

Minute Report
of the 3rd Task Force Meeting
Restaurant-Coffee Complex (Waterfall Square)
Edessa

10:30 Start of the meeting

- Introducing all participants
- Welcome Speech by Mr. Christos Smias, director of Hospital Unit of Edessa

Main Presentation

10:40 Project Planning – time plan for actions and deliverables

Christina Georgakopoulou – Project Manager of Health Info - EOPYY (LB)

WP1

Deliverable 1.3 / Project Management

- For 2nd reporting period LB delivered all reporting documents with contribution by all partners.

Deliverables 1.4 / Evaluation

- The evaluation of the project is behind schedule, according to timeline of the project.
The evaluation of the project is composed by 3 parts i) ex-ante ii) mid-term and iii) ex-post.
LB is responsible for the evaluation of the project, however all partners are responsible for submitting their evaluation reports. So far only LB and P2 have sent feedback (ex-ante evaluation). Until 15 October 2019 partners P3, P4, P5 and P6 will send their ex-ante evaluation reports in order for LB to finalize the ex-ante evaluation of the project. LB will send the layout of the ex-ante evaluation of all partners.

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In addition, the timeline of D1.4 will have to be modified in order to follow the needs of the project. More specific, mid-term evaluation will be delivered on 14.02.2020 and ex post by the end of the project.

- PB3 will have to define its Quality Board members and then inform LB. The creation of Quality Board of the project is very crucial in order to perform a periodic (ex-ante, mid-term and ex-post evaluation) internal assessment of the project's outputs – products, according to the project's Code of Ethics.

WP2

Deliverable 2.1 / Conferences Info Days

- Material and presentation for Info Days should be sent on time from involved partners
- Delivered dissemination and information material should be translated from partners P4, P5 and P6 for their info –days
- After organizing info days, responsible partners should send produced material and any kind of material
- P5 will send to LB all produced dissemination material from info days
- P6 organized 1st info day on 29.5.2019 and the 2nd info day will be organized on 11.10.2019.

Also, P6 will have the obligation for sending dissemination material from info days to LB

- LB will organize an info day during November. Also, during the info day, LB will present the platform of the project. This date is not yet fixed.

Deliverable 2.2 / Promotional Material

- P4 still faces the same delays/problems from the beginning of the project due to the elections. Unfortunately, due to this situation and the changes following the election, all procurement procedures have been changed. At this point, all tender documents are ready to be signed by the Ministry of Health. When procurement documents are signed by the Ministry of Health, in 3 weeks' time, P4 will be able to announce the external expert / contractor for D2.2
- P4 until 15/11/2019 should be able to complete and deliver all promotional material for D2.2

- Procurement plan for D2.2 should be updated according to new timeline for delivering all relevant actions

Deliverable 2.4 / Promotion through Internet & Media

- P5 and P6 will send to LB all produced material to finalize the deliverable.

Deliverable 2.5 / Project Communication Strategy & Plan

- The Project Communication Plan (PCP) has been delivered by the end of June 2019 (30/6/2019).
P4 is responsible for the translation of the PCP.

WP3

Deliverable 3.1 / Mapping of needs infrastructures & resources

- The deliverable is still on progress by P4 and will be eventually finalized in the following weeks. New delivering date for deliverable 3.1 on 4/11/2019.

Deliverable 3.2 / Data Collection & Evaluation

- P2 faces some organization problems regarding the mergers of Greek universities.
- P2 has already completed the methodology of the deliverable.

WP4

Deliverable 4.1 / Educational program for general population

- P2 will be able to start the implementation of the deliverable in November 2019. The platform of the deliverable will be presented to doctors approximately until the above date.
- During 2019, P2 plans to organize 4 seminars.
- P5 will proceed to the organization of 8 educational courses. For the implementation of above courses in needed the relevant organization methodology and P2 will sent to P5.

WP5

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- P5 should send the contact details of its external contractors of the deliverables 5.4 and 5.3 to the LB in order to discuss about the platform.

WP6

Deliverable 6.1 / Purchase of Medical Equipment

- P3 stated that the initial reduction of the budget of D6.1 caused some serious delays in the procurement procedure of the mobile unit. The technical specifications of the mobile unit are strictly prescribed and competitors face difficulties to be in straight line these specifications with the approved budget. The initial date for the tender of mobile unit was on 13/9/2019, but due to some needed modifications in the technical specifications, the new date of the tender will be approximately by the end of November 2019. This new date is a result for updating the technical specifications after the submitted proposals during the consultation procedure of the procurement procedure for the purchase of the mobile unit.

Also, the delays in procurement procedure of the mobile unit is due to modification in Greek law for public procurement and the equivalent adjustments that had to be made by P2.

If there are no other delay during the procurement procedure, P2 will have the contractor for the mobile unit until January 2020. Then, the mobile unit will be delivered with all needed registration in order to be operative until July 2020.

- P5 and P6 have completed the purchases for their Medical Equipment.

13.00 Short Break - Coffee Break

13:15 Planned Activities

- Due to the delay of deliverable of mobile unit (D6.3.1) P5 and P6 for WP5 will implement the pilot phase of the project until July 2020, when the mobile unit will be finally delivered. This could be the 1st Phase, during there will be concluded some results.

As soon as the mobile unit will be operative, it will be integrated in the implementation of the activities of WP5 and this could be the 2nd Phase. By this sequence of actions, the project will be able to implement the assessment and the exchange of information and knowledge between project partners.

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Expenses

- All project partners must upload their expenditures to MIS the soonest. So far, the project has a very low rate of declared expenses.
- An auditor should be contracted for P3 to review its expenses, when P3 reaches the necessary limit of expenses. **Procurement Plan**
- It was concluded that all beneficiaries have changed their official Procurement Plans so they should send their updated versions to LB.

Modifications

- The consortium must proceed to further discussion for the needed extension in the duration of the project. Delays in D6.1 cause problems and delay in the implementation of WP5 and the whole project, so this extension is essential in order the project to fulfil its main purpose and successfully reach its goals.
- P4: modification request for D5.4.1 and transfer the budget amount from budget line External Expert to Staff. The request should be initial sent to LB and then forward to MA/JS of the Programme. An average time of 2 weeks is needed for the approval of the request by the MA, if there are no other clarifications.

Extra Deliverable

A discussion took place regarding the need to introduce a new deliverable to the project. The deliverable will involve P2, P5 and P6. More specifically, P2 will organize at least two seminars where doctors of the P2 academic institution will present to the involved doctors of the IPA side (P5, P6) specific modules that will facilitate the mutual implementation of pilot screening activities. This activity will lead to exchange of good practices and knowledge as well as the presentation of P2's specific methodological tools to the doctors of the IPA side.

14:30 Lunch

Edessa, 26.09.2019