

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

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

Work Package 4 – Quality



Co-funded by the
Erasmus+ Programme
of the European Union

Evaluation Report of the
Third Management Meeting, 22 to 24 January 2020

ISLA Leiria



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1. Introduction

This evaluation report concerns the management meetings that took place in Portugal, between the 22nd and the 24th of January 2020. It was the third Management Meeting of the Job-Jo Project.

The Project, under the name “Promoting youth employment in remote areas in Jordan / Job-Jo”, and number 598428-EPP-1-2018-1-JO-EPPKA2-CBHE-JP, has an Erasmus + grant and is expected to be developed for 36 months (between 15 November 2018 and 14 November 2021).

Its aim is to promote employment in Jordan poor remote areas. It proposes the (re)qualification of unemployed graduate young people, with a special focus on women. This will be achieved through training in management and soft skills, and through the maximization of the experience in this of problematic area, shared by the European partners. By itself, the project will set a network of stakeholders supported by this common goal of the promotion of employment, whose visibility is locally maintained by the Business Service Network Bureau (BSNB, in five Jordan Universities) and reinforced by the Job-Jo Website. Additionally, project Facebook and Linked in pages are a digital road to the diffusion of the project vision and how to adhere to it.

Table 1. Job-Jo Partners and Work Packages Coordination

Co-beneficiary Institutions	Initials	City / Country	Work Package Coordination
AL-HUSSEIN BIN TALAL UNIVERSITY	AHU	MA'AN / JO	
GREATER ALKARAK MUNICIPALITY	GKM	ALKARAK / JO	
HOCHSCHULE FUR TECHNIK WIRTSCHAFT UND KULTUR LEIPZIG	HTWKL	LEIPZIG / DE	Development (WP2)
INSTITUTO SUPERIOR DE LEIRIA - ISLA LEIRIA	ISLA	LEIRIA / PT	Quality (WP4)
Int@E UG	Int@E	LEIPZIG / DE	
JORDAN UNIVERSITY OF SCIENCE AND TECHNOLOGY	JUST	IRBID / JO	Networking, Start-up activities (WP2)
MINISTRY OF PUBLIC WORKS AND HOUSING	MPWH	AMMAN / JO	
TAFILA TECHNICAL UNIVERSITY	TTU	TAFILA / JO	
UNIVERSITY OF CYPRUS	UC	NICOSIA / CY	Development (WP3) Co-leadership of WP4
UNIVERSITY OF JORDAN	UJ	AMMAN / JO	Dissemination & Sustainability (WP5)
Project Coordinator			
MUTAH UNIVERSITY LTD	MU	KARAK / JO	Management (WP6)

Organized in six Work Packages (Preparation, Development, Quality, Dissemination and Exploitation and Management), the Project Coordinator, Mutah University, has distributed their leadership between some of the partners (see Table 1). After the kick-off meeting, the partners meet each semester to formally share the work done, identify areas needing joint efforts and prepare the following semester. Each meeting organization is attributed to one partner and the 3rd meeting took place in Portugal, under the responsibility of ISLA.

2. Third Management Meeting Participants and Meeting Agenda

The organization of the 3rd meeting was attributed to the Portuguese partner, as we can see in the 2nd meeting minutes. Since ISLA is a member of a larger university group – Universidade Lusofona -, ISLA director proposed to the project coordinator two loci for the meeting sessions. Since it was accepted, the first meeting day took place in ISLA's facilities in Leiria and the remaining discussions took place in Lusofóna's, in Lisbon. The Agenda, prepared by the project coordinator, was sent to all participants circa 1 month ahead of the meeting, for analysis and feedback. The final Agenda was distributed 10 days before the event and all partners were asked to send their presentations, in advance, to the project coordinator.

Three partners (P4, The Ministry of Public Works and Housing; P6, Leipzig University of Applied Sciences; P9, Int@E UG) were unable to attend the meeting and the Cyprus partner had a small setback and came the 23rd instead of the 22nd of January. The list of the 22 participants is detailed in Table 2 and the attendance sheets are in Annex 1.

Table 2. List of participants in the 3rd Management Meeting, January 2020

Name		22	23	24
Professor Omer Nawaf Khaled Maaitah; Coordinator	Mutah University	Yes	Yes	Yes
Prof. Mohammad R. O. Al Majali; Technical Manager and MU Quality Committee representative	Mutah University	Yes	Yes	Yes
Prof. Mohammad Suleiman A. Q. Saraireh; Tendering	Mutah University	Yes	Yes	Yes
Sameeh Al Sarayreh Training coordinator	Mutah University	Yes	Yes	Yes
Dr. Evangelia Vanezi	UCY	-	Yes	Yes
Prof. Ahmed S. A. Al-Salaymeh; UJ Contact person and Quality Committee representative	University of Jordan	Yes	Yes	Yes

Name		22	23	24
Prof. Mohammad Aref Alshraideh	University of Jordan	Yes	Yes	Yes
Prof. Mohammad Al Mahasneh; TTU Contact person and Quality Committee representative	Tafila Technical University	Yes	Yes	Yes
Dr. Qais Hashim Al Safasfeh	Tafila Technical University	Yes	Yes	Yes
Eng. Zubayda Riyad Abdallah Almadadha GKM Contact person	Greater Al Karak Municipality	Yes	Yes	Yes
Ghadeer Nawaf Khaled Alma'aitah; GKM Assistance	Greater Al Karak Municipality	Yes	Yes	Yes
Eng. Salen Obisat	Greater Al Karak Municipality	Yes	Yes	Yes
Prof. Suleiman Ahmad S. Al Khattab; AHU Contact person and Quality Committee representative	Al Hussein Bin Talal Univesrsity	Yes	Yes	Yes
Prof. Bassam Salim Abdel Abu Karaki; AHU Assistance	Al Hussein Bin Talal Univesrsity	Yes	Yes	Yes
Prof. Fahmi Ahmed Abu Al-Rub; JUST Contact person	JUST	Yes	Yes	Yes
Ayah Abu Al-Rub	JUST	Yes	Yes	Yes
Ruba Hasan	JUST	Yes	Yes	-
Prof. Isabel Vilaça T. Campos; ISLA Contact person	ISLA	Yes	Yes	Yes
Dr. Lurdes JL Castanheira Quality manager	ISLA	Yes	Yes	Yes
Dr. Catarina Raimundo ISLA Support officer	ISLA	Yes	-	-
Dr. Cristina Cravo ISLA Financial officer	ISLA	Yes	Yes	Yes
Prof. Ana Diogo ISLA International projects coordinator	ISLA	Yes	Yes	Yes

Note. See Attendance Sheets in ANNEX 1

3. Evaluation Survey

The survey (ANNEX 2) was designed to assess the quality of the meetings in three main areas: Organization of the meeting (8 quantitative and one open-ended questions), Results (6 quantitative and one open-ended questions) and Leading partners synthesis (3 open-ended questions). All participants answer the first two sections and the last one is reserved to those with a leading role in any of the Work Packages. The quantitative responses are in a four-point Likert type scale that goes from *Totally disagree* (point 1 of the scale) to *Totally agree* (point 4 of the scale).

In Part I the focus is the meeting itself and how well it was prepared and conducted. Examples of the statements are: “The agenda was timely distributed”, “The amount of discussion time was adequate” or “The meeting room and the equipment were adequate”; Part II is focused in the meeting results. In brief, it assesses the extent to which the participants felt that it was a productive meeting. Examples of the statements are: “Each partner's role in the project is clear”, “Short term tasks (until the next meeting) are clear”. Part III is designed as an opportunity to have a deeper reflection on what is ahead and how the team discussion gave individual insights that can be used in the project and/or in future meetings. After restricting the answer to target participants, the leading question is “What tasks are under your organization responsibility until the next meeting? Please identify the [first/second/third] task, the associated deadline (if applicable) and the main constraints (if applicable)”.

