PROJECT

Cross4all

Cross-border initiative for integrated health and social services promoting safe ageing, early prevention and independent living for all

(Reg. No: 1816 / Subsidy Contract No: Cross4all-CN1-SO1.2-SC015)

Final Minutes of Meeting

Event	Project Kick-off Meeting
Date (s)	Tuesday 5th and Wednesday 6th of June 2018
Host	LB1 - Aristotle University of Thessaloniki
Venue	**Meetings Room (semi-floor), Aristotle University Research Dissemination Center (KEDEA)** *Tritis Septemvriou Str., Aristotle University's campus, Thessaloniki*
Accessibility info[1]	The venue is accessible for blind people and wheelchair users
Status (date)	F (25.06.2018)
Distribution	LB1, PB2, PB3, PB4, PB5 and PB6

[1] F: final, D: working draft

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[1] For persons with disabilities

Cross4all
Opening the door
to health for all

The Programme is co-funded
by the European Union
and the National Funds
of the Participating Countries

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List of Abbreviations

TBC	to be confirmed
TBS	to be specified
CP or **Programme**	Co-operation Programme, and in particular the *INTERREG IPA CBC Programme "Greece - The former Yugoslav Republic of Macedonia 2014-2020"* (download link: goo.gl/Hj3iEj)
PA	*Priority Axis* of the Programme
SO	*Specific Objective* of the Programme
Cross4all or **Project**	The Project "Cross-border initiative for integrated health and social services promoting safe ageing, early prevention and independent living for all" with acronym "Cross4all", accepted for funding under the Programme, under PA 1 - Development and Support of Local Economy and SO 1.2 - Improvement of preventive health care and social services of children and elderly population.
LB1 or **AUTH**	The Cross4all *Lead Beneficiary* of the Project: Aristotle University of Thessaloniki, Department of Medicine
PBs	All Project Beneficiaries of the Cross4all project, i.e., PB2, PB3, PB4, PB5 and PB6
PB2 or **FIKT**	The Cross4all *Project Beneficiary 2*: University of St. Kliment Ohridski – Bitola, Faculty of Information and Communication Technologies – Bitola
PB3 or **NCDP**	The Cross4all *Project Beneficiary 3*: National Confederation of Disabled People of Greece-Branch of Northern Greece
PB4 or **OHRID**	The Cross4all *Project Beneficiary 4*: Municipality of Ohrid
PB5 or **MoNS**	The Cross4all *Project Beneficiary 5*: Municipality of Neapoli-Sykies
PB6 or **CCD**	The Cross4all *Project Beneficiary 6*: Institute for prevention, treatment and rehabilitation of cardiovascular diseases St. Stefan Ohrid
EC	The European Commission
PA	*Priority Axis* of the Programme
SO	*Specific Objective* of the Programme
MA	The Managing Authority of the Programme. Is located at Leoforos Georgikis Scholis 65, Zeda Building (Entrance 2, 2nd floor), 57001 Pilea, Thessaloniki, Greece. It is under the auspices of the Greek Ministry of Economy, Infrastructure, Maritime Affairs and Tourism. T. +302310469600 • F. +302310469602 • Web: www.interreg.gr • email: interreg@mou.gr
JMC	The *Joint Monitoring Committee* of the Programme
NA	National Authority of the IPA Beneficiary Country
JTS or **JS**	The *Joint Technical Secretariat* of the Programme. Is situated at the Leoforos Georgikis Scholis 65, Zeda Building (Entrance 4, 2nd floor), 57001 Pilea, Thessaloniki, Greece. The JS performs the selection of projects to be financed under the various procedures and assists the Managing Authority, the Monitoring Committee, the Certifying Authority and the Audit

Authority in carrying out their respective duties by collecting, checking and preparing draft decisions, payment claims, payment forecasts and implementation Reports. The JS approves minor changes in the projects' contents during implementation.

