

## **Minutes of the Kick-off Project Meeting**

The first meeting of the Consortium members was held at the Teachers' Club, School of Medicine, University of Belgrade, Dr. Subotića 8, on October 9, 2006, from 9:00 to 11:40 a.m.

Present persons:

From the Grant holder's institution – Faculty of Medicine, Technische Universitat, Dresden, Germany:

Prof. Dr. Dr. Wilhelm Kirch, Director of the Institute of Clinical Pharmacology,  
Representing the Grant Holder  
Dr. Nicole Wagner, scientific Coordinator

From the Grant coordinator's institution – School of Medicine, Belgrade, Serbia:

Prof. Vesna Bošnjak Petrović, Vice-Dean  
Prof. Vesna Bjegović, Head, Centre-School of Public Health  
Prof. Slavenka Janković, Deputy Head, Centre-School of Public Health,  
Project coordinator

From the Faculty of Medicine, Universita Cattolica Sacro Cuore, Rome, Italy:

Dr Giuseppe La Torre, Head of the Epidemiology and Biostatistics Unit

From the Faculty of Health Protection, Jagiellonian University, Collegium Medicum, Krakow, Poland:

Assoc. Prof. Stojgniew Jacek Sitko, Health Policy and Management

Individual expert:

Prof. Ulrich Laaser, Faculty of Health Sciences, University of Bielefeld,  
Germany

The Agenda for the meeting was:

1. Welcome (Prof. Bošnjak Petrović, Prof. Bjegović, Prof. Kirch)
2. Adoption of the preliminary Agenda
3. Report on the current project status: Grant Agreement, financial issue etc. (Prof. Kirch, Dr. Wagner)
4. Adoption of the proposed project work plan and activities assignments (Prof. Janković)
5. Future meeting schedule (to propose a date, venue and agenda for the second meeting of the representatives of consortium members)
6. What remains

1. The meeting began with welcome speech of prof. Bošnjak Petrović and Prof. Bjegović (as hosts from the grant coordinator' institution), and Prof. Kirch as a grantholder.

2. After that the Agenda was adopted.

3. Prof. Kirch and Dr. Wagner reported on the curen project status:

- The Grant Agreement has been signed by both, Grant holder as a beneficiary of the Project grant, and The European Commission (on 5<sup>th</sup> of September), so it gains legal force. The eligibility period is: 1/1/2006 – 31/8/2009. Every partner received a copy of the grant agreement.
- The project has been awarded a grant (€ 353,344.90) that is inferior to the one we requested in our application (€ 354,792), either because ineligible cost items were identified in our budget or because the thresholds defined in the Guide for Applicants were not respected. In the coming weeks grant holder will receive a recommendation letter, containing comments and recommendations for potential improvements of the project, collected during the various steps of the selection procedure.
- The grant holder's institution already has received the pre-financing amount of € 212,006.94 (60% of maximum grant amount).
- The second instalment of pre-financing may not be made until at least 70% of the previous pre-financing payment has been spent.
- Payment of the balance, representing up to 10% of the maximum grant amount, will be paid after the approval by EC of the Request for payment and of the Final report.
- The grant holder is liable for all costs of the consortium members.
- Consortium members have to send to the grant holder the data needed to draw up the reports, financial statements and other documents (also salary slips, invoices).
- As the internal agreement between all partners is urgently recommended by the EC, grant holder is now in preparation of this agreement which all partners have to sign shortly. This agreement is binding on all parties.

4. Prof. Janković presented the proposed project work plan and activities assignments for the whole project period of three years. The work plan was adopted in general, but all consortium members agreed that some planned activities can be changed during the implementation if it is needed. As well prof. Jankovic reported about the current project activities:

- The first meeting of the Core Serbian Team was held on September 26, 2006. The work plan was discussed and some activities have already started:
- Checking of the existing computer laboratory equipment, software and network infrastructure
- Reviewing the list of laboratory equipment to be purchased and installed at the C-SPH
- Making the list of software to be purchased
- Reviewing the content of existing courses in discipline related to the health policy and health management at the University of Belgrade. It was agreed that professors from other faculties, with expertise in

disciplines like economics of health policy and management, and public health legislation, would be included in this activity.

After a fruitful discussion the next **conclusions** were agreed:

- Grant holder will send some amount of money for overheads to every consortium member's institution as soon as possible.
- The processing of all travel reimbursements will be made over Dresden. The completed individual grant holder report for staff travel and cost of stay (Annex V/II of Grant Agreement) have to be sent together with the travel tickets to Dresden.
- The most important in this moment is to define the content of the curriculum for Master of Health Policy and Management (MHPM) till the end of February, 2007, but at first to think who will be our students. Request for help and suggestions in defining curriculum will be sent to all ASPHER via e-mail.
- It is proposed that the MHPM course would be taught in Serbian (50%) and in English (50%).

5. The future meeting schedule was agreed. The next two meetings of all consortium members will be held:

- On 16<sup>th</sup> of February, 2007 in Rome, and
- On 29<sup>th</sup> of August, 2007 in Krakow.

Minutes done by  
Slavenka Jankovic  
Project Coordinator,  
and Nicole Wagner