

**ERASMUS+ PROGRAMME**

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

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

**Minutes Seventh Management Meeting Agenda**

*University of Cyprus*

*Nicosia-Cyprus*

1 University Avenue

P.O. Box 20537, CY-2109

Nicosia, CYPRUS

(New University Campus, Aglantzia (Athalassa area))

**August 4th - 6th, 2021**

**Participants list:**

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| No. | Name of participant | Institute of Participant |
| 1 | Prof. Omer Nawaf Maaitah | Mutah University |
| 2 | Dr Mohammad R. O. Al majali | Mutah University |
| 3 | Raji Awad Emslam Saraireh | Mutah University |
| 4 | Riyadh Qashi | INT@E INT@E |
| 5 | Majdoleen Sbyhat | UJ |
| 6 | Ahmed S.A. Al- Salaymeh | University of Jordan  Attend Online |
| 7 | Ahmad Attallah Eabid Alsawalqah | TTU |
| 8 | Moutasm AbdallahAli Alrawajfeh | TTU |
| 9 | Prof Mohammad Almahasneh | TTU |
| 10 | Ghadeer Alma'aitah | GKM |
| 11 | Prof. Suleiman Al khattab | AHU |
| 12 | Bassam Salim Abu Karaki | AHU |
| 13 | Ghaith Nayef Abdo Alnawaiseh | MPWH |
| 14 | Ahmad Mohammad Al saideh | MPWH |
| 15 | Prof. Fahmi Ahmed Abu Al-Rub | JUST  Attend Online |
| 16 | Nowf Omer Nawaf Maaith | MU |
|  | Ali Mohammad Ahmed El-Khalaifa | AHU |
| 17 | Abaallah Abdallah Alqaisi | GKM |
| 18 | Ibrahim Mahmoud Aldmour | GKM |
| 19 | Nbil Najar | UJ |
| 20 | Oleg Krikotov | HTWK |
| 21 | Prof. Lurdes Leite Castanheira | ISAL. |
| 22 | Prof. Isabel Vilaça Campos | ISAL. |
| 23 | Dr. Evangelia Vanezi | UCY |
| 24 | Dr. Alexandros Yeratziotis | UCY |
| 25 | Prof. George A. Papadopoulos, | UCY |
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| Day 1: Wednesday 04-08-2021  Session (1): Chaired by Prof Fahmi Aburub | | |
| 9:30-10:00 | Registration  Learning Resource Centre – Library “Stelios Ioannou” | Room No. |
| 10:00-10:15 | Welcome Speech  Prof. George A. Papadopoulos, UCY | LRC012 |
| 10:15-11.00 | Project Progress from 26/01/2020 until 04/08/2021  Prof. Omer Maaitah. MU | LRC012 |
| 11:00-11:45 | Project Achievements, Next Work and Preparing for Final Conference  Dr. Mohamd Majalee. MU | LRC012 |
| 11:45-12:15 | Coffee break |  |
| 12:15-12.45 | Challenges of COVID-19 to the Project  Prof. Raje Sarayerih, MU | LRC012 |
| 12:45-14.00 | BSNB in Jordan  Prof. Fahmi Aburub, JUST | LRC012 |
| 14:00-15:00 | Lunch | LRC012 |
| 15:00-16:00 | Operate Medical Health Care Instruments  Training Session from INT@E | LRC012 |
| 16:00-17:00 | Start your Professional Business  Training Session from INT@E | LRC012 |
| 17:00-18:00 | Closure Discussion for Day 1 | LRC012 |

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| Day 2: Thursday 05-08-2021  Session (2): Chaired by Prof Omer Maaitah | | |
| 09:30-10:30 | Career Services and Program  Mrs. Ioustini Pilidi, UCY | LRC012 |
| 10:30-11:30 | Sustainability and Business Plan  Prof. Ahmed Salymeh, UJ | LRC012 |
| 11:30-12.00 | Coffee break |  |
| 12:00-13:00 | Model of BSNB  Dr. Oleg, HTWK | LRC012 |
| 13:00-14:00 | Quality Assurance and Management  Prof. Isabel Vilaça, ISLA  Dr. Lurdes JL Castanheira, ISLA | LRC012 |
| 14:00-15:00 | Lunch |  |
| 15.30-15:30 | Capacity Building Plan  Dr. Alexandros Yeratziotis, UCY  Mrs. Evangelia Vanezi, UCY | LRC012 |
| 15:30-16:30 | BSNB management  Training session from ISLA | LRC012 |
| 16:30-17:30 | Interview Simulation and Practice in Velocity 3D Virtual World Training session from UCY | LRC012 |
| 17:30-18:00 | Closure Discussion for Day 2 | LRC012 |

