

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

Management Board Meeting, September 27 - 28, 2019

Faculty of Medicine University of Belgrade

MEETING MINUTES

DAY 1: Friday, September 27, 2019

16.00-16.30 Welcome speech by the host institution the University of Belgrade and the project coordinator prof dr Predrag Stevanović/ Adoption of the minutes from the previous meeting

After registration (15:30), the meeting was opened by the project coordinator Prof. Dr. Predrag Stevanovic, and welcoming the successful work of all members of the Management board. Professor Stevanovic noted that the presence of all representatives of the program and partner countries other than University in Florence and announced the Agenda of the meeting. Unanimously approved the minutes of the last management meeting in Florence, a coordinator is reminded of the decisions adopted the same meeting, which shall enter into force on the adoption of the minutes (today). He also pointed out that the key objectives of today's meeting: adoption of a new schedule of future activities and response to comments and recommendations arising from the last report of EACEA. Prof. Stevanovic presented the external evaluators present: John Živadinović and Niklas Nannski and explained their role in the project.

During the meeting, the coordinator informed the participants about the activities that are currently in progress (Book of Pain Medicine in collaboration with professors from the Medical

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Faculty in Belgrade) and program activities that have been done in the meantime (adopted in the curriculum of undergraduate and graduate studies at MFUB and site project improved and updated newspapers). It also reiterated that the activities are not completed within the stipulated time-University of Banja Luka, Tuzla University and the University of Podgorica have not purchased the equipment provided for projects or purchases are not adequately justify the documents, which led to compromising the whole project. Professor Stevanovic explained that he could not pay the second installment of pre-financing, while these project commitments are not met,

The coordinator of the project then presented the activities of the Faculty of Medicine, University of Belgrade, the work packages - noting what has been done and what needs to be done on time.

16.30 – 18.30 Reporting by the project partners by work packages

• University of Kragujevac, Serbia:

Prof. Dr. Jasna Jevđić She presented the activities MFUK after work packages in the period from the beginning of the project to date. Prof. Jevđić pointed out that the analysis is done the market needs to be done equipment specification, which after tendering purchased and installed and that it has already done in the training of students. She pointed out that developed the curriculum for the subject of pain medicine for 15 weeks, which is accredited by this school year 70 students from attending. She stated that the revised curricula and other objects which incorporate modules on pain medicine. Prof. Jevđić recalled that there was an LLL course, and that is currently in preparation practicum "Pain Medicine". She also announced future activities by the end of the current year in October - 2 courses for general practitioners, in November - print practicum course for residents of pain therapy, in December - long course of acute pain. Then he announced the plan of activities for 2020 in January - LLL implementation of the second course in February revised curriculum surgery and realization of a one-week training in chronic pain, in February - LLL implementation of the third course, in March - the realization of the course of interventional pain therapy, in April - holding of the fourth LLL course, in May - in the case of neurology holding of the fourth course for students in September enrollment in subspecialization of Pain medicine.

•University of Tuzla, Bosnia and Herzegovina: Prof. Dr. Jasmina Smajic presented the activities after work packages, since the beginning of the project to date. An analysis of the market and *This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.*

education within the first work package and submitted a report. As for the purchase of equipment, Prof. Smajic said that there were certain problems which have led to delays execution of the purchase, but they are now outdated and the procurement of equipment and its installation in the previous period was conducted. Below is Prof. Smajic elaborated on difficulties in purchasing the equipment: bearing in mind that the purchase of the same had to be implemented with UBL, it is necessary to harmonize activities. The UT in November got the money for the purchase of equipment, or the UBL funds received in late January. At this point in BiH was established by the Government and national legislation prohibits the procurement of high value to the formation of the same. After March 2019 it has been formed the government of Bosnia and Hercegovina, and in July opened a tender for Procurements of equipment. Procurement of equipment is completed, the UT has received equipment. Prof. Smajic presented to the project team members participated in trainings of teacher in Rijeka, Ljubljana and Florence. In addition, the project team in Tuzla has published the manual "Acute pain - the importance and treatment" that are given to all course participants. Prof. Smajic said that at the beginning of May this year requested the University of Tuzla for the introduction of new compulsory subjects - Medicine pain, but after a negative response, it was decided to amend the existing curriculum of undergraduate studies in the context of the third semester of the second year. According to Prof. Smajic, following the decision of the Senate, from this academic year, the revised curriculum will be implemented in practice. Within the third work package MFUT is accredited LLL course in medical chamber, which is then implemented. In order to encourage the dissemination of knowledge about pain medicine, on the website of the Faculty of Medicine and the University of Tuzla, there is a link through which you can participate in online education. Lectures in the course are presented through video, which course participants can monitor online. As part of the dissemination of the project was held expert-scientific conference was presented on local TV program. Regarding future activities: Prof. Smajic was announced that they will delivered the five courses and completed the accreditation program.

