



## D.1.1.3

### 1<sup>st</sup> Project Meeting

4<sup>th</sup> Health District of Macedonia and Thrace

Aristotelous 16, 54623, Thessaloniki

Telephone: 2313 327804, Fax: 2313 327871

## Contract ID

Contract title	Technical Support for the project SMiLe: "Strengthening primary Medical care in IsoLated and deprived cross-border arEas"
Contract No	No 140/2018 [18SYMV003444283 2018-07-18]
Contracting Authority:	4 <sup>th</sup> Health District of Macedonia and Thrace
Contacto(r):	PlanO <sub>2</sub> Consulting P.C.
Corresponding Contract Deliverable	Π.2.1.3.A
Author(s):	1. Papaioannou Ioanna 2. Tsekeridis Vasileios

## Review History

Version	Date	Reviewed by	Justification

## Deliverable ID

Project Code:	5012828
Acronym:	SMiLe
Project Title:	Strengthening primary Medical care in IsoLated and deprived cross-border arEas

Description:	The Implementation report of the 1 <sup>st</sup> Kick off Meeting
Keywords:	SMiLe, European Union

**DISCLAIMER**

This publication has been created with the financial support of the European Union. The content of the publication is under the sole responsibility of 4th Health District of Macedonia Thrace and can under no circumstances be considered to represent the views of the European Union, the participating countries, the Managing Authority and the Joint Secretariat.

## Project Partners

Role	Partner name	Country
Lead Beneficiary	4th Health District of Macedonia Thrace	Greece
Partner Beneficiary 2	Aristotle University of Thessaloniki - Special Account for Research Fund (Department of Medicine)	Greece
Partner Beneficiary 3	Multi-profile Hospital for Active Treatment of Ardino	Bulgaria
Partner Beneficiary 4	Municipality of Harmanli	Bulgaria
Partner Beneficiary 5	National Emergency Aid Center	Greece

### Short presentation of the programme

The Cooperation Programme "Greece-Bulgaria 2014-2020" was approved by the European Commission on 09/09/2015 by Decision C(2015) 6283. The total budget (ERDF and national contribution) for the European Territorial Programme "Greece-Bulgaria 2007-2013" is €129,695,572.00. The total financing consists of €110.241.234,00 (85%) ERDF funding and €19.434.338,00 (15%) national contribution. The eligible area of the Programme consists of the Region of Eastern Macedonia-Thrace (Regional Units of Evros, Kavala, Xanthi, Rodopi and Drama) and the Region of Central Macedonia (Regional Units of Thessaloniki and Serres) in Greece and the South-Central Planning Region and South-West Planning Region (Districts of Blagoevgrad, Smolyan, Kardjali and Haskovo) in Bulgaria. The Priority Axes are PA 1: A competitive and Innovative Cross-Border area, PA 2: A Sustainable and climate adaptable Cross-Border area, PA 3: A better interconnected Cross-Border area, PA 4: A socially inclusive Cross-Border area.

## Table of Contents

1	Introduction .....	6
2	Agenda & Invitation.....	7
2.1	Invitation .....	8
2.2	Technical Meeting Outcome .....	8
3	Conclusion.....	9
4	ANNEX .....	10
4.1	Photographs .....	10
4.2	Invitation .....	15
4.3	Agenda .....	16
4.4	Press Releases .....	17
4.5	Minutes .....	18

## 1 Introduction

The SMiLe project, aimed at strengthening primary medical care in isolated and deprived cross-border areas, kicked off on Wednesday, 7th February 2018, hosted by the 4th Health District of Macedonia & Thrace. The meeting gathered key stakeholders, including representatives from the Joint Secretariat of Interreg V-A Greece-Bulgaria 2014-2020 Cooperation Programme, Aristotle University of Thessaloniki, Multi-profile Hospital for Active Treatment of Ardino, Municipality of Harmanli, and National Emergency Aid Center.

The kick-off meeting for the SMiLe project was designed to address several key objectives critical to the successful initiation and execution of the project. First and foremost, the meeting aimed to facilitate the introduction of all project partners, providing a platform for mutual understanding and collaboration. This introduction was not only formal but also intended to encourage informal interactions, fostering a positive and cohesive working environment. The objective also extended to interpersonal familiarization within the SMiLe project team, emphasizing the importance of personal connections among team members.

