the file. Note that to delete a folder, you have to first delete all documents inside the concerned folder.

Agora Network All contents 🗎 Events 🧯	Library 🖾 News Q Search			Networks My Profile
Folders list 1. Click	on "Library"			😂 Folder view 🕞
Create folder     Rename folde     Colorectal Cancer screening     C Colorectal Cancer screening     C EU Health Award     C Live Webinars     C Live Webinars	User Guide 10 v records per page V t Title t v0.00 d User guide Showing 1 to 1 of 1 entries	Size (kB) 3.151 3. (	Edit detai	Mass actons
2. Select the Folder in which you want to	add a document Ver 1.8.7			

## c) Bulk upload feature

If you have several documents to upload, you can use the "bulk upload" feature by clicking on "Mass actions", then "bulk upload" as shown above.

Bulk upload		+ Add files	Ø Cancel all files
By ticking this checkbox, you	confirm that no personal data are present	t in the uploaded document*	
Users will be notified about th	is item in the next newsletter		
li	*		
	Drag and drop your files here or use the	he button add files	
le le			Close
Webinars grated Care Resource Centre	V ‡ Title ‡	Size (kB)	Updated on 👻

### d) Bulk download feature

If you have several documents to download, you can use the "bulk download" feature by clicking on "Mass actions" and then clicking on "bulk download".

### e) Using the "working document" functionality

In all networks, you have the option to review, make changes, and update your documents. To update a document, go to the library of your selected network, and click on the document of your choice. Download the file and make your desired changes (note: remember to turn on 'Track Changes' in Word). To upload the edited document, click on the "Details" option next to the file.

Agora Network All contents 🛗 Events	) Library 🖾 News Q, Search			Networks My Profile
Folders list				Se Folder view 👻
Create folder     Prename folder     Delete folder	2018_EU actions EU actions on AMR and healthcare associated infection - 28 Nov	/ Edit details	Add a document	Mass actions 👻
Colorectal Cancer screening     D EU Health Award	10 v records per page		Search	
- C Live Webinars	V	Size (kB)	Updated on -	
中 ロ 2019 中 ロ 2017 中 ロ 2018	v2.00 & Invitation_WEBINAR 28 Nov - EU actions on AMR.pdf	498	28-11-2018 17:24:27	Details   Delete
C 2018 EU actions EU actions on AMR a nd healthcare associated infection - 28	v1.00 📥 EPH pre-conference_Programme 28 Nov.pdf	144	27-11-2018 08:20:03	Petalis 🟦 Delete
Nov	Showing 1 to 2 of 2 entries		First Previous	1 Next Last
<ul> <li>         — (2018_Thematic Network - Smart Heal thy Age-Friendly (SHAFE) - 19 June an d 09 October     </li> </ul>				
<ul> <li>         — C 2018_Thematic Network - Stimulating fresh fruit and vegetables consumptio n - 04 July and 26 September     </li> </ul>			n details to u of the docu	pload a new ment or to edit
- C 2018-Thematic Network - Societal Imp act of Pain (SIP) - 25 June and 04 Octo			tails of the do	

Then, click on the green button "Upload new version of document", fill in the required information and save the new version.

	itle *	F	older containing docu	ment*		
Invitation_	WEBINAR 28 Nov - EU actions on AMR.pdf			name folder 🛛 📋 Delet	te folder	
Description			⊢ / ⊢ ⊡ Colorectal Can	or scrooping		
actions on place onlir Ljubljana. asking you session wi	sday 28 November 2018, from 13.30 till 17.30, the i antimicrobial resistance and healthcare associated te in the frame of the European Public Health Pre-or This is your opportunity to participate actively in the r questions using the chat of this webinar. This pre- Il give an overview of the actions being taken by the document information    Upload new version of	infection" takes onference in discussion by conference EU to address	n - 291     - □ 2018_□     e and 0     - □ 2018_□     mption     - □ 2018-□     002018-□     02018-□     002018-□     002018-□     002018-□     00201-000     00-User 0     00-Use	EU actions EU actions Vov Thematic Network - Si 9 October Thematic Network - St - O4 July and 26 Septi Thematic Network - Sc r DG SANTE Action on S Promotion and Prever Information Day: 2018 Suide & Definition & Tii ning soon a Resource Centre cy Platform works & Joint Statemer ng of health profession mission acy tools for non-com keholders Groups	icietal Impact of Pain (SIP) - iustainable Development Go trion and best practices - 03 Annual Work Plan and calls meline hals working with migrants municable diseases prevent	SHAFE) - 19 J getables cons 25 June and ( als, Steering July - 30 Jan
Jereione hie					Search	
Versions his	cords per page			Uploaded on \$	Uploaded by \$	Actions
10 v re	cords per page	Filonama *			opioaded by -	ACTOURS
	Label 0 Invitation_WEBINAR 28 Nov - EU actions on AMR.pdf	Filename ¢ Invitation_WEBINAR 28 N AMR.pdf	lov - EU actions on	28-11-2018 17:22:24	Abigail MORENO GINES	Ŧ

You will then be able to see the history of updated versions by other users, along with your version titled: 2.00 etc. in chronological order.

## f) (For moderators only) Create or select a folder

Navigate to the "Library" tab in your network. If you are a moderator, you should see the options to create, rename or delete a folder. Click on "Create folder" and a new folder titled "New Folder" will appear on the list. To edit the information of the folder such as name and description, select the folder and click on "Edit details". You can drag the folder and move it under another one to create a user-friendly library structure.

