PROJECT: Promoting health on successful grounds:
Enhancing hospitals' cooperation on emergencies

ACRONYM: MediciNet II

WORK PACKAGE: WP1

DELIVERABLE: D.1.1.3 – Organization of Partners' First Technical Meeting
in Komotini

BENEFICIARY: General Hospital of Komotini "Sismanogleio"

WEBSITE: http://www.medicinet.eu

Social Inclusion

HELLENIC REPUBLIC
MINISTRY OF HEALTH
4th HEALTH DISTRICT
OF MACEDONIA AND THRACE
GENERAL HOSPITAL OF KOMOTINI
"SISMANOGLEIO"

Komotini, 08.01.2018

Reg. of Corresp. ….……../08.01.2018

To:

Postal Address	: 45, Sismanoglou Str.
Post Code	: 69133 Komotini
Contact Persons	: Michailidis P.
Telephone	: 25313.51340
Fax	: 25313.51360
E-mail	: michailidis.p@komotini-hospital.gr

Subject: **Invitation to participate in the Project Kick-Off Meeting** held by General Hospital of Komotini "Sismanogleio", within the framework of MediciNet II Project, funded by the Interreg V-A "Greece - Bulgaria" 2014-2020 Cooperation Programme

Dear Sirs/ Madames,

In the present communication, we would like to invite you to participate in the **Project Kick-Off Meeting** held by General Hospital of Komotini "Sismanogleio", within the framework of MediciNet II Project, funded by the Interreg V-A "Greece - Bulgaria" 2014-2020 Cooperation Programme. The meeting is organized **on Tuesday 16 January 2018 starting at 11.00 a.m.** in Anatolia Hotel, Komotini, 53 Aghialou str. P.C. 69133.

The main conference topics are:

- Introduction of MediciNet II project partners
- Interpersonal familiarisation with MediciNet II project team
- Deep understanding of the project concept, objectives and expected results
- In depth analysis of the project activities as a whole as well as of the tasks allocated per partner
- Agreement of the critical milestones of MediciNet II project
- Establishment of a stable and effective collaboration and communication framework

Expecting your positive response to our invitation, please inform us no later than **Monday, 15 January 2018** about the number, names and positions of your representatives attending the meeting**.**

In attendance of your reply, we thank you in advance and we remain at your disposal for any information or clarification.

Kindest regards,

The Chief Executive Officer

Kick-Off Meeting Agenda

Project: Promoting health on successful grounds: **Enhancing hospitals' cooperation on emergencies**

Dates: Tuesday, 16 January 2018

Location: Anatolia Hotel, Komotini
        53 Aghialou str. P.C. 69133
http://anatoliahospitality.com/komotini/contact-us/

Hosting Partner:
General Hospital of Komotini "Sismanogleio"

Invitees:

- Multi-**profile Hospital of Active Treatment "Dr. Atanas Dafovski" AD (PB2)**
- Joint Secretariat of Interreg V-A Greece-Bulgaria 2014-2020 Cooperation Programme

Kick-Off Meeting Objectives:

- ➢ Introduction of MediciNet II project partners
- ➢ Interpersonal familiarisation with MediciNet II project team
- ➢ Deep understanding of the project concept, objectives and expected results
- ➢ In depth analysis of the project activities as a whole as well as of the tasks allocated per partner
- ➢ Agreement of the critical milestones of MediciNet II project
- ➢ Establishment of a stable and effective collaboration and communication framework

Tuesday, 16 January 2018 (starting @12.00 noon)

Topics	Presenter Name	Time
Introductions		
Welcome & Introduction Speeches	Representative of G.H. of Komotini "Sismanogleio" (LB) - Partners' representatives	12.00-12.20
MediciNet II project overview: concept, objectives, WPs & main outputs, expected results	Representative of G.H. of Komotini "Sismanogleio" (LB)	12.20-12.30
Project Development & Implementation		
Presentation of project's overall working plan. Roles and Responsibilities per partner. Actions. Deliverables. Timetable. Milestones.	Representative of G.H. of Komotini "Sismanogleio" (LB)	12.30-13.30
Action plan for the first semester (up to June 2018)	Partners' representatives	13.30-14.00
Light lunch		14.00-14.30
Project Management & Communication		
Presentation of the project communication strategy and target groups to address	Representative of G.H. of Komotini "Sismanogleio" (LB)	14.30-14.50
Partners tasks related to the project management & reporting	Representative of G.H. of Komotini "Sismanogleio" (LB)	14.50-15.10
Open discussion - Q&A	Partners' representatives	15.10-15.30
Other issues		
Evaluation of the project meeting (written form)	Partners' representatives	15.30-15.40
Approval of the kick-off project meeting minutes – Scheduling of the next project meeting	Partners' representatives	15.40-16.00
Working language	English. Also, Greek-Bulgarian interpreter will be available during the meeting for further facilitation.	

Kick-Off Meeting Minutes

Project: Promoting health on successful grounds:
Enhancing hospitals' cooperation on emergencies

Dates: Tuesday, 16 January 2018

Location: Anatolia Hotel, Komotini

53 Aghialou str. P.C. 69133

http://anatoliahospitality.com/komotini/contact-us/

Attendees:

On behalf of the General Hospital of Komotini "Sismanogleio"

1. Mr Georgios Filippidis, Chief Executive Officer
2. Mr Panagiotis Michailidis, MediciNet II Project Manager
3. Mr Konstantinos Goutzioulis, Deputy Manager of the Technical Dpt
4. Mr Paschalis Bodakidis, MediciNet II Working Team Member, Financial Dpt
5. Mrs Konstantina Kokkinaki, MediciNet II Working Team Member, Financial Dpt
6. Mrs Ioanna Papaioannou, External Expert
7. Mr Vassileios Tsekeridis, External Expert

On behalf of Multi-profile Hospital of Active Treatment "Dr. Atanas Dafovski" AD

8. Mr Spas Pasev, Member of the Board of Directors
9. Mrs Filiz Abidin, Head of Emergency Unit
10. Mrs Dimka Dobinska, MediciNet II Project Manager
11. Mrs Valeryia Stoichkova, External Consultant

Working language	English. Also, Greek-Bulgarian interpreter was available during the meeting for further facilitation.