Project Coordinator, Prof. Stevanovic has made digression here and noted that all the above activities must be carried out on the site HEPMP and that it is necessary, in the form of the

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required design, deliver everything currently on the site is missing, and it was presented by the previous two exhibitors. Also, Prof. Stevanovic said that, as a preview of upcoming activities to be sent in a newsletter template which is placed on the site, as well as after the event, when it is necessary to send a new newsletter. Particular attention is drawn to the dissemination of project activities and increases the availability of the project to the general population, rather than exclusively professional public.

- **University of Banja Luka** - Prof. Dr. Darko Golic, said that the project implemented activities identical as presented UT that implemented a new subject - Medicine pain in undergraduate studies and to announce the implementation of the five courses.

- **University of Podgorica, Montenegro** – Prof. Dr. Danko Zivkovic noted that so far at least UCG did in relation to the other partners in the project because of problems with the administration and the fact that in the meantime no other significant member of the team was active in the project. The Dean of the MFUCG who was a member of the project has retired. He said that UCG team members were present at all meetings of the project, but they also had a meeting with the local office of Erasmus plus. With the purchase of equipment is delayed, according to him, due to inadequate published tender, but it is expected realization of these activities as soon as possible. Prof. Zivkovic said that the published text about the project in the journal Medical. He planned the implementation of the course 16.11.2019. which among other things, should serve as a basis for the introduction of a new subject of pain medicine.

- **University of Ljubljana, Slovenia** – Prof. Dr. Maja Šoštarič is, before the presentation began, put forward suggestions for future involvement in the projects: the necessity of organizing financial and administrative support. She reminded the meeting was held in March 2018 and the agreement for the implementation of the course "Service for acute pain." Prof. Šoštarič pointed out that, despite the blisters will be organized medicine subspecialty pain medicine modules are incorporated in other objects and intensified training of residents. In the previous period we organized additional courses whose head the American Medical Association. Prof Šoštarič announced the implementation of courses in November of the current year, as well as additional courses regarding Effect of acupuncture in Pain medicine. Prof. Šoštarič said that teachers from

UBL have been participated in the course held on July 2019 at the UBL. She reminded on materials (flyers and posters) that is created and translated into the Serbian language.

• **University of Rijeka, Croatia** – Prof. Dr. Željko Župan, before the start of the presentation of the activities after work packages, presented problems of an administrative nature, which significantly affected the implementation. In fact, it took a year reconciliation jurisdiction over the project between the Medical School and the University of Rijeka in Rijeka. It has produced a series of bureaucratic obstacles to the payment of the real costs incurred, and prof. Župan stated that he does not know that in the future these problems are overcome. On the occasion exposed to situations of thing occurred Ivana Zivojinovic, external evaluator, proposing Prof. Župan to persist in pressuring annoying, but if it does not receive adequate answers, Živojinović suggests that Prof. Župan to address the local Erasmus in Zagreb. If not this instance does not receive a solution to the problem, it is proposed to address EACEA.

Prof. Župan then presented the activities implemented by MFUR in the previous period: submitted a report on the analysis of education on pain and comparative analysis of pain education offer, realized the course of the intervention procedures and ultrasound-guided anesthesia. Furthermore, MFUR has changed curriculum of Pain medicine. Team members held a lecture within the framework of the international conference held in Belgrade. In addition, Prof. Župan has described a series of courses on pain therapies which is already implemented 10 years in Rijeka, are accredited at the highest level and have international character. He pointed out also that HEPMP can assist in the implementation of the proposal subject of Pain medicine should become mandatory. He proposed to form an independent clinic for Pain medicine and help better integration of subspecialists into clinical practice.

