

ReFEEHS Meeting Minutes

Meeting Title: ReFEEHS Kick-off Meeting	
Date: 23.10.2015	Time: 10.00 – 13.30
Place: Faculty of Pharmacy, University of Belgrade, Serbia	
<p>Present Consortium board members/delegates:</p> <ul style="list-style-type: none"> • Ljiljana Tasić - University of Belgrade, Serbia (Coordinator contact person) • Petar Bulat - University of Belgrade, Serbia • Nataša Ognjanović - University of Belgrade, Serbia • Jugoslav Ilić - University of Belgrade, Serbia • Aleksandra Milić Lemić - University of Belgrade, Serbia • Nada Kovačević - University of Belgrade, Serbia • Biljana Antonijević - University of Belgrade, Serbia • Jelena Parojčić - University of Belgrade, Serbia • Marina Odalović - University of Belgrade, Serbia • Branislava Miljković - University of Belgrade, Serbia • Dragana Lakić - University of Belgrade, Serbia • Sandra Vezmar Kovačević - University of Belgrade, Serbia • Katarina Vučićević - University of Belgrade, Serbia • Vladimir Jakovljević – University of Kragujevac, Serbia (Partner contact person) • Ivana Arsić – University of Niš, Serbia (Partner contact person) • Predrag Džodić – University of Niš, Serbia • Biljana Božin – University of Novi Sad, Serbia • Zoran Komazec – University of Novi Sad, Serbia • Milica Atanacković Krstonošić – University of Novi Sad, Serbia • Mira Bursać – University of Novi Sad, Serbia • Martin Henman - Trinity College, University of Dublin, Ireland (Partner contact person) • Derek Sullivan - Trinity College, University of Dublin, Ireland • Guenka Petrova – Medical University Sofia, Bulgaria (Partner contact person) • Petkova Valentina – Medical University Sofia, Bulgaria • Afonso Cavaco – Faculty of Pharmacy, University of Portugal, Portugal (Partner contact person) • Rui Silva – Faculty of Pharmacy, University of Portugal, Portugal • Helena Marques – Faculty of Pharmacy, University of Portugal, Portugal • Imre Boncz – University of Pecs, Hungary (Partner contact person) • Dóra Endrei – University of Pecs, Hungary • Krisztián Elekes – University of Pecs, Hungary • Zsuzsanna Kívés – University of Pecs, Hungary • Milena Vasić – Institute of Public Health of Serbia, Serbia (Associate partner contact person) • Vesna Horozović – Institute of Public Health of Serbia, Serbia • Natasa Jačović Knežević – Institute of Public Health of Serbia, Serbia • Mirjana Živković Šulović – Institute of Public Health of Serbia, Serbia 	

- Sofija Dukić - National Erasmus+ Office, Serbia

Meeting Agenda

- Project aims and objectives
- Introductions of ReFEEHS Consortium partner institutions
- Project Management, Reporting and National Erasmus+ Office Monitoring
- Financial administration
- Project workplan
- Nomination of working groups and the Project Steering Committee

Participants were welcomed by Professor Nada Kovačević, Vice-rector of Studies and Quality Assurance, University of Belgrade, and by Professor Biljana Antonijević, Vice-dean on Postgraduate Studies, Faculty of Pharmacy, University of Belgrade. ⁱ

Project aims and objectives were introduced by Professor Ljiljana Tasić, ReFEEHS project contact person. Prof. Tasić introduced also ReFEEHS Consortium and contact persons. She underlined why the consortium had wished to undertake the Project and pointed out the important documents which serve as a foundation of the proposed project (EU Directive 2013/55; IPEC Core competencies for interprofessional collaborative practice: Report, 2011; WHO Framework for Action on Interprofessional Education & Collaborative Practice, 2010; WHO Guidelines for Transforming and scaling up health professionals' education and training, 2013). Organizational chart was presented and the roles of the Coordinator, Project Steering Committee, and Working Groups were described. Project visual identity (ReFEEHS logo) along with the official Erasmus+ logo and the statement „Co-funded by the Erasmus+ Programme of the European Union“ was introduced. The project web site was presented.