Main topics of the agenda

➢ Introduction of MediciNet II project partners.
➢ MediciNet II project overview: concept, objectives, WPs & main outputs, expected results.
➢ **Presentation of project's overall working plan. Roles and Responsibilities per partner. Actions. Deliverables.** Timetable. Milestones.
➢ Action plan for the first semester 2018.
➢ Presentation of the project communication strategy and target groups to address.
➢ Partners tasks related to the project management & reporting.
➢ Scheduling of the next project meeting.

Main discussion points - decisions

Introduction of MediciNet II project partners.

In the beginning of the project meeting, Mr Panagiotis Michailidis, MediciNet II Project Manager welcomed all the attendees and thanked especially the Bulgarian delegation for their participation to the meeting but also in the opening press-conference held right before the meeting. At that point, he invited Mr Georgios Filippidis, CEO of the **General Hospital of Komotini "Sismanogleio"** to make a short welcome speech.

Mr Georgios Filippidis also thanked the Bulgarian delegation for attending both the meeting and the press-conference that practically marks the official launch of the MediciNet II Project. He also highlighted the importance of the MediciNet II Project for the General Hospital o**f Komotini "Sismanogleio"** as well as his certainty that it will be one more successful project as it was the first one, thanks to the effective and efficient cooperation between the two hospitals. Finally, in this occasion, he offered to the BoD representative of the MHAT **"Dr. Atanas Dafovski" AD a basket with Rhodope's local products.**

Mr Spas Pasev expressed also his gratitude for the warm welcome and hospitality, wished every success for the

meeting as well as for MediciNet II project as well and invited the Greek representatives at Kardzhali in the occasion of the forthcoming events to be organized there.

At last, Mr Panagiotis Michailidis (MediciNet II Project Manager) invited all the attendees to introduce themselves briefly stating their names and working positions as well as the way they will be involved in the project.

Immediately after the introduction part was completed, the meeting's main discussion topics were briefly presented and attendees were asked whether they would like any other topic to be added in the agenda. Nobody had to add a new topic.

MediciNet II project overview: concept, objectives, WPs & main outputs, expected results.

During this session, LB representatives presented the main data related to the project, stating that given that the LB signed the Subsidy Contact dated as from 01.09.2017, the end date of the project is on 31.08.2019.

Making a quick review in the project history in connection also with the "first" MediciNet project implemented within the previous programming period, LB representatives were referred to the evaluation, selection and presentation of the MediciNet project as a best practice ETC project **in May 2014, while that first project's implementation ended on** June 2014, celebrating its successful implementation with the signing of a Memorandum of Understanding between the two hospitals.

Afterwards, the second joint project proposal (MediciNet II) was drafted and submitted for funding within the 2nd Call for Project Proposals of the Cooperation Programme INTERREG V-**A "Greece**-Bulgaria 2014-**2020", while one** year later, the two hospitals were informed about the MediciNet II project approval with the highest score within Investment Priority 9a.

Right after, a negotiation period between the two hospitals and the Joint Secretariat of the Programme started, aiming to the revision and the finalization of the MediciNet II project budget. The negotiation resulted to an 11% reduction of the budget initially requested by both partners. At that point, it was also further commented by LB representatives that specific project deliverables were eliminated (Dlv. 4.1.1. Healthcare mobility app for LB only), although their intention is to use (if possible) amounts coming from possible savings in order to implement this deliverable as well. However, this is an issue that it will be discussed again during the project lifetime, as soon as the various contracting procedures will be finalized.

In addition, within this session, LB representatives presented the overall and the specific objectives of the project, highlighting that vulnerable groups such as people with disabilities, poor and children, as well as groups exhibiting high incidence of health problems and high CB mobility such as Roma, will also benefit from the increased efficiency and effectiveness of the public health services provided.

Speaking for the project main results, these were summarized to the following ones:

- Upgrade of the Operating Rooms of GH of Komotini - installation of a fully equipped ready for operation Surgery block of four (4) surgical rooms.

- Supply of special medical equipment related to intensive and emergency care in the MBAL Hospital Kardzhali.

- Development of a WEB/mobile device application by the MBAL Hospital Kardzhali that will enable GPs in remote areas access to patient electronic medical records stored in the hospital HIS - administrative, demographic, and clinical information, family history, problems (diagnoses), allergies, medications, vital signs/physiological measurements, lab results/observations, X-RAYS, CTs, discharge documents etc.

- Organization of a series of training activities, including cross-border study visits and joint master-classes for at least 40 doctors and other medical staff.

Moreover, commenting the budget allocated per Work Package, all agreed that most of the efforts should be given for the immediate launch of the WP3 activities (procurement of medical equipment) where the major part of the budget is allocated for both of the partners.

Also, an interesting aspect of the new MediciNet is that the project involves activities not only to be implemented **within the hospitals' structures but also all over the two intervention areas (Rhodope & Kardzhali).**

In the end of this session, Mr Panagiotis Michailidis shared his experience gained within the implementation of the "first" MediciNet Project and highlighted two important "lessons learned" encouraging attendees to work together closely and ensure:

- Faster and more accurate communication response (e.g. setting a goal of immediate response within 1 day, response within 8hours in the emails highly prioritized)

- Development of **common terms of reference or activities' content as soon as the project starts, in case of** common outputs

PB2 representatives confirmed their willingness to improve internal communication in terms of time and content, while they also asked to receive any informational material already designed, in order the homogeneity of the project material to be ensured.

*Presentation of project's overall working plan. Roles and Responsib*ilities per partner. Actions. Deliverables. *Timetable. Milestones.*

LB representatives presented the project's working plan in a series of slides analyzing each work package and deliverable separately, with emphasis on the role of each partner (coordination/ contribution) and the defined timetable (start and end date). In particular cases, the content of specific deliverables was further analyzed.

