

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)

Minutes of Meeting

Event	2 nd Project Meeting
Date (s)	Thursday 4 th and Friday 5 th of October 2018
Host	PB2 - University of St. Kliment Ohridski – Bitola, FIKT
Venue	Day 1: Hotel Premier conference room, Stiv Naumov 12, 7000 Bitola Day 2: Hotel Epinal, Marsal Tito bb, 7000 Bitola
Document version¹	F (22.10.2018)
Date of approval	24.10.2018
Distribution	LB1, PB2, PB3, PB4, PB5 and PB6
Link to relevant material	Photos, slides, documents and other materials presented during the 2nd project meeting are available at: https://drive.google.com/open?id=13_UcGFHYH7IJv15vPUIOSdz6v5txK5m8

¹ F: final, WD: working draft, RD: revised draft

Table of Contents

List of Abbreviations	3
Introduction	6
Call to order	6
Attendance overview	6
DAY 1: Thursday, October 4 th , 2018.....	8
Coordination Group (CG) meeting.....	8
DAY 2: Friday, October 5 th , 2018	11
Cross4all at AIIT Conference	11
LB1-PB2 technical meeting	11
Project Steering Committee (PSC) meeting.....	12
Annexes.....	14



List of Abbreviations

TBC	to be confirmed
TBS	to be specified
CP or Programme	Co-operation Programme, and in particular the <i>INTERREG IPA CBC Programme "Greece - The former Yugoslav Republic of Macedonia 2014-2020"</i> (download link: goo.gl/Hj3iEj)
PA	<i>Priority Axis</i> of the Programme
SO	<i>Specific Objective</i> 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 <i>Lead Beneficiary</i> 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 <i>Project Beneficiary 2</i> : University of St. Kliment Ohridski – Bitola, Faculty of Information and Communication Technologies – Bitola
PB3 or NCDP	The Cross4all <i>Project Beneficiary 3</i> : National Confederation of Disabled People of Greece-Branch of Northern Greece
PB4 or OHRID	The Cross4all <i>Project Beneficiary 4</i> : Municipality of Ohrid
PB5 or MoNS	The Cross4all <i>Project Beneficiary 5</i> : Municipality of Neapoli-Sykies
PB6 or CCD	The Cross4all <i>Project Beneficiary 6</i> : Institute for prevention, treatment and rehabilitation of cardiovascular diseases St. Stefan Ohrid
EC	The European Commission
PA	<i>Priority Axis</i> of the Programme
SO	<i>Specific Objective</i> of the Programme
MA	The Managing Authority of the Programme. Is located at Leoforos Georgikis Scholis 65, Zeda Building (Entrance 2, 2 nd 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 <i>Joint Monitoring Committee</i> of the Programme
NA	National Authority of the IPA Beneficiary Country
JTS or JS	The <i>Joint Technical Secretariat</i> of the Programme. Is situated at the Leoforos Georgikis Scholis 65, Zeda Building (Entrance 4, 2 nd floor), 57001 Pilea, Thessaloniki, Greece. The JS performs the selection of projects to be financed under the various procedures and assists



The project is co-funded by the European Union and National Funds of the participating countries

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: its-ipa-cbc@mou.gr

Head of JTS	The Head of the JTS, Mr. Dimitris Gertsos (email: dgertsos@mou.gr • tel: +30 2310469645)
PO	The <i>Project Officer</i> 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	<i>First level Control</i> in the Programme
PI Manual	The <i>Project Implementation Manual</i> of the Programme (download link: goo.gl/iADvbg)
I&P Guide	The <i>Information and Publicity Guide</i> of the Programme (download link: goo.gl/QAj5i)
MIS	<i>Monitoring Information System</i> of the Programme (Greek Ministry of Economy and Development).
SC	The <i>Subsidy Contract</i> of the Cross4all project signed between the MA and the LB1
PA	The <i>Partnership Agreement</i> of the Cross4all project signed by all Beneficiaries
AF	The <i>Application Form</i> (Excel) of the Cross4all Project finally agreed with the JS, signed and stamped by the Lead Beneficiary
JoB	The <i>Justification of Budget</i> (Excel) of the Cross4all Project finally agreed with the JS, signed and stamped by the LB1
STPP	The <i>Start-up Time Plan and Procurement Plan</i> (Excel) of the Cross4all Project agreed with the JS
WPx	<i>Work Package</i> number “x” of the Cross4all Project as specified in the AF
Dx.y.z	<i>Deliverable</i> 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	<i>Progress Report</i> number “x” of the Cross4all Project to be submitted by the LB1 to the JS
PM	The <i>Project Manager</i> 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 <i>Project Management Committee</i> the Cross4all Project, i.e., the <i>Joint Project Management Team</i> of the project as recommended in the <i>Programme and Project Implementation Manual</i>
HPM	The <i>Horizontal Principles Manager</i> of the Cross4all Project
IPM	The <i>Information & Publicity Manager</i> of the Cross4all Project



