

MINUTES OF KICK OFF MEETING

11th and 12th September 2015

Meeting called to order on 11th and 12th September 2015 at 11:00 a.m. and 10:00 a.m. respectively, at the premises of the Laboratory of Physiology, Aristotle University Medical School, in Thessaloniki.

In attendance (11th September):

- Kouliali Konstantina, JTS Project officer
- Philippou Angeliki, ELKE Aristotle University of Thessaloniki
- Kritis Aristeidis, Aristotle University of Thessaloniki–Medical School
- Vavilis Theofanis, Aristotle University of Thessaloniki – Medical School
- Chnaraki Maria, Aristotle University of Thessaloniki – Medical School
- Angelidou Eleni, Aristotle University of Thessaloniki – Medical School
- Koidis Petros, Aristotle University of Thessaloniki – Dentistry School
- Ristevska-Dimitrovska Gordana, Higher Medical School – UKLO
- Pandovska Morena, University in Bitola
- Stefanovski Petar, University in Bitola
- Kolondzovska-Korlevska Aneta, University in Bitola
- Korlevski Alexandar, University in Bitola

In attendance (12th September):

- Kritis Aristeidis, Aristotle University of Thessaloniki–Medical School
- Vavilis Theofanis, Aristotle University of Thessaloniki – Medical School
- Chnaraki Maria, Aristotle University of Thessaloniki – Medical School
- Angelidou Eleni, Aristotle University of Thessaloniki – Medical School
- Ristevska-Dimitrovska Gordana, Higher Medical School – UKLO
- Pandovska Morena, University in Bitola
- Stefanovski Petar, University in Bitola
- Kolondzovska-Korlevska Aneta, University in Bitola
- Korlevski Alexandar, University in Bitola

After the introduction session where participants introduced themselves, LP1 gave a presentation of the Project Overview where the project background, objectives and expected outcomes were explained.

The meeting group discussed several issues focusing on establishment of the management and tools, a detailed briefing concerning the Application Form as it is modified after the negotiation meetings, project activity scope with the deliverables and responsible partners and a detailed discussion on how all the program's actions will be performed. The meeting was adjourned at 13:00. It was decided for the scientific session to be held next day 12 September 2015 at 10.00 a.m. at the same place and the meeting was adjourned at 12:00. In detail the following issues were discussed:

Agenda of Topics discussed:

- Ms Kouliali from JTS communicated the steps needed to be taken by LP2, as far as contracting is concerned, and how to handle budget costs, the application form and partnership agreement. Also the need to be punctual was highlighted since expenses cannot be covered after the project end date, making extensions difficult to arrange.
- The management teams and tools were discussed and established appointing members for each side.
- There was a briefing about the Application Form from both sides and the need for closer communication was put forth.
- There was a briefing on deliverables, such as minutes and trimester reports. On the same grounds it was discussed that since LP1 program closure is earlier than LP2's, there is a need for LP1 to ask for an extension in order to accomplish the deliverables 1.2.1 (management and coordination meetings) and 2.5.2 (workshop attendance in Bitola) for meeting continuance after LP1's closure.
- A discrepancy in LP1 and LP2 application form was discussed, concerning training of LP2 personnel on GMP cell isolation and culture techniques by LP1 in Thessaloniki. The need was not communicated timely to LP1 and there is no deliverable or action foreseen by LP1 for this LP2 action. It was decided to consult with the JTS for instructions.
- Amongst other project actions Communication and publicity plans were discussed extensively, proposing putative recipients and promotional

material. The making of video footage was discussed; LP2 approved and adopted the Logo and slogan of the REMEDIC project. LP2 announced that they were asked to provide three very short videos, whereas LP1 proposed and was agreed to at least try to produce one joint video.

- The project webpage was approved and adopted by LP2 and agreed to provide translation of the text. LP2 proposed to omit the word “language” and the language description next to the country flags. The information and publicity officer in the JTS will be asked for directions.

2nd Day 12/9/2015

- Equipment and budget for WP4 was discussed there was extensive information exchange pertaining to the vendors and the type of the equipment needed for the implementation of WP4 and 5. It was agreed that LP1 will provide a list of vendors, types of equipment and corresponding prices of the Greek market in order to facilitate the task of LP2.
- There was a discussion on the experimental protocols that are being developed and that will be used for WP5. Procurement of biological materials, difficulties that this ensues and differences between the legislative actions needed between the two countries was also discussed. Close cooperation was decided in order to achieve the best possible project implementation.

Outcomes:

- A management team was established and a list with the people responsible on each side is attached.
- An updated application form was decided to be provide by LP2 in order for LP1 to finalize the AF of the project and submit it to the JTS.
- It was decided for one meeting to take place at the end of January coinciding with the final closing event of LP1, and possibly a management meeting before the Christmas vacation in Bitola (to be finalized in due time). Further meetings could incorporate hands on training sessions.
- The need for a joint video was communicated, incorporating all available material from both sides.

Attached:


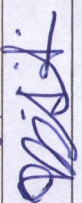
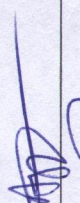
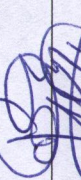


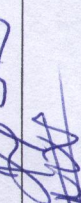
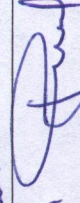
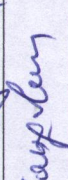
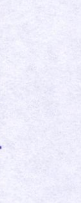
List of participants

Management Team list

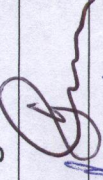

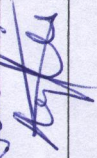
List of participants

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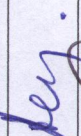
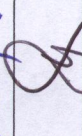
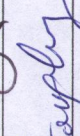
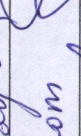
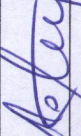



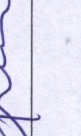
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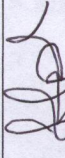

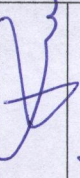
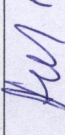
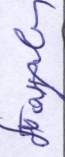
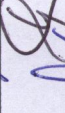
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