

**ERASMUS+ PROGRAMME**

Promoting Youth Employment in Prompt Areas in Jordan/ Job-Jo

Project Number: 598428-EPP-1-2018-JO-EPPKA2-CBHE-JP

**Minutes of the Online Meeting**

*Zoom meeting*

**April 30th, 2020**

**Participants list:**

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| No. | Name of participant | Institute of Participant  |
| 1 | Prof. Omer Nawaf Khaled Maaitah - Coordinator | Mutah University |
| 2 | Dr Mohammad R. O. Al majali - Technical Manger | Mutah University |
| 3 | Prof. Ahmed S.A. Al- Salaymeh - Contact person UJ | University of Jordan |
| 4 | Prof Mohammad Almahasneh -Contact person TTU | Tafila Technical University |
| 5 | Zubayda Riyad Almadadha -Contact Person GKM | Greater Al karak Municipality |
| 6 | Prof. Suleiman Al khattab -Contact Person AHU | Al hussein Bin talal Univesrsity |
| 7 | Ghaith N. Alnawaiseh - Contact person MPWH | Ministry of Public Works and Housing |
| 8 | Prof. Fahmi Abu Al-Rub Contact person JUST | JUST |
| 9 | Evangelia Vanezi | UCY |
| 10 | Professor Isabel Maria Vilaça Tavares Campos  | ISAL. |
| 11 | Dr. Lurdes de Jesus Leite Castanheira | ISAL. |
| 12 | Prof. Dr.-Ing. Yaarob Al Ghanem | HTWK |
| 13 | Riyadh Qashi | INT@E INT@E |
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**Preamble**

Mutah University, the grant holder for Job Jo project, arrange Zoom meeting on 30th of April, 2020. This is the 4th meeting during the 2nd year of the project. The meeting was scheduled in one main session headed by the coordinator of the project Prof. Omer Maaith. All contact persons attended the meeting. Attached is the agenda for the meeting. The output and results of this meeting are shown below:

1- Welcome in short words was presented by **Prof. Omer Maaiteh /Project coordinator** explaining the idea behind this meeting as impact of corona virus affected the activities of all projects.

2- Prof. Omer Maaitah, the project coordinator emphasized on finding a suitable way to continue implementing the main activities of the project during this crisis specially for the training and continuing establishing the center. The discussion between all partners were conducted based on this goal. Prof. Omer also informed all partners that the equipment for the center were received by Mutah University and due to the quarantine, it was difficult to send the equipment to Jordanian Universities. He required to finalize this task as soon as possible as the Jordanian government permits for specific time to travel.

3- Prof. Fahmi Aburub, from JUST claimed that WP1 was completed as agreed by all partners.

4- Prof. Ahmed Salymeh, the coordinator from UJ and the leader of WP5 insisted on all partners to participate in dissemination and sustainability plans and send to UJ any activity intended to do.

5- Prof. Isabel Maria Vilaça Tavares Campos from ISLA revealed that the quality plan is ready. However; Prof. Omer asked to modify this plan based on the feedback form partners and he will send minor modification to ISLA to be considered.

6- Alex from UCY, the leader of WP3, presented the capacity building plan and the required training courses for JO partners. Many points were clarified by him. Extensive discussion was carried out on the training. All partners agreed on the physical training for the trainers. Also they agreed on conducting online training in BSBNs once those centers are inaugurated and if the quarantine continues. Additionally, the evaluation process for the training has to be completed. This evaluation has to be done by both the individual who received the training and the trainees who taught the training courses. The evaluation from the trainers was done during the training courses and such evaluation was presented during 3rd meeting in Lisbon. On the other hand, the trainee’s evaluation was not done. So the partners agreed on creating a template for this evaluation. This template has to have two main sessions. The 1st one includes general criterion such as the commitment for the trainers, their attitudes, attendance and absence. The template will be prepared by ISLA and UCY.

7. Prof. Omer informed the partners about the mid report which should be submitted by mid of May. He asked all partners to send all their tasks and activities done so far to be included in the report.

8. Prof. Omer also shed light on some financial issues experienced by some partners. He asked all partners to fill an exact information in the financial report such as the number of staff cost hours and the number of traveling days as per the instructions of EU.