The project is co-funded by the European Union and National Funds of the participating countries

- 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

Call to order

The 2nd Project 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)” was held between Thursday 4th and Friday 5th of October 2018, in Bitola.

PB2 (University of St. Kliment Ohridski – Bitola) was the host partner, and the meetings took place in meeting rooms reserved for the occasion; the first day the meetings took place at the conference room of Hotel Premier (Stiv Naumov 12, 7000 Bitola), while the second day the meetings continued at Hotel Epinal (Marsal Tito bb, 7000 Bitola).

On 26.09.2018, after the meeting dates and location were confirmed with all partners, an **official invitation** (see **Annex 1**) was sent out by the LB1 to all partners, along with the **draft agenda of the meeting**, a **participation form** and a **PowerPoint template** to help the participants prepare their presentations. In particular, all PBs were required to prepare and send in advance a PPT presentation on: (a) their progress and current status per Deliverable of the partner (see JoB), and (b) the planned activities until M12 (activities and expected outcomes; time plans; input from other partners needed; risks and issues to be considered).

The meeting was chaired by Prof. Ioanna Chouvarda, on behalf of the LB1. According to all the participants, the 2nd Project Meeting was useful and successful, as all partners were helped in updating and synchronizing their local plans as necessary.

Attendance overview

In total, seventeen (17) participants, representing all six (6) Project Beneficiaries, participated in the various sessions of the meeting (see signed forms in **Annex 3** and photos in **Annex 5**).

During the PMC sessions, PB3 and PB4 officially authorized substitute members (see the Authorization letters in **Annex 2**).



Figure 1. The 2nd Project Meeting was held at the Hotel Premier, Bitola



Table 1. Attendees per day

Partner	Name	Surname	Tel. no	Email	DAY1	DAY2	PMC
LB1	Ioanna	CHOUVARDA	+302310999247	ioannach@auth.gr	■	■	■
LB1	Vasilis	KILINTZIS		billyk@med.auth.gr	■	■	
LB1	Nikolaos	BEREDIMAS	+306936911774	beredim@gmail.com	■	■	
PB2	Snezana	SAVOSKA	+38976302043	snezana.savoska@fikt.edu.mk	■	■	■
PB2	Pece	STOJKOVSKI	+38978307937	pece.stojkovski@fikt.edu.mk	■		
PB2	Blagoj	RISTEVSKI	+38976302047	blagoj.ristevski@fikt.edu.mk	■		
PB2	Andrijana	BOCEVSKA	+38978445418	andrijana.bocevska@fikt.edu.mk	■		
PB2	Ilija	JOLEVSKI	+38975425500	lija.jolevski@fikt.edu.mk	■		
PB2	Natasa	B. TABAKOVSKA	+38975312379	natasa.tabakovska@fikt.edu.mk	■		
PB2	Mimoza	B. JOVANOVSKA	+38976550105	mimoza.jovanovska@fikt.edu.mk	■		
LB1 / PB3	Alexandros	MOUROUZIS	+306977618182	mourouzi@hotmail.com	■	■	(■)
PB4	Gabriela	MILOSHOSKA	+38978540711	gmilososka@yahoo.com	■	■	(■)
PB4	Gjorgji	TRPESKI	+38978269750	gokotrpeski@yahoo.com	■		
PB5	Maro	VASSARA	+306944961375	vassara.maro@n3.syzefxis.gov.gr	■	■	
PB5	Giannis	POLYCHRONIADIS	+306977946276	gep.sykies@n3.syzefxis.gov.gr	■	■	■
PB6	Violeta	MOJSOVSKA	+38970642646	vmojsovska.medic@gmail.com	■		
PB6	Gordana	KONJANOVSKA	+38970352535	gkonjanovska@live.com	■	■	■
Totals					17	9	6