Partners had a great interest to exchange ideas concerning the main topics and the content of the training activities for the medical staff (within WP5) in order to develop a joint training program both at cross-border as well as at local level. Therefore, they agreed to dedicate a whole session on this topic within the next (2nd Project Meeting). In addition, PB2 representatives informed LB that they have already proceeded to a preliminary mapping on **medical staff's training needs and they proposed to send this material** for further elaboration by LB.

Within this session also, partners made a review of their achievements comparing to the Start-Up Plan they had presented to the JS in the beginning of the project (including tasks to be accomplished by the end of March 2018). As a general conclusion, by the moment of the meeting, 50% of the STPP activities have been completed, while the deviations from the initial planning are very limited.

Action plan for the first semester 2018.

Within this session, Mr Panagiotis Michailidis (MediciNet II Project Manager) presented LB's proposal with regards to the Action Plan and the milestones set for the 1st Semester of 2018 as it follows:

WP1/ D.1.1.2 & D.1.2.1 (19.01.2018): Submission of the 1st Progress Report. LB is in charge to prepare and submit the Progress Report, while PB2 was requested to provide info with regards to the project progress so far and the payments executed (if any).

At this point, PB2 representatives provided some preliminary info concerning the progress so far, informing attendees that no expenses were incurred up to the end of December 2017, although three contracts were signed **up to then (1. management & coordination, 2. events' organization and 3. communication & dissemination material** production).

As far as the procurement procedure for the medical equipment is concerned, their time plan includes the publication of the relative tender in the end of January 2018, expecting to complete procurement, contracting and delivery procedures by the end of June 2018 (payment of the contractor as well). Following this strict time plan will help them to pay back the loan that they will receive in order to cover the full cost of the equipment (since except for a part of EU financing, there is no pre-financing for the Bulgarian partners in this particular Program). LB representatives expressed their concerned about the time and complexity of the process required for the approval a loan by the Bulgarian banks based on their common previous experiences. However, PB2 representatives explained that the process has been simplified thanks to legislative changes that enables the hospital to have a direct contract with the bank of their choice, without a procurement procedure to be required.

WP2/ D.2.1.1 (31.01.2018): Information and Publicity Handbook (LB)

WP2/ D.2.1.2 (31.01.2018): Design & Production of card-postals (LB)

WP2/ D.2.2.1 (28.02.2018): Prepare communication and dissemination material (PB2)

WP2/ D.2.2.2 (16.02.2018): Opening Press Conference at Kardzhali

LB representatives expressed their willingness to participate to the press-conference at Kardzhali, therefore they **asked PB2 to communicate the event's date the soonest the possible. LB representatives also advised PB2 to** prepare some of the project information material in advanced in order to disseminate it in the occasion of the press conference. They both agreed that LB should send the material already designed in order both partners to follow the same designing context.

WP2/ D.2.1.4 (31.03.2018): **Project's website update** (www.medicinet.eu) (LB-PB2)

Mr Panagiotis Michailidis (MediciNet II Project Manager) asked kindly for the immediate response of PB2 for the provision of texts and other material, as well as translations in Bulgarian required for the website, in order at the end of March to be fully updated and operational.

WP3/ D.3.1.1 (28/02/2018): Procurement of Komotini's Hospital Medical Equipment (LB)

Finally, PB2 expressed the need for a modification concerning the items to be procured (equipment) within WP3 before proceeding to the tender publication. They explained that since the submission of the project proposal, specific items have already been purchased by the hospital, therefore they have to be replaced by other – also **necessary based on the hospital's current needs. There will be any change** affecting the total budget or the budget allocation among the WPs or the various budget lines. Moreover they also informed the Project Office (Mrs Jenya Dinkova) for this request and she encouraged them to proceed. Mr Panagiotis Michailidis - speaking for the General **Hospital of Komotini "Sismanogleio" informed PB2 that they also face a similar case. The two partners agreed to** prepare and submit the modification request in the beginning of February.

Presentation of the project communication strategy and target groups to address.

LB external experts presented briefly the project's communication strategy in compliance with the overall Program Communication Strategy, while they were particularly referred to the common rules to follow accordingly to the **Program's Inform**ation & Publicity Manual.

Starting with the project's communication strategy, is reflected on the following general communication objectives:

1. Raise public awareness of the MediciNet II project, its activities and its potential benefits in the cross-border area.

   - Strengthening the interest of stakeholders and institutional partners in implementing the project as a key tool for the benefit of the region.

   - Informing the public about the results and benefits of the project.

   - Creating a positive climate for project acceptance and mobilization of target groups, aiming to increase their participation in interventions and project actions.

2. Promote the role of the European Union and ensure transparency regarding public funding.

   - Presentation of the funding coming from European funds in the project and emphasis on the added value attributed to the community.

   - Transparency about how and how European Union money is spent, as well as the specific benefits of project actions.

In addition within the project's specific objectives are included:

   - With regards to awareness raising - (i) Promotion of the project and its role in the Greek-Bulgarian cross-border area of and (ii) Promotion of the benefits for the citizens of the cross-border area as a result of the implementation of the project

   - With regards to the promotion of the role of the European Union – (i) Promoting the role of EU funding in the daily problems of citizens and (ii) Recognizing the contribution of the MediciNet II project at the

level of primary health care and emergency care services provided

Therefore, LB external experts further explained that the communication strategy will

- promote the project activities and results to the public and the stakeholders;

- provide sufficient information for the project and its benefits for the border populations;

- highlight the project impact in the fields of public health, health care services, cross-border cooperation etc. resulting to the improvement of the living standards of the local population

- create channels of cooperation between the involved stakeholders in the region,

- mitigate the negative impact that borders may have on the quality of life,

- emphasize the short, medium and long-term effects related to the project implementation

In addition, the main target groups within the project were presented as it follows:

- Stakeholders involved in the primary health care and emergency care services at local, regional and national level.