Furthermore, the meeting sought to ensure that all participants gained a deep and comprehensive understanding of the project's overarching concept, specific objectives, and anticipated outcomes. This involved a detailed presentation and discussion of the project's core elements to align all stakeholders on the shared vision and goals. Additionally, the meeting included an in-depth analysis of individual project activities and tasks, aiming to clarify roles and responsibilities assigned to each partner. This step was crucial in establishing a clear framework for collaboration and ensuring that each partner understood their contribution to the overall project.

Another significant objective was to reach a consensus on critical milestones for the SMiLe project. This involved detailed discussions on specific timelines and deadlines for key deliverables, setting the stage for effective project management and progress tracking. Lastly, the meeting focused on the establishment of a stable and effective collaboration and communication framework among project partners. This framework was designed to facilitate seamless coordination throughout the project lifecycle, emphasizing the importance of open and efficient communication channels.

In summary, the kick-off meeting successfully addressed these objectives, laying a strong foundation for the SMiLe project's collaborative and productive journey.

## 2 Agenda & Invitation

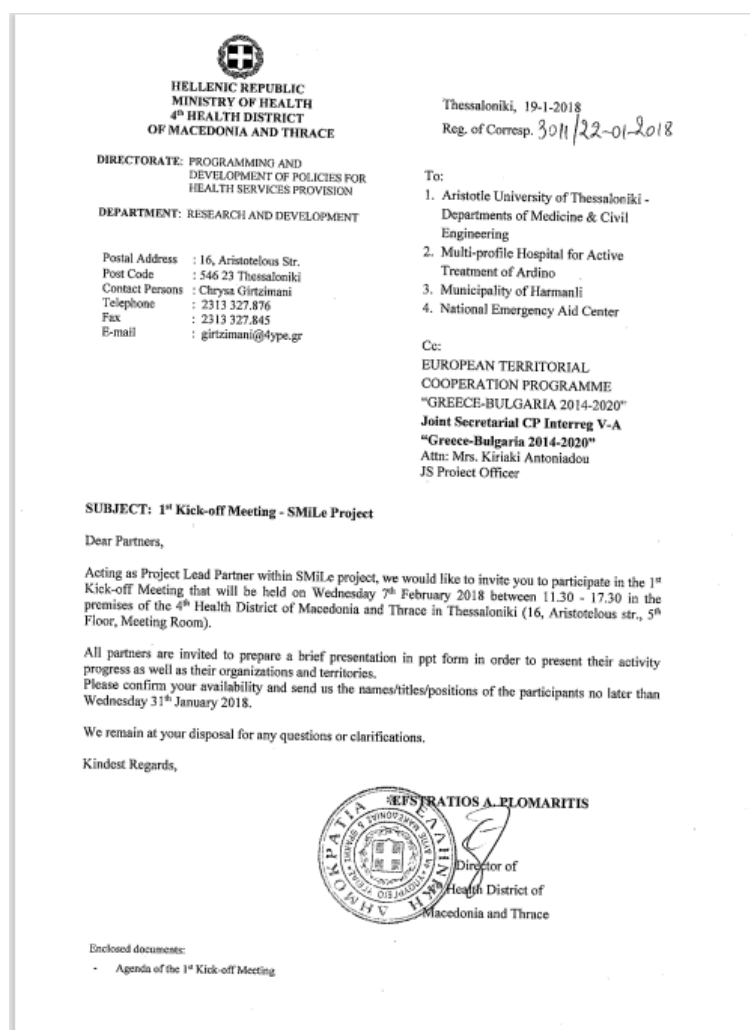
The Agenda of the meeting is presenting below:

Wednesday 7 February 2018 (starting @11.30 noon)		
Topics	Presenter Name	Time
<b>Introductions</b>		
Welcome & Introduction Speeches/ Presentations by all PBs	Representative of the 4 <sup>th</sup> 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 <sup>th</sup> Health District of Macedonia & Thrace (LB)	12.10-12.30
<b>Project Development &amp; Implementation</b>		
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 <sup>th</sup> 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
<b>Project Development &amp; Implementation</b>		
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 <sup>th</sup> Health District of Macedonia & Thrace (LB)	14.30-15.10
Action plan for the period February - June 2018)	Partners' representatives	15.10-15.30
Coffee-break		15.30-15.50
<b>Project Management &amp; Communication</b>		
Presentation of the project communication strategy and target groups to address	Representative of the 4 <sup>th</sup> Health District of Macedonia & Thrace (LB)	15.50-16.10
Partners tasks related to the project management & reporting	Representative of the 4 <sup>th</sup> Health District of Macedonia & Thrace (LB)	16.10-16.30
Open discussion - Q&A	Partners' representatives	16.30-16.50
<b>Other issues</b>		
Evaluation of the project meeting (written form)	Partners' representatives	16.50-17.10
Approval of the kick-off project meeting minutes -	Partners' representatives	17.10-17.30

Scheduling of the next project meeting		
Working language	English	

## 2.1 Invitation

The invitation to the kick off meeting is presenting below



## 2.2 Technical Meeting Outcome

The first technical meeting, held on 7th February 2018, marked the initiation of the project. Representatives from all partner programs and the Interreg Greece-Bulgaria Joint Secretariat participated in comprehensive discussions and presentations.



### 3 Conclusion

The kick-off meeting successfully achieved its objectives, fostering a deeper understanding of the SMiLe project among all stakeholders. The commitment to collaboration, the clarification of roles, and the agreement on critical milestones set a positive tone for the project's effective implementation. The next meeting is planned in Ardino, tentatively scheduled for late June or early July, highlighting the project's commitment to progress.

This report encapsulates the key discussions, presentations, and outcomes of the 1st kick-off meeting for the SMiLe project. The collaboration among partners holds great promise for the successful enhancement of primary medical care in isolated and deprived cross-border areas.

## **4 ANNEX**

### **4.1 Photographs**











## 4.2 Invitation



HELLENIC REPUBLIC  
MINISTRY OF HEALTH  
4<sup>th</sup> HEALTH DISTRICT  
OF MACEDONIA AND THRACE

Thessaloniki, 19-1-2018

Reg. of Corresp. 3011/22-01-2018

DIRECTORATE: PROGRAMMING AND  
DEVELOPMENT OF POLICIES FOR  
HEALTH SERVICES PROVISION

DEPARTMENT: RESEARCH AND DEVELOPMENT

Postal Address : 16, Aristotelous Str.  
Post Code : 546 23 Thessaloniki  
Contact Persons : Chrysa Girtzimani  
Telephone : 2313 327.876  
Fax : 2313 327.845  
E-mail : girtzimani@4type.gr

To:

1. Aristotle University of Thessaloniki -  
Departments of Medicine & Civil  
Engineering
2. Multi-profile Hospital for Active  
Treatment of Ardino
3. Municipality of Harmanli
4. National Emergency Aid Center

Cc:

EUROPEAN TERRITORIAL  
COOPERATION PROGRAMME  
"GREECE-BULGARIA 2014-2020"  
Joint Secretarial CP Interreg V-A  
"Greece-Bulgaria 2014-2020"  
Attn: Mrs. Kiriaki Antoniadou  
JS Project Officer

**SUBJECT: 1<sup>st</sup> Kick-off Meeting - SMiLe Project**

Dear Partners,

Acting as Project Lead Partner within SMiLe project, we would like to invite you to participate in the 1<sup>st</sup> Kick-off Meeting that will be held on Wednesday 7<sup>th</sup> February 2018 between 11.30 - 17.30 in the premises of the 4<sup>th</sup> Health District of Macedonia and Thrace in Thessaloniki (16, Aristotelous str., 5<sup>th</sup> Floor, Meeting Room).

All partners are invited to prepare a brief presentation in ppt form in order to present their activity progress as well as their organizations and territories.

Please confirm your availability and send us the names/titles/positions of the participants no later than Wednesday 31<sup>th</sup> January 2018.

We remain at your disposal for any questions or clarifications.

Kindest Regards,



EFSTRATIOS A. PLOMARITIS

Director of  
Health District of  
Macedonia and Thrace

Enclosed documents:

- Agenda of the 1<sup>st</sup> Kick-off Meeting



## **1.1 Agenda**

### 1<sup>st</sup> (Kick-Off) Meeting Agenda

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

**Date:** Wednesday 7<sup>th</sup> February 2018

**Venue:** 4<sup>th</sup> Health District of Macedonia & Thrace Meeting Room (5<sup>th</sup> floor)

16 Aristotelous str. P.C. 54623, Thessaloniki

Hosting Partner:

4<sup>th</sup> 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
<b>Introductions</b>		
Welcome & Introduction Speeches/ Presentations by all PBs	Representative of the 4 <sup>th</sup> 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 <sup>th</sup> Health District of Macedonia & Thrace (LB)	12.10-12.30
<b>Project Development &amp; Implementation</b>		
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 <sup>th</sup> 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
<b>Project Development &amp; Implementation</b>		
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 <sup>th</sup> 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
<b>Project Management &amp; Communication</b>		
Presentation of the project communication strategy and target groups to address	Representative of the 4 <sup>th</sup> Health District of Macedonia & Thrace (LB)	15.50-16.10
Partners tasks related to the project management & reporting	Representative of the 4 <sup>th</sup> Health District of Macedonia & Thrace (LB)	16.10-16.30
Open discussion - Q&A	Partners' representatives	16.30-16.50
<b>Other issues</b>		
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
<b>Working language</b>	English	

## **1.3 Minutes**

### Kick-Off Meeting Minutes

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

**Date:** Wednesday February 7<sup>th</sup>, 2018

**Location:** 4<sup>th</sup> Health District of Macedonia and Thrace  
16 Aristotelous str. P.C. 54623  
Thessaloniki

### Attendees:

#### On behalf of the 4<sup>th</sup> Health District of Macedonia and Thrace

1. Dr. Efstratios Plomaritis, Director of 4<sup>th</sup> Health District of Macedonia and Thrace
2. Mr Dimitrios Tsalikakis, Deputy Director of 4<sup>th</sup> Health District of Macedonia and Thrace
3. Mrs Emily Makryalea, Head Department of Development and Programming of 4<sup>th</sup> H.D. of Macedonia and Thrace  
Smile Project manager
4. Mrs Chrysa Girtzimani, Head of Research and Development Office of 4<sup>th</sup> H.D. of Macedonia and Thrace,  
Contract Person of Smile Project

#### On behalf of Aristotle University of Thessaloniki

5. Professor Alexis Benos, Medical School, Laboratory of Primary Health Care, General Practice and Health Services Research
6. Professor Aristotelis Naniopoulos, School of Civil Engineering, Transport System Research Group
7. Associate Professor Emmanouil Smyrnakis, Medical School, Laboratory of Primary Health Care, General Practice and Health Services Research
8. Panagiotis Tsalis, Engeneering, Research fellow, School of Civil Engineering, Aristotle University of Thessaloniki

#### On behalf of Multi Profile Hospital for active treatment of Ardino

9. Dr. Gyuner Osman, Director of the Hospital, Contact person of Smile project
10. Mr. Eugeny Ivanov, External Consultant

#### On behalf of Municipality of Harmanli

11. Mrs Maria Kirkova, Mayor of Harmali
12. Mrs Gabriela Antonova, External Consultant

#### On behalf of National Emergency Aid Center of Greece

13. Dr. Thomas Aggelopoulos, Director of Prinos Health Care Center , Responsible of National Emergency Aid Center of Greece for Northern Greece
14. Mrs. Natasa Balaska, contact person of SMILE project, National Emergency Aid Center of Greece

**Working language** English

### Main topics of the agenda

- Introduction of SMILE project partners.
- SMILE 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. Review of the project start-up plan.
- Presentation of the concept and the methodology concerning the joint implementation of Work Package 4 "Studies to improve PHC services in CB area".
- Presentation of the concept and the methodology concerning the joint implementation of Work Package 5 "PHC practitioners' capacity building".
- Presentation of the concept and the methodology concerning the joint implementation of Work Package 6 "Citizens' oriented PHC Governance Plan".
- 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.

#### *Introduction of SMILE project partners.*

In the beginning of the project meeting, Mrs Emily Makryalea, Project Manager welcomed all the attendees and invited Dr. Efstratios Plomaris, Director of the 4<sup>th</sup> Health District of Macedonia and Thrace, LB of the project to make a short welcome speech. Dr. Plomaritis highlighted the importance of the SMILE Project for all partners and eventually for both health care systems, of Greece and Bulgaria. He expressed his certainty that it will be a successful program thanks to the effective and efficient cooperation between all partners.

Mr. Dimitrios Tsalikakis, Deputy Director of the 4<sup>th</sup> Health District of Macedonia and Thrace also thanked the delegations for attending in the meeting and briefly presented the organization of the 4<sup>th</sup> Health District of Macedonia and Thrace.