Note: In (parenthesis), the PMC substitute members

Note: All relevant material, including the presentations and other documents presented during the 2nd project meeting are available at:

https://drive.google.com/open?id=13_UcGFHYH7Ijv15vPUIOSdz6v5txK5m8



DAY 1: Thursday, October 4th, 2018

The meeting started on Thursday, 4th of October 2018 (1st day), first with a “Coordination Group (CG) meeting”, followed by the “Project Steering Committee (PSC) meeting”.

Coordination Group (CG) meeting

The first day of the meeting started with the CG group, which was opened with welcome greeting by Prof. Snezana Savoska, on behalf of the hosting partner, and by Prof. Ioanna Chouvarda, on behalf of the LB1 and Project Manager of the Cross4all Project.

Among others, Prof. Chouvarda presented briefly the objectives and overall agenda of the kick-off meeting, which was approved unanimously.

All members, as in **Table 1** (see column “DAY 1”) attended the session. The Opening Session Attendance Form is included in **Annex 3**.



Figure 2. The first day, the Coordination Group (CG) conveyed.

Then, following the agenda, Mr. Alexandros Mourouzis, from LB1, gave an overview presentation on the current **state of play of the project**. Mr. Alexandros Mourouzis, after debriefing the progress at project level since the 2nd of April 2018 (starting day of the project), analysed all individual parts and folds of the project, offering a full picture with respect to the key deliverables, the time schedule, and the open/critical issues highlighting the works that need to be in focus and accelerated in the following months. Completing all pending procurement and contracting procedures was given the highest priority, along with the deliverables D2.3.4 (project website), D3.1.1/D3.4.1 (Public opinion / needs study) and D3.3.2/D3.4.2 (Inspection and data collection).

Note: All the corresponding presentation (PowerPoints) of LB1 is included in **Annex 4**.



The project is co-funded by the European Union and National Funds of the participating countries

Then, the floor was passed to the representatives of all the Beneficiaries in order for them to present the **PB's progress and plans** as instructed (see above).

The presentation on behalf of AUTH (LB1), was given by **Mr. Alexandros Mourouzis**.

The presentation on behalf of FIKT (PB2), was given by **Mrs. Snezana Savoska**.

The presentation on behalf of NCDP (PB3), was given by **Mr. Alexandros Mourouzis**.

The presentation on behalf of the OHRID (PB4), was given by **Mrs. Gabriela Miloshoska**.

The presentation on behalf of the MoNS (PB5), was given by **Mr. Ioannis Polychroniadis and Mrs. Maro Vassara**.

The presentation on behalf of the CCD (PB6), was given by **Mrs. Gordana Konjanovska**.

Note: All the corresponding presentations (PowerPoints) of the PBs 1 to 6 are included in **Annex 4**.

Then the CG session continued with a detailed **presentation of the Work Packages 1 and 2**, by LB1, and the main discussions were oriented to clarify in detail each activity and the role and responsibility of each partner in it. The partners were informed that Mr. Mourouzis has been assigned by the LB1 as Communication Manager of the project.

Note: The corresponding presentation (PowerPoints) of LB1 is included in **Annex 4**.

Then the CG session continued with a detailed **presentation of the Work Package 3**, by PB3, and the main discussions were oriented to clarify in detail each activity and the role and responsibility of each partner in it.

Note: The corresponding presentation (PowerPoints) of PB3 is included in **Annex 4**.

Then the CG session continued with a **presentation of the Activity 6.5 (“Study visits abroad”)**, by PB6, and the discussions were oriented towards selecting the destinations and setting the objectives/priorities for the selection.

Note: The corresponding presentation (PowerPoints) of PB6 is included in **Annex 4**.

Then the CG session continued with a **work group session related to the developments of the WP4 (“Cloud platform and services”) and WP5 (“Mobile tools and applications”)**. This session started with a presentation on **Scenarios of Use**, by the LB1, followed by a second presentation on Architecture, by the LB1. These presentations were the basis for a number of discussions related to a number of organizational and technical decisions in relation to the technical developments and the implementation of the pilot in OHRID and MoNS.

Note: All the corresponding presentations (PowerPoints) of LB1 are included in **Annex 4**.



Conclusions, Decisions and Action items of the CG

- All partners shall prepare and launch their procurements as planned, especially, those that are critical for the smooth coordination of the project.
- The address book (contacts lists, mailing lists, etc.) of the project shall be maintained up-to-date at all times.
- All partners shall send within the week following the meeting their updated procurement plans.
- PB6 shall complete the process for applying for national co-funding asap, so that the LB1 can proceed with submitting to the JTS the corresponding request for all IPA PBs.
- The opening public project events (PB3 and PB4, see WP2) shall be scheduled for February-March 2019.
- A first version of the project website (www.cross4all.eu), shall be available online by Jan 2019, the latest.
- PB3 shall deliver D2.3.2 (project dissemination material) by January 2019 the latest; PB3 should notify all partners once the corresponding subcontract is signed.
- LB1 and PB3 will share with PB4 useful material for the planning of the WP3 activities.
- PB2 will lead the consultation procedure for the First draft of Strategy and for the preparation of the First plan.
- LB1 and PB6 shall work together, within Oct and Nov 2018, for specifying the curriculum of the e-learning (see activity 4.3).
- The e-Learning platform shall be accessible according to WCAG 2.0– level AA at least.
- PB6 shall lead the preparation of the study visits; all partners shall propose candidate destinations and PB6 shall prepare a preliminary plan accordingly.
- Most WP3-WP4-WP5 activities should have finish by summer 2019.

The following table summarizes the key actions agreed for the forthcoming period, along with the deadlines set.

Table 2. Action items (CG session)

	Action Items	Responsible	Due Date
1.	To circulate the draft Minutes of the 2 nd Project Meeting, for approval	LB1	OCT 2018
2.	To send the updated procurement plans	ALL PBs	OCT 2018
3.	To complete the process for applying for national co-funding and send the relevant documents to the LB1	PB6	OCT 2018
4.	To share with PB4 useful material for the planning of WP3 activities	LB1/PB3	OCT 2018
5.	Propose destinations and organisations for the study visits	ALL PBs	OCT 2018
6.	To send to LB1 the proposed curriculum of the e-learning (see activity 4.3).	PB6	NOV 2018
7.	Respond to the Questionnaire for collecting info for the drafting of the Communication Plan	ALL PBS	NOV 2018
8.	Issue a draft plan for the study visits, with proposed destinations and dates	PB6	NOV 2018
9.	Propose exact dates and location for the Opening Conferences in Ohrid and Thessaloniki	PB3 / PB4	JAN 2018

At this point, the session was adjourned, and the PSC was re-scheduled for DAY 2.



DAY 2: Friday, October 5th, 2018

The second day, the meetings continued with:

- a) The participation to the AIIT Conference and a round table on eHealth
- b) A focus group on technical development issues, between LB1 and PB2 staff
- c) The 2nd Project Steering Committee

Cross4all at AIIT Conference

The project coordinator of Cross4all, Prof. Ioanna Chouvarda, was one of the two invited keynote speakers of the AIIT Conference (<https://aitconference.org/>).

Prof. Chouvarda in here speech, mentioned several times the Cross4all project and issues related to the projects' agenda.

