



Minutes

“Monitoring the prescription of diclofenac with the aim of optimisation of its safe use”

CFCU On-the-spot verification for Grant Contract

Hosting institution: Institute for Medicines and Medical Devices (CInMED)

Date: Thursday, 27.05.2021.

Participants:

CInMED

1. Maja Stanković, Project Manager & Lead Researcher
2. Denis Reković, Project Coordinator
3. Svetlana Raonić, Financial affairs manager
4. Vesna Kostić, Legal affairs manager
5. Žana Vukčević (Legal affair assistant)
6. Aleksandra Joksimović (Financial affair assistant)

MG-Soft

1. Radovan Sekulić, Team leader

CFCU (Contracting Authority)

1. Jelena Vujadinović, Contract Manager
2. Dragana Radunović, Financial Controller
3. Sanja Bečanović, Financial Controller

The meeting started at the scheduled time (at 9 am) in the presence of all announced participants. During the meeting, all required documentation by the CFCU was made available and all necessary clarifications were provided by representatives of CInMED (Beneficiary institution) and its Project Partner (MG – Soft).

The following documents were reviewed:

- Complete records of the documentation related to the original Contract and Addendum
- Notification letters
- Secondary procurements
- Documentation regarding the implementation of the activities
- Financial documentation (Contracts, Timesheets, Payrolls, Invoices)



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- Documentation supporting the narative progress report

At the end of the meeting, it was emphasized by CFCU (Contracting Authority) that a detailed on the spot verification rereport including findings would be prepared and submitted to the CInMED shortly.



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Montenegro
Ministry of Finance and Social Welfare
Directorate for Finance and Contracting of the EU Assistance Funds

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Attendance sheet

Topic: Monitoring the prescription of diclofenac with the aim of optimization of its safe use CFCU/MNE/128
- On-the-spot-verification
Date: 27 May 2021

Place: CInMED premises, 09:00h

#	Name and surname	Institution	Position	Contact	Signature
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10.	Sanja Bećanović	CFCU	FC	sanja.becanovic@wif.gov.me	Sanja Bećanović



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