Tel: +30 2310 469648 • Fax:+30 2310 469670 • Web: www.ipa-cbc-programme.eu • email: jts-ipa-cbc@mou.gr

Head of JTS	The Head of the JTS, Mr. Dimitris Gertsos (email: dgertsos@mou.gr • tel: +30 2310469645)
PO	The *Project Officer* appointed by the JTS to the Cross4all Project. Is Mr. Zhupan Martinovski (email: zmartinovski@mou.gr • tel.: +30 2310 469652 • fax:+30 2310 469670 • address: 65, Georgikis Scholis Av., Zeda Building (Entrance 4, 2nd floor), 57001 Pilea, Thessaloniki, Greece).
FLC	*First level Control* in the Programme
PI Manual	The *Project Implementation Manual* of the Programme (download link: goo.gl/iADvbg)
I&P Guide	The *Information and Publicity Guide* of the Programme (download link: goo.gl/QAjJ5i)
MIS	*Monitoring Information System* of the Programme (Greek Ministry of Economy and Development).
SC	The *Subsidy Contract* of the Cross4all project signed between the MA and the LB1
PA	The *Partnership Agreement* of the Cross4all project signed by all Beneficiaries
AF	The *Application Form* (Excel) of the Cross4all Project finally agreed with the JS, signed and stamped by the Lead Beneficiary
JoB	The *Justification of Budget* (Excel) of the Cross4all Project finally agreed with the JS, signed and stamped by the LB1
STPP	The *Start-up Time Plan and Procurement Plan* (Excel) of the Cross4all Project agreed with the JS
WPx	*Work Package* number "x" of the Cross4all Project as specified in the AF
Dx.y.z	*Deliverable* of the Cross4all Project as specified in the AF and the JoB, where "x", is the number of the corresponding WP, "y" is the number of the beneficiary responsible for the deliverable in question, and "z", is the number of the beneficiary's deliverable in the WPx.
PRx	*Progress Report* number "x" of the Cross4all Project to be submitted by the LB1 to the JS
PM	The *Project Manager* of Cross4all (at project level), i.e., Assistant Professor Ioanna Chouvarda (ioanna@med.auth.gr • mob.: +30 6976 678909) from AUTH (LB1)
PMC or **JPMT**	The *Project Management Committee* the Cross4all Project, i.e., the *Joint Project Management Team* of the project as recommended in the *Programme and Project Implementation Manual*
HPM	The *Horizontal Principles Manager* of the Cross4all Project
IPM	The *Information & Publicity Manager* of the Cross4all Project
QCM	The *Quality Control Manager* of the Cross4all Project

TC	The *Technical Coordinator* of the Cross4all Project, responsible for coordinating the activities in WP3, WP4, WP5 and WP6
WPLx	The *Work Package Leader* allocated for WPx, where "x" corresponds to the number of the implementation WPs (i.e., WP3, WP4, WP5 and WP6)
CG	The *Technical Coordination Group* of the Cross4all Project consisting of the PM, the IPM, the TC, WPL3, WPL4, the WPL5 and the WPL6 – seven (7) members in total
QCG	The Quality Control Group of the Cross4all Project consisting of one or two persons to be allocated from each partner, responsible for the (peer review of Project deliverables and the internal assessment of the project.

Introduction

The Kick-off Meeting of the Project "*Cross-border initiative for integrated health and social services promoting safe ageing, early prevention and independent living for all*" (Acronym: Cross4all / Reg. No: 1816 / Subsidy Contract No: Cross4all-CN1-SO1.2-SC015)" took place between Tuesday 5th and Wednesday 6th of June 2018 at the premises of the LB1 - Aristotle University of Thessaloniki, and in particular at the Meetings Room (semi-floor), Aristotle University Research Dissemination Center (KEDEA), in Tritis Septemvriou Str., Aristotle University's campus, Thessaloniki.

For preparing the visibility means of the meeting, according to the requirements of Regulation (EC) 1303/2013, the *online poster creation tool[2]* was used (**see Annex 5**).