The questionnaire was designed for the first meeting and will be used through all the project to guarantee comparability between the meetings.

3.1. Dissemination of the Survey and Respondents

The survey was online (in Google Forms, see ANNEX 2) from the 24th to the 31st of January. Its link was sent to the project Coordinator to be distributed to all meeting participants and a reminder was sent five days after the meeting. There are 21 answers (Figure 1) and all respondents identified their organization.

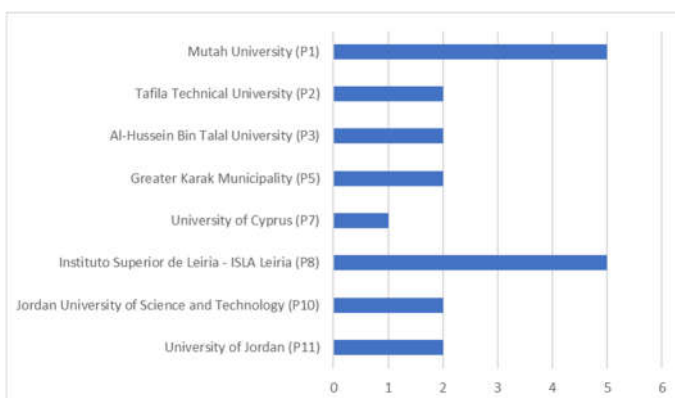


Figure 1. Distribution of responses by Job-Jo partner

3.2 Results

The global conclusion is that the meeting is perceived as well organized, with clear positive Results and some room to improvement. We will present the quantitative and the qualitative data separated.

3.2.1. Quantitative Analysis

Concerning the Organization of the meeting, the aggregated mean evaluation is high (M=3,18, SD=0,79), although lower than in the first two meetings. As can be seen in Table 3, the average evaluation to each question is between M=3,00 and M=3,38 and the mode is 4 for four questions and 3 for the remaining. It should be noticed that the highest value is for the physical conditions (room and equipment: M=3,38, SD=0,80) and the lowest is for the discussion opportunities (M=3,00, SD=0,95).

Table 3. Descriptive Statistics of Part I: Organization of the Meeting

	Mean	SD	Mode	Min	Max
Organization of the meeting (aggregated value)	3,18	0,79	4	1	4
The purpose of the 3rd management meeting was clear	3,29	0,90	4	1	4
All relevant issues were contemplated in the meeting agenda	3,19	0,81	3	1	4
The agenda was timely distributed	3,19	0,98	4	1	4
The presentations sequence was adequate	3,10	0,94	3	1	4
The time attribution to each presentation was adequate	3,14	0,85	3	1	4
The discussion opportunities were adequate	3,00	0,95	3	1	4
The amount of discussion time was adequate	3,14	0,85	3	1	4
The meeting room and the equipment were adequate	3,38	0,80	4	2	4

In sum, the purpose of the meeting was clear (M=3,29, SD=0,90), the important issues were duly considered (M=3,19, SD=0,81), the distribution of the meeting agenda was on time (M=3,19, SD=0,98) and well organized (M=3,10, SD=0,94), with a fair distribution of presentation time (M=3,14, SD=0,85) and of discussion opportunity (M=3,00, SD=0,95) or time (M=3,14, SD=0,85) and the meeting space was adequate (M=3,38, SD=0,80). As the standard deviation is of almost one point, we must conclude for the dispersion of perceptions.

As could be expected from the analysis of descriptive statistics, most respondents select the *Totally Agree* (42%) or *Agree* (40%) options; one or two persons, nevertheless, manifested their *Totally Disagreement* (7%) in all but the last question (physical conditions) (see Table 4 and Table 6). In fact, looking at the raw data, we can identify one participant that, systematically, selects option one (thirteen times) and another that selects it more seldom but, still, it is his/her choice in half of the quantitative questions (7 out of the 14). None of these two participants offered any suggestion of improvement, though.

Table 4. Distribution of Responses of Part I: Organization of the Meeting

	Totally agree		Agree		Partially agree		Totally disagree	
	N	%	N	%	N	%	N	%
The purpose of the 2nd management meeting was clear	10	48%	9	43%	0	0%	2	10%
All relevant issues were contemplated in the meeting agenda	8	38%	10	48%	2	10%	1	5%
The agenda was timely distributed	10	48%	7	33%	2	10%	2	10%
The presentations sequence was adequate	8	38%	9	43%	2	10%	2	10%
The time attribution to each presentation was adequate	8	38%	9	43%	3	14%	1	5%
The discussion opportunities were adequate	7	33%	9	43%	3	14%	2	10%
The amount of discussion time was adequate	8	38%	9	43%	3	14%	1	5%
The meeting room and the equipment were adequate	12	57%	5	24%	4	19%	0	0%
Total	71	42%	67	40%	19	11%	11	7%

Concerning the Results of the meeting, the mean aggregated evaluation is good ($M=3,10$, $SD=0,77$) but there is less consensus (Table 5).

The mean value varies between 2,90 and 3,24 but the response dispersion is higher than in the first part of the survey. Particularly, the clarity of each partner role in the project has a mean evaluation that is slightly below the positive point of the scale ($M=2,9$, $SD=0,94$). This seems to be more present when other partners role are assessed since the question that addresses the respondent organization role has a higher mean ($M=3,19$, $SD=0,81$). The short-term tasks and objectives are perceived as fairly clear ($M=3,24$, $SD=0,83$ and $M=3,10$, $SD=0,77$, respectively) and the clarity of longer responsibilities is almost as good as the short term's ($M=3,10$, $SD=0,89$ and $M=3,10$, $SD=0,83$).

The analysis of the distribution of responses allows for some clarification (Table 6). Only 33% of the participants rate the different aspects of the meeting as *Totally* beneficial. Most of the remaining persons felt that the results were positive but there is room for improvement. Besides the mentioned systematic selection of the lower option in the response scale, made by a small number of participants, we should highlight that the mode option selection is 3 for all the quantitative questions in the Results section. This is a clear sign that some improvement needs to be introduced in future meetings.

Table 5. Descriptive Statistics of Part II: Results of the Meeting

	Mean	SD	Mode	Min	Max
Results of the meeting (aggregated value)	3,10	,77	3	1	4
Each partner's role in the project is clear	2,90	,94	3	1	4
The role of my organization in the project is clear	3,19	,81	3	1	4
Short term tasks (until the next meeting) are clear	3,24	,83	3 ^a	1	4
Short term objectives (until the next meeting) are clear	3,10	,77	3	1	4
Long and medium-term tasks are clear	3,10	,89	3	1	4
Long and medium-term objectives are clear	3,10	,83	3	1	4

^a. There are several Modes. The smallest value is shown

Table 6. Distribution of Responses of Part II: Results of the Meeting

	Totally agree		Agree		Partially agree		Totally disagree	
	N	%	N	%	N	%	N	%
Each partner's role in the project is clear	6	29%	9	43%	4	19%	2	10%
The role of my organization in the project is clear	8	38%	10	48%	2	10%	1	5%
Short term tasks (until the next meeting) are clear	9	43%	9	43%	2	10%	1	5%
Short term objectives (until the next meeting) are clear	6	29%	12	57%	2	10%	1	5%
Long and medium-term tasks are clear	7	33%	11	52%	1	5%	2	10%
Long and medium-term objectives are clear	6	29%	13	62%	0	0%	2	10%
Total	42	33%	64	51%	11	9%	9	7%

3.2.4 Qualitative Analysis

The qualitative data (Table 7) was collected through the open-ended questions. There is a considerable participation, which is very positive since respondents of questionnaires typically offer little qualitative contributions.

