

**AGENDA**

**Unified information system for Exchanging Information between primary health units in the cross-border area for emergency health cases –**

**HEALTH-INFO**

**Third Working Meeting**

**Location: Restaurant-Coffee CompleX located steps from the waterfalls of Edessa**

**Venue: (Waterfall Square)**

**Date: 26th September 2019**

**Time: 10:00 am- 14:30 pm**

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| **EOPYY** | **AETITH** | **HOSPITAL OF PELLA** |
| **MINISTRY OF HEALTH** | **HOSPITAL GEVGELIJA** | **HOSPITAL DR.TRIFUN****PANOVSKI BITOLA** |

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| **INDRODUCTION** |
| **Time (local)** | **Description** | **Partner** | **Content & Scope** |
| 10:00 - 10:15 | Arrival of Participants – Registration | ALL |  |
| 10:15 - 10:30 | Welcome speech – introducing all participants1. PB3: 2. Lead Beneficiary3. Other Project Beneficiaries4. Sign-in sheet | General Hospital of Pella |  |
| PROJECT PLANNING |
| 10:30-11:30 | Progress in the project activities progress since the last meeting in gevgelija(Start of the project – September 2019) | ALL project partners (PPP by all partners) | Implemented actions (all partners)Expenses / Verification of expenses |
| 11:30 - 12:15 | Planned activities that need to be realized in the next period(October 2019– June 2020) | ALL project partners (PPP by all partners) | Milestones (all partners)Assessment of the Timeline (Lead Beneficiary with prior input by all Beneficiaries)Planning of the next activities / expenses (LB & WP Leaders) |
| 12.15 – 12.45 | Short Break | ALL |  |
| 12.45 – 13.15 | Planned Communication activities that need to be realized in the next period | ALL | Mandatory by the Programme I&P outputs (project COM plan, website, results publication): Timeline of actions and discussion |
| 13.15 – 13.45 | Finance and administrative issuesProcurement / Tenders / Delays | ALL | Financial Implementation – Submission of 2st (30/06/19) & 3rd Verification Requests (Lead Beneficiary)MIS Procedural walkthrough (LB)Spending Targets: it is possible that after the meeting the ma will ask us to submit our financial targets Procurements: State of play by all Project Beneficiaries (preparation of tender documents, esp. PRAG RULES IPA etc.) |
| 13.45 – 14.15 | Reallocation of budgetRequired JoB modification | ALL | Reallocation of budgetJOB modificationdiscussion of possible changes for all partners |
| 14.15 – 14.30 | Discussion  | ALL |  |
| 14.30 | End of meeting  |  |  |