Following the introductory presentation, all ReFEEHS Consortium partner institutions were introduced during a short, 5-10 minutes, presentation of each partner. EU partners pointed out fields of particular importance for collaboration and international exchange of good practices where they could give a particular support.

Details on the Project Management, Reporting and NEO Monitoring were introduced by the Representative of the Serbian National Erasmus+ Office, Ms. Sofija Dukić. Following issues were emphasized:

- Elements of good management models in Capacity Building in Higher Education projects (e.g. awareness of Erasmus+ rules, good planning, transparent decision-making procedures, appropriate dissemination of project results) with examples of good practices,
- Relevant documents that all partners should be aware of Detailed Project Description including budgetary allocations; Text of the Grant Agreement and its annexes; Guidelines for the Use of the Grant for CBHE projects,
- Reports (Interim Report, Final Report),
- Monitoring by NEO (Preventive (in the first project year), Advisory (after the first half of project implementation) and Control (after the end of the project - sustainability check).

Several additional details to be taken care of concerning financial aspects were discussed and involved the next issues: to be aware of ineligible costs (e.g. VAT, hospitality costs, registration fees for courses, seminars, symposia, conferences, congresses, etc.), transfer between budget headings is possible but not more than 10%, as well as that communication with EACEA goes through project coordinator. Purchase of equipment, participants asking to receive funding on their personal accounts and different and complex national legislations and institutional procedures were denoted among several important challenges.

Since detailed recommendations related to administrative and financial management have not been available yet, general recommendations according to the Erasmus+ Programme Guide, KA2, Capacity Building in the Field of Higher Education were presented. Assist. prof. Marina Odalović presented the principles of financial management with particular reference to categories of costs and financial reporting rules and supporting documents. A category of “Unit costs” was explained. Eligible costs related to different categories of costs were elaborated.

Following the presentation on the project administration, Prof. Jelena Parojčić introduced the project work plan in line with the six work packages (WP) (WP 1: Experiential Education in Health Professions: the Need for Change; WP 2: Framework for Experiential Education Development; WP 3: Framework for Experiential Education Implementation; WP 4: Project Monitoring and Quality Assurance; WP 5: Dissemination and Exploitation; WP 6: Project Management).

The three years project timeline was presented. The six working groups (WG) and anticipated activities within the first six project months (M1-M6) were presented in details:

- Preparation WG (P), M1-4:

- To design, distribute and evaluate survey on the RS students, teaching staff and practitioners attitudes related to Experiential Education, Inter-professional Education and Teaching Competences Development
- To prepare the Experiential Education in Health Professions: the Need for Change Report

- Experiential Education WG (E), Interprofessional Education WG (I), Teaching Competencies Development WG (T), M1-6:

a. to define the dates, topics and host institutions for: 1st Structured Study Visit in April/May 2016
and 2nd Structured Study Visit in September/October 2016

- Quality WG (Q), M1-4:

- To define Quality Plan
- To prepare Partnership Agreement
- To issue the 1st Quality Report

- Dissemination & Exploitation WG (D), M1-4:

- To define Dissemination Plan
- ReFEEHS website launch and maintenance

Project Steering Committee (PSC) and the majority of Working Groups members were

nominated (with the agreement that remaining ones will be nominated within the next ten days, upon consultations within the each partner institutions project teams). The hosting of the next year event were considered by PSC.

ⁱ Project Info-letter was prepared and distributed to all participants of the project Kick-off meeting, as well as to all participants of the accompanied South East Europe Quality in Pharmacy Summit. The first version of the Project Manual containing details related to the project Consortium members, Aims & Objectives, Work packages, Timeline, Workplan, Budget and Administration was distributed to all the Contact Persons and the Serbian National Erasmus+ Office representative at the Kick-off meeting. E-version of the project application within the detailed project description and the project budget allocation was distributed to all the Contact Persons and the Serbian National Erasmus+ Office immediately after the application submission.