

Strengthening Capacities for Higher Education of Pain Medicine in

Western Balkan Countries (HEPMP)

Management Board Meeting, May 28, 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; UCHC “Dr. Dragisa Misovic - Dedinje” - Prof. Dr. Radoslav Perunovic and Dr. Zoran Vlahovic; University of Ljubljana, Slovenia - Prof. Dr. Maja Sostaric; University of Rijeka, Croatia – Prof. Dr. Zeljko Zupan and Assoc. Prof. Dr. Vlatka Sotosek Tokmadzic.

The meeting started at 1 PM. It was opened by the Project Coordinator, Prof. Dr. Predrag Stevanovic. Professor Stevanovic welcomed everyone and thanked everyone for coming, with proposing the following agenda:

1. The introductory word of the host - Prof. Dr. Zeljko Zupan
2. Approval of the minutes and reports from the second meeting of the Management Board at the meeting in Ljubljana (material available on the HEPMP website) - Prof. Dr. Predrag Stevanovic
3. Report on preventive monitoring visit of the Erasmus+ Office – Prof. Dr. Predrag Stevanovic
4. Financial reports of HEPMP - Slavica Petricevic



5. Overview of the Reports of analysis of education offer in pain medicine - Dr. Jelena Santric / Reports of labor market needs – Dr. Zoran Vlahovic
6. Planning of the upcoming meeting in Florence – September 2018
7. Miscellaneous (within this point every clarification needed will be included, regarding project's activities)

1. The introductory word of the host - Prof. Dr. Zeljko Zupan

Prof. Dr. Zupan welcomed once again all the participants, thanked them for coming and went through the entire training in Rijeka, summing up all the activities and results of the meeting.

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

Prof. Dr. Stevanovic presented the minutes from the meeting held on March 15, 2018, in Ljubljana, Slovenia, at the previous training. Prof. Dr. Stevanovic also said that minutes and reports from the Board meeting in Ljubljana are on our official website (all material from the meeting is available on the HEPMP website). The meeting minutes were adopted unanimously.

3. Report on preventive monitoring visit of the Erasmus+ Office – Prof. Dr. Predrag Stevanovic

Prof. Dr. Stevanovic informed the participants about the preventive monitoring visit of the Erasmus+ Office held on May 17, 2018 in Belgrade. Prof. Dr. Stevanovic said that all the detailed reports from the visit are available on our official website (material available on the HEPMP website). He emphasized that colleagues from Erasmus+ Office suggested that



the UHC “Dr. Dragisa Misovic”, Belgrade, is not a higher education but a healthcare institution, and that equipment will be purchased for the University of Belgrade and will be given to UHC “Dr. Dragisa Misovic” for further use. Prof. Dr. Stevanovic has read the draft decision which states:

“In accordance with the procedure for procurement of the equipment, which is defined by the Grant Agreement and Guidelines for the Use of the Grant, the University of Belgrade will procure equipment for the following partners in the project: University of Kragujevac and University of Belgrade. Procurement of the equipment, which according to the project application belongs to Clinical Hospital Center “Dr. Dragisa Misovic”, will be procured by the University of Belgrade and will be approved for the use of Clinical Hospital Center “Dr. Dragisa Misovic”. After the explanation provided by the Project coordinator, members of the Management Board, as well as other representatives, unanimously agreed to allocate equipment belonging to UHC “Dr. Dragisa Misovic” to the University of Belgrade.”

Prof. Dr. Stevanovic informed all Management Board members that the outcome of the Erasmus+ Office visit will be distributed after received by the EACEA Project Officer Giulia Moro. Prof. Dr. Stevanovic stated the preliminary recommendations and conclusions from the visit:

- The project team should complete the *Partnership Agreements* as soon as possible;
- The Project Coordinator should consider with other partners the possibility of *modernizing undergraduate studies* at all higher education institutions from partner countries, through modification of existing courses, i.e. increasing the number of hours dealing with pain medicine, as well as by defining a new elective course in the last year of studies;
- Bearing in mind that there is a different approach to reporting (in non-administrative WPs), in order to ensure the quality of the end result and, therefore, an easier justification of the funds, it would be good to develop a *template* with all

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mandatory elements that the report should include, that will be used by the consortium in working on development of WPs;

- It is suggested that consideration should be given to the establishment of an operational body which, from the aspect of *quality*, will consider the project results;
- The project team should start the procurement procedure of the foreseen *equipment* as soon as possible, so that it will be purchased and installed on time, that is, prior to the implementation of study programs;
- We have been advised to follow the obligation to develop at least *5 study programs* related to pain medicine at the project level;
- The project team should adopt the final version of the *Management Guide*, which would include the following aspects: technical project management, including communication channels within the project, as well as a calendar of planned project team meetings; templates of technical and financial reporting within the project; financial management of the project, including an explanation of the types of costs (*Unit costs/Actual costs*);
- The project team should develop the *Quality Assurance and Control Manual*, which would define the composition and roles of the team, which at the consortium level will be responsible for this aspect of project implementation, as well as the role of other participants/bodies at the project level, during the evaluation of the quality of the project results. In addition, the Guide should define measurable indicators, which will serve as a reference framework for the quality control and quality assurance when assessing the quality of the implemented project activities. Finally, the Guide should also define the selection criteria, that is, the profile and responsibilities of the external expert, who will be engaged during the implementation of the project.



