

Erasmus+ CBHE Project No. 619258 Internal Management Meeting Minutes

Attendees:

Meeting No:	5	Meeting Time	16:30
Meeting venue:	Hybrid platform	-zoom	Meeting date Friday 5.April.2024
Attendees :	University of Jordan: Prof. Ahamad Al-Salymeh, Prof.Dr. Mohammad Alshriedah Petra University: Prof.Dr. Ali Maqousi Al-Istiqlal Univeristy: Prof. Dr. Nizam Salhat, Dr. belal Ghanam. Innsbruck University: Prof.Dr. Andreas.Oberprantacher University of Jena: Prof.Dr. Martin Leiner, Dr. Iyad Aldajani		
Absence:	None		

Meeting Agenda:

1. Discussion of the prolongation activities, dates, and location of the activities.
2. Discussion on the technical and final report procedures and how we will work on them.
3. Budget discussion, how to discuss the budget.
4. Coordinator budget and role
5. Co-teaching program.
6. Discussing the Al-Azhar University partner condition
7. Discussing the Algerian Partner condition.

Introduction

We conducted our meeting virtually through Zoom, and all representatives of the participants were present and acknowledged. We began by discussing the procedure for prolonging the project submitted to the EACEA office.

We also discussed the Algerian partner's budget and how it will be disseminated, according to the EACEA officer in Brussels. Additionally, we discussed the coordinator's situation and noted that the coordinator's salary must be covered by the project's overall budget, including the time allotted for the EACA report.

During the meeting, several partners expressed concern that if the University of Jena employs someone else to do the coordinator's final and technical report, the coordinator must still complete the report according to the EACEA reference regulation of Erasmus Plus Program Capacity Building for Higher Education. We discussed that, according to the Erasmus Plus regulation, the coordinator cannot be changed. If such a change is

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made, there will be a penalty, so the partners urged the University of Jena not to change the coordinator. The partners requested that the University of Jena representatives, represented by Prof. Dr. Martin Leiner, contact the administration and inform them of the decision not to change the coordinator and employ him until the final report.

The partners discussed the final report procedure, and they stated that two months after the finishing of the duration of the project is not enough and that the coordinator must contact the EACEA officer and request an additional two months for the reporting procedure. The partner requested the coordinator to start working on the report as it is the final report and it would take 4 months to create. Also, the report must be uploaded in a PDF file and typed inside the EACEA portal.

The partners discussed the traveling procedure and activities; we would travel to Amman, Jericho, Innsbruck, and Jena. We would do the activities in the prolongation, and the final conference would be at Jena University.

The partner discussed the co-teaching programs, dissemination and quality assurance working packages, activities program, final conference, and arranging program to the partner and program countries.

5 Meetings discussed points

- a) The technical and final report.
- b) Coordinator salary.
- c) Algerian partner's budget.
- d) Prolongation activities
- e) Final conference
- f) Dissemination Activities and working package.
- g) Quality Assurance working package.
- h) Arranging Program activities to the program and partner countries.

6 Challenges and Recommendations

During the recent conflict in Gaza, our partners from Al-Azhar University were unable to attend our online program due to the situation in their area. They sent us a message through WhatsApp expressing their support for the program and their inability to participate due to the ongoing conflict. However, they encouraged us to continue with the activities. Although they had hoped that the war would end soon, it appears that it is still ongoing at present. The war in Gaza, was affected our partners form Al-Azhar University did not show up online, they sent us a message via WhatsApp, that they support the program but they can not attend via their capacity, they are at the time mean in a war zone. But they want us to continue the activities. They were expecting the end of the war soon, but it seems it still did not at the present time.

7 Next activities presentations

The partners have decided to conduct co-teaching sessions via Hybrid Zoom across all program and partner universities. They plan to teach programs via Zoom and be

physically present in Jericho in May in Amman at University of Jordan and Petra University. In June, they will be teaching in Innsbruck University, followed by the final conference in Jena in July.

Although the partners agreed on all activities mentioned in the prolongation program, they amended the dates to better accommodate the project timeline.

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

1. Accepting to conduct the Prolongation activities and make some amendments to dates.
2. Agreed on the co-teaching program and dates to conduct the teaching.
3. Agreed on the budget
4. Agreed to keep the coordinator until the end of the final report.
5. Agreed to request from the EACEA officer in Brussels an additional two months for the final report
6. Agreed that all partners will collaborate with the coordinator on the final report.
7. Agreed to recommend to request from the University of Jena administration to keep the coordinator unchanged until the final report is submitted EACEA officer in Brussels.
8. Agreed on the dissemination event taking place in Aqaba Jordan, University of Jordan campus.
9. Agreed to give a certificate of completion for the students attending the AARMENA programs at the partner country universities.