### g) (For moderators only) Duplicate a news item or an event

**Copy a publication or an event from one group** (i.e. your stakeholder group) to another one (i.e. the Agora Network). Simply navigate to the homepage of any of your networks where you are the moderator, and on the publication, you wish to share to another group, click on "More" and then "Copy".



A new screen will appear, informing you are 'about to duplicate the following publication'. Scroll to the bottom of the post to "Destination network", and from the drop-down menu of groups you moderate, select the group in which you wish to share the news item or the event.

You are about to duplicate the following publication
Image: Thematic Networks: 2019 cycle kick-off meeting in Brussels. 6 Febrary 2019           Image: Thematic Networks: 2019 by Blance ALFARO [European Commission] in the Agora Network network 1
The kick-off meeting of the 2019 Thematic network cycle took place on 6 February 2019 in Brussels. The newly selected Network leaders as well as the EU Health Policy Platform team attended this physical meeting. The Platform team presented the Thematic Network cycle and the technical features of read more *
Exerce Detais           A 200Th S_Timeling pdf (0.00) 1           State The Loco meeting pdf (0.00) 1           A UST NA, Con meeting pdf (0.00) 1
😽 Undo endorse 3 🚥 More
write your comment here
Please be advised that when a publication is duplicated, comments are removed from the duplicated one and commenting the copy will not be allowed
Destination network Agora
Duplicate

# 6 (For moderators only) Modify the information of your network

In the "Networks" tab, you will find your network box. Please click on the "pencil button" – this button will only appear in those networks you moderate.



You will	be able to	modify your	r network's information.	
100 00111		mouny your		

Agora Network All contents 🛗	Events 🕒 Library	🖭 News	<b>q</b> s	earch		Network	s My Pro
pdate network							
group-category				Contact			
Agora		~	-	Skype	~		+
lame of the network				Email	~	SANTE-HPP@ec.europa.eu	—
Agora Network					pdate the name	of your network if	
ong label				ne	ecessary		
Common network open to all registered use	#IS						
im							
Common network open to all registered use discuss health issues, share ideas and gath					hange the descrip Networks box	ption of your network, visibl	e in
iwik Site ID							
12							
etwork position							
1							
tatus							
Validated		```	-				
change picture Chan	ge the image of t	your netw	ork			Select the "Networ of your network by box next to their na	clicking t
						4	
etwork leaders First name					Last name		eader ?
riist name					Last name		
						[	
						C	-

As a moderator, you will be able to: update your networks' name, change the description of your network, which will be visible in your network box in "Other networks" an in the "Aim" section inside your network, change the image of your network and select the network leaders.

# 7 <u>Stay informed: announcements box, the latest updates</u> <u>networks and the bi-weekly HPP newsletter</u>

The EU Health Policy Platform provides several ways to stay updated on the latest EU Health Policy activities.

### a) The Announcements box

Read the Announcements box in the Agora network, where Platform members will see the latest news regarding the Platform's activities, such as live webinars, the annual Joint Statements or its annual meeting.

### b) Latest news network

The Latest news network is available through the Announcements box and is a network dedicated to Platform specific news. You can access it by clicking the button "view" underneath the "Announcements box".





### c) The biweekly newsletter

Twice a week an automatic email is sent to all Platform members. In this email you will find the latest news, documents and events posted by yourself and other users, in all the networks you belong to.

This newsletter contains hyperlinks to the articles, only readable for Platform members. A specific section is automatically created for restricted networks; each user will only see the news from the networks of which s/he is member of.



# 8 The Notification system

At the top of every EU Health Policy Platform webpage you will find a notification center

that will allow you to see:

- 1. The events that have been posted in the health policy platform.
- 2. The comments that has been published under your publication for you to have a

look at them.



Support/Help 🕴 4 📵 🕕 Notification center 🔒 Clementine Legal Notice Upcoming meetings New comments lealth Policy Pla New comments Participating Not ans Not answered Participating Health Award Improving patient safety in oncology: A call for stronger EU action posted in "Beating Cancer Stakeholder Contact Gro Tue 7 Feb 10:00 to 11:30 Tue 7 Feb Improving patient safety in oncology: A ler Contact Group' 10:00 to 11:30 call for stronger EU action Haven't decided yet 👻 0 will participate posted in "Beating Cancer Stakeholder Contact Group" Mon 27 Feb to Join SHARP Joint Action to co-produce a > Tue 28 Feb template agreement for trans country Haven't decided yet 👻 0 will participate template agreement for trans-country collaboration that meets the needs of member states posted in Agora Network 0 will participate Will participate 0 not participating roduce a > Haven't decided yet 👻 1 will participate untry 0 maybe participating Will not participate ds of 'NLO in conversation' film screening and discussion on 28 February, European Parliament in Brussels posted in Nobody Left Outside: Improving access to healthcare for vulnerable and marginalised groups Details Tue 28 Feb 18:00 to 20:00 Maybe will participate Th Haven't decided yet  $\,\,{\color{red}{\star}}\,$ Not interested 0 will particip cor 'NLO in conversation' film screening and → discussion on 28 February, European Parliament in Brussels posted in Nobody Lefl Outside: Improving access to healthcare for vulnerable and marginalised groups Tue 28 Feb 18:00 to 20:00 po Тио 20 Гор 41 1 61 atform Re Haven't decided yet 👻 0 will participate Fri 10 Mar Abstract Submission and Early Bird Rate

Each user may follow up on upcoming events as shown below:

In the comments' section, each user may follow up on the comments made and received in different posts and reply or delete them.





**Questions? Suggestions?** 

Contact us at sante-hpp@ec.europa.eu