Management Board members listened to advises and recommendations from the Erasmus+ Office in Belgrade with due diligence.

4. Financial reports of HEPMP - Slavica Petricevic

Head of Financial Department at the Faculty of Medicine, University of Belgrade, Ms. Slavica Petricevic, introduced the members with Payment dynamics: first portion of the first pre-financing installment (25% of total Erasmus+ budget minus the funds defined for the purchase of equipment) will be after the Partnership Agreement is signed. Second portion of the first pre-financing installment (25% of total Erasmus+ budget minus the funds defined for the purchase of equipment) will be after coordinator receives and approves documentation about the performed activities. Second portion of the second pre-financing installment (20% of total Erasmus+ budget) will be after funds are received - after documentation and material about performed activities have been received and approved. Another portion of the second pre-financing installment (20% of total Erasmus+ budget) - after coordinator receives and approves documentation and materials about performed activities. User proves that incurred expenses cover at least 90% of the funds transferred up until then. And the last 10% (final payment) – in the case user pre-financed project expenses in full amount. After the EACEA and Giulia Moro confirm total amount of approved funds, and the project is finished, when the final report is completed.

Ms. Petricevic emphasized that a suspension of payments may occur by the EACEA, in case irregularities have been detected (i.e. if constant and systematic errors, frauds and breach of rules have been detected during the course of the project). It is of extreme importance for the original documentation to be preserved, for a five year period. Preservation period starts from the day the final payment has been transferred by the EACEA to the coordinator.

Ms. Petricevic also pointed out that the equipment will be procured after the appropriate procedure and upon receipt of the request documentation. Equipment purchase rules are contained in: partnership agreement, guidelines for the use of the grant, general and



specific conditions of the grant agreement, and institutional and national legislation, and they all have an important role in defining the procedure and how it is performed. Division of the contract into installments is forbidden. Purchase is made all at once, for the entire equipment. Before the purchase procedure is initiated, the coordinator is in contact with the EACEA, and Giulia Moro. Accompanying documents are the following: information and statements for all purchased equipment, tender procedure documentation and offers of three different suppliers with proof that the equipment has been recorded in the institutions fixed assets inventory.

Ms. Petricevic explained that the payment of costs can be done only if an activity has been done and justified. Also, all reports must be written and budgeted in the same way.

5. Overview of the Reports of analysis of education offer in pain medicine - Dr. Jelena Santric / Reports of labor market needs – Dr. Zoran Vlahovic

The Administrative Director of the Faculty of Medicine, University of Belgrade, Dr. Jelena Santric emphasized how Reports of analysis on education offer from Partner Countries are totally different in size and complexity (from several sentences in Faculty of Medicine University of Podgorica – up to 19 pages Faculty of Medicine University of Belgrade). After consideration and useful remarks and advices to overcome potential obstacles, it is recommended to create a template for WP1 and the analysis of reports, as an example that will make analysis more exact and detailed. Regarding the Report of analysis on education offer in pain medicine from Program Countries, it is obtained from only one - Faculty of Medicine University of Florence. University of Ljubljana, Slovenia and University of Rijeka, Croatia, need to create theirs and send it to the coordinator so that a complex Pain medicine education analysis for the year 2017 could be done.

Dr. Santric especially pointed out that in the following period all partners should describe the status of post-graduate studies in Pain Medicine at their Faculties of Medicine with plans for their implementation, and to deliver them together with other advices, remarks, for introducing sub specialization in Pain Medicine, with anticipated hours and lectures. A



Plan for improving the existing sub specialization - harmonization with EFIC standards is needed at the University of Belgrade.

6. Planning of the upcoming meeting in Florence – September 2018

Project Coordinator, Prof. Dr. Stevanovic, kindly asked his colleagues from Florence, Iacopo Lanini and Gianluca Villa, to discuss with Professor De Gaudio about the timing and topics of professional meeting in Florence, Italy. It was agreed that the meeting in Florence will be held in September 2018. Colleagues from Florence said they would inform Prof. Dr. Predrag Stevanovic about the exact timing of the meeting in Florence within the next days.

7. Miscellaneous (within this point every clarification needed will be included, regarding project's activities)

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

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 is 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. Also, pain forum includes 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.



The Project Coordinator asked that Prof. Dr. Maja Sostaric together with Prof. Dr. Neli Vintar organize accredited courses at the UHC “Dr. Dragisa Misovic”, regarding the education of nurses for work in ambulances for pain. Prof. Dr. Sostaric has accepted this proposal for the organization of accredited courses.

Prof. Dr. Stevanovic reminded the members of the Project Consortium from Partner countries that in each partner country, in the next two and a half years, it is necessary to organize four accredited courses, three of which will be held in primary health care and one course from Intervention Procedures. The coordinator said that starting from October 2018, a procedure for selecting candidates will be launched to attend these courses. Members of the Management Board agreed with the proposition.

The Project Coordinator said that all presentations of lecturers will be available on the official website of our project at: www.hepmp.med.bg.ac.rs until the end of May 2018.

Professor Dejan Nešić, MD, PhD

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