

**ERASMUS+ PROGRAMME**

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

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

**Minutes Seventh Management Meeting Agenda**

*INT@E*

*Leipzig-Germany*

**Feb 20th - 21th, 2022**

**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 | Sameeh A. Sarayerh | Mutah University |
| 4 | Riyadh Qashi | INT@E INT@E |
| 5 | Yousef Saryerh | Mutah University |
| 6 | Majdoleen Sbyhat | UJ |
| 7 | Ahmed S.A. Al- Salaymeh | University of Jordan |
| 8 | Ahmad Attallah Eabid Alsawalqah | TTU |
| 9 | Mohamed Abelwahab Almahasneh | TTU |
| 10 | Prof Mohammad Almahasneh | TTU |
| 11 | Ghadeer Almaaitah | GKM |
| 12 | Prof. Suleiman Al khattab | AHU |
| 13 | Bassam Salim Abu Karaki | AHU |
| 14 | Ghaith Nayef Abdo Alnawaiseh | MPWH |
| 15 | Kholoud Hassouneh | UJ |
| 16 | Fahmi Ahmed Abu Al-Rub | JUST/Online |
| 17 | Nowf Maaith | MU |
| 18 | Ali Mohammad Ahmed El-Khalaifa | AHU |
| 19 | Rateb Qatameen | TTU |
| 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 | Ans Nabelsy | JUST |
| 26 | Ali Zoubi | JUST |
| 27 | Yaarob.Al\_ghanem | HTWK |

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| **Day 1: Sunday 20.02.2022** | |
| 09:30 -10:00 | Registration |
| 10:00 -10:10 | Welcome Int@E: Dr. Riyadh Qashi |
| 10:10-10:50 | **MU**- Job-Jo in the last year activities: Prof Omer Maaitah |
| 10:50-11:00 | **Break - Covid19 rules – Coffee** |
| 11:00-11:50 | MU- Job-Jo next year activities: Dr Mohammad R. O. Al majali  -Training for BSNB staff at ISLA  -Student visit  -Final conference  -BSNB activities |
| 11:50-12:00 | Break - Covid19 rules – Coffee |
| 12:00–12:40 | UCY- Reviewing the completed tasks of WP Development |
| 12:40-13:10 | Lunch |
| 13:10-13:50 | ISLA- Quality Plan and Evaluation of project activities  Quality visit to Jordan  Prof. Lurdes Leite Castanheira  Prof. Isabel Vilaça Camposv |
| 13:50.14:00 | **Break - Covid19 rules – Coffee** |
| 14:00-14:30 | **Int@E**- Sustainability Business Plan  Dr. Riyadh Qashi |
| 14:30-15:10 | HTWK- BSNB Model/Job creation Model  Dr. Oleg Krikotov |
| 15:10 -15.20 | **Break - Covid19 rules – Coffee** |
| 15.20-16:00 | **UJ**- Dissemination plan and Dissemination activities  Prof. Ahmed S.A. Al- Salaymeh |
| **End of the 1st day** | |

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| **Day 2: Monday 21.02.2022** | |
| 10:00-10:10 | Registration |
| 10:10-10:50 | **TTU**- Reviewing accomplished tasks, equipment, prepared tutorials and/or training and sustainability and impact plan  **TTU BSNB activities**  **Dr.** Rateb Qtameen, Ahmed Sawalqa |
| 10:50-11:00 | **Break - Covid19 rules – Coffee** |
| 11:00-11:40 | **JUST**- Reviewing accomplished tasks, equipment, prepared tutorials and/or training and sustainability and impact plan  **JUST BSNB activities**  **Dr Ans Nablsi** |
| 11:40-11:50 | **Break - Covid19 rules – Coffee** |
| 11:50-12:30 | **AHU**- Reviewing accomplished tasks, equipment, prepared tutorials and/or training and sustainability and impact plan  **Prof.** Suliman Al Khatab  **AHU BSNB activities** |
| 12:30-13:10 | **Lunch** |
| 13:10-13:50 | **MU**- Reviewing accomplished tasks, equipment, prepared tutorials and/or training and sustainability and impact plan  **Prof.** Sameeh Sarayerh and Yousef  **MU BSNB activities** |
| 13:50-14:20 | **GKM**- Reviewing accomplished tasks |
| 14:20-14:20 | **Break - Covid19 rules – Coffee** |
| 14:20-14:40 | **MPWH**- Reviewing accomplished tasks |
| 14:40-15:20 | **Break - Covid19 rules - Coffee** |
| 15:20 -16:00 | **MU**-Agreed Actions, Job-Jo in the next 6 months |
| 16:00-17.00 | Discussions and evaluation |
| **End of the 2nd day** | |

**Preamble**

Mutah University, the grant holder for Job Jo project, arranged meeting and training on **20-21/2/2022**. This is the 8th meeting during the extension period 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 Dr. Ryad Qashi, **the contact person of INT@E and then Prof. Omer Maaiteh /Project coordinator** explaining the idea behind this meeting as impact of corona virus affected the activities of all projects. He also talked about the acceptance of the extension and all the required tasks to be conducted.

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.

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. Dr. Oleg presented the second phase of the model and the required measures that should be taken to achieve the goal.

5- Prof. Ahmed Salymeh, 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. He also asked all to send him the conducted activities to issue the next newsletter.

6- Prof. Lurdes Leite Castanheira presented the report regarding ISLA visit to the BSNBs in Jordan. She shed a light on the positive points that they saw during the visit and she asked the JO partners to provide here with additional data. 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- UCY, the leader of WP3, presented the capacity building plan and the required training courses for JO partners. They showed all completed training session and the next sessions. Many points were clarified and 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.

8. Dr. Mohammad Almajali presented the next activities to be conducted within the next 6 months. He explained the importance of conducting such activities that based on the extension. Dr. Almajali also explained each activity in detail. Comprehensive discussion was carried out and all partners agreed on the dates and task to be carried out.

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| **Task/Activity** | **Responsibility** | **Due date** |
| Staff training at ISLA | **ISLA** | 11-13 May, 2022 |
| Submitting a progress report to include all activities since day one if possible | **All partner** | End of April the presentation presented during the meeting |

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| **Student training** | **UCY and INT@E** | **19/6-3/7, 2022** |
| **Visit BSNBs in Jordan** | **HTWK and INT@E** | **TBD by HTWK and INT@E by 1oth of March, 2022** |
| **Quality reports** | **ISLA** | **Ongoing process** |
| **Final conference** | **MU** | **5-6 July 2022** |
| Training activities | | All Jordanian partners | On going process | |
| Updating the website | | MU | On going process | |
| Training material | | **ISLA** | 25th April, 2022 | |
| BSNB inf | | **All Jo partners** | Template by JU | |
| Updating the networking and stakeholders list | | **JUST and other Jordanian partners** | 25th of April, 2022 | |
| Visit by EU partners in October to evaluate the BSNBs in Jordan | | **INT@E and HTWK** | Before May, 2022 | |
| Final draft for BSNB model | | **HTWK** | 1st April, 2022 | |