



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 Kick-off Meeting

Mutah University

Karak-Jordan

February 24th - 26th, 2019

Participants list:

	Participant Name	Position
National Erasmus+ office		
	Prof. Ahmad Abu-El-Haija	Director of National Erasmus+ Office in Jordan
	Dr. Reem Khader	National Erasmus+ Office in Jordan
Mutah University (MU)/Team of JOB JO		
	Prof. Thafer Assaraira	President of Mutah University
	Prof Omer Maaitah	Dean of the Faculty of Engineering
	Prof Mohamed Sarayreh	President Assistance
	Dr. Saif Nawayseh	Director on International Office
	Dr. Njud Maaitah	JOB-Jo Team member
	Dr. Mohammed Majali	JOB-Jo Team member
	Mr. Ali Qdah	JOB-Jo Team member
	Brigadier General Sami Kfaween	Vice President for Military Affairs
	Prof. Yousef Al- Jaafreh	Vice President for Academic Affairs and Scientific Researchers and Scientific Centres
	Prof. Nedal Al-Hawamdeh	Vice President For Administrative Affairs and Community
	Prof. Amjad Madanat	Dean of the Faculty of Sport Sciences
	Prof. Mohammad Al-Rawashdeh	Dean of the Faculty of Shariah
	Prof. Rateb Al- Btoush	Dean of the Faculty of Science
	Prof. Ja'afar Maghrobe	Dean of the Faculty of Law
	Prof. Fuad Talafha	Dean of the Faculty of Educational Sciences
	Prof. Abdelnabi Ghani	Dean of the Faculty of Agriculture
	Prof. Younis Shdaifat	Dean of the Faculty of Social Sciences
	Prof. Ahmed Sakarna	Dean of Scientific Research
	Prof. Sultan Tarawneh	Dean of the Faculty of Engineering

	Prof. Abdussalam Abu Tapanjeh	Dean of the Faculty of Business
	Prof. Tarek Majali	Dean of Students Affairs
	Prof. Mohammad Almatalka	Dean of the Faculty of Arts
	Dr. Awni Hammouri	Dean of the Faculty of Information Technology
	Dr. Reham Khresha	Dean of the Faculty of Nursing
	Dr. Omar Nafi'	Dean of the Faculty of Medicine
	Dr. Sae'd Aldalaen	Dean of the Faculty of Pharmaceutical Science
	Staff and student	Around 500
(UJ)		
	Prof. Ahmed Al-Salaymeh	Chairman of Mechanical Engineering Department
	Eng. Leena Marashdeh	Research Assistant at the School of Engineering
	Eng. Rash Albik	Research Assistant at the School of Engineering
(JUST)		
	Prof. Fahmi Abu Al-Rub	Professor at Chemical Engineering Department
	Dr. Anas Nablsee	Jordan University of Science and Technology
AHU		
	Prof Najib Abu Karaki:	President of AHU
	Prof Suliman Al Khattab	Dean of Management School/contact person
	Dr. Bassam Abu Karaki:	Dean of Student Affairs
TTU		
	Prof. Mohamed Horani:	President of TTU
	Prof Mohamed Mahasneh	Vic president/contact person
	Dr. Iyad Maaita	Staff member
UCY		
	Dr. Georgia (Zeta) Kapitsaki	University of Cyprus (UCY),

Leipzig University of Applied Sciences (HTWK)		
	Dr. Alex Dekin	Assistant Professor and Scientific Officer for Knowledge Transfer, Entrepreneurship and Partnerships at Faculty of Biotechnology
INSTITUTO SUPERIOR DE LEIRIA - ISLA LEIRIA,		
	Prof. Isabel Vilaça	INSTITUTO SUPERIOR DE LEIRIA - ISLA LEIRIA,
	Prof. Lurdes Castanheira	INSTITUTO SUPERIOR DE LEIRIA - ISLA LEIRIA,
Int@E / Germany		
	Maria Tuzani	Int@E / Germany
Stakeholder session		
	Mr Sayel Majalee	Chairman of Karak Council:
	Mr Sabri Aldalaeen	Karak Chamber Room:
	Eng. Wessam Majalee	Engineering Institute –Karak Branch:
	Mr Saleh Obisat	Karak Municipality:
	Eng. Yousef Trawneh	Yousef Trawneh Company for construction
	Mr. Samer Maaitah	Water Authority in Karak
	Mr. Nizar Tarawneh	Karak Innovation Club
	Dr. Wael Awad	Aqba Rail way
	See the attendance sheet	

Preamble

Mutah University, the grant holder for Job Jo project, conducted the kick-off meeting during the period 24-26 of February 2019. The kick-off meeting was scheduled in four main sessions. The two sessions opening Ceremony and stakeholder meeting were held in Mutah University. The third and fourth sessions were held in the Dead Sea due to the road maintenance and the bad weathers. The output and results of this meeting are shown below:

Day 1

Sunday, February 24, 2019

Session 1: The Opening Ceremony

The opening ceremony of the JOB-JO Kick-off meeting was conducted under the patronage of H.E. Prof. Thafer Assraira, President of Mutah University. The ceremony included welcome speeches of the representative of the partners presented by Mutah representatives as follow:

1- H.E. Prof. Thafer Assraira explained the significance of the project to Jordan and specifically to the remote area. He emphasized also on the needs of such project to the higher education institutions in Jordan. Professor Alsaraira thanked the EU for their funds and support for such projects.

2- Dr. Saif Nawayseh, Director on International Office, talked about the role of an international office in Mutah University.

3- The coordinator of the project, Prof Omer Maaitah, presented a brief about the project. He started his speech by quoting the words of His Majesty the King during his visit to the remote area of south of Jordan “Stressing his commitment to learning firsthand the people’s needs and ways to serve them and the country as a whole, His Majesty said he was proud to be among “my Nashama brothers, my southern Bedouin brothers” to learn about the challenges facing them “to be able to arrive at solutions”.

The King said economic challenges are at the top of the Kingdom’s priorities, especially the problems of poverty and unemployment, stressing the importance of finding solutions for these challenges.

“There will be a greater focus on development projects to eliminate poverty and unemployment,” His Majesty told Southern Badia leaders. “. He indicated that this was the motivation behind proposing the project. Dr. Maaitah explained the importance of linking the academic institutions to the governmental entities in this project. He also showed that this project was the first project granted to Mutah University and how it was succeeded during the selecting process. He revealed that the project was among the best five projects funded by the EU in term of the idea.

After that Jordanian institutions started to present their institutions and their participation in the project.

- 1- Prof. Mohamed Horani: President of TTU, delivered a speech on behalf of the Jordanian Partners, and thanked Mutah University represented by the administration and Prof. Maaitah for their efforts in achieving such a successful proposal.
- 2- Prof Najib Abu Karaki: President of AHU delivered a speech on the importance of such project to the remote area, and thanked the Mutah University represented by the administration and Prof. Maaitah for their efforts in achieving such a successful proposal.
- 3- Mr. Ibraheem Al-Karaky: Mayor of GKM, delivered his welcome speech as a representative of the public bodies. Mr. Al-Karaky highlighted the importance of the unemployment and poverty issues, in particular for remote area, and the increasing demand for job seeking. In addition, he mentioned the role of the public sector in dealing with this problem. Also; he thanked the Mutah University for their efforts.
- 4- Prof. Ahmed Al-Salaymeh, representