

Joint Actions for the protection and improvement of public health in the Cross- Border Area

IpA Shield

The IPA Cross-Border Programme "Greece - The former Yugoslav Republic of Macedonia 2007-2013"
is co-funded by the European Union and by National Funds of the Participating Countries



Kick-off Meeting Minutes 20.11.2013

Time: From: 11.00 To: 14.00

Location: General Hospital of Kilkis, 1, Nosokomeiou str., PC 61100, Kilkis
Tel. +30 23413 51480

Invitees

1. General Hospital of Kilkis
2. Public Health Institution: General Hospital - Gevgelija

Attendees

On behalf of the General Hospital of Kilkis

1. Themistoklis Anthrakidis
2. Anastasia Orfanidou

On behalf of the Public Health Institution: General Hospital - Gevgelija

3. Sretko Jovanov
4. Aleksandar Totovski

Agenda of the meeting

- Official welcome
- Brief presentation of the project (summary, objectives, expected results, WPs, Actions and main deliverables/ outputs, timetable)
- Working plan. Roles and Responsibilities per partner.
- Action Plan for the trimester October - December 2013. Roles and Responsibilities per partner.
- Progress and financial reporting per trimester - Expenses' certification processes
- Communication tools. Program's publicity rules.

Main points of discussion/ decisions

Official welcome

Mr Themistoklis Anthrakidis, Manager of the General Hospital of Kilkis opened the session with a warm welcome to all the attendees, making a brief reference on hospital's history and activities. He emphasized on the the large area that it serves providing health services to a large number of people, often without the necessary equipment. Finally, he wished a successful and effective implementation as far as the Ipa Shield project is concerned and he thanked the partner from Gevgelija for its participation and contribution to the project.

Afterwards, Ms Anastasia Orfanidou presented the agenda of the meeting.

Brief presentation of the project (summary, objectives, expected results, WPs, Actions and main deliverables/ outputs, timetable)

Within this session, Ms Anastasia Orfanidou made a brief presentation of the project according to the approved application form. An important issue presented within this session was the different project end time for EU and IPA partners, given that the grant agreement between CBC and EU Delegation was signed about six months after the signature of the subsidy contract between the Greek Financial Lead Partner and the MA.

Working plan. Roles and Responsibilities per partner.

Right after, Anastasia Orfanidou proceeded to the presentation of the project overall working plan describing in detail the actions and the deliverables per work package as well as the role of each partner in their implementation. She also informed the other partner that Hospital of Kilkis is preparing the tenders about the procurement of the medical equipment and the assignment of the activities for the external services.

Action Plan for the trimester October - December 2013. Roles and Responsibilities per partner.

Within this discussion topic partners agreed that the following activities should be implemented within the trimester October – December 2013:

- Signature of the Overall Subsidy Contract between the OLP and the MA
- Assignment of the activities for external services and equipment purchase for both partners according to the EU and National procurement procedures
- Realistic rescheduling of the project actions (in the application form)
- Preparation of the 3rd progress report for the period October – December 2013 by OLP with the contribution of LP2 (deadline for submission to the JTS: 20th of January 2014)
- Development of the Internal plan for Information & Publicity by OLP
- Submission of requests for expenditure verification by the Greek partners
- Design and operation of the project's website by OLP with the contribution of LP2
- Preparation of the project's logo and slogan in Greek/ English by OLP and in the official language of the former Yugoslav Republic of Macedonia/ English by LP2
- Planning of the next Project Management meeting (Gevgelija)

The second project meeting will be organized at Gevgelija in the mid/ late January 2014 (15-25 January 2014). The partners will arrange the exact day and time within future communications in the end of the year according to the progress of the project activities.

Progress and financial reporting per trimester - Expenses' certification processes

The aim of this session was all partners to understand the administrative procedures of the Program and their obligations in regular basis.

OLP described in detail the processes concerning the progress and financial reporting, the documents that partners should prepare in the end of each trimester as well as the information that they should provide in order to prepare the progress report and deliver it to the JTS in time. Moreover, LP described the certification processes for Greek partners presenting the relevant supporting documents as well.

Afterwards, LP2 presented the certification procedure for the former Yugoslav Republic of Macedonia

Communication tools. Program's publicity rules.

Within this session Ms Anastasia Orfanidou was referred in the main rules of publicity for the project which are described in detail in the I&P Guide of the Program. She reminded to the partners that before printing or publishing any communication material, it should be sent for approval to the JTS for Greek partners or to the EU Delegation for the partners from the former Yugoslav Republic of Macedonia.