

SAFEMED+ Steering Committee Regulation

SAFEMED+ Description

Simulation in Undergraduate MEDical Education for Improvement of SAFETy and Quality of Patient Care (SAFEMED+) is ERASMUS+ KA2 CBHE project financed during CALL 2020. The project brings together 6 Medical High Education Institutions (HEIs) of Georgia (GE), Ukraine (UA) and Armenia (AM), three former Soviet Union Eastern Partnership countries with similar needs for improving the safety and quality of patient care by implementing the medical simulation methods within undergraduate medical education. Within the scope of the project, the SAFEMED+ consortium brings 3 Medical HEIs from Lithuania, Italy and Spain with a more advanced practice and quality of undergraduate medical education to support capacity building and experience sharing to HEIs from GE, UA and AM.

Steering Committee

Steering Committee (SC) is the major committee of SAFEMED+ to manage the entire project and its implementation. It is responsible for monitoring/supervising the project implementation and progress vis-à-vis its key milestones, and coordinating the project activities foreseen in the Local Framework Matrix (LFM) and workplans.

The SC will also be responsible for elaborating a **Risk Management Plan**, to be applied if necessary in order to deal with any risk, problem or conflict that may arise in the course of the project.

Involvement of HEIs' authorities and partners from 3rd countries in the decision-making process guarantees the implementation of necessary structural and infrastructural changes at the institutional level. This is also one of the means to ensure ownership of the project outcomes by the HEIs.

SC Members

During the Kick-off meeting (held on February 24-25, 2021) of the SAFEMED+ project each consortium HEI was asked to nominate one of their staff members as SAFEMED+ Steering Committee member. Mostly SC members are representatives of the HEIs' local authorities who are involved in Local Project management and implementation. The SC members are contracted by host institutions and participating in SC meetings for planning project activities, problem identification/solving and decision-making. SC will function throughout the SAFEMED+ Lifetime over 36 months.

SC Staff Costs

Each SC staff costs will be covered according to the SAFEMED+ Grant Agreement and Partnership Agreement.

SC Aims and Functions

The SC is led by the main coordinator TMA and co-coordinator USC. A project manager and a financial manager, both at TMA, will run the daily operations related to the project.

SC main functions include:

1. Overall coordination and direction of the project.
2. Monitoring the European Funding for the project.
3. Acting as a liaison with partner coordinators for implementation of project activities and monitoring progress in attainment of the project results.
4. Supervision of the project implementation in compliance with the EC rules and regulation.
5. Reporting to and liaison with the EACEA.
6. Organization of activities and assistance to participating HEIs in providing necessary documentation for project implementation.
7. Organization of project management meetings.
8. Financial budget administration.
9. Allocation of financial resources for different phases of the project implementation.

General Regulations of SC

1. SC members should meet regularly once in every 2 months of SAFEMED+ Calendar. It can organize additional ad hoc meetings depending on SAFEMED+ project needs.
2. Each consortium HEI should apply to SAFEMED+ coordinator for any amendment(s) in the project implementation plan.

SAFEMED+ SC Reporting

SC should receive semi-annual reports from the Curriculum Development Committee (CDC) and Quality Assurance Working Team (QAWT) every 6 months of SAFEMED+ project Calendar.