• **University Hospital Centar "Dr Dragisa Misovic - Dedinje" Belgrade** – Sanja Ivankovic presented implemented project activities of the project team UCHDM after work packages, since the beginning of the project to date: the participation in the development of needs analysis of the market, participation in training in Rijeka, Ljubljana and Florence, accreditation and implementation of LLL course in Indjija, activities in the dissemination of the project (production of leaflets, participation in an international conference at the Academy, Prof. Stevanovic interview for "Vecernje novosti", etc.), the presence of all meetings of the board. She pointed out that *This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.*

UCHDM particularly proud of the praise EACEA in the last report and announced future activities. Ivankovic said that is expected to be two courses will be held by professors from MFUR and MFULJ in UCHDM that in preparing the text for the magazine "Mišović" and announced the opening of the Center for Pain Medicine in the institution, which, as such, be unique in Serbia. According to him, the Center has already implemented in systematization, and is expected to receive its first patients by the end of March 2020.

18.45 – 19.00 Presenting Simulation Center at Faculty of medicine University of Belgrade -

Jelena Šantrić - Secretary of the Faculty, announced the launch of the newly opened center simulation. As a direct, and one of the most important outputs of the project, changed the statute of the faculty in order to enable the establishment of the Center, which is organisationally located within CIBIDa. As announced Šantrić, Prof. Stevanovic was elected coordinator of the Center, which, in addition to equipment purchased through HEPMP, lies and equipment from other sources. Prof. Stevanovic followed up by explaining that the exercise of the simulation center will be mandatory for all students in the case of surgery, and that will allow way of testing and evaluation. Also, prof. Stevanovic said that the simulation center had great support from administration and students and thanks to the enthusiasm of assistants who attended the same training.

19.00-19.10 Future activities and obligations to the EACEA – Prof. Dr. Predrag Stevanovic informed the audience about the call to go to the EACEA cluster meeting, to be held in October of this year in Albania. By unanimous decision of the members of the Board, at the suggestion of Prof. Stevanovic, it was decided to delegate HEPMP at this meeting will be Prof. Dr. Danko Zivkovic, as Prof. Zivkovic verbally accepted. Project Coordinator invited participants to attend the webinar, which maintains EACEA which is related to the recommendations of the writing of the final report. Call this webinar Prof. Stevanovic was forwarded by email to all participants in the project. As an important note, from the last report EACEA, Prof. Stevanovic said insufficient usage of HEPMP forums on the site and invited all those present to actively participate in its work by initiating debates or giving answers to questions. Taking into account, project obligation (and part of the budget allocated to it) announced the formation of academic networks through the development of digital applications, and Prof. Stevanovic called designers application that shows the audience.

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19.10 – 19.30 The Presentation of the Academic Pain Management Network Application -

Goran Kolarević presented a working version of the web, desktop and mobile applications, which will allow the creation of academic networks in the field of pain medicine. Within the application, experts who deal with pain medicine will be able to consult each other regarding the specific clinical picture, ask for an opinion or consult colleagues or refer patients to each other at the review. The application provides a wide range of possibilities, does not require a large number of mandatory fields and provides breadth in terms of adjustment needs in clinical practice. Designer’s applications with Prof. Stevanovic urged attendees to test applications to 15.12.2019. and give their suggestions for changes within the Viber Group that will, on this occasion, be formed. During the presentation of the application, the question was raised privacy of patients and has concluded that it must comply with national and international legislation in this area.

DAY 2: Saturday, September 28, 2019

9.00 – 9.40 The HEPMP progress report

Prof. Predrag Stevanovic started the meeting by recalling the objectives of the project and the EACEA interpretation report on the progress of the project. Based on the report submitted to the coordinator, EACEA replied that the report recognizes that under the category of FAIR, and that, to improve the quality of the report, expected answers to the questions and doubts that have been marked up to 9.9. 2019. Taking into account that had already been scheduled Board meeting on September 27, 2019, the coordinator was able to gain acceptance by the EACEA to move the deadline to 15.10.2019.g.

