Horizon HLTH 2022 Project MISTRAL
"A toolkit for dynaMic health Impact analysiS to predicT disability-Related costs in the Aging population based on three case studies of steeL-industry exposed areas in Europe".

Research and Innovation Action
Topic: HORIZON-HLTH-2022-ENVHLTH-04-01
GA n. 101095119

Duration: 48 months from 01/01/2023
Coordinator: ISTITUTO SUPERIORE DI SANITÀ

Deliverable ID.:	**5.1**		
Deliverable title:	**Advisory and Stakeholders Board Meetings 1**		
Planned delivery date:	30/06/2024		
Actual delivery date:	30/06/2024 (M18)		
Deliverable leader:	APS PLANET		
Contributing partners:	UOXF (Angelo Raffaele Ippolito, Maaret Jokela-Pansini, Anna Lora Wright)		
Dissemination Level:	X	PU = Public;	
		CO = Confidential	
		CI = Classified	

Document information and history

Deliverable description (from DoA)
Report with the composition of the Board of Advisory and Stakeholders involved in the project.

Please refer to the Project Quality Handbook for guidance on the review process and the release numbering scheme to be used in the project.

Version N.	Date	Author [Person and Organisation]	Reviewer [Person and Organisation]	Milestone*	Notes
01	31/03/2024	Ilaria Bortone (PLANET)	Giuseppe Campanile (PLANET)	TOC	
01	30/04/2024	Ilaria Bortone (PLANET)	Angelo Raffaele Ippolito (UOXF)	Intermediate	
01	15/06/2024	Ilaria Bortone (PLANET)	Rodolfo Sardone (ASL TA)	External Release	
01	30/06/2024	Ilaria Bortone (PLANET)	Giuseppe Campanile (PLANET)	Revised	

The project uses a multi-stage internal review and release process, with defined milestones. Milestone names include abbreviations/terms as follows:

o   *TOC = "Table of Contents" (describes planned contents of different sections);*

o   *Intermediate: Document is approximately 50% complete – review checkpoint;*

o   *ER = "External Release" (i.e. to commission and reviewers);*

o   *Proposed: document authors submit for internal review;*

o   *Revised: document authors produce new version in response to internal reviewer comments approved: Internal project reviewers accept the document.*

Table of Contents

Table of Figures

1   Executive Summary

This report provides an overview of the composition of the Board of Advisory and the key stakeholders involved in our latest project, highlighting their roles, expertise, and contributions to the project's success. The External Advisory Board comprises seasoned professionals and experts from diverse fields, and the stakeholder group encompasses a broad spectrum of individuals and entities, each playing a crucial role in ensuring the project's alignment with strategic goals and stakeholder expectations.

The Board of Advisory consist of five distinguished members, each bringing unique insights and expertise. Their collective experience spans various industries, including epidemiology, data science, population health improvement, computer science, and global health innovation. This diversity ensures that the board can provide comprehensive guidance and informed decision-making support.

Stakeholder involvement is pivotal to the project's success. The diverse stakeholder group includes internal team members, external partners, community representatives, and regulatory authorities. Their involvement is structured to ensure continuous feedback, alignment with project goals, and the successful realization of project outcomes.

1.1   Role of deliverable

The present deliverable contributes to clarifying the approach followed by the MISTRAL Executive Board and Project Steering Committee in identifying and appointing the two boards.

1.2   Relationship to other deliverables

Deliverable D5.1 relates to the D6.1 Quality Plan and the D8.1 OEI Requirements No. 1.

1.3   Structure of the document

The document consists of one section with two subsections: the first one is dedicated to the External Expert Advisory Board, the second one to the Stakeholder Board.

2   MISTRAL External Boards

2.1   External Expert Advisory Board (EEAB)

The MISTRAL Executive Board appointed five experts in epidemiology, data science, population health improvement, computer science, and global health innovation as External Expert Advisory Board (EEAB) to support the consortium with complex ethical and scientific issues.

2.1.1   Roles & Responsibilities

The EEAB will be an advisory task on ethical issues and the evaluation of proposals to implement or change the scientific trajectories of the project. Experts have been proposed by the EB to the Steering Committee during the meeting on December 15, 2024.

The responsibilities will include:

- Attending periodic meetings, either in person or virtually, to discuss project progress and provide guidance
- Offering expert advice on relevant scientific and technical matters
- Reviewing project outputs and deliverables and providing constructive feedback
- Collaborating with fellow board members and project stakeholders to enhance the project's impact.

2.1.2   Appointed EEAB Member

The appointed EEAB Members are:

- Prof. Patrick De Boever, Director of Research & Valorization, Antwerp University Hospital (UZA)
- Prof. Isabella Castiglioni, Scientific Advisor @ DeepTrace Technologies, Bicocca - University of Milan
- Prof. Lidia Casas Ruiz, Professor in Environmental Epidemiology, University of Antwerp
- Prof. Androniki Naska, Professor of Hygiene and Epidemiology @ School of Medicine, National and Kapodistrian University of Athens
- Prof. Stale Navrud, Professor in Environmental and Resources Economics (ERE), School of Economics and Business @ Norwegian University of Life Sciences (NMBU), Associated Partner, MENON.

