

MINUTES OF TECHNICAL MEETING

Project: Cross Border Stem Cell Regenerative Medicine Center (REMEDIC)

Meeting called to order on 12th February 2016 at 10:00 a.m. at Hotel "TEATAR" in Bitola

In attendance:

- Kritis Aristeidis, Aristotle University of Thessaloniki–Medical School
- Vavilis Theofanis, Aristotle University of Thessaloniki – Medical School
- Chnaraki Maria, Aristotle University of Thessaloniki – Medical School
- Arvanitidou Smaragda, Aristotle University of Thessaloniki – Medical School
- Ristevska-Dimitrovska Gordana, Higher Medical School – UKLO
- Pandovska Morena, Higher Medical School – UKLO
- Stefanovski Petar, Higher Medical School – UKLO
- Kolondzovska-Korlevska Aneta, Higher Medical School – UKLO
- Korlevski Alexandar, Higher Medical School – UKLO
- Naumovska Marija, Higher Medical School – UKLO
- Stilimovic Khliopa, Higher Medical School – UKLO
- Bahtovska Elizabeta, Higher Medical School – UKLO
- Nenouska Nikolina, Higher Medical School – UKLO
- Stefanovski Aleksandar, Higher Medical School – UKLO

There was an official welcome announcement where LP2 partners welcomed LP1 in Bitola and introduced the attendees of the meeting. After the welcome session LP1 gave a presentation on how actions progressed with respect to Work Packages. After the introduction session where participants introduced themselves, LP1 gave a presentation of the Project Overview where the project background, objectives and

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expected outcomes were explained. The meeting group discussed several issues pertaining to the work packages, the rectification of unavoidable delays on LP2's part, actions taken concerning information and publicity, the tenders's statuses on both parts, clarification of meetings number and possible dates and finally the possibility of intrapartnership training. Lastly there was a visit on LP2 laboratory facility and matters of equipment placement were discussed. The meeting started at 10:05 and was adjourned at 15:15.

In detail the following issues were discussed:

Agenda of Topics discussed:

- Dr Kritis from LP1 communicated that Work Package 1 actions from LP1 part are complete and issues have been communicated. As far as Work Package 2 is concerned, LP1 communicated that the project website is up and running at <http://www.remedicproject.eu/> . It features trilingual content on the project activities. A press release was also given to the press at 1st of October, another one is being prepared to be sent to specified Target Groups via email, and another press release is planned for when the equipment arrives.
- LP1 and LP2 officially informed each other that creation of the labs (lab infrastructure) as described in Work Package 3 are complete. Photographic material was presented from LP1 and LP2 showed their infrastructure later on in the allotted time slot.
- LP2 reported that they have proceeded with Work Package 4 requirements after some delays. Dr Stefanovski reported that they are preparing the technical specifications for the tenders and that the list of instruments is finalizing. Dr. Kritis and Dr. Stefanovski agreed that the freezer of -80⁰C is necessary in order to ensure the best practice in the laboratory. LP2 should ask a modification of the budget in order to procure the freezer with those characteristics.
- Concerning Work Package 5, LP1 reported that the consumables needed for the protocols have arrived and that from the following week we will proceed with a fat tissue isolation of mesenchymal stem cells. Solid results are expected by the end of April. Dr Stefanovski from LP2 requested for a list of the consumables to be forwarded to him and his team and LP1 agreed. LP1 also agreed to communicate the procured equipment list with their specifications to LP2.
- LP1 announced that there was an application for an extension on our part. Common actions between LP1 and LP2 partners will be concluded until the end of the LP2 allocated time.
- LP2 brought up the issue of the Infoday and asked LP1 for their advice and experience in preparing it.
- The issue of meeting numbers and the LP1's Final Workshop/Closing day was brought up. LP2 has 3 meeting in total, one being the Kickoff meeting, the other one the technical meeting and the final one being the Final Workshop/Closing day. LP2 requested as an adjunct to those meetings a

training session from LP1 team (external expertise) concerning the protocols developed and the use of equipment. Dr Kritis from LP1 proposed a meeting in late March/ Early April where LP2 could come over for a demonstration. LP2 proposed for the training session to take place during and after the LP1's closing event (3 day stay) or for a team to be sent over to Bitola in September for the same purpose.

- LP1 also agreed to forward to LP2 the concerning European Legislation pertaining to GMP standards and the use/development of ATMPs (Advanced Therapeutic Medicinal Products) that govern the function of the established labs.
- The issue of Progress Reports was raised by LP2 (they are currently finishing their second Progress Report by this week) and experience was exchanged regarding correct filling of the forms and avoidance of possible pitfalls.
- The issue of making of videos was also raised by LP2. LP1 agreed to provide some footage to be included in LP2's video and the specifics were discussed.
- A visit took place at LP2's laboratory where infrastructure was inspected and a tour was offered to LP1 partners. The ergonomic placement of the equipment was discussed, as well as possible technical issues arising and troubleshooting procedure to take place should they occur.

Outcomes:

- Each partner was brought up to date on actions taken and progress completed by each part of the ReMedic Project.
- The issue of meetings and personnel training was set on a solid base, clarifying the specifics
- Information was exchanged concerning the specifics of equipment and consumables procurement, European legislation pertaining to the project
- Inspection of LP2 facilities took place and experience and knowledge was exchanged on how to maximize its functionality.

Attached:

List of participants for the meeting