How in the instructions for use of the grant specified, the second payment of funds cannot be withdrawn until you spend 70% of the first installment, Prof. Stevanovic asked those present members of the project teams from Banja Luka, Tuzla and Podgorica as soon as possible to complete the submission of documentation that will justify the resources spent for the purchase of equipment. Also, he pointed out that this equipment should be installed as soon as possible and used by the students at the beginning of the school year. Considering the current situation, which the EACEA in its report emphasized that the official site of HEPMP not include data on the activities under the second work package, except for the University of Belgrade, the coordinator

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asked the other participants from the partner countries submit a detailed report in order to 5.10. 2019. This report should contain information regarding the changes of curriculum, programs, curricula and modules in undergraduate and postgraduate studies, the number of students who have this advanced module attended and developed educational materials (textbooks, lecture notes, leaflets, manuals, etc.). Prof. Stevanovic pointed out that the HEPMP website largely missing activities carried out in Banja Luka and Podgorica, under the third work package. As the report mentions the changes that need to be done in the indicators for quality control, Prof. Stevanovic delegated Dr. Sandra Radenković to the sixth work package to take necessary actions. In the fifth work package, Coordinator pointed out that it is necessary to intensify the dissemination activities and calls on all participants to send links and materials with events at presenting the HEPMP. It also encourages all the partners in the project to come to an agreement of cooperation, which is not obligatory, on future cooperation with pharmaceutical companies. The coordinator also said that we should take advantage of the possibilities of the Forum which was set up on the official site, it should be encouraged primarily for residents to use the same, while possibilities of telemedicine, for which there are technical conditions, MFUB not used.

Prof. Stevanovic presented the new page on the site where you will always be able to find the output of the project by work packages, which was the suggestion EACEA. As one of the objections EACEA, Professor pointed out inadequate coverage of students who attended the modified programs on medicine pain graduate and undergraduate level. As he said, the reason for that is that the website only the results of the activities implemented by the University of Belgrade. Therefore, once again prof. Stevanovic called on all to submit a detailed report to the previously mentioned and the agreed data.

9.40 – 10.30 Financial reporting – Slavica Petricevic began the presentation by recalling the necessity of adequate creating and timely submission of documents. She pointed out that the Joint declaration and the Time-and-sheets and must be signed and certified, and supported by copies of contracts, copies of pay slips, cost accounting, tax returns and a copy of the bank where you can see the net amount of taxes and contributions. Considering the diversity of national legislation, Mrs Petricevic is further clarified the modalities of payment of fees and supporting documents that justify prior revision costs. Further, Petricevic is counted the necessary forms that are related to

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travel. When it comes to the set of supporting documents relating to the acquisition of equipment through tender, it must comply with national legislation of countries that carry out public procurement.

Slavica Petricevic presented mandatory, unified form of a Joint declaration and the Time sheet and the way it is necessary to fill out these forms to meet the required content and form, in order to avoid sanctions audit. In the following presentation, she counted all the activities that are necessary as soon as possible to do: primarily equipment procurement and justify of costs by adequate documentation of the University of Banja Luka, University of Tuzla and the University of Podgorica. Ms. Petricevic has suggested that it is necessary that each of the partners in the project analyzing the sent documentation and, if necessary, revised in accordance with the previously stated requirements, supplement the supporting documentation and submit as soon as possible. It also recommended that it is necessary, immediately, in real time, as the activity occurs, enter the same in the financial report and presented adequately writing outcome of the work packages, in order to avoid future mistakes and arbitrariness in making required reports.

Furthermore, Slavica Petricevic is recalled the obligation of regular reporting, and that the next report should be submitted by 10.10. 2019. Because MFUB will engage the audit for the project a unified and complete documentation should be submitted by August 2020. In the following presentation, said that the activities and outcomes necessary to state only the activities that were previously planned projects and that for unplanned activities cannot spent funds of project. Prof. Maja Šoštarič questioned whether, bearing the above in mind, can charge activities relating to the realization of the course "Service for acute pain," as it initially was not planned. According to Slavica Petricevic, it is possible, considering that the Project Steering Committee positively decided regarding that course at the last meeting. Ms. Petricevic is reminded of the obligation of co-financing the project by the State Partner, to which everyone was committed by signing partnership agreements.