- Representatives of all local, regional and national authorities in the cross-border area.

- Local, regional, national, European, but also thematic Media.

- The staff of the two partners.

- The general public.

Following, the general communication framework of the Program was present including its main concept for the period 2014-2020, the unified visual ID for all the **projects depending their project's thematic objective, the main** characteristics of the Program logo to be respected by all the program beneficiaries etc.

In addition, LB representatives informed PB2 that they requested the use of the "first" MediciNet logo in the frame of the new unified (for all the projects) visual ID and this request was approved. Moreover, the new graphic art designs especially for MediciNet II, instead of partner logos, use for partner identification the hospitals by themselves. This modern transition is expected to increase project recognition within and out of the local community. Graphic art design templates for folders, brochures, notebooks and pens were also presented.

By the end of this session, the two partners organizations agreed on the issues below:

- It is imperative that both partners use the same elements of communication and visual ID at all times.

- When creating a communication material, each partner shall consult our joint communication base for:

  - Project logo and graphic elements

  - EU and ERDF references to all communication material

  - Fonts, sizes and textual references

- It is strongly suggested that P2 shall receive guidance for MediciNet II visual ID and graphic elements (logos, templates, colours, photographs etc.)

- Before producing any material and prior to sending it to the Joint Secretariat, we P2 should notify LB with each designed material.

Partners tasks related to the project management & reporting.

The aim of this session was the summary of the main obligations and tasks of the both partners related to the **project management and coordination based on the program's documents, the subsidy contract, the partnership** agreement as well as the project management procedures described in the Application Form. LB experts in charge to present this session focused on the reporting, payment/ cash flow and modification procedures.

Scheduling of the next project meeting.

According the project application form & justification of budget form, the 2nd project meeting is planned to be organized at Kardzhali. Partners agreed to organize it within the last week of May or the first week of June (28 May to 8 June 2018) and decide for the exact date upon their availability in the end of April/ beginning of May. PB2 will be responsible to propose alternative dates in order the two partners two decide together. The meeting agenda will be prepared by LB and validated by PB2.

Accompanying documents

- Invitation & Agenda of the meeting
- Overall Project Meeting Presentation
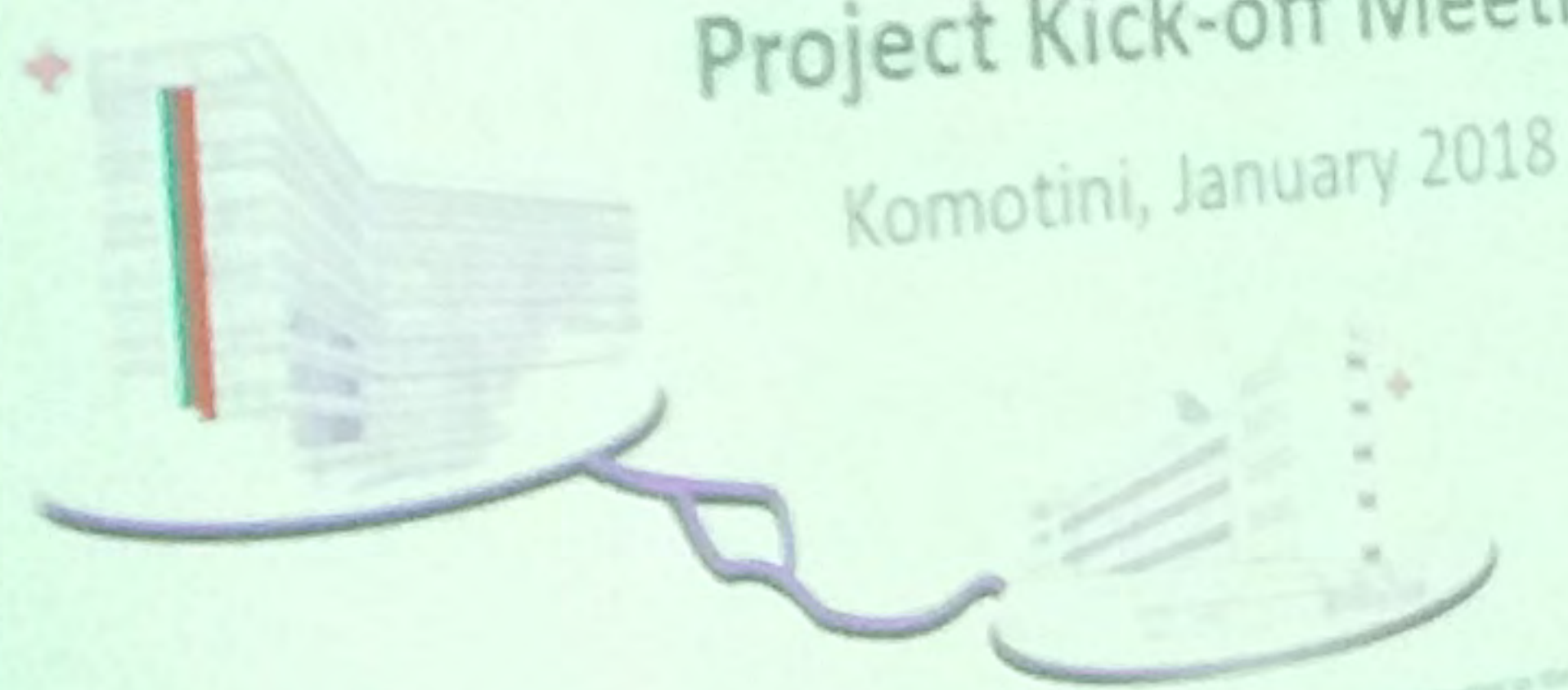- Signed participants' list
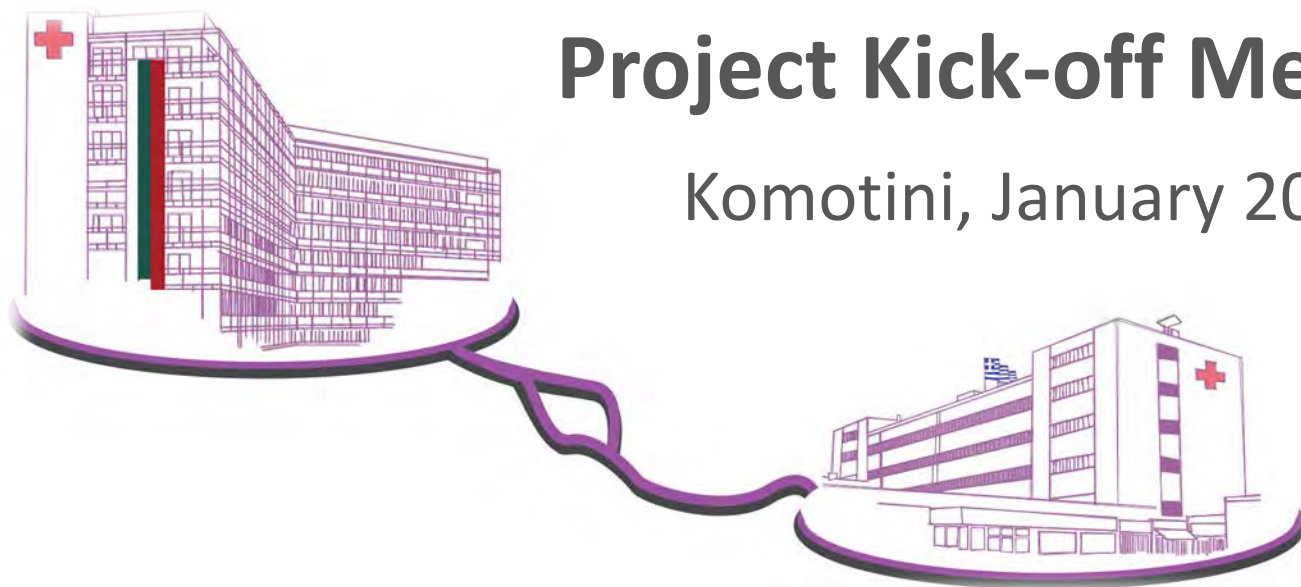- Photos of the meeting

