

H E P M P

HIGHER EDUCATION PAIN MEDICINE PROJECT

Constituent meeting of the
Management Board of the
HEPMP Project



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| Project title | Strengthening Capacities for Higher Education of Pain Medicine in Western Balkan countries |
| Project acronym | HEPMP |
| Project reference number | 585927-EPP-1-2017-1-RS-EPPKA2-CBHE-JP |
| Coordinator | University of Belgrade |
| Project start date | October 15, 2017 |
| Project duration | 36 months |

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| Reference no and title of work package | WP7 Management |
| Institution | The University of Belgrade |
| Author(s) | Prof dr Predrag Stevanovic |
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List of Abbreviations

| | |
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| CBHE | Capacity Building in Higher Education |
| D&E | dissemination and exploitation |
| EACEA | Education, Audiovisual and Culture Executive Agency |
| EC | European Commission |
| EU | European Union |
| GA | Grant Agreement |
| HCWs | Health Care Workers |
| HE | Higher Education |
| HEI | Higher Education Institution |
| HEPMP | Higher Education Pain Medicine Project |
| LLL | Life Long Learning |
| NEO | National Erasmus+ Office |
| PA | Project Adviser |
| PA | Partnership Agreement |
| PC | Project Coordinator |
| PCC | Partner Country Coordinator |
| PCs | Partner Countries |
| PCT | Partner Country Team |
| PgCC | Programme Country Coordinator |
| PgCs | Program Countries |
| PgCT | Programme Country Team |
| PM | Pain Medicine |
| PMB | Project Management Board |
| QCB | Quality Control Board |
| TL | Task Leader |
| TLs | Task Leaders |
| UB | Faculty of Medicine University of Belgrade, Belgrade, Serbia |
| UBBL | Faculty of Medicine University of Banja Luka, Bosnia and Herzegovina |
| UF | Faculty of Medicine University of Florence, Italy |
| UHDM | University Clinical Hospital Centre "Dr Dragisa Misovic-Dedinje" Belgrade, Serbia |
| UK | Faculty of Medical Sciences University of Kragujevac, Kragujevac, Serbia |
| ULj | Faculty of Medicine University of Ljubljana, Slovenia |
| UP | Faculty of Medicine University of Podgorica, Montenegro |
| UR | Faculty of Medicine University of Rijeka, Croatia |
| UT | Faculty of Medicine University of Tuzla, Bosnia and Herzegovina |
| WP | Workpackage |

I About the HEPMP project

1.1 The HEPMP project summary

Funding: Erasmus+

Key Action: KA2 Capacity Building in Higher Education

Type of project: Joint Projects

Coordinating Institution: University of Belgrade

The main aim of HEMP project is to increase quality of education in pain medicine in order to contribute to the improvement of public health care services and PCs in line with the Health 2020. In Serbia, Montenegro and Bosnia and Herzegovina there is a significant problem of large percentage of the population who suffers from cancer, rheumatic and neurological diseases, while education in the field of pain medicine is insufficient. In fact, one of the priorities of the strategy Health 2020 improvement of the quality of medical services and continuously adapt to changing patterns of disease. Aim of this project is developing an interdisciplinary program in Pain Medicine at the under / postgraduate studies by applying new methodologies and specific learning outcomes in partner country universities. The introduction of the modernized study program of pain medicine is important for improvement of the quality of higher education that will contribute to improve the health care of the population. Moreover, one of the aims is establishment of academic network that would allow the exchange of knowledge of HCWs in Serbia, Montenegro and Bosnia and Herzegovina. The main tool of this network would be development of educational PAIN REGION WB Network which will enhance regional cooperation and education of pain medicine of all partner country universities.

Also, one of the HEPMP aims is delivering of trainings of pain medicine in order to increase skills and competences of health care workers (HCW) in PCs . Training would be for the two target groups: the first type of courses would be for HCWs who work in primary health care centres and daily dealing with the management of pain medicine, and other types of courses would organized in the form of highly specialized training for interventional treatment of pain for doctors who work in tertiary institutions. During the project will form the learning material in the form of brochures for courses and textbooks on pain.

1.2 The HEPMP project consortium

| No | Institution | City | Country |
|----|---------------------------------|------------|---------------------------|
| 1 | University of Belgrade | Belgrade | Serbia |
| 2 | University of Kragujevac | Kragujevac | Serbia |
| 3 | University of Tuzla | Tuzla | Bosnia and Herzegovina |
| 4 | University of Banja Luka | Banja Luka | Bosnia and Herzegovina |
| 5 | University of Montenegro | Podgorica | Montenegro |
| 6 | University of Florence | Florence | Italy |
| 7 | University of Ljubljana | Ljubljana | Slovenia |
| 8 | University of Rijeka | Rijeka | Croatia |
| 9 | KBC Dr. Dragisa Misovic-Dedinje | Belgrade | Serbia |

1.3 The HEPMP Managing Board

| No | Name and Last Name | Institution |
|----|--------------------------------------|--|
| 1 | Prof. dr <i>Predrag Stevanović</i> , | University of Belgrade, Project Coordinator |
| 2 | Prof. dr Jasna Jevđić | University of Kragujevac |
| 3 | Prof. dr Vladimir Đukić | KBC dr Dragiša Mišović |
| 4 | Prof. dr Danko Živković | University of Montenegro |
| 5 | Prof. dr Jasmina Smajić | University of Tuzla |
| 6 | Prof. dr Darko Golić | University of Banja Luka |
| 7 | Prof. dr Anđelo Rafele De Gaudio | University of Florence |
| 8 | Prof. dr Maja Šoštarić | University of Ljubljana |
| 9 | Prof. dr Željko Župan | University of Rijeka |

Constituent meeting of the Management Board of the HEPMP Project

The Agenda

1. Constitution of the Management Board and election of the President
2. Adoption of proposals for the transfer of funds defined for the project official website, from subcontracting budget unit, from the budgets of all partner countries to the sub-contracting budget unit of the University of Belgrade.
3. Agreement on the following activities of the project and the next Management Board meeting.