Professor Alexis Benos presented briefly the role of Laboratory of Primary Health Care, General Practice and Health Services Research in the project and wished every success for the meeting as well as for the project.

Professor Aristotelis Naniopoulos also presented briefly the role of Civil Engineering Department in the project and wished every success of the meeting as well as for the project.

Dr. Gyuner Osman, Director of Multi Profile Hospital for active treatment of Ardino thanked the LB for the hospitality, he presented briefly the Hospital of Ardino, expressed his gratitude for participating in the project assuring that from their part they will contribute for the success of SMILE project.

Mrs. Gabriela Antonova, representing Municipality of Harmanli, introduced the Mayor of Harmali, expressed their thanks to LB and expressed their willing to put every effort to the success of the project.

Dr. Aggelopoulos as representative of National Emergency Aid Center of Greece (EKAB), thanked LB for hosting this meeting and presented briefly the National Emergency Aid Center of Greece while Mrs Balaska, continuing presented in brief what is the TETRA digital equipment that EKAB will purchase through SMILE Project.

After presentations of partners, the core program of the meeting started.

#### *SMLE project overview: concept, objectives, WPs & main outputs, expected results.*

During this session, Mrs Emly Makriaalea, Project Manager presented the main data related to the project, stating that given that the LB signed the Subsidy Contact dated as from 12/10/2017 the end date of the project is on 11/09/2019.

With this session, Project manager presented the overall and the specific objectives of the project, highlighting that citizens of the cross border area and especially the vulnerable group of people with disabilities will benefit from the increased efficiency and effectiveness of the public health services provided. The main results were summarized to the following ones: Upgrade quality of life , Establish strong cooperation between partners in order to upgrade health services provided in PHC setting of the CB area , Remove any kind of exclusion in health care and Minimization of medical transfer to larger metropolitan health care units through improved services provided by local health care units .

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

Project manager, presented the project's working plan analyzing each work package and deliverable, with emphasis on the role of each partner (coordination/ contribution). Analyzing the WP she mentioned that in WP 1, all 4 deliverables started at 12 October 2017 and all partners are involved in more than two deliverables. Within the deliverable "project activity and finance reporting" Lead partner will be in charge for the project coordination. Project partners shall contribute and comply to the agreed time schedule and provide the necessary inputs for each month of every semester. In WP2 Lead partner will develop the communication plan and present it to all partners as soon as possible. With contribution of partners 2,3,and 4 lead partner will also implement a series of the main communication activities such as printed material, web-campaigns etc. P2 is responsible for the organization of a scientific symposium, P3 and P4 are responsible for the implementation of info days and P5 is responsible to prepare and promote press releases. In WP 3 containing 4 deliverables only P2, is not involved. She mentioned the total budget of WP mentioning that represents 66,10% of the total budget. All participating partners will conduct procurements and receive necessary medical equipment. In WP 4 which includes 3 deliverables LP, as well as Partner 5 are not involved while P2 will conduct and elaborate the studies and will also provide guidelines to P3 and 4 so that they will develop and specify the studies for the districts of Kardzhali and Haskovo respectively. WP 5, includes 5 deliverables and only partner 5 in not involved in. P2 will implement the training center for primary health center practitioners while LB,P3 and P4 will implement training and capacity building activities during project lifecycle. WP 6, consists of 5 deliverables and all partners are involved. LB, P3 and P4 will participate in the activities related to consultation and implementation of a series of networking activities and will also draft the evaluation and impact assessment plan and develop IT platform, while P5 will implement workshops on emergencies. She pointed out that ending date per deliverable is not set and asked kindly all partners to review project and estimate procedures and forward their proposals.

Continuing this session, she presented partners achievements until today, comparing to the Start-Up Plan. More specifically, LP completed first progress report having inputs from all partners, project management plan draft has been completed as well and we will forward to all partners along with minutes of the meeting. LB is at the final stage of approval of technical specifications for Medical and IT equipment Work Package 3., 3.1.1 and 3.1.2. Partner 2, has settled an internal partner management team of 3 university members and completed preparation of the procurement procedure for staff. P3 assigned the implementation of the project management, meetings' organization and specific studies' implementation, while procurement related to WP2 activities is in progress and the tenders for construction works and supply of Equipment are under preparation. P4 assigned also the project management services and needs to finalize technical specifications and tender documents for the procurement of the equipment and P5 has approved the ToRs for the equipment to purchase and is elaborating the ToRs for the services to be procured. She pointed tasks remaining to be completed.