MediciNet II

Promoting health on successful grounds: Enhancing hospitals' cooperation on emergencies

Project Kick-off Meeting

Komotini, January 2018

MediciNet II project overview

Concept, objectives, WPs & main outputs, expected results

Project main data

Project acronym & title	**MediciNet II** Promoting health on successful grounds: Enhancing hospitals' cooperation on emergencies
Partner beneficiaries	LB (PB1) General Hospital of Komotini "Sismanogleio" PB2 Multi-profile hospital for Active Treatment "Dr. Atanas Dafovski" AD
Project budget	EUR 1.336.407,94 PB1: EUR 776.297,90 (58%) PB2: EUR 560.110,04 (42%)
Project duration	From 01.09.2017 to 31.08.2019 (24 months)
Priority axis	4. A Socially Inclusive Cross-border area
Investment priority	9a. Investing in health and social infrastructure which contribute to national, regional and local development, reducing inequalities in terms of health status, promoting social inclusion through improved access to social, cultural and recreational services and the transition from institutional to community-based services

Project history data

May 2014	Evaluation, selection and presentation of the MediciNet project as a best practice ETC project
June 2014	Finalization of the MediciNet project – Signing of MoU
April 2016	Submission of the MediciNet II project proposal
March 2017	Aknowledgement of the MediciNet II project approval with the highest score within Investment Priority 9a
May-July 2017	Negotiation procedures for the revision and the finalization of the MediciNet II project budget
September 2017	Signing of the partnership agreement and the subsidy contract of the MediciNet II

- *The final project budget was 11% reduced comparing to the initially requested*
- *Specific project deliverables were eliminated (e.g. Dlv. 4.1.1. Healthcare mobility app for LB only)*

Overall objective:
to improve the effectiveness of the primary and emergency health care services in the CB area of Rhodopes and Kardzhali, by upgrading the existing and setting up new medical services and equipment in the two partner hospitals.

Vulnerable groups such as people with disabilities, poor and children, as well as groups exhibiting high incidence of health problems and high CB mobility such as Roma, will also benefit from the increased efficiency and effectiveness of the public health services provided.

Specific objectives:

▶ Maximize the effectiveness of the health and medical sources of the two hospitals, providing advanced services to a greater number of medical cases and citizens.

▶ Minimize the need of patients' transfer in cases of emergencies, thanks to the new improved medical facilities to be placed in the two hospitals, as well as the Healthcare Mobility Software to be applied by PB2, especially serving people living in remote and isolated areas of Bulgaria.

▶ Strengthen the exchange of know-how and the cooperation among the medical staff of the cross-border area, focusing especially in joint emergencies' management.

Main expected outputs

- ▶ Upgrade of the Operating Rooms of GH of Komotini - installation of a fully equipped ready for operation Surgery block of four (4) surgical rooms.

- ▶ Supply of special medical equipment related to intensive and emergency care in the MBAL Hospital Kardzhali.

- ▶ Development of a WEB/mobile device application by the MBAL Hospital Kardzhali that will enable GPs in remote areas access to patient electronic medical records stored in the hospital HIS - administrative, demographic, and clinical information, family history, problems (diagnoses), allergies, medications, vital signs/physiological measurements, lab results/observations, X-RAYS, CTs, discharge documents etc.

- ▶ Organization of a series of training activities, including cross-border study visits and joint master-classes for at least 40 doctors and other medical staff.

Main expected results

- Minimization of medical transportation and creation of a new health pole based on territorial cooperation.

- Reduction of human losses through new advanced health services.

- Creation of a basis of a future cooperation between all health units in cross border area.