11.00 – 11.30 Financial management of the CBHE projects –

Ivana Živadinović, external evaluator presented Nikolas Nansskog, whose task was to evaluate the financial part of the project. Nicolas Nansski, an expert of the European Union for Higher Education, began his presentation by presenting the University of Malmo, where he is employed.

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Then he pointed out that the primary issue was respect for the economic contract of the project, giving the example that even in his country, there are significant differences in the payment of the project participants. Nannski further explained the logic of ERASMUS projects and further noted the success of the application HEPMP as one of the 16 projects of the Western Balkans, which was accepted. When it comes to personnel costs, Niklas Nansski, explained that they are defined in relation to the activities done, not in relation to a position or a position at which the project team employed. Also he recalled that in principle can record a maximum of 20 working days for an individual, within a month, and recorded actions must be proportionate to the real work performed. The evaluator also noted that the project also allows a certain level of economic freedom, in terms of reallocation of resources, which must be supported by relevant decisions MFUB and Consortium of project. As he said, in the final calculation of costs, are taken into account realistically implemented activities and eligible costs incurred in connection with them. If the total budget of the grant was not spent on the planned activities will be paid expended budget. On the other hand, if the planned activities has been spent more money than it has been planned, will be paid to the planned budget. As for the problems presented by the Prof. Zupan of the Faculty of Medicine in University of Rijeka, in connection with the payment of cost of stay and travel cost, Nicolas Nansski pointed out that the EACEA only important and applicable to the grant holder (University of Belgrade) incurred for activities paid money Faculty in Rijeka. Unfortunately, the agency still does not include the problem of payment of individual fees and actual costs. Therefore, Ivana Živadinović and Nicolas Nansski offered to help Prof. Župan solving a situation which hinders the realization of HEPMP.

11.30 – 12.15 The HEPMP Quality Evaluation report

After the presentation, Ivana Živadinović addressed the audience and announced the presentation of her report. In the introduction part, she explained that the objective of her report to serve as an adjunct tool for improving the quality of the project. The report will be submitted to the coordinator, and will then jointly decide in what form will be sent to EACEA. Živadinović pointed out that Serbia is now included in the EACEA as program country, so that, for the sake of the sustainability of the project should consider a strategic partnership and a possible exchange of students, for what was a precondition for signing a memorandum on future cooperation. The

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external evaluator pointed out that they must revise the outputs of the project (in particular market analysis and education offer done by the partner countries, except Serbia). She pointed out that these reports should be more detailed, particularly if they are related to the costs incurred for their production. Ivana Živadinović has suggested that the target audience (market) the project must be considered beyond, which applies particularly to Banja Luka and Podgorica, and suggests that in addition to the professional public, displayed greater coverage of students by new programs. She also suggested that partner countries should target the general population in dissemination activities. Živadinović proposes making leaflets for students to promote new programs of study and then the leaflets which general population introduce with pain medicine. The dissemination activities would, according to her, should include social networks and open accounts on Facebook, Instagram, LinkedIn, etc. In its report, external evaluator indicated and should better explain the requirements for the procurement of laptops for members of project teams and that it is necessary to write a report that will present the activities for which it was necessary to acquire these devices. In the following presentation, Mrs. Živadinović praised realized LLL courses, but has warned that is necessary to prove sustainability and after completion of the project. She suggests that the reports should be corrected in this context: the duration of accreditation, whether it plans to re-maintenance courses and how it all will be applied even after the completion of the project. Within the fourth work package, she said that special attention should be paid to the protection of personal data and that the application that is under construction must comply with European legislation on data protection. Živadinović suggested that more detail should explain the viability of the project and define how to use money and resources after the end of the project. She gave a proposal to create memorandums of intent on future cooperation between the members of the consortium, which would, among other things, the joint application procedure for KA2 or other EU projects.

12.20- 13.40 Adoption of the timetable of activities by Management Board Members

At the suggestion of Prof. Stevanovic, all members of the board have agreed on the terms for the implementation of future activities - LLL courses, courses of intervention procedures in pain therapy and courses Service for acute pain. Schedule of future activities is attached to the minutes.



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