The only suggestion presented concerns a priori knowledge, among partners, of what each one is going to bring to the discussion. It's inclusion in the Results section suggests that this proposal is seen as a way of enriching meeting results. The comments in the Leading partner section are somewhat more general and reflect MOM synthesis presented by the project coordinator.

Table 7. Qualitative Data

	N	Comments
Part I: Do you have any suggestion . . . in terms of its organization	0	-
Part II: Do you have any suggestion . . . in terms of results	1	- Distribute powerpoint presentations between the members so that we can know in advance what partners are bringing to discussion. Or, maybe, each partner can share in advance the main aspects of their presentation
Part III: First task	9	<ul style="list-style-type: none"> - Arranging for the next training program to be held at AHU. - Review the capacity building report submitted by UJ. - Dissemination - Equipping, development, dissemination, - Sustan. and dissemination - Management. Financial. - Capacity Building Plan Finalization. - Prepare the Quality report for the 1st year of activity of the project - next month. - Review and complete the QP, in accord to what is defined in the capacity plan and in 3rd meeting MOM - after receiving the 3rd meeting MOM
Part III: Second task	6	<ul style="list-style-type: none"> - Contacting 20 companies and send them contractual letters for employing AHU graduates. - Dissemination and Sustainability - Elaborate a 1st year report of the Job-Jo activities - next month - Equipping, development, dissemination - Organize students trainings in Cyprus - Review the QA report and make necessary comments

	N	Comments
Part III: Third task	6	<ul style="list-style-type: none"> - Equipping, development, dissemination - Eventually, collaborate in the review of training material. When asked to - Networking - Organize Jordan training by UCY - Prepare for training program to be held at AHU - Review the Capacity Building report submitted by UJ. Review the QA report and make necessary comments

Note. All statements are considered, but the presentation order is alphabetized.

4. Conclusion

The 3rd Management meeting took place in Portugal in two loci, Leiria and Lisbon, gathering together the Job-Jo partners between 22nd and 24th of January 2020. As the two German partners were unable to be present, the meeting had 21 participants. Globally, the meeting was deemed as well organized, with clear objectives, carried out in an adequate space and with enough time for presentation of each WP. Concerning the Results, the partners evaluated the meetings as beneficial, considering that their tasks in the short term are clear. Regarding the systematization of the work to be carried on, each partner is aware of his short and medium to long term tasks and objectives. Still, two participants recorded a quasi-systematic low perception of the several aspects under evaluation. As a way of preventing such episodic negative feelings, we believe that it would be useful if this notion of incompleteness could be expressed and dismissed during the meetings.

Therefore, to increase the perception of adequate *discussion opportunities* and *clarification of each other's role in the project* (the questions with lower evaluation), three steps are suggested:

- At the end of each working day, all participants should be encouraged to vent their main concerns;
- At the end of the meeting but before the presentation of the minutes, all partners should be invited to clearly state what they believe is their next six months responsibility;
- After MOM presentation and discussion, the project coordinator should individually invite all partners to state if there are any doubt that will need further attention and, if so, how that should be accomplished.



