

1st (Kick-Off) Meeting Agenda

Project: Strengthening primary Medical care in IsoLated and deprived cross-border arEas

Date: Wednesday 7th February 2018

Venue: 4th Health District of Macedonia & Thrace Meeting Room (5th floor)

16 Aristotelous str. P.C. 54623, Thessaloniki

Hosting Partner:

4th Health District of Macedonia & Thrace (LB)

Invitees:

- Joint Secretariat of Interreg V-A Greece-Bulgaria 2014-2020 Cooperation Programme
- Aristotle University of Thessaloniki - Departments of Medicine & Civil Engineering (PB2)
- Multi-profile Hospital for Active Treatment of Ardino (PB3)
- Municipality of Harmanli (PB4)
- National Emergency Aid Center (PB5)

Kick-Off Meeting Objectives:

- Introduction of SMiLe project partners
- Interpersonal familiarisation with SMiLe 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 on the critical milestones of SMiLe project
- Establishment of a stable and effective collaboration and communication framework

Wednesday 7 February 2018 (starting @11.30 noon)

Topics	Presenter Name	Time
Introductions		
Welcome & Introduction Speeches/ Presentations by all PBs	Representative of the 4 th Health District of Macedonia & Thrace (LB) - Partners' representatives	11.30-12.10
SMiLe project overview: concept, objectives, WPs & main outputs, expected results	Representative of the 4 th Health District of Macedonia & Thrace (LB)	12.10-12.30
Project Development & Implementation		
Presentation of project's overall working plan. Roles and Responsibilities per partner. Actions. Deliverables. Timetable. Milestones. Review of the project start-up plan.	Representative of the 4 th Health District of Macedonia & Thrace (LB)	12.30-12.50
Presentation of the concept and the methodology concerning the joint implementation of Work Package 4 "Studies to improve PHC services in CB area"	Representative of the Aristotle University of Thessaloniki - Department of Civil Engineering (PB2)	12.50-13.30
	Light lunch	13.30-13.50
Project Development & Implementation		
Presentation of the concept and the methodology concerning the joint implementation of Work Package 5 "PHC practitioners' capacity building"	Representative of the Aristotle University of Thessaloniki - Department of Medicine (PB2)	13.50-14.30
Presentation of the concept and the methodology concerning the joint implementation of Work Package 6 "Citizens' oriented PHC Governance Plan"	Representative of the 4 th Health District of Macedonia & Thrace (LB)	14.30-15.10

The Project is co-funded by the European Regional Development Fund and by national funds of the countries participating in the Interreg V-A "Greece-Bulgaria 2014-2020" Cooperation Programme

Action plan for the period February - June 2018)	Partners' representatives	15.10-15.30
Coffee-break		15.30-15.50
Project Management & Communication		
Presentation of the project communication strategy and target groups to address	Representative of the 4 th Health District of Macedonia & Thrace (LB)	15.50-16.10
Partners tasks related to the project management & reporting	Representative of the 4 th Health District of Macedonia & Thrace (LB)	16.10-16.30
Open discussion - Q&A	Partners' representatives	16.30-16.50
Other issues		
Evaluation of the project meeting (written form)	Partners' representatives	16.50-17.10
Approval of the kick-off project meeting minutes - Scheduling of the next project meeting	Partners' representatives	17.10-17.30
Working language	English	