- Upgrade of human capital (doctors, nurses, bearers) after training programs.

- Advanced health services both to the citizens and the tourists.

- Cohesion enhancement.

- Creation of a dynamic channel for exchange know-how.

Work packages within MediciNet II project

WP	WP Description	Start	End	Cost
WP 1	Project Management & Coordination	01/09/2017	31/08/2019	50.684,02 €
WP 2	Communication & Dissemination	01/09/2017	31/08/2019	44.644,40 €
WP 3	Upgrade of Emergency & Primary Healthcare Dpts	01/10/2017	01/05/2019	1.096.900,00 €
WP 4	ICT Tools to improve Remote Areas' healthcare	01/12/2017	01/05/2019	121.400,00 €
WP 5	Sharing healthcare practices across borders	01/07/2018	31/07/2019	22.779,52 €
				1.336.407,94 €

Location of activities	
Greece: the whole Rodopi area Komotini, Organi, Nea Santa, Kechros	Kardzhali: the city & the wider area

Lessons learned… from MediciNet to MediciNet II

Project management & internal communication

▶ Faster and more accurate communication response is required (e.g. setting a goal of immediate response within 1 day, response within 8hours in the emails highly prioritized)

Project implementation

▶ Agreement on common terms of reference or activities' content as soon as the project starts, in case of common outputs

Presentation of project's overall working plan
Roles and responsibilities per partner, actions, deliverables, timetable, milestones

Roles and responsibilities per partner

WP 1	Project Management & Coordination	01/09/2017	31/08/2019	50.684,02 €

Deliverable	Partners' Role/ Contribution		Timetable	
	LB (PB1)	PB2	Start date	End date
Project Progress and Financial Reports	☑ coordination	☑ contribution	01/09/2017	31/08/2019
Project technical meetings (5)	☑ 3 meetings	☑ 2 meetings	01/09/2017	31/08/2019

Roles and responsibilities per partner

WP 2	Communication & Dissemination	01/09/2017	31/08/2019	44.644,40 €

Deliverable	Partners' Role/ Contribution		Timetable	
	LB (PB1)	PB2	Start date	End date
Information and Publicity Handbook	☑		01/09/2017	31/01/2018
Information and Publicity Material	☑	☑	01/09/2017	1st set: 31/01/2018 2nd set: 31/08/2019
Project Open Events	☑ 1 opening press-conference, 1 closing event, 3 info days	☑ 1 opening press-conference, 1 closing event, 1 info day	01/09/2017	31/08/2019
Project Website and audiovisual material	☑ coordination	☑ contribution	01/09/2017	Website launch: 31/03/2018 Dlv. as a whole: 31/08/2019
Media Campaign: press-radio-TV	☑ 4 articles & 1 radio spot	☑ 4 articles & 1 radio spot	01/09/2017	31/08/2019

Roles and responsibilities per partner

WP 3	Upgrade of Emergency & Primary Healthcare Departments	01/10/2017	01/05/2019	1.096.900,00 €

Deliverable	Partners' Role/ Contribution		Timetable	
	LB (PB1)	PB2	Start date	End date
Medical Equipment for Komotini' s Hospital	☑		01/10/2017	01/05/2019
Medical Equipment for Kardzhali' s Hospital		☑	01/10/2017	01/05/2019

Roles and responsibilities per partner

WP 4	ICT Tools to improve Remote Areas' healthcare	01/12/2017	01/05/2019	121.400,00 €

Deliverable	Partners' Role/ Contribution		Timetable	
	LB (PB1)	PB2	Start date	End date
E-Medical Health Record Software & App		☑	01/12/2017	01/05/2019
Seminars for the use of the ICT tools		☑	01/12/2017	01/05/2019

Roles and responsibilities per partner

WP 5	Sharing healthcare practices across borders	01/07/2018	31/07/2019	22.779,52 €

Deliverable	Partners' Role/ Contribution		Timetable	
	LB (PB1)	PB2	Start date	End date
Joint Master Class & Study Visit	☑ Master Class	☑ Study Visit	01/07/2018	31/07/2019
Training Courses for doctors and nurses	☑ 2 local training seminars	☑ 2 local training seminars	01/07/2018	31/07/2019
Impact Assessment & Sustainability Plan	☑		01/07/2018	31/07/2019

Start up activities and milestones – LB (PB1)

50% of the STPP activities have been completed

Name Deliverable/actions	start date	end date	STATUS
Project Progress and Financial Reports Submission of the 1st Progress Report	01/09/2017	20/01/2018	to be submitted on 19/01/2018
Audit reports (Finalization of the contracting procedure for the assignment of the audit services)	01/12/2017	15/01/2018	postponed due to change of the procedure
Information and Publicity Handbook	15/12/2017	30/12/2017	(est. 31/01/2018)
Information and Publicity Material/Design & Production of card-postals, banners & information kits	15/12/2017	31/01/2018	card-postals only (est. 31/01/2018)
Project's website update	15/12/2017	28/02/2018	in progress (est. 31/03/2018)
Medical Equipment for Komotini's Hospital / Preparation & approval of the technical specifications & the tender documents for the procurement of the medical equpment. Launch of the procurement procedure	01/09/2017	30/11/2017	in progress (est. 28/02/2018)

Start up activities and milestones – PB2

Name Deliverable/actions	Start date	End date	STATUS
Preparation of ToR for selection of external consultancy company for project management	01/10/2017	15/10/2017	☑
Preparation of ToR for selection of company to prepare communication and dissemination material	01/11/2017	15/11/2017	☑
Preparation of ToR for selection of company to organise events under the project	15/11/2017	30/11/2017	☑
Preparation of ToR and public procurement documentation for the procurement of equipment - medical equipment, notebooks, server, diagnostic monitors, and software	01/12/2017	01/02/2018	in progress