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ANNEX 1: Attendance Sheets

Attendance sheet

Title of Meeting: Third Management Meeting

Place of Meeting: ISLA – Portugal

Date: 22/1/2020

No.	Name of participant	Institute of Participant	Email	Telephone	Signatures
1	Prof. Omer Nawaf Maaitah Coordinator	Mutah University	Maaitah_noor@hotmail.com	00962796629922	
2	Dr Mohammad R. O. Al majali Technical Manger	Mutah University	M.R.almajali@yahoo.com		
3	Prof. Mohammad S. Sarairoh Tendering	Mutah University	Sarairoh_2000@yahoo.com	+962 7751154	
4	Sameeh AL Sarayreh Training coordinator	Mutah University	Sameeh_Sarayreh@yahoo.com	+962 77225364	
5	Jum. Ebdah	INT@E	X		
6	Riyadh Qashi	INT@E INT@E	X		
7	Evangelia Vanezi	UCY	X		
8		UCY	X		
9	Ahmed S.A. Al-Salaymeh Contact person UJ	University of Jordan	salaymeh@ju.edu.jo	0777649864	
10	Ayeh Ab Al-TEL	University of Jordan	ayeh.ab@ju.edu.jo		
11	Prof Mohammad Almahasneh Contact person TTU	Tafila Technical University	mahasneh@ttu.edu.jo	0798532330	
12	Dr. Qais Hashim Al safasfeh	Tafila Technical University	qhashim@yahoo.com	+96277675002	
13	Zubayda Riyad Almadadha Contact Person GKM	Greater Al karak Municipality	ZUBAYDA_ALMADADHA@GKM.gov.jo	0799685774	
14	Ghadeer Alma'aitah Assitance GKM	Greater Al karak Municipality	Ghadeer.Ma'aitah@gmail.com		
15	Salah Al-Sal	G.K.M	Salah.al-sal@ju.edu.jo	0795682114	

No.	Name of participant	Institute of Participant	Email	Telephone	Signatures
15	Prof. Suleiman Al khattab Contact Person AHU	Al hussein Bin talal Univesrity	al.khattab@ahu.edu.jo	0778881204	
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17	Ghaith Ainawaiseh Contact person MPWH	MPWH	X		
18	Jamal Abdallah Abu-Eid	MPWH	X		
19	Prof. Fahmi Ahmed Abu Al-Rub Contact person JUST	JUST	ahmed.fahmi@ju.edu.jo	078614761	
20	Dr. Anas Mahmud AlNabulsi Assistance JUST	JUST	anas.nabulsi@ju.edu.jo		
21	Prof. Dr.-Ing. Yaarob Al Ghanem	HTWK	X		
22		HTWK			
23	Professor Isabel Maria Vilaça Tavares Campos	ISLA	isabel.vilaca@islaeiria.pt		
24	Dr. Lurdes de Jesus Leite Castanheira	ISLA	lurdes.catanheira@islaeiria.pt		
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29	Abulhasan	JUST	Abulhasan@ju.edu.jo	00962799720010	
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31	Salah Al-Sal	G.K.M	Salah.al-sal@ju.edu.jo		
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	Abul				

Attendance sheet

Title of Meeting: Third Management Meeting

Place of Meeting: ISLA – Portugal

Date: 23/1/2020

No.	Name of participant	Institute of Participant	Email	Telephone	Signatures
1	Prof. Omer Nawaf Maaitah Coordinator	Mutah University	Maaitah_noor@hotmail.com	00962796629922	
2	Dr Mohammad R. O. Al majali Technical Manger	Mutah University	m_r_o_majali@yahoo.com		
3	Prof. Mohammad S. Saraireh Tendering	Mutah University	Saraireh_moh@yaho.com	+96279235151	
4	Sameeh AL Sarayreh Training coordinator	Mutah University	Sameeh_Sarayreh@yahoo.com	+9627925546	
5	Jum. Ebdah	INT@E			
6	Riyadh Qashi	INT@E INT@E			
7	Evangelia Vanezi	UCY	evanezi@cs.ucy.ac.cy	0035722592664	
8		UCY			
9	Ahmed S.A. Al-Salaymeh Contact person UJ	University of Jordan	salaysmeh@ju.edu.jo	0776414364	
10	Mohammad Alshraideh	University of Jordan	mshraideh@ju.edu.jo	0799505279	
11	Prof Mohammad Almahasneh Contact person TTU	Tafila Technical University	mahasneh@yaho.com	0796339330	
12	Dr. Qais Hashim Al safasfeh	Tafila Technical University	qshasfeh@tahu.edu.jo	71073002	
13	Zubayda Riyad Almadadha Contact Person GKM	Greater Al karak Municipality	ZUBAYDA.MADADHA@GKM.GM	0799685224	
14	Ghadeer Almajaitah Assistance GKM	Greater Al karak Municipality	ghadeer.majaitah@yahoo.com	07174452	