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| Day 3: Thursday 06-08-2021  Session (3): Chaired by Prof Omer Maaitah | | |
| 10:00-11:00 | Dissemination Activities  Prof. Ahmed Salymeh, UJ | LRC012 |
| 11:00-12:00 | Project Evaluation  Prof. Omer Maaitah. MU | LRC012 |
| 12:00-12:30 | Coffee break |  |
| 12:30-13:00 | Project Extension  Prof. Omer Maaitah. MU | LRC012 |
| 13:00-13:15 | Training Certificate | LRC012 |
| 13:15-14:00 | Closure Discussion for Day 3 | LRC012 |
| 14:00-15:00 | Lunch |  |

**Preamble**

Mutah University, the grant holder for Job Jo project, arranged meeting and training on **4-6/8/2021**. This is the 7th meeting during the 3rd year of the project. The meeting was scheduled in one main session headed by the coordinator of the project Prof. Omer Maaitah. 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. George A. Papadopoulos, **the contact person** UCY **and then Prof. Omer Maaiteh /Project coordinator** explaining the idea behind this meeting as impact of corona virus affected the activities of all projects.

2-Distribute the result of face to face training, online training, meetings, stakeholder meeting that held at Jordan during last year

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 distributed to all Jordanian Partners. He also confirmed that all the BSNBs were inaugurated in the Universities.

3- All partners agreed that WP1 was completed as claimed before by JUST. Discussion was carried out regarding the list of stake holders and networking. All agree on updating the list and send it to JUST which in turn will pass the final list to the coordinator.

4- Mr Oleg from HTWK presented the activities conducted on WP2. He showed all the tasks carried out on establishing the BSNBs. There was a discussion concerning that most of the activities were supervised and managed by MU and HTWK had no input on this WP.

5- Prof. Ahmed Salymeh (on line-Via zoom), the coordinator from UJ and the leader of WP5 presented all activities and dissemination conducted in all JO partners. He insisted on all partners to participate in dissemination and sustainability plans and send to UJ any activity intended to do.

6- Prof. Isabel Maria Vilaça Tavares Campos from ISLA introduced the status of WP4 and she revealed that the quality activities are ongoing process. She also presented the next training which will arranged by ISLA in Portugal and asked all Jo partners to nominate trainees.

7- Alex from UCY, the leader of WP3, presented the capacity building plan and the required training courses for JO partners. He showed all completed training session and the next sessions. 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 since the centers are inaugurated and if the quarantine continues. Dr. Alex talked about the updating of the website based on the feedback on the mid-report. MU and UCY agreed to conduct meeting to discuss these issue next Saturday (27th Marc at 2 pm)

8-Prof Fahmi from just attend the meeting through zoom (online) present the JUST activities

9-Prof Suliman (AHU) present the activity of BSNB of AHU

10-9-Prof Mahsenh (TTU) present the activity of BSNB of TTU

11-Gieth (MPWH) present the activity of MPWH

12-Quesy present the activity of GKM

13. Dr. Mohammad Almajali presented the next activities to be conducted within the next 6 months. Those tasks are shown in the following table:

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| **Task/Activity** | **Responsibility** | **Due date** |
| Visiting JUST BSNBs by MU team | **MU** | Before 13th of Sep. 2021 |
| Submitting a progress report to include all activities since day one if possible | **All partner** | End of September  Including today presentation |

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| **Training by ISLA** | **All Jordanian Partners**  **And ISLA** | **October 2021** |
| **Publishing the curricula for the training model** | **UCY** | **End of September** |
| **Quality reports** | **ISLA** | **Ongoing process** |

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| **Task/Activity** | **Responsibility** | **Due date** |
| Training activities | All Jordanian partners | On going process |
| Updating the website | MU | On going process |
| Training material | **ISLA** | 25th September |
| BSNB inf | **All Jo partners** | Template by JU |
| Updating the networking and stakeholders list | **JUST and other Jordanian partners** | 23rd of Sep |
| Letter for extension for the project as all partners agreed on the extension | **MU** | Sep 1st |
| Visit by EU partners in October to evaluate the BSNBs in Jordan | **UCY** | October |
| Final draft for BSNB model | **HTWK** | Sep 15th |
| Final Training plan including all covered and uncovered topics | **UCY** | Dep 15th |