Action plan for the first semester
up to June 2018

Deliverable WP & Code	Deliverable Description	Partners' Role/ Contribution		Timetable
		LB (PB1)	PB2	Deadline
WP1 D1.1.2	Submission of the 1st Progress Report	☑	☑	19/01/2018
WP1 D2.1.1	Information and Publicity Handbook	☑		31/01/2018
WP2 D2.1.2	Design & Production of card-postals	☑		31/01/2018
WP2 D2.1.4	Project's website update (www.medicinet.eu)	☑	☑	31/03/2018
WP3 D3.1.1	Procurement of Komotini's Hospital Medical Equipment	☑		28/02/2018

Deliverable Code	Deliverable Description	Partners' Role/ Contribution		Timetable
		LB (PB1)	PB2	Deadline
DWP2 D2.2.1	Prepare communication and dissemination material		☑	28/02/2018
WP2 D2.2.2	Opening Press Conference at Kardzhali	☑	☑	16/02/2018
WP3 & WP4 D3.2.1 - D4.2.1	Procurement of Kardzhali's Hospital Equipment		☑	30/04/2018 (???)

Modification Request

We are preparing a minor modification request in order to be submitted in the coming weeks (end of January).

NEXT
PROJECT MANAGEMENT TEAM
MEETING

28 MAY 2018 … 8 JUNE 2018

Communication & Dissemination

Presentation of the project communication strategy and target groups to address

Main concept of Communication for 2014-2020

In terms of EU policy
- ❑ Strategy for Smart, Sustainable and Inclusive Development
- ❑ Acknowledgement of EU role in the improvement of European citizens

In terms of Interreg V-A "Greece-Bulgaria" Cooperation Programme
- ❑ Demonstration of win-win situation from cooperation and joint cross-border effort
- ❑ e.g. "Together, for a better every day life!"

In terms of project strategy
- ❑ Communication target-groups go beyond just certain stakeholders and outreach the local community

New concept of Visual ID

❑ In the past, nearly 100 ETC Programmes used totally different communication visuals, being disconnected from each other.

❑ However, all Programmes pursue the same objective: To reduce or remove the obstacles created by national borders.

❑ Thus, for 2014-2020 all European Territorial Cooperation Programmes come under one **integrated** and **harmonised** visual brand: **Interreg**.

Logo of Interreg V-A "Greece-Bulgaria 2014-2020" Cooperation Programme

❏ Following the previous rationale, the Programme logo including reference to ERDF is:

	Colour	Pantone	CMYK	HEX	RGB
	Reflex Blue	Reflex Blue	100/80/0/0	003399	0/51/153
	Light Blue	2716	41/30/0/0	9FAEE5	159/174/229
	Yellow	Yellow	0/0/100/0	FFCC00	255/204/0

Thematic objectives

❑ INTERACT has developed for Interreg 11 thematic objectives to help deliver Europe 2020 goals.

❑ Each project is strongly advised to adapt its visual ID to its relevant thematic objective.

Research and innovation

Information and communication technologies

Competitiveness of SMEs

Low-carbon economy

Combating climate change

Environment and resource efficiency

Sustainable transport

Employment and mobility

Better education, training

Social inclusion

Better public administration

MediciNet II

MediciNet II Project logo

❑ Considering that Medicinet had a logo of its own, we propose that the new logo keeps a small element of the previous, as allowed by the I&P Guidelines.

❑ According to all the previous, the logo of project MediciNet II is formed

❑ In addition, the main colour of the project visual ID is close to purple, as used in the logo and the present PowerPoint template.
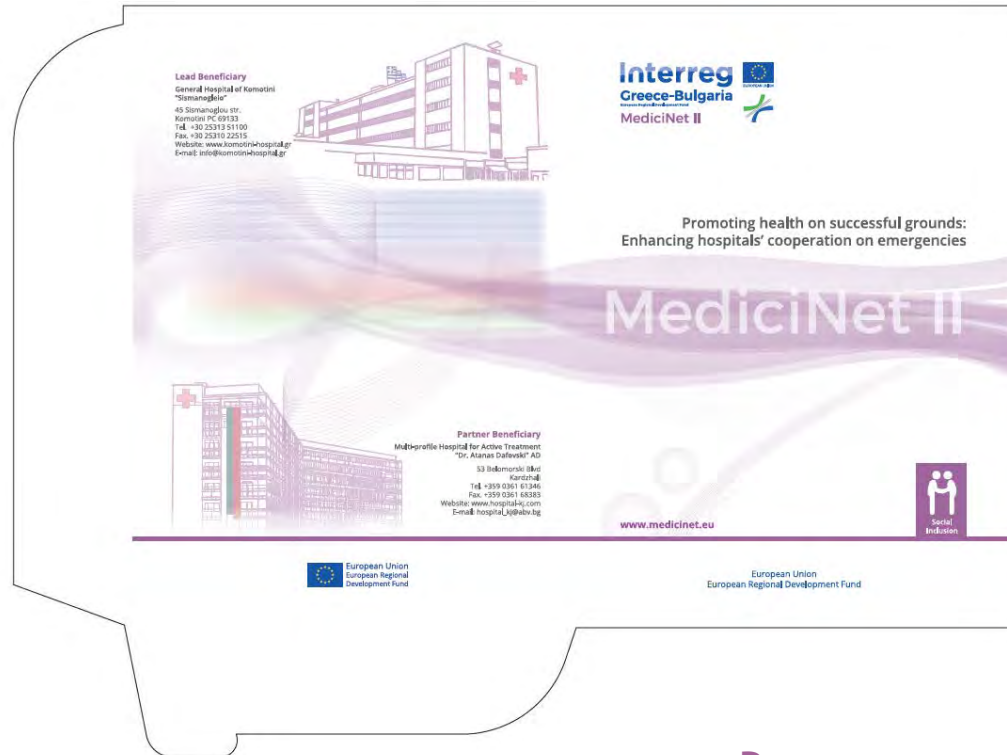
Supporting elements of visual ID

❑ Instead of partner logos, the proposed form of partner identification is the hospitals by themselves.