In total, seventeen (17) participants, representing all 6 Project Beneficiaries, participated in the various sessions of the meeting (**see Annex 3**).

The following sections capture the purpose of each session and the agreed outcomes, as a record that can be referred back to and be used for follow-up purposes later.

Note: All relevant material, including the presentations and other documents presented during the Meeting are available at:
https://www.dropbox.com/sh/1034d3ocff4b6v6/AAChYWKtmDAEwDhZAEhSBTFWa?dl=0

DAY 1: Tuesday, 5th of June 2018

The meeting started on Tuesday, 5th of June 2018 (1st day), first with an "Opening Session", followed by the "Project Monitoring Committee (PMC) meeting".

Opening session

The purpose of the Opening Session was to accommodate a number of introductory overviews and partner presentation, that would set a common base to build upon for the more focused and detailed discussions of the PMC and CG sessions.

The Opening Session started with welcome greeting by Prof. Ioanna Chouvarda, the Project Manager of Cross4all, representing the LB1.

The representative of PB3, Mr. Christos Kesoglou, made also a welcome greeting, and emphasized on the project's milestones and the expected benefits for the target groups, especially for the disabled people. He referred briefly the background and history of the project, and focused on the particularity and innovation of the project's methodology and expected outputs. He pointed out the knowledge and capacity of all partners on the project issues and expressed his certainty about the long-term positive effects of the project for the quality of life of vulnerable citizens of the CB area.

Then, Prof. Chouvarda presented briefly the overall agenda and the goals set for the kick-off meeting and then invited the participants to introduce themselves to the group.

After the initial introductions, Mr. Alexandros Mourouzis presented a Project Overview (**see the relevant PPT in Annex 4**), highlighting the specific objectives and expected outputs, the methodology to be applied, strategy for publicity of the project activities, results and resources, project contribution to other EU local projects.

Finally, a representative from each project beneficiary gave an introductory presentation on behalf of his/her organization (**see the related PPT slides in Annex 4**), providing the participants with information on the following items:

- Brief introduction to the Organisation (background, expertise, activities, etc.)
- What are the Beneficiary's interests and expectations in the Project
- What does the Beneficiary expect to be their role in the Project
- Brief presentation the Beneficiary's:
    - deliverables and milestones
    - updated procurement plans
    - current status of progress and short -term planned activities
    - measures and plans for ensuring effective coordination and management at beneficiary / local level

Project Monitoring Committee (PMC) meeting

Preamble

Further to the *Project Manual of the Programme*, during the kick-off meeting of the project, the synthesis of a *joint project management team* and the set-up of *sub-committees* (internal teams) are to be discussed and agreed.

As specified in the Partnership Agreement (article 7), in Cross4all the joint project management team that will be responsible for monitoring and steering the implementation of the project is to be called *Project Monitoring Committee (*PMC).

The PMC is to be chaired by the Project Manager and Contact Person of the Lead Beneficiary, Assistant Professor Ioanna Chouvarda, and shall decide on all matters, on the principle of unanimity and if necessary the principle of the majority (one vote per project beneficiary).

Its members shall include representatives of all Project Beneficiaries:

- • One (1) representative is nominated as official member of the PMC. By default, the official members shall be the Legal Representatives, as they appear in the last approved version of the Application Form.
- • And, optionally, up to two (2) substitute members. By default, one of these two substitute members is the Contact Person of the Beneficiary, as it appears in the last approved version of the Application Form, while the second person can be assigned ad hoc in order to substitute the other two in project meetings.

To this end, all Project Beneficiaries were asked to send to the Project Manager an assignment letter in advance, as necessary (**see Annex 2**).

Minutes

After a lunch break, the meeting continued with the opening the first *Project Monitoring Committee (PMC) meeting* of the Project, with one representative from each Beneficiary (**see the corresponding Participation Forms signed in Annex 3**).

First, the chair of the PMC, Prof. Ioanna Chouvarda, representing the LB1, explained the purposed and objectives of the session in question, and presented in brief the role and obligations of the PMC members, further to the *Programme and Project Implementation Manual*, the *Application Form* and the *Partnership Agreement*.