Management Board Meeting Minutes:

1. Constitution of the Management Board (MB) and election of the President

For the purposes of the implementation of Grant Agreement, all partners in the project must form the Management Board (MB). At the first meeting of the board, the Project Team Coordinators from all the universities of the project participants, as well as the KBC “Dr Dragisa Misovic”, Belgrade, have entered the MB. The Board President is the Coordinator of the Project, Prof. Dr. Predrag Stevanović.

The member of the Management Board shall have the mandate to negotiate on behalf of its institution at each Management Board meeting. If the member of the Management Board is unable to attend a Management Board meeting, the beneficiary shall temporarily appoint a deputy. MB Meetings: Management Board meetings will be held according to dynamics of the implementation of the project activities. The Coordinator shall appoint the Chairman for all the Management Board meetings. The Chairman and Coordinator will jointly prepare the agenda of each Management

Board meeting in advance, which shall be released and circulated by the Chairman and reviewed by other beneficiaries' project team coordinators. The Chairman shall attend each Management Board meeting.

The Chairman shall take meeting minutes and send them for comments to the Management Board members, within 15 working days. If no objections are raised within 10 working days, the meeting minutes shall be considered approved.

MB Decision Making: at each Management Board meeting, no less than half of the members shall constitute quorum (50% + one member). Decision making shall be done by simple majority among the present members (one vote per member). When it comes to decision making, in case of an equal number of votes, the Coordinator shall consult the members of the Management Board, in order to make the decision by a majority of votes. If this is not accomplished, the decision shall be made by the Coordinator. In case that the Coordinator has profound objections concerning the compliance of a taken decision with the Grant Agreement of the legal basis of the Erasmus+ Key Action 2 CBHE action, the decision shall be frozen until the Coordinator clarifies the matter with the Executive Agency. In case that no compliance should be asserted, the decision will be cancelled.

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2. Adoption of proposals for the transfer of funds defined for the project official website, from subcontracting budget unit, from the budgets of all partner countries to the sub-contracting budget unit of the University of Belgrade.

The Management Board of the HEPMP Project, constituted at a meeting held in Belgrade on December 2, 2017, reviewed the recommendations of the representative of the Erasmus+ Office in Belgrade, Mr. Darko Milogorić. Recommendations were related to the way the project funds are managed.

When informed by the Coordinator of the HEPMP project that each Partner country was planned to set up a website, the representative of the Erasmus+ Office suggested that the official website of the project must be unique, and that it needs to be run in one place. He also informed the Management Board that EACEA through the project official website can see all activities, so it is not logical that there are five different websites, from each Partner country. EACEA will not tolerate different activities in that matter. Having that in mind, Mr. Milogorić suggested that all budget units that were individually applied for each Partner country for the budget units of Subcontracting, related to the creation and maintenance of the project's official website, should be consolidated within the budget of the University of Belgrade, within the framework of the subcontracting budget unit. Mr. Milogorić also suggested that procurement of equipment for all Serbian partners should be carried out through a unique tender procedure.

Upon the advice of the Erasmus+ Office representative in Belgrade, Project Management Board voted and decided that the official website of the Project would be unique, mutual, operated from Belgrade, and funds would be allocated from all Partner Universities for that purpose, from the budget intended for Subcontracting costs (EUR 2.500 per Partner University, with the total budget of EUR 12.500).

All decisions made by the MB were turned into the following conclusions:

I For the SUBCONTRACTING budget unit:

- A unique official website of the HEPMP project is being formed,
- A unique official website of the project will be run at the University of Belgrade,
- Each Partner University grants EUR 2.500 to the University of Belgrade for creating and maintaining the project website – the number that is allocated to each Partner University in a project application for a project website, with total budget value of EUR 12.500.
- The total value of a unique official website is EUR 12.500, as reported in the project application.

II For the EQUIPMENT budget unit:

- The unique tender procedure for procurement of equipment for the entire project cannot be carried out.
- The individual tender procedure for procurement of equipment will be carried out by the University of Tuzla, the University of Banja Luka and the University of Podgorica.
- The tender procedure for procurement of equipment in Serbia is unique and will be implemented by the University of Belgrade for the following partners:
 1. University of Belgrade
 2. University of Kragujevac
 3. KBC "Dr Dragiša Mišović"

3. Agreement on the following activities of the project and the next Management Board meeting.

It was decided that the next meeting would be held in Ljubljana, Slovenia, in March 2018. The detailed date and agenda will be defined in time. The meeting should be planned in the timeframe around February 15- March 15, 2018.

For HEPMP Management Board Meeting Minutes Administrative: Ivana Tošković

Chairman, Project Coordinator: Prof. Dr Predrag Stevanović



Strengthening Capacities for Higher Education of Pain Medicine in Western Balkan
countries – HEPMP

Project number: 585927-EPP-1-2017-1-RS-EPPKA2-CBHE-JP

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