❑ This modern transition is expected to increase project recognition within and out of the local community.

Developed designs (1/2)

Folder

Notepad

Pen

Developed designs (2/2)

Brochure

Banner

Cohesion is the key to success

❑ IMPORTANT NOTE: It is imperative that both partners use the same elements of communication and visual ID at all times.

❑ When creating a communication material, each partner shall consult our joint communication base for:

- Project logo and graphic elements

- EU and ERDF references to all communication material

- Fonts, sizes and textual references

❑ It is strongly suggested that P2 shall receive guidance for MediciNet II visual ID and graphic elements (logos, templates, colours, photographs etc.)

❑ Before producing any material and prior to sending it to the Joint Secretariat, we suggest that P2 notifies LB with each designed material.

Management & Coordination
Partners tasks related to the project management & reporting

Overview

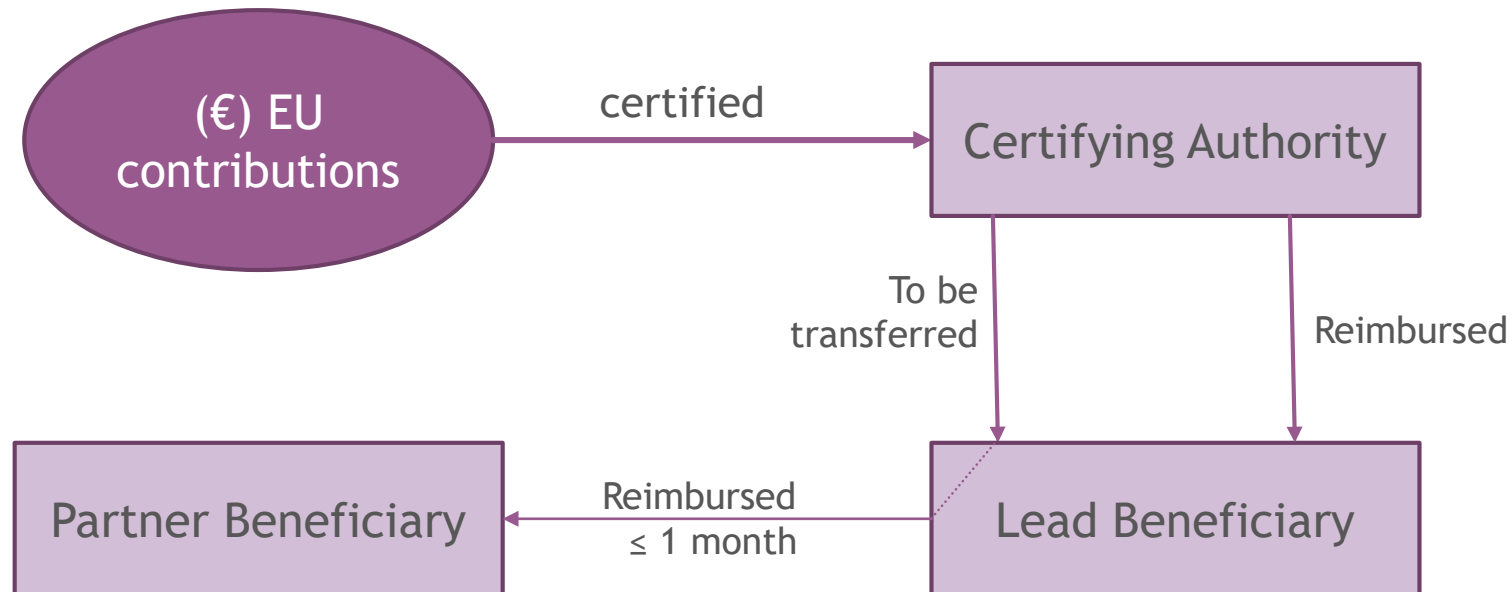The Project Implementation Manual includes information about:

1. Contracting of a Project Proposal
2. Reporting procedures
3. How to fill in the Progress Report
4. Payments/ cash flows
5. Project modifications
6. First Level Control
7. De-Commitment of funds on project level

Reporting procedures

Considering that contracting procedures are completed, it is important that the main steps of reporting procedures are discussed:

❑ Reports will be submitted **electronically**, though the portal is not ready to use yet

❑ LB submits the progress reports to the JS

❑ Reporting periods are **January-June** and **July-December**

❑ Deadline for submission is **max. 20 days** after the end of the period

❑ Once verified, expenditure certificates can be sent to the JS at any time

Payments/ cash flows

Modifications

Three levels of project changes, based on the impact on project structure. These are categorised:

1) Modifications by the Beneficiaries with notification of the JS/MA

2) Modifications approved by the Managing Authority (MA)

3) Modifications approved by the Monitoring Committee

Modifications by the Beneficiaries with notification of the JS/MA

Examples are:

1) Administrative Information in the Application form

2) Modification of bank accounts

3) Adjustment of the justification of budget cost that does not affect the scope of the project or any information in the Application form

4) Adjustment of starting and ending dates of work packages without affecting the overall end date of the project

5) Small and simple adjustments (<10% of total budget) between WPs and cost categories without affecting the scope

Modifications approved by the Managing Authority (MA)

Certain examples:

1) Budget reallocation between WPs and cost categories for up to 20%

2) Budget reallocation (<10%) of beneficiaries from the same country

3) Extension of the date set for closing project implementation activities

Modifications approved by the Monitoring Committee

Certain examples:

1) Budget reallocation between actions and cost categories greater than 20%

2) Large Budget reallocation (>10%) of beneficiaries from the same country or any reallocation between partners from different countries

3) Changes to the nature of the project and in particular to the objectives and the expected results (duly justified)

4) Modification to the composition of the partnership (duly justified)

5) Budget modifications decided by the Monitoring Committee on the basis of sound financial management of the Programme

6) Addition of new activities

Thank you!

Project Kick-off Meeting

Komotini, January 2018