

MINUTES

Project „Prescription of the Diclofenac“
CALIMS – MG-Soft

Nr.	Date
1	31.03.2020. 09.00h do 10.00h

Agenda:	Present:	Absent:
1. Defining activities at the beginning of the project 2. Risk analysis for project implementation due to the COVID-19 virus pandemic	CALIMS: dr Milorad Drljević, Maja Stanković, Denis Reković MG Soft Goran Miljević, Milena Obradović, Radovan Sekulić	

Note: Due to measures to prevent the spread of COVID-19 virus infection, the meeting was held via skype.

Since this is the first meeting of the project Monitoring the prescription of diclofenac with the aim of optimizing its safe use "Monitoring the prescribing of diclofenac in order to optimize its safe use" (abbreviated: Project - Prescribing Diclofenac) in the introductory part of the meeting highlighted some basic items related to project lending:

Collaborative grant scheme for innovative project ideas

Budget line: IPA II – Multi-annual Programme for Montenegro on Employment, Education and Social Policies (2015-2017)

Reference: EuropaAid/162456+7/ID/ACT/ME

Ugovor:

GRANT CONTRACT
- EXTERNAL ACTIONS OF THE EUROPEAN UNION -
CFCU/MNE/128

Signed on 09.03.2020.

Contact persons on project are:

CFCU: Bojana Kaluderović, bojana.kaludjerovic@mif.gov.me
 Ministry of science: Ivana Lagator, ivana.lagator@mna.gov.me

Starting date of project is 16.03.2020. godine.

The following are the activities implemented so far, which are:

- 26.03.2020. Interview with Boško Nektarijević from the Technical Assistance (TA) Technical Support Team in the implementation of projects (Technical Assistance -TA) in which Maja Stanković, Svetlana Raonić and Denis Reković from the Agency participated, and Milena Obradović and Radovan Sekulić from MG-Soft.
- 27.03.2020. workshop Implementation of Grant contracts by GBs "Collaborative grant scheme for innovative project ideas" EuropeAid / 162457 / ID / ACT / ME led by Ivana Staljetović and attended by representatives of several grant winners with co-applicants. The workshops were attended by Maja Stanković, Svetlana Raonić and Denis Reković from the Agency, and Milena Obradović and Radovan Sekulić from MG-Soft.

The project risk analysis due to the COVID-19 virus pandemic was performed and it was concluded that all project implementation activities can be performed smoothly through the online service, and that only the procurement of the planned equipment (servers and laptops) can be influenced because impossible procurement due to measures introduced by the Government of Montenegro in order to prevent the spread of virus infection. However, this situation can also be overcome by starting the realization of the project with the resources that already exist, and that the equipment will be procured when the conditions on the market are created.

In this regard, given that too many activities are related to the preparation of the Data Warehouse and the prescribing data themselves (WP2, items 2.1, 2.2, 2.3 and 2.4), it was concluded that these activities can be started immediately after establishing contact with the Fund for health insurance.

Maja pointed out:

That we have certain deadlines that we must meet and that we should pay attention to them during the implementation. The deadline for drafting and forwarding these documents is April 16, and now they should be the focus of activities.

Controls will be performed by the CFCU, which will mostly be announced.

We must report on all templates presented to us and within the deadlines that have been defined.

Output for the first month, we have defined the Dissemination Strategy and Exploitation Plan, so we need to see to what extent these reports should be and what they should look like, since they did not provide templates for them.

Radovan:

At the site <http://imtm.me/HISTech/activities.html> you can find all the documents from the previous MG-Soft project that can serve as examples and help

Findings:

1. Make a decision on the formation of a project team in both the Agency and MG-Soft and exchange it with each other
2. Sign a project cooperation agreement which will define the responsibilities and obligations of the project partners during the project implementation period. The contract template will not be sent from the CFCU.
3. Output for the first month we have defined the Dissemination Strategy and Exploitation Plan and we should emphasize the activities on the preparation of this report (output) as well as the Procurement plan and Communication plan
4. Send a letter to the Health Insurance Fund informing officially about the start of the project and about the project assumptions and requirements
5. The project office is in the Agency where all relevant information related to the project will be archived

The minutes were made at the meeting and it is not the subject to further harmonization.

Dostavljeno:
1 x Imenovanim 1 x a/a

Zapisnik vodio:
_____ Denis Reković

Zapisnik ovjerio:
