

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	4th Project Meeting
Date (s)	Thursday and Friday 05- 06 of September 2019
Host	PB4 – Municipality of Ohrid
Venue	Hotel Metropol, Ohrid
Document version¹	F 09.09.2020
Date of approval	09.09.2020
Distribution	LB1, PB2, PB3, PB4, PB5 and PB6
Link to relevant material	Photos, slides, documents and other materials presented during the project meeting are available at: {GDRIVE link}

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

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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 Cross Border Cooperation Programme CCI 2014 TC 16 I5CB 009 (download link: goo.gl/Hj3iEj)
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
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 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.



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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/QAj5ji)
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
CM	The <i>Communication Manager</i> of the Cross4all Project, i.e., Alexandros Mourouzi (mourouzi@auth.gr • mob.: +30 6977 618182) from AUTH (LB1)
QCM	The <i>Quality Control Manager</i> of the Cross4all Project



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- TC** The *Technical Coordinator* of the Cross4all Project, responsible for coordinating the activities in WP3, WP4, WP5 and WP6, i.e., Vassilios Kilintzis (billyk@med.auth.gr) from AUTH (LB1)
- 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 4th 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 LB1, PB2, PB3, PB4, PB5 and PB6, in Ohrid .

The meeting was chaired by Mr. Alexandros Mourouzis, on behalf of the LB1.

Attendance overview

In total, sixteen 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**).



Figure 1. {Main Photo of the Meeting}



Table 1. Attendees per day

Partner	Name	Surname	Tel. no	Email	DAY1	DAY2	PMC
JS	Zhupan	Martinovski	+302310469652	zmartinovski@mou.gr	▪		▪
LB1	Youla	Karavidopoulou	/	youlak@auth.gr	▪	▪	▪
LB1	Vasilis	Kilintzis	+306947077831	billyk@med.auth.gr	▪	▪	▪
LB1	Alexandros	Mourouzis	+306977618102	mourouzi@hotmail.com	▪	▪	▪
PB2	Pece	Stojkovski	+38978307937	pece.stojkovski@fikt.edu.mk	▪	▪	▪
PB2	Snezana	Savoska	+38976302043	snezana.savoska@fikt.edu.mk	▪	▪	▪
PB2	Blagoj	Ristevski	+38976302047	blagoj.ristevski@fikt.edu.mk		▪	▪
PB3	Athanasios	Magklis		logistis1@esaba.gr	▪	▪	▪
PB4	Gjoko	Apostolov	+38972249782	gjokoapostolov@ohrid.gov.mk	▪	▪	▪
PB4	Gjorgji	Trpeski	+38978269750	gokotrpeski@yahoo.coc	▪	▪	
PB4	Irena	Z. Spaseska	+38970276617	irena.zdravevska@ohrid.gov.mk	▪		▪
PB4	Angja	Blazevska	+38970223371	angjablazevska@outlook.com	▪	▪	▪
PB5	Sofia	Mizamtsi	+302313313353	sophiamz@hotmail.com	▪	▪	▪
PB5	Ioannis	Polychroniadis	+302313313333	gep.sykies@n3.syzefxis.gov.gr	▪	▪	▪
PB6	Violeta	Mojsovska	+38970642646	vmojsovska.medic@gmail.com	▪	▪	▪
PB2	Natasa	B. Tabakovska	/	tabakovska@fikt.edu.mk		▪	▪
PB2	Ilija	Jolevski	/	ilija.jolevski@fikt.edu.mk	▪	▪	▪
Totals					14	14	14

Note: In (parenthesis), the PMC substitute members

Note: All relevant material, including the presentations and other documents presented during the project meeting are available at: {GDRIVE link}

DAY 1: Thursday ,09, 05, 2019

The meeting started on 09 05 2019 11.00h, 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 Gjorgji Trpeski representative from Municipality of Ohrid

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, The State of play of the Project (LB1) was presented.

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

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 Vassilis Kilintzis.

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

The presentation on behalf of NCDP (PB3), was given by Athanasios Magklis.

The presentation on behalf of the OHRID (PB4), was given by Gjorgji Trpeski.

The presentation on behalf of the MoNS (PB5), was given by Sofia Mizamtsi.

The presentation on behalf of the CCD (PB6), was given by Violeta Mojsovska.



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

Then the CG session continued with a detailed {...}

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

Conclusions, Decisions and Action items of the CG

- All partners shall improve the implementation of tasks and achieve better realization of the budget in order to implement the project taking in consideration the project extension.
- The address book (contacts lists, mailing lists, etc.) of the project shall be maintained up-to-date at all times.

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 4th Project Meeting, for approval	PB41	10 2019
2.	To send the report	ALL PBs	10 2019
3.	To complete the process for the progress reports and send the relevant documents to the LB1	PB6	10 2019
4.	To issue a draft plan for the procurement procedures	PB6	MM YYYY

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

DAY 2: {Day of week}, {Month} {dd}, {Year}

The second day, the meetings continued with:

- a) Discussion and Q&A
- b) Presentation of the opinion poll implemented by Greek Partners



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Title of session

Discussion and Q&A



Figure 3. {Caption}.



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Title of session

Presentation of the opinion poll implemented by Greek Partners



Figure 4. {Caption}.

Project Steering Committee (PSC) meeting

The PMC was held on the second day. The PMC was chaired by Alexandros Mourouzis 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 [number] Project Steering Committee (incl. observing members)

Conclusions, Decisions and Action items of the PSC

- The next project meeting shall be organised by PB1 in Thessaloniki, within the period of 3 months.

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

Table 3. Action items (PMS session)

Action Items	Responsible	Due Date
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5.	To propose exact dates and location for the next Project Meeting in Thessaloniki	LB1	11 2019
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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