Then, the PSC Chair presented briefly the Agenda of the PMC meeting and asked the members for other issues for discussion if they had such. The Agenda was approved as such by all members, and then a presentation was dedicated to management system of the project, coordination between partners, principles for internal project management and quality control, as well as some administrative matters. The discussions were based on the internal document "Summary of Project Activities and Deliverables" that was distributed to all members (**see presented material in Annex 4**).

The PMC members discussed and approved:

(1) the internal management scheme, which will be applied for ensuring better coordination among all PBs and for ensuring operative collaboration among partners to implement the project activities and achieve the envisioned results,

(2) the establishment of sub-committees and roles, such as the Project Management Board (PMB), the Quality Control Group (QCG) and the Coordination Group (CG), The CG shall consist of a Technical Coordinator (TC) and 4 Work Package Leaders (WPL) for WPs 3-6.

(3) the assignment of specific responsibility to individual partners of each WPs and each sub-activity per WP (**see the *Proposed Leadership distribution per PB.pdf in Annex 4***).

(4) the overall approach for the Information and Publicity Strategy of the Project and the actions needed for the preparation of the Communication Plan and its implementation,

(5) the need to prepare and submit to the PO for approval *an updated version of the AF*, with the correct starting day (2/4/2018), given that the latest running version has as starting date the 1st of December 2017 (see ***attached updated version of the AF in Annex 4***). This version, upon approval, should be the one uploaded to the MIS.

(6) the overall time plan of the project (see attached Gantt and Pert diagrams), as a basis for the planning and scheduling of all partner's activities and tenders.

(7) PB4 and PB6 informed the rest of the partners that they are currently investigating the need to apply for a modification of their budget, involving a small scale shifting of budget among budget lines. The PM described the official procedures for project modifications to all the partners, and it was agreed that the interested partners shall prepare a detailed description / justification of the requested changes that are to be communicated to the PO in order to receive guidance as appropriate. The partners in principle agreed with the changes in question of PB2, which constitute a JoB change, but not an AF change.

The members also discussed the reports that have to be submitted by the LB to the JTS/MA. Prof. Chouvarda appealed all necessary information, documents and other material to be always send to her on time as it has direct reflection on submitting the reports to the JTS and financial transfers.

More specifically, the PSC members approved the following:

1. Management Structure of the project (see the *Internal Document: Summary project Activities and Deliverables*). PMC is the basic body for the Management and Coordination of the project and decides on all matters on the principle of unanimity and if necessary the principle of majority. The official representative of each PB in the PMC is, pointed by each partner, as it appears in the approved Application Form. For each particular PSC meeting each PB may nominate in advance a substitute member, that will officially represent the PB and will take decisions on behalf of the partner during the meeting. The official notification have to be made to the LB beforehand.

2. A key instrument for the day-to-day management and monitoring of the project, is the Project Steering Committee (PSC), consisting of five (5) members, the Project Manager (Chair) nominated by the Lead Beneficiary (Assistant Professor Ioanna Chouvarda), the Communication Manager (CM) to be nominated by the LB1, the Horizontal Principles Manager (HPM) to be nominated by the PB3, the Quality Control Manager (QCM) to be nominated by the PB2, and the Technical

Coordinator (TC) nominated by the LB1. This board will be responsible for regular reporting to CBC Managing Authority and for ensuring that all necessary obligations to JS / MA are timely met, in terms of time, quantity and quality. The PSC shall also ensure that all project activities, including those assigned by the beneficiaries to external experts and service providers, are in line with the Programme's horizontal principles and publicity rules, and any other relevant ethical issues.