2.2   Stakeholders Board (SHB)

2.2.1   Roles & Responsibilities

The SHB will consist of three or more members, with the exact number to be determined by the Project Management Team (PMT). All members of the SHB will be appointed by and will serve at the discretion of the PMT.

The SHB's responsibilities include:

- Engaging with project management regarding MISTRAL's key stakeholders, as identified in the Stakeholder Principles;

- Reviewing MISTRAL's progress concerning the Stakeholder Principles, including periodic review of MISTRAL's performance against the Stakeholder Metrics, which are inclusive of environmental, social, and governance (ESG) criteria;
- Advising project management, as requested, regarding initiatives or matters about key stakeholders;
- Reviewing the Stakeholder Principles and recommending to the PMT any changes thereto that the SHB deems appropriate;
- Reviewing the Stakeholder Metrics and providing guidance to project management regarding any changes thereto that the SHB deems appropriate;
- Engaging with key stakeholders from time to time, as determined appropriate by the SHB, and in consultation with management;
- Providing advice, reports, and recommendations to the PMT for the foregoing matters.

2.2.2 Stakeholder Matrix

The Power/Interest Matrix is a strategic tool used in stakeholder management to categorise stakeholders based on their power level and interest in a project. This matrix helps in prioritizing communication and engagement efforts to effectively manage stakeholders. The matrix is divided into four quadrants:
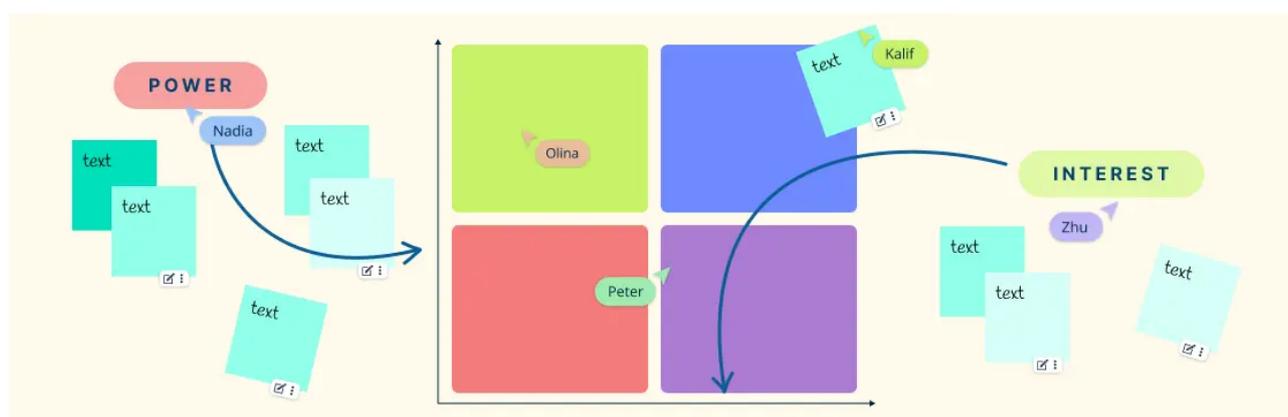

Figure 1. Power Influence Grid Sketch (Courtesy of [1]).

- High Power, High Interest (Manage Closely):
  - Characteristics: These stakeholders have significant influence over the project and a keen interest in its outcome.
  - Strategy: Maintain regular, in-depth communication and involvement. Keep these stakeholders informed and involved in decision-making processes to ensure their support and to address their concerns promptly.
- High Power, Low Interest (Keep Satisfied):
  - Characteristics: These stakeholders possess considerable influence but have a lower level of interest in the project.
  - Strategy: Engage them enough to keep them satisfied and prevent them from becoming roadblocks. Provide sufficient information to ensure they are informed but do not overwhelm them with details.
- Low Power, High Interest (Keep Informed):

---

[1] https://creately.com/guides/power-influence-grid/

- Characteristics: These stakeholders are highly interested in the project's outcomes but have limited influence over its progress.
        - Strategy: Keep them informed through regular updates and communications. While they may not have decision-making power, their insights can be valuable, and they can become advocates for the project.
- Low Power, Low Interest (Monitor):
        - Characteristics: These stakeholders have minimal interest and influence over the project.
        - Strategy: Monitor these stakeholders with minimal effort. Keep an eye on their status and provide basic information to ensure they remain informed enough to avoid any unexpected issues.

Benefits of Using the Power/Interest Matrix

- Prioritization: Helps in prioritizing stakeholder engagement efforts by identifying which stakeholders require more attention.
- Resource Allocation: Guides the allocation of resources and time to stakeholders based on their importance and impact on the project.
- Strategic Communication: Enhances communication strategies by tailoring the level and type of information shared with different stakeholders.
- Risk Management: Identifies potential risks from powerful stakeholders and helps in mitigating them by ensuring their needs and concerns are addressed.

Steps to Create the Power/Interest Matrix

- Identify Stakeholders: List all potential stakeholders who have an interest in or are affected by the project (Figure 2).
- Assess Power and Interest: Evaluate each stakeholder's level of power and interest in the project. Power can be derived from their authority, influence, or resources, while interest can be assessed based on their level of concern or involvement.
- Plot on the Matrix: Place each stakeholder in the appropriate quadrant of the matrix based on their power and interest levels.
- Develop Strategies: Formulate engagement strategies for each quadrant, focusing on how to communicate and interact with stakeholders based on their categorization.
- Review and Update: Regularly review and update the matrix to reflect changes in stakeholder power and interest as the project progresses.

In conclusion, the Power/Interest Matrix is a valuable tool for effectively managing stakeholders by recognizing their influence and interest in the project, thereby ensuring that resources and communication efforts are directed appropriately.
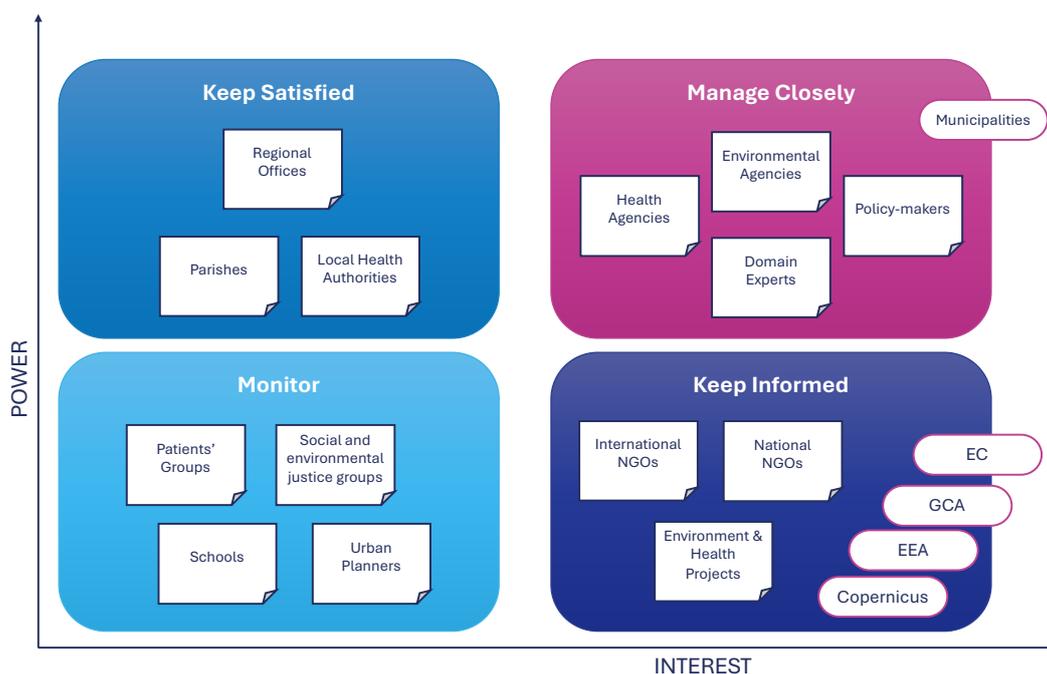
Figure 2. Power Influence Grid for MISTRAL.

2.2.3 Appointed SHB Member

The representatives from different stakeholders have been invited to join the Stakeholder Board (SHB) to be consulted for policymaking, from selecting health risk predictors for the impact and the expected scenarios to intervene.

- Social sciences and humanities
  - Prof Antonio Panico, LUMSA University, Italy
  - Prof Thom Davies, University of Nottingham, UK
- Municipalities
  - Dr Feliciana Catino, IT Administrative Officer, Municipality of Taranto, Italy
  - Mrs Sylwia Brzezicka-Tesarczyk, Director of the Center for Sustainable Urban Economy, City Hall, Rybnik, Poland
- Regulatory Authorities
  - Mrs Karine Moykens, Diensten van de Secretaris-generaal, Departement Zorg, Vlaanderen, Belgium
  - Mr Emil Nagalewski, Coordinator of the Polish Smog Alert, Silesian province, Poland
  - Dr Lucia Bisceglia, Epidemiology, Epidemiology and Care Intelligence, AreSs Puglia, Italy
  - Dr Pierpaolo Mudu, WHO European Centre for Environment and Health Living and Working Environment, Bonn, Germany.