

	Expected number of participants to be approximately 140 from EU and 20 from non-EU countries. Participants include all network participants, the national coordinator, non-EU collaborators, EMA, ECDC, and other stakeholders where relevant.		
DL 5.1.4. Online annual meeting (approximately 160 participants)	Calls with ECDC, the contractor, study sites and other relevant participants (as appropriate and approved by ECDC). The focus of these calls will be to present study results to a wider audience.	Four times during the framework contract; on an annual basis	Live and recorded Video/ telephone conference Word – ECDC template
DL 5.1.5. Online technical meeting (approximately 60 participants)	Calls with ECDC, the contractor, study sites and other relevant participants (as appropriate and approved by ECDC). The focus of these calls will be on methodological and technical aspects related to practical implementation of the study; challenges faced including lessons learnt.	Every three months	Live and recorded Video/ telephone conference Word – ECDC template
DL 5.1.6. Organisation of an international scientific advisory group teleconference	The contractor shall convene teleconferences for an international scientific advisory group (expected number of participants is approximately 10, most from non-EU countries), in conjunction with the annual meetings or in conjunction to influenza-related scientific conferences or organized not in conjunction. See section 2.6.1.	Up to once a year	Video/ telephone conference Word
DL 5.1.7. Reports on progress during each specific contract	To facilitate efficient project management of each Specific Contract, a short and concise summary report should accompany the submission of deliverables to ECDC by each interim and final deliverable deadline. The report should clearly summarise which deliverables were delivered on time or early. If any are delayed or not delivered, the report should include a clear description of reasons.	Twice for each specific contract	Word; Power Point
DL 5.1.8. Draft report with Standard Operating Procedures on coordination of studies to transfer knowledge gained through the project	The contractor shall draft a technical report, including Standard Operating Procedures on the coordination functions and activities with a view on ensuring business continuity and sustainability of activities following the finalisation of the project.	One time, at the end of the framework contract	Word