



Meeting agenda

WP6 advisory group: Improving vaccination knowledge of people working in prison

Date: 28/02/2023

Time: 13:00-14:00 (UK time)

Teams Link: [Click here to join the meeting](#)

Chair: Kieran Lynch

	Agenda	Time	Lead
1	Introductions	3 mins	KL
2	Revision of action log <ul style="list-style-type: none">- Risk register	7 mins	KL
3	Presentation of the key findings from consultations with staff <ul style="list-style-type: none">- Key messages	15 mins	AR
4	Discussion of course structure in light of consultations <ul style="list-style-type: none">- Reminder of course aims- Overall course structure	20 mins	AR
5	Format for course <ul style="list-style-type: none">- Limitations of eLearning course- Suggestions of different formats- Accreditation	10 mins	JD
6	AOB <ul style="list-style-type: none">- Membership to advisory board	5 mins	KL

Action Log

Ref	Action	Lead	Completion date	Status
28/07/22a	AR to draft risk register template and circulate	AR	30/07/2022	Done
28/07/22b	All to contribute to risk register	All	20/09/2022	Done
28/07/22c	Advisory group members to send any suggestions to AR	All	20/09/2022	Done
28/07/22d	SDe to find out if the European Association for Public Health is accrediting the training by AcToVax4NAM.	SDe	20/09/2022	Done
28/07/22e	AR to send a Doodle poll to establish date of next meeting	AR	8/08/2022	Done
28/07/22f	All to complete Doodle poll to establish date of next meeting	All	15/08/2022	Done
28/07/22g	All to read minutes and actions in advance of the next meeting. If anyone is substituted by a colleague, they should be suitably briefed in advance of the meeting.	All	24/10/2022	Done
24/10/22a	MLR to write short paragraph about accreditation and send to JD/AR	MLR	31/10/2022	Done
24/10/22b	UKHSA to consult with PI regarding the aim of the learning materials (need to increase vaccination rates?)	AR, JD, EP	31/10/2022	Done

24/10/22c	Members to comment on proposed aims of materials document	All	31/10/2022	Done
24/10/22d	UKHSA to send out consultation questions to members for comment	JD, AR, EP	26/10/2022	Done
24/10/22e	Members to comment on consultation questions	All	02/11/2022	Done
24/10/22f	Members to disseminate consultations questions in networks of prison staff and return results to UKHSA	All	30/11/2022	Done
24/10/22g	Members to send any relevant literature or resources to UKHSA	All	31/10/2022	Ongoing
24/10/22h	Members to send any nominations for advisory group membership to AR	All	31/10/2022	Ongoing
24/10/22i	SDe to send AcToVax4NAM glossary to UKHSA once available	SDe		Pending
24/10/22j	JD to send a Doodle poll to establish date of next meeting	JD	12/12/2022	Done
24/10/22k	All to complete Doodle poll to establish date of next meeting	All	19/12/2022	Done
24/10/22l	All to read minutes and actions in advance of the next meeting. If anyone is	All	31/10/2022	Pending

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This project was funded by the European Union's Health Programme (2014-2020). The content of this document represents the views of the author only and is his/her sole responsibility; it cannot be considered to reflect the views of the European Commission and/or the European Health and Digital Executive Agency (HaDEA) or any other body of the European Union. The European Commission and the Agency do not accept any responsibility for use that may be made of the information it contains.