



Joint EU-MNE Programme for  
Employment, Education and Social Welfare



# Minutes

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

## 4th Coordination Meeting – CALIMS and MG Soft

**Hosting institution:** Agency for Medicines and Medical Devices

**Date:** Wednesday, 14/10/2020

**Participants:**

**CALIMS:**

1. dr Milorad Drljević, General manager
2. Maja Stanković, Project Manager and Lead researcher
3. Denis Reković, Project Coordinator
4. Svetlana Raonić, Financial affairs manager
5. Vesna Kostić, Legal affairs manager
6. Željka Bešović, Researcher

**MG- Soft:**

7. Goran Miljević, Executive manager
8. Milena Obradović

**Agenda:**

1. Presentation of activities performed so far
2. Risk analysis for project implementation due to the COVID-19 virus pandemic
3. Creation of Interim and financial report - doubts and final activities

**Note:**

Due to measures to prevent the spread of COVID-19 virus infection and work from home, colleagues from MG Soft attended the meeting via the ZOOM platform.



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

1. Participation in all trainings organized by the Ministry of Science and ICE consulting firm
2. Execution of all planned activities related to deliverables in accordance with the deadlines
3. Procurement and development of the project website was performed
4. Procurement of IT equipment was performed
5. The procedure of procurement of experts has been performed
6. Procurement planned for catering during BI training
7. The activities of the research team have started, and those activities need to be intensified because now they need to. We are currently expecting a certain redesign of the form of the developed solution in relation to the comments sent by the CALIMS research team.
8. Activities on the creation of Interim and the Financial Report are in progress
9. Activities related to Time sheets are commented

**Findings:**

1. Complete all activities on creating the report and check it through the checklist.
2. Considering that the name of the Agency was changed to the Institute at the beginning of October, it is necessary to sign a project cooperation agreement which will define the responsibilities and obligations of the project partners during the project implementation period. Colleagues from MG-Soft sent the contract they had signed on the previous IPA project, and the draft contract will not be sent from the CFCU, so we will create the contract in question based on that.
3. An updated communication plan as well as a Notification letter should be submitted from MG-Soft in order to reallocate funds for procurement that has not been performed.
4. It is necessary to provide access to the developed software BI solution for external experts.

At the meeting has been reviewed the risk analysis for the project due to the COVID-19 virus pandemic, which we did with colleagues from the partner company, based on which it was concluded that all activities on the project can be carried out smoothly through online services, and that IT equipment is delivered so project can go as planned.



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**Attendance Sheet:**

**CALIMS:**

1. dr Milorad Drljević, General manager
2. Maja Stanković, Project Manager and Lead researcher
3. Denis Reković, Project Coordinator
4. Svetlana Raonić, Financial affairs manager
5. Vesna Kostić, Legal affairs manager
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*Milorad Drljević*  
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*Maja Stanković*  
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*Denis Reković*  
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*S. Raonić*  
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*Vesna Kostić*  
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*Željka Bešović*  
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**MG-Soft:**

1. Goran Miljević, Executive manager
2. Milena Obradović

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On-line  
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Agencija za lijekove  
i medicinska sredstva Crne Gore



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