



Notes from the “Health Intelligence 2008” Organising Committee meeting

6 February 2008, 2-3pm
5th Floor, Bishop’s Square, Redmond’s Hill, Dublin 2

Attendees: Jane Grimson (via telecall), Hugh Magee, Gillian Markey, Christine McMaster, Hamish Sinclair, Willie Reddy, Kevin Balanda, Lindi Gatchell, Brian Ward

Apologies: Davida De La Harpe, Tracy Power

1. Introductions

- Introductions were made

2. Proposal for “Health Intelligence 2008” & reflection on All-Ireland Health Intelligence Conference 2006

- Pack of 2006 All-Ireland Health Intelligence Conference materials to be forwarded to Jane, Tracy, Davida & Willie
- All agreed on proposal (one-pager) for “Health Intelligence 2008”

LG & BW

3. Date, venue & duration

- Preference for November dates noted
- Royal Hospital Kilmainham to be confirmed for 17-19 November 2008
- KB to pursue getting the venue through the Department
- Duration of event shouldn’t be more than a day and a half with satellite meetings / opportunities for networking to be scheduled the day before (and/or the morning of) the main event

KB

4. Sponsorship

- Sponsorship will be by invitation only (not from commercial organisations)
- The key players on the island will be involved (with or without money):

<ul style="list-style-type: none">○ DoHC / DHSSPS○ HSE /○ R&D Office / HRB○ HIQA / RQIA○ ESRI?▪ Possibility of different levels of sponsorship (sponsor separate sessions / lunch / posters). Aim to keep things simple. A proposal to be circulated to the group.	KB/LG & BW
<p>5. Registration</p> <ul style="list-style-type: none">▪ Registration fee to be broken up in 3 parts:<ul style="list-style-type: none">○ Main event○ Reception and/or dinner○ Bundled fee for both▪ Bursaries and reduced fees for students to be offered	
<p>6. Programme</p> <ul style="list-style-type: none">▪ Last year's model (1½ days) worked well but this time give sufficient timing for coffee/lunch breaks to give delegates opportunity to visit display areas and network with colleagues▪ Network Café to be considered. Clear outcomes important and a good chair is necessary. Should be run as a formally facilitated interactive session▪ To celebrate recent achievements in Health Intelligence, a poster competition focusing on projects which demonstrated the application of Health Intelligence will be included. Poster prize to be awarded.▪ An outline proposal for an "Excellence in Health Intelligence practice" will be submitted to the group for comment.▪ Satellite meetings will be organized for previous day (e.g. Health Analysts SIG, CHAIN, Knowledge Management and Health Intelligence Strategy, INIsPHO feedback). Suggestions for others are invited.	KB All
<p>7. Next steps</p> <ul style="list-style-type: none">▪ Diary date notice will be drafted for group's feedback▪ Keynote speakers – suggestions are welcome – please email your ideas to Lindi or Brian▪ A draft programme to be circulated to the group via email for comments	LG & BW All KB
<p>8. Future meetings</p> <ul style="list-style-type: none">▪ Next planning meeting in a month's time to consolidate & get feedback on the plan.▪ Proposed dates:<ul style="list-style-type: none">○ 4 March – in the morning	

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- 10 March – in the morning
 - 11 March – all day
 - 13 March – all day

We will check people's availability on these dates so that next meeting can be confirmed.

LG & BW