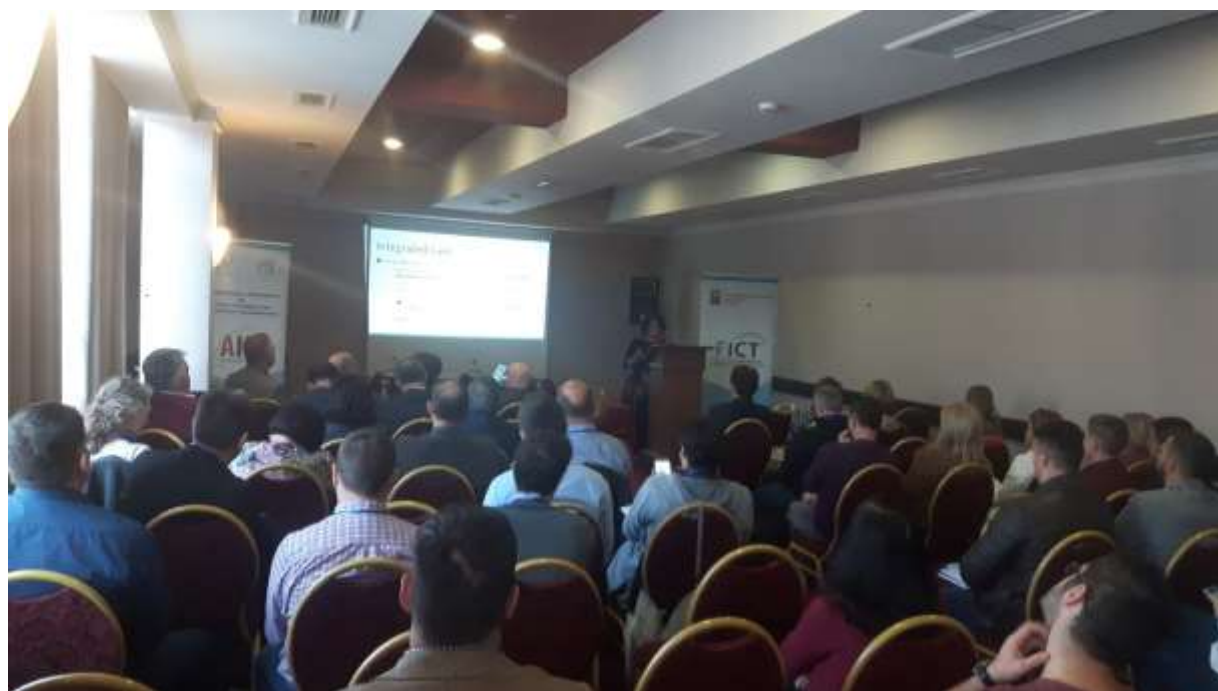


Figure 3. Prof. Ioanna Chouvarda, Project Coordinator of Cross4all, was one of the two keynote speakers of the AIIT Conference, Bitola

All project partners attended the key note session as well as a round table session on eHealth, in which scientific and technical issues related to the developments of the project were discussed.

LB1-PB2 technical meeting

A focus group on technical development issues, between LB1 and PB2 staff.



The project is co-funded by the European Union and National Funds of the participating countries



Figure 4. The second day, a focus group on technical development issues took place between LB1 and PB2 staff (at the back part of the table), and the 2nd Project Steering Committee was held.

Project Steering Committee (PSC) meeting

The PMC was held on the second day. The PMC was chaired by Prof. Ioanna Chouvarda, Project Manager of Cross4all on behalf of the LB1, and decided on all matters (one vote per project beneficiary). All members, as in **Table 1** (see column “PMC”) attended the session.



Figure 5. Participants of 2nd Project Steering Committee (incl. observing members)



Conclusions, Decisions and Action items of the PSC

- PB4 presented their desire to proceed with a project modification, in order to reallocate funds for purchasing a vehicle to be used for the mobile unit / programme in Ohrid. In principle, it is proposed to reduce the WP6 (D6.4.1 and D6.4.2) external service for the professionals to be involved in the pilots and the mobile programme, and introduce a new equipment in WP6, for the new vehicle. PB4's proposal was discussed. All the partners made clear that they have no objections to this, as soon as it will not induce major delays that will put in risk the joint implementation WP6 activities. PB4 shall prepare and circulate a detailed proposal after completing the necessary market research, etc.
- The next project meeting (3rd) shall be organised by PB3 in Thessaloniki, within the period Feb-Mar 2019.
- The 4th project meeting shall be organised by PB4 in Ohrid, within the period Jun-Jul 2019.

The following table summarizes the key actions agreed for the forthcoming period, along with the deadlines set.

Table 3. Action items (CG session)

	Action Items	Responsible	Due Date
10.	To circulate a draft of the requested change, specifying the rational, and the induced changes in JoB, AF and PB4 procurement plans.	PB4	NOV 2018
11.	To propose exact dates and location for the 3 rd Project Meeting in Thessaloniki	PB3	JAN 2019



Annexes

Annex 1. Invitation & final agenda

Annex 2. Letters of authorization for the PSC

Annex 3. Attendance list and signed forms

Annex 4. Materials presented during the meeting (slides, docs, etc.)

Annex 5. Selected photos from the meetings