No.	Name of participant	Institute of Participant	Email	Telephone	Signatures
15	Prof. Suleiman Al khattab Contact Person AHU	Al hussein Bin talal Univesrity	dr.suleiman@ahu.com	078851254	
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18	Jamal Abdallah Abu-Eid	MPWH			
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20	Dr. Anas Mahmoud AlNabulsi Assistance JUST	JUST			
21	Prof. Dr.-Ing. Yaarob Al Ghanem	HTWK			
22		HTWK			
23	Professor Isabel Maria Vilaça Tavares Campos	ISLA	isabel.vilaca@islaeiria.pt		
24	Dr. Lurdes de Jesus Leite Castanheira	ISLA	lurdes.catanheira@islaeiria.pt		
25	Dr. Catarina Isabel Subtil Raimundo	ISLA	catarina.raimundo@islaeiria.pt	00351932207748	
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Attendance sheet

Title of Meeting: Third Management Meeting

Place of Meeting: ISLA – Portugal

Date: 24/1/2020

No.	Name of participant	Institute of Participant	Email	Telephone	Signatures
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No.	Name of participant	Institute of Participant	Email	Telephone	Signatures
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18	Jamal Abdallah Abu-Eid	MPWH			
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20	Dr. Anas Mahmoud AlNabulsi Assistance JUST	JUST			
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ANNEX 2: Evaluation Survey



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We ask your kind collaboration to evaluate the Job Jo 3rd Management Meeting. This evaluation survey has three parts. The first two are to all participants; the last part is addressed to partners with a leading role in any of the Work Packages.



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* Required

Identification

Please identify your University/ Organization *

- Mutah University
- Jordan University of Science and Technology
- Greater Karak Municipality
- Al-Hussein Bin Talal University
- University of Jordan
- Tafila Technical University
- Ministry of Public Works and Housing
- Hochschule fur Technik Wirtschaft und Kultur Leipzig
- INT@EUG
- Instituto Superior de Leiria - ISLA Leiria
- University of Cyprus

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* Required

Part I: Organization of the meeting

Agenda preparation *

	Totally disagree	Partially agree	Agree	Totally agree
The purpose of the 3rd management meeting was clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All relevant issues were contemplated in the meeting agenda	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The agenda was timely distributed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The presentations sequence was adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The time attribution to each presentation was adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Meeting development *

	Totally disagree	Partially agree	Agree	Totally agree
The discussion opportunities were adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The amount of discussion time was adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The meeting room and the equipment were adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you have any suggestion to further improve the functioning of the next meeting, in terms of its organization? If so, please share them with us.

Your answer

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* Required

Part II: Results

*

	Totally disagree	Partially agree	Agree	Totally agree
Each partner's role in the project is clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The role of my organization in the project is clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Short term tasks (until the next meeting) are clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Short term objectives (until the next meeting) are clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long and medium-term tasks are clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long and medium-term objectives are clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you have any suggestion to further improve the functioning of the next meeting, in terms of the results? If so, please share them with us.

Your answer

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Part III: Leading Partners

This area is reserved to partners with a leading role in any of the Work Packages.
We invite you to share your opinion on the tasks, deadlines, and possible constraints associated with your organization's role until the next meeting. Please focus only on the main tasks (three at most).

What tasks are under your organization responsibility until the next meeting?
Please identify the **FIRST** task, the associated deadline (if applicable) and the main constraints (if applicable).

Your answer

What tasks are under your organization responsibility until the next meeting?
Please identify the **SECOND** task, the associated deadline (if applicable) and the main constraints (if applicable).

Your answer

What tasks are under your organization responsibility until the next meeting?
Please identify the **THIRD** task, the associated deadline (if applicable) and the main constraints (if applicable).

Your answer

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