Mentioning next milestones Mrs Makryalea referred to the issue of modifications indicating that is essential not to have many modifications and to have them all grouped and approved by all partners. At this moment she referred to the Management team and the need to be nominated, kindly asking partners to review article 7 of partnership agreement and forward within the next days the proposed names since management team will have the authority to approve modifications. So far there are 3 minor modifications, two from LP and one from P2.

At this point Mrs Gabriela Antonova, External Consultant representing Municipality of Harmanli, informed that they also will ask for a modification. They will inform about with in the next days.

Last Mrs Makryalea mentioned that next meeting is planned to be organized in Ardino according to the project application form & justification of budget form, at the end of June, early July. She invited PB 2 to propose within next days, alternative dates in order the all partners two decide together. The meeting agenda will be prepared by LB and validated by all partners. Dr. Gyuner Osman, Director of Ardino Hospital proposed the 27th or the 28th of June. All partners were invited to check their schedule and forward to LP their preferable date.

*Concept and methodology concerning the joint implementation of WP 4 "Studies to Improve PHC services in CB area"*

Professor A. Naniopoulos, representative of Civil Engineering Department of Aristotle University of Thessaloniki, presented briefly past projects of their department funded from European Union. Experience acquired from these projects will capitalize benefits of SMILE project.

Professor Naniopoulos mentioned that WP 4 will be based on existing methodologies developed by AUTH in the frame of research projects, research in relevant bibliography, as well as the continuous application of a version of "Delphi method" through the cooperation of the project team with involved actors, experts and citizens with disabilities.

Concerning deliverable 4.1. the team will review of the published literature and reports, identify existing data and legislation concerning health care provision and assess policies and analysis of disparities in health care provision. In deliverable 4.2. the accessibility of the infrastructure offered will be assessed through a specialized methodology which will be developed. The methodology will include checklists for various elements of PHC infrastructure. The analytical nature of the methodology will ensure that it can be used in the future by non-specialized personnel, thus providing interested stakeholders with a useful tool in order to self-assess their infrastructures and services. The methodology developed will be utilized in the evaluation of local infrastructure in Greece as well as in Bulgaria. In deliverable 4.3. a study for accessibility improvement of a major infrastructure of the area will be conducted. The infrastructure to be selected will focus on the provision of Primary Health Care, probably in a rural area.

#### *Concept and methodology of joint implementation of WP 5 "PHC practitioners' capacity building"*

Professor Alexis Benos and Associate Professor Emmanouil Smyrnakis analyzed deliverable of WP5 .

In Del. 5.1 Joint PHC Practitioners' Training Scheme first step is to Inform PHC professionals of the teachers network for the aim of the SMiLe project. Training coordinators will be defined both in Greece and Bulgaria. Training coordinators' work will be separated in 2 phases. In first phase they will be trained in the Training Center of AUTH in Thessaloniki and in the second phase they will support the short training seminars in situ in the cross border area. In Del. 5.2. they presented the training center that will be constructed in AUTH. Training center will include a Multi-purpose room, an exam-room/ simulation room and a Seminar room of about 40 people. They analyzed the training program of Del. 5.2.3. which is focused in training on clinical skills for handicapped people as well as Del. 5.2.4 concerning the development of the Toolbox for Equal Health Provision. The toolbox will include, basic principles for health care practitioners on interaction with persons with restricted mobility, basic guidelines on creating accessible infrastructure as well as how to assess this infrastructure and basic guidelines on the selection of accessible equipment. Professor Benos and Smyrnakis, determined their next steps as: Finalize the list of training coordinators, Recruitment of PHC Staff in emergency and PHC services in the cross-border area (Ardino, Zlatograd and Iasmos Health Center), Finalize educational program – teaching, design - reconstruction of the Medical School space for the Clinical Skills Educational Center and ordering equipment.

Concerning design – reconstruction for the educational center they announced good news about the Educational Center. Medical school offered a new space, for the Educational Center, within the same building of Medical School, which is more qualified. This will be the modification P2 is going to ask.

#### *Presentation of Work Package 6 "Citizens' oriented PHC Governance Plan"*

LP representative Mrs Emily Makryalea indicated that WP6 in which all partners are involved with allocated budget, aims to develop and implement at pilot level an evaluation model as a part of a wider health governance plan, involving citizens' and local/ regional stakeholders active in the field of health. It is connected with the view of the programme, that projects shall be in close relation to the community, both in terms of communication activities but also for the core project activities as well. She referred to target groups and beneficiaries. Expected results are Improved PHC plans developed in a community oriented approach, improved assessment mechanisms as well as enhanced awareness and skills of citizens in health emergencies. She analyzed WP 6 which consists of 5 deliverables and in which all partners are involved. More specifically LB , P3 and P4 will participate in the activities related to consultation and implementation of a series of networking activities, LB , P3 and P4 Will also draft the



evaluation and impact assessment plan and develop IT platform while P5 will implement workshops on emergencies. Concerning Del. 6.1. the necessary working documents will be prepared in the period May-June 2018, so that the public consultations could be organized during the period July-October 2018. Concerning Del. 6.2 there are 3 reports on the progress of the project implementation and the efficiency and effectiveness of the individual work packages and deliverables (9th month, 12th month, 18th month) and a final evaluation report on the implementation of the project (24th month). Del. 6.3 IT Platform will be fully operational in December 2018. Concerning Del. 6.4. LB, PB3 & PB4 staff will follow the use and applicability of the platform for a period of 6-months, focusing especially in the encouragement of target groups to use it. Pilot phase will run from January to June 2018. As for Del. 6.5. PB5 will organize 6 training sessions (1-day each) at remote, isolated and disadvantaged towns/ villages of the cross-border area - Didimoteicho, Paranesti, Nevrokopi, Iasmos, Stavroupoli and Echinios, aiming to the training of at 300 citizens with regards to first aid.

#### *Action Plan for the period February – June 2018*

The aim of this session was to set the milestones and actions needs to be done within the next months until June 2018. LB presented the milestones until June 2018 pointing out that there are activities that need to speed up in order to be according to the plan. Bulgarian partners mentioned legal registrations concerning procurement of equipment which doesn't allow to speed up procedures. Greek partners mentioned that in Greece as well there are similar legal registrations. All partners agreed to do their best so that all actions will not exceed preset times.

#### *Presentation of Project Communication Strategy and target groups to address*

LB representative Mrs Chrysa Girtzimani presented the project communication strategy. She mentioned that 4,5% of the project total budget is allocated to WP2 in which all partners are involved, except for partner 5 that has a very limited participation in this WP. Project communication strategy and visual idea is the principal responsibility of LB. Mrs Girtzimani indicated that in line with the Program's I&P guidelines, the main objectives of the project communication strategy is to increase awareness of the project's targeted audience, including patients, local population, visitors, medical staff and other interested parties in the health sector. At the same time, the transparency of the activities implemented, the use of public funding and the demonstration of the role of the EU will be guaranteed. She proposed the following specific objectives to be included in communication strategy: a) raise awareness of the local communities on the project and EU contribution b) raise awareness of local, regional and national policy makers and public bodies, stakeholders etc. especially in the fields of primary health services, accessibility and social inclusion and c) maximise participation in public events - both with educational and informative character - by drawing attention of wide public of the cross-border area but also of specific target groups. Target groups are: General population of the two areas, persons with restricted mobility, medical practitioners all over the cross-border area, local and regional stakeholders, interested parties and regional authorities representatives, academic and scientific community as well as civil society organizations and last local, regional and national media - both general and thematic media. In continuing she referred to the tools and activities that have selected, according to the initial project planning, for the communication of the project and the dissemination of the project's results. Any material that will be designed will be evaluated and validated by the partners before its production/ promotion, however in order the homogeneity of the project dissemination material to be ensured, all partners will have to use the same graphic art designs developed by LB. She pointed out that within our project, the Work Packages 5 and 6 also include activities with a communicational dimension, being open or involving project target groups and therefore, we intend to include them in our communication strategy as well. She pointed out that project communication strategy, tools and activities wouldn't be valid if they are not coherent to the Program's Communication Strategy and Information and Publicity Guidelines and she presented the main concept of communication for the programming period 2014-2020. She presented links or useful material/ tools in regard to the communication activities' planning and development mentioning that in principle the material published at Interact website addresses the Managing Authorities of European Territorial Cooperation Programmes all over Europe, but also partners/beneficiaries that studying the material carefully will have a wide idea on the Programmes' philosophy and communication objectives, as well as to customize particular templates for their

needs.

Last she referred to Interreg Programm ID mentioning that in the past, nearly 100 ETC Programmes used totally different communication visuals, even if pursue the same objective. Thus, for 2014-2020 all European Territorial Cooperation Programmes come under one integrated and harmonised visual brand giving in each thematic objective a separated color and image that is common for all Europe and has to be adopted accordingly by each project.

### *Project Management and Reporting*

LB representative Mrs Chrysa Girtzimani analyzed basic project management procedures and tasks. First she referred to the Project Management Team that should be composed. P.M.T. shall include 2 members per organization, while it will be chaired by the Lead Beneficiary. P.M.T. will be responsible for monitoring the implementation of the project and shall meet on a *six-month* basis, during the project technical meetings. Their tasks will also include monitoring and guiding the implementation process of the project, as well as reviewing and approving work plans and reports (decision making procedures within the project). She invited partners within the next days to providing LP the names, positions and contact details of persons who will be nominated. She also asked kindly all partners to issue an official decision and forward it to LB for the staff members involved in the project management and implementation according the Application Form and the Partnership Agreement, each partner should appoint at least three staff members to be involved in the project with the following roles: a) Project Manager b) Financial Manager and c) Contact Person. She referred to specifications concerning internal communication and scheduled technical meetings. Mrs Girtzimani referred to the project plan, which is a responsibility of LB. She informed that LB has drafted it and together with the meeting minutes it will be sent to all partners in order to validate it or make their comments to embed. Continuing 4 main procedures and tasks of project management, a) progress reporting, b) verification of expenses, c) payments/cash flows and d) modification procedures, were selected to be discussed further. Concerning reporting procedures which refers to 6-months periods: January-June and July-December, while the deadline for submission is max. 20 days after the end of the period, thus 20<sup>th</sup> July and 20<sup>th</sup> January the first one was timely submitted to JS by LB. Verification of expenses include 2 procedures: a) administrative verifications in respect of each application for reimbursement by beneficiaries verify, and b) on-the-spot verifications of operations specific EU rules and rules per country for the eligibility of expenses should be followed. She presented a diagram for the cash flows explaining that for the Bulgarian partner, a 7-7.5% of the beneficiary's ERDF budget will be given as advance payment via the Paying Authority to the Lead Beneficiary, who will in turn transfer it to the respective beneficiaries and after the submission of the certificates and their integration in the payment requests, ERDF reimbursement will be received by the Certifying Authority and transferred to the Lead Beneficiary, who will in turn transfer it to the respective beneficiaries within one (1) month from its receipt. All transactions are performed in euro (€) and in whole, without deductions for bank charges. Concerning modifications Mrs Girtzimani referred to the 3 types a) Minor modifications by the Beneficiaries with notification of the JS/MA, b) Modifications approved by the Managing Authority (MA) and c) Modifications approved by the Monitoring Committee analyzing in details the procedures of each type.

### *Open Discussion*

Mrs Gabriela Antonova, External Consultant representing Municipality of Harmanli presented briefly the City of Harmanli and its strategic location and role as an administrative center. Continuing she referred to the hospital of Harmanli who is one of the oldest hospitals in Bulgaria. The hospital located 40 Km from the Regional Center serves the population of several Municipalities as well as the biggest refugee center in Bulgaria which is located in Harmanli, and is an auxiliary advisory unit for the more remote hospitals in the area. Two of the high ways of Bulgaria are passing from the region and hospital of Harmanli is the first responder for traffic accidents. All the above underline the important place of Harmanli Hospital in Health Care System of Haskovo District. Mrs Gabriela Antonova referred to activities and structure of the Hospital and underlined the importance of SMILE project for Harmanli Hospital.

Evaluation of meeting , approval of meeting's minutes – closing of the meeting

Project manager invited all partners to complete the evaluation form of the meeting. JS Project officer Mrs. Antoniadou informed Bulgarian Partners PB3 and PB4 that a support letter by the Ministry is requested for the activities of the project and will forward them by mail details of the contact person.

Since Mrs Antoniadou had nothing to add she requested to discuss briefly with each partner delegation.

Closing the meeting all partners approved the minutes and agreed that they will meet in person in the next technical meeting.

#### **Accompanying documents**

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