
Kick-Off Meeting Agenda

INFORMATION			
Project Name	HEALTH-INFO	Project Lead Beneficiary	National Organization for Health Care Service Provision EOPYY (GR)
Meeting Location	Professional Chamber of Thessaloniki, Greece (27, Aristotelous Street 54624) http://www.eeth.gr	Project Manager	Mr. George Aggouris
Meeting Date & Time	31 st of October 2018 10:00 am – 15:00 pm	Project Beneficiaries	PB2: ATEITH (GR) PB3: General Hospital of Pellas (GR) PB4: Ministry of Health (FYROM) PB5: Public Health Institution General Hospital Gevgelja (FYROM) PB6: PHO Clinical Hospital Bitola (FYROM)

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INTRODUCTION	
<i>Welcome</i>	
	Estimated Time
1. Lead Beneficiary	10:00-10:30
2. Project Beneficiaries	
3. Other stakeholders	
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<i>Welcome from the Lead Beneficiary and a brief statement from representatives of the meeting. Introductions from the project team members and other stakeholders.</i>	

PROJECT PLANNING		
Topic	Discuss	Estimated Time
Lead Beneficiary Presentation <i>Mrs. Christina Georgakopoulou</i>	Introduction to HEALTH-INFO Content Objective/Scope Roles of Partners Leader's Milestones (1 st year) and Specifics of Implementation	10:30-10:45
Beneficiaries Presentation (PB2, PB3, PB4, PB5, PB6)	Presentation of the Beneficiaries Beneficiaries' Milestones (1 st year) and Specifics of Implementation	10:45-12:00
Project Officer's Presentation <i>Mr. George Papapostolou</i>	Pre - financing for IPA Beneficiaries, allocations, Expenditures verifications	12:00-12:30
BREAK	Coffee/Snacks	12:30-13:00
Project Timeline (1 st year)	Review its scope. Relate that it is a preliminary draft. Go through every deliverable and elaborate/update the existing Timeline. Review Milestones. Human Resource Management Plan (review commitments and availabilities to work to schedule).	13:00-13:40
Project Timeline (2 nd year)	General discussion. Define timeline of major deliverables. Discuss any changes in Timeline. Human Resource Management Plan (review commitments and availabilities to work to schedule).	13:40-14:00
Communication between the Partnership	Define Communication strategy. Describe Communication tools and means (e-	14:00-14:15

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	<p>mail, Skype, Viber, WhatsApp etc.)</p> <p>Update any changes in Contact persons/Communication Officers</p> <p>Discuss communication mediums, periodical status reviews/reporting, review meetings and project plan updates.</p>	
Procurements	<p>Review planned procurements.</p> <p>Discuss the progress of the partnership, any possible delays or issues.</p>	14:15-14:30
Risk Management	<p>Review possible risks, identify issues regarding project implementation.</p>	14:30-14:45
<p><i>Review each of the topics. Discuss methodology and strategy, assign and define roles, make decisions needed and solve possible issues.</i></p>		
<p>CLOSURE OF KICK-OFF MEETING</p>		
		Estimated Time
1. The Leader starts documenting the Q & A session.		14:45-15:00
2. The Leader starts collecting the following documents: Sign-In Sheet, the Updated Timeline and the Q&A documentation.		
<p><i>If time runs short, the questions will be emailed to the Leader. Collect the documents and thank everyone for their time. Relate that the meeting minutes and action items will follow.</i></p>		
<p>SOCIAL DINNER</p>		