3. Regarding the day-to-day coordination of the technical work of the project, the Coordination Group (CG) is established. Four (4) Work Package Leaders (WPL) shall be allocated for each implementation work package of the Project (i.e., WP3, WP4, WP5 and WP6). The WPLs will be responsible for coordinating the technical progress and timely delivery of each activity in their work packages, as defined in the project work plan. The PM, the CM, the TC and the four WPLs, seven (7) members in total, constitute the CG. The CG members shall have frequent communication (2 times a month, at least), for better coordination, identifying technical problems, obstacles and risks, and recommends to the PMC proposals to address them. The CG shall meet on, approximately, a four (4) months basis (see Project Meetings in Activity 1.3) and will be in constant communication, using current tools (emails, Skype, Dropbox, Google Drive, Google docs, Doodle, etc.).

4. Responsible for WP3 is PB3, for WP4 is LB1, for WP5 is PB2, and for WP6 is PB5.

5. Activity Leaderships were discussed and agreed at Beneficiary level (see **Annex 4**).

6. Each Project Beneficiary is responsible to appoint a local project manager and local financial manager (it may be the same person).

7. In relation to points 2-6 above, each Beneficiary Partner shall within 30 days, nominate the physical persons for each agreed position in question. The nominations have to be approved by the PMC up to the end of the 2nd month the latest.

8. Further to Mr. Mourouzis suggestion, specific mailing lists will be produced for the PMC and all the agreed sub-committees and roles so to make easier proper communication and minimize the time for getting correct information about all activities that has to take place during the project duration in different places, different time and by different persons.

9. The next project meeting (CG and PMC) to be hosted by PB2, in Bitola, indicatively between the 4th and 5th of October 2018. This meeting will be held in the context of AIIT conference (https://aiitconference.org/), taking advantage of dissemination opportunities for the project in parallel.

10. PB3 to organize the Opening Conference of the Project in Greece instead of the PB5, and PB5 to organize the Closing Conference of the Project instead (see D2.3.3 and D2.5.3). The PO shall be informed accordingly as this constitutes a JoB change (but not an AF change).

11. All partners to prepare and send to the PM their procurement plans, which are to be submitted for approval to the PO.

The Chairperson of the PMC thanked all the participants and expressed her confidence that all beneficiaries have the capacity and the will to fulfill all their obligations and deliver the envisioned outcomes and unique results for the CB area.

Coordination Group session

In the afternoon of Day 1, after a short coffee break, the meeting continued with the opening the first *Coordination Group session* of the Project (**see the corresponding Participation Forms signed in Annex 3**), for covering various technical and scientific aspects of the project's work plan. These CG sessions shall constitute technical sessions taking place in all future project meetings for covering all aspects of work related to the implementation of the project deliverables.

During this first CG session, the focus was initially put on presenting in detail each of the six (6) work packages of the project and all the partners' deliverables included in these, in order to discuss and agree on the corresponding technical characteristics and specifications (**see presented material in Annex 4)**.

After the presentations of the WP1 and WP2 were concluded the day was called to an end and a welcome social dinner took place where participants had the opportunity to get to know each other better and to discuss among them various details about their collaboration in the project in an informal environment.

DAY 2: Wednesday, 6th of June 2018

Coordination Group session (cont.)

The second day, the meeting continued with the remaining items of the CG session agenda. The main discussions were oriented to clarify in detail each activity in WP3-WP6, and the role and responsibility of each partner in them.

Furthermore, the participants were presented and discussed the project's Overall Time Plan with detailed descriptions of the time plan per partner in order to ensure good flow among partners and avoid any implementation risks. The STPP of each partner was presented and reviewed.

At the end of the session it was decided that every 2 weeks (running from the 21st of June 2018), there will be a Skype meeting between technical partners and beneficiaries' representatives, to discuss questions appearing meanwhile.

In conclusion, according to the participants the Kick-off meeting was useful and successful, all partners gained clearer picture of their responsibilities in the project.

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Annexes

Annex 1. Invitation & Final Agenda

Annex 2. Letters of Authorization for the PMC

Annex 3. Signed Attendance Forms

Annex 4. Material presented during the meeting

Annex 5. Selected photos from the meeting

Annex 6. Visibility poster