



Strengthening Capacities for Higher Education of Pain Medicine in Western Balkan Countries (HEPMP)

Management Board Meeting, Ljubljana, March 15, 2018

MEETING MINUTES

Management Board meeting was attended by the following project participants from program and partner countries: Prof. Dr. Predrag Stevanovic - Project Coordinator; University of Kragujevac - Prof. Dr. Jasna Jevdjic; University of Banja Luka - Prof. Dr. Darko Golic; University of Tuzla - Prof. Dr. Jasmina Smajic, Asist. Prof. Dr. Samir Husic; University of Podgorica - Prof. Dr. Danko Zivkovic, Prof. Dr. Ljiljana Kezunovic; UHC “Dr. Dragisa Misovic - Dedinje” - Prof. Dr. Radoslav Perunovic; University of Ljubljana, Slovenia - Prof. Dr. Maja Sostaric; University of Rijeka, Croatia - Asist. Prof. Dr. Vlatka Sotosek Tokmadzic.

The meeting started at 12 PM. It was opened by the Project Coordinator, Prof. Dr. Predrag Stevanovic. Professor Stevanovic welcomed everyone and thanked everyone for coming. Professor explained the participants that the colleagues from the University of Florence, Italy, were unable to attend the Management Board meeting, unfortunately.

Prof. Dr. Stevanovic presented the minutes from the Kick-off meeting held on December 1 and 2, 2017, in Belgrade. The meeting minutes were adopted unanimously.

Prof. Dr. Stevanovic proposed the following agenda:

1. The introductory word of the host - Prof. Dr. Maja Šoštarič
2. Approval of the minutes and reports from the first meeting of the Management Board at the Kick-off meeting in Belgrade (material available on the HEPMP website) - Prof. Dr. Predrag Stevanović
3. Information about the introduction of a new partner in the project consortium - Prof. Dr. Predrag Stevanović
4. Guidelines on Reporting and Budgeting of Project Activities - Slavica Petričević
5. Project Tracking App Development Report - Prof. Dr. Predrag Stevanović
6. Notice of the development of the Pain Forum with the proposed categories and topics
- Prof. Dr. Predrag Stevanović
7. Miscellaneous (please, within this point, we will try to clarify everything that seems to be obscure about the good conduct of the project's activities)

The proposed agenda was unanimously adopted.

The Project Coordinator informed all Project members that all Inter-Partner Contracts were signed by the University of Belgrade and sent to partner and program countries. All contracts are in line with the information contained in the Grant Agreement.

Prof. Dr. Stevanovic informed that at the University of Rijeka a new Rector was elected and that the colleagues from the Faculty of Medicine in Rijeka will inform him about all details and important information related to our project.

1. The introductory word of the host - Prof. Dr. Maja Šoštarič

In the first point of the agenda, Prof. Dr. Šotarič presented Jernej Čelofiga, Head of the International Office at the Faculty of Medicine in Ljubljana, to inform us about the experiences of the Office for International Cooperation at the Faculty of Medicine in Ljubljana. Dr. Čelofiga pointed out that the Faculty of Medicine actively participates for more than twenty years in the EU “Lifelong Learning Program”. Education and research are carried out in the field of Medicine at the Undergraduate and in the field of biomedical sciences at Postgraduate studies. About 1600 medicine and dental medicine students at the Undergraduate level are currently enrolled at the Faculty of Medicine. The Faculty of Medicine at the University of Ljubljana accepts Erasmus students for Erasmus exchange and placement (only if the program is prearranged and confirmed by the departments). The Faculty of Medicine only accepts students from the Universities that they have a valid bilateral agreement signed with. Students are accepted either for one semester (winter or summer) or for the full year.

Prof. Dr. Maja Šoštarič summarized the results of the five-day meeting in Ljubljana. Prof. Dr. Šoštarič asked the question about the payment for the lecturers who are not employed at the Faculty of Medicine in Ljubljana. Prof. Dr. Stevanovic explained that teachers (lecturers) who are not employed at the Faculty of Medicine can only be paid through the employment contract and that local tax legislation is applicable. Prof. Dr. Stevanovic especially pointed out that all payments must be related to the activities (completed work) of the Project. He also emphasized that teachers who are not employed at the Faculty of Medicine cannot be mentioned in the report. The only way of teachers’ engagement who are not employed at the Faculty of Medicine is that they need to be employed for the project as a part of the employment.

2. Approval of the minutes and reports from the first meeting of the Management Board at the kick-off meeting in Belgrade (material available on the HEPMP website) - Prof. Dr. Predrag Stevanović

Prof. Dr. Stevanovic said that minutes and reports from the first meeting of the board at the kick-off meeting in Belgrade are on our official website (material available on the HEPMP website). All documents from the previous meeting from Belgrade were unanimously adopted.



In the framework of this point of the agenda, it was agreed that the next meeting of partner and program countries will be held from May 25-29, 2018 in Rijeka, Croatia. It was agreed that the next Management Board meeting will be held on May 26, 2018 in Rijeka, Croatia. It was also agreed that the following meeting in Florence, Italy, will be held in the second half of September 2018.

3. Information on the introduction of a new partner in the project consortium - Prof. Dr. Predrag Stevanović

The Project Coordinator informed the board members that more information on this proposal will be received at the next meeting of the Management Board that will be held in Rijeka, Republic of Croatia.

4. Guidelines on Reporting and Budgeting of Project Activities - Slavica Petričević

Head of Financial Department at the Faculty of Medicine, University of Belgrade, Ms. Slavica Petričević, explained in detail how to complete the following documents: Financial Statements published on EACEA website on January 26 2018; Joint Declaration and Time Sheet, Individual Travel Report ITR. Prof. Dr. Stevanovic said that all the required documents will be available on the HEPMP Project Official Website: www.hepmp.med.bg.ac.rs in a special folder “Templates for reporting”. The Project Coordinator stressed that the official website of the Project will also be linked directly to the European Commission's Education, Audiovisual and Culture Executive Agency EACEA (https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2017_en in the “Reporting” section).

5. Project Tracking App Development Report - Prof. Dr. Predrag Stevanović

Prof. Dr. Stevanovic informed Management Board members that CIKT colleagues have developed a Project Tracking App for that purpose. The application will be available at the HEPMP Project Official Website: www.hepmp.med.bg.ac.rs. The application will make it easier for members of the consortium from both program and partner countries to carry out and monitor the completion of project tasks. The Project Tracking App will remind the members of the project that they need to complete their project tasks within 7 days. The Coordinator said that this application will be offered to colleagues from the Faculty of Medicine in Belgrade, the University of Belgrade and the Erasmus+ Office in Belgrade for free use. All present members welcomed the initiative and thanked Prof. Dr. Stevanovic for the successfully designed application.

6. Notice of the development of the Pain Forum with the proposed categories and topics - Prof. Dr. Predrag Stevanović

Project Coordinator, Prof. Dr. Stevanovic, said that a new Pain forum has been made and that it will be available on the official website of our project at: www.hepmp.med.bg.ac.rs/forum. This will be a classic forum for all doctors or anyone interested in sharing information, messages, opening topics, publishing works, etc. It is a closed application that is available only to authorized group of doctors,



which means that access to the application is only possible after authorization. Administrator of the Pain forum will be Prof. Dr. Dejan Nestic. In the application, after selecting the patient type form and adding the document (Uniform form of examination, ECG, lab, Ro, TS, NMR ...), we form a colleague's request or a selected group of colleagues. Sending a query generates a notification on mobile devices. Colleagues get access to that form of query. After examining the queries, the data and documents, your colleagues make a decision to receive, give their opinion or advice, or make a decision on receiving the patient, indicate possible steps in the treatment.

Also, pain forum will include the following categories: Anatomical basics of pain, Epidemiology of pain, Physiological basics of pain, Pain therapy, Non-pharmacological methods of pain treatment, Cancer pain, Non-cancer pain, Headache, Neuropathic pain and The legal framework of pain medicine.

7. Miscellaneous (please, within this point, we will try to clarify everything that seems to be obscure about the good conduct of the project's activities)

Prof. Dr. Stevanovic concluded once again that the next meeting of partner and program countries will be held from May 25-29, 2018 in Rijeka, Croatia. Also, Prof. Dr. Stevanovic emphasized that the next Management Board meeting will be held on May 26, 2018 in Rijeka, Republic of Croatia. The education meeting at the University of Florence, Italy, will take place in the second half of September 2018.

Prof. Dr. Stevanović reminded members of program and partner countries that the International Scientific Meeting will be organized under the auspices Department of Medical Sciences, Serbian Academy of Sciences and Arts (SANU): Pain - terrifying lord of life, on October 22, 2018 in Belgrade, Serbia, at the Serbian Academy of Sciences and Arts (SANU). He asked members of program countries, lecturers at this international gathering, to deliver their papers in time, in order to print an international monograph.

The Project Coordinator said that all presentations of lecturers, as well as expert and scientific principles, will be available on the official website of our project at: www.hepmp.med.bg.ac.rs until the half of April 2018. Prof. Dr. Stevanović reminded partner countries members of the Project to send the Analysis Report on Pain Medicine in their countries, as soon as possible.

Professor Dejan Nešić, MD, PhD

*PDF files are available on the official website of the Project: www.hepmp.med.bg.ac.rs