

Erasmus+ CBHE Coordinator Meeting Minutes with EACEA officers on 13.July 2023

Attendees:

Meeting No:	4	Meeting Time	10:00
Meeting venue:	University of Jena	Meeting date	13.07.2023
Attendees :	Prof. Dr. Martin Leiner, Dr. Iyad Aldajani, Prof. Dr. Andreas Oberprantacher		
	EACEA officers: Mrs. VALITUTTI Caterina, Mrs. Palavrova Elena.		

1 Meeting Agenda

- Rebudgeting the Algerian funds to AARMENA disposal.
- How to finalize the withdrawal of the Algerian Issues.
- Prolongation of the project to finalize the activities and tasks of Exploitation and dissemination packages.
- The Pilot phase for four master programs.

3 Absent participants

4 Discussion

The meeting was hybrid, with all attending via EACEA online platform. Dr. aldajani introduced the project and the progress of the project, which successfully accreditation of five master programs, including one at Innsbruck University in Austria and four in the partner countries. Dr. aldajani requested clarification on why the Algerian partners are not excluded from the project and an official document from the EACEA office to use the budgets of the Algerian partners in AARMENA activities.

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Mrs. Palarova stated that processing the withdrawal of the Algerian partners from the project was unclear; we needed to accept all expenses of the Algerian partners until the day they left and acknowledgment signed by all legal officers and by every legal officer from the partner and program countries. In addition to documents signed by the Algerian partner's legal representative, they have officially left the project.

For the prolongation of the project, Dr. aldajani stated that the activities were not done because the Algerian partners had withdrawn from the project. There are packages of the dissemination part that were not done, and the quality assurance was not done; the program and partner countries are ready to finalize them, but we would need the budget of the Algerian partners.

Prof. Dr. Andreas requests the prolongation, which is very important for the project's success. Dr. aldajani stated that we have created the master's program and accredited them, and they are running, and we need the pilot phase for each master's program.

Dr. aldajani stated to finalize the project, we need the following:

1. The dissemination package is done with all its activities and tasks.
2. Quality assurance activities are done.
3. The pilot phase must be done.
4. The project management meeting must be finalized.
5. Final symposium.
6. Finalizing the auditing of the project.
7. Finalizing the evaluation package.

Mrs. Catinrina requested how long it would take to finalize the project, and Dr. aldajani and Prof. Andreas requested an extra year. Mrs. Caterina stated one year is not acceptable; nevertheless, six months might be accepted. Mrs. Caterina stated we need a timetable for the activities, a steering committee meeting decision to justify the prolongation, and the Agreement of other partners to extend the project (could be signed meeting minutes or emails).

Dr.aldajani stated we would make a prolongation document signed by all presidents, including the acknowledgment and acceptance of the withdrawal of the Algerian partners and justifications for the prolongation, including the timeline of six-month activities.

5. Challenges and Recommendations

It was only 60 minutes exactly meeting, and then the platform disconnected, we tried to take as much information as we can.

6 Next activities presentations

7 At the meeting end, the partners agreed on the following points:

1. Withdrawal of a partner
 - a. Letters from the two Algerian Universities informing the Consortium about their withdrawal. The letters have to be signed by the Legal representative of these Universities.
 - b. Letter of the Legal representative of Jena University to the Algerian partners confirming the exclusion from the Consortium.
 - c. Letters of Consortium partners acknowledging the withdrawal of the Algerian Universities and agreeing to the new task/budget distribution.

2. Extension of the project duration
 - a. Justification of the extension of the project duration
 - b. Revised timeline of the project
 - c. Agreement of other partners to the extension of the project (could be signed meeting minutes or emails)