

Subject: RE: ONCODIR User Requirements Workshop

Dear all, this email and meeting invite is relevant to ALL partners of ONCODIR consortium.

Save this email for future use as it contains step-by-step information regarding the task where all of you are involved.

1. On 30 November, 14:00 – 15:30 CET end-user requirements workshop will take place virtually (link in the email below, you should already have received it in your calendars).
2. Before the workshop you are asked to read the attached file “ONCODIR Basic Tool Descriptions to support T2.1.docx”. Please read all of it to understand what technologies are being developed in ONCODIR project. Every partner should at least understand what tools will be created (even if you will not be asked for a specific input), because all tools are interlinked with various tasks in different work packages.
3. Before the workshop please open this [spreadsheet](#) and complete Questionnaire next to the name of your organisation. It will take 5-10 minutes of your time. Please note the files has multiple sheets, first sheet includes the names of partners allocated to a specific group. If your organisation is in the group of “Clinicians” you should complete the “Clinicians Questionnaire” and so on. The questionnaires you are asked to complete BEFORE THE MEETING are marked in yellow.
4. During the workshop you will be asked to complete 3 additional sheets in the same [spreadsheet](#) marked in green, namely: T4.2. Mobile App (NELI), T4.4. Policy Analytics Tool (DELI) and T4.3 Clinician Counselling (DEPO). Each partner will be asked to think of up to 10 requirements for each of 3 tools that will be presented, i.e. what technology should do and how it should do it. Below is the table of speakers and the technology they will be presenting on. All partners will be able to ask questions to the speakers as well as to project coordinator or myself.

Speaker	Speaker organisation	Title of technology
Aristodemos Pneumatikakis	iSPRINT	NELI: Citizen Behavioural Intervention System (T4.2 - Mobile application)
Giorgos Dritsakis	ICCS	DELI: web-based Intelligence Dashboard (T4.4 - Evidence-based Policy Analytics)
Christina Michailidou	CATALINK	DEPO: Clinical Intervention System (T4.3 - Evidence-based AI Counselling Engine for clinicians)

5. At least one person per partner organisation is expected to participate in the workshop, you all have allocated hours in your budget to participate in this task. However, if you are unable to join the meeting due to force majeure (again emphasis that you are expected and **MUST** participate), you will be given an opportunity to provide your input to the spreadsheet offline **until 7th December** (Thursday). The workshop will be recorded, and the recording will be distributed after the meeting.

Should you have any questions, please do not hesitate to reach out to me via email or via slack, but please DO NOT include every recipient of this email in the CC.

Pagarbiai | Best regards,

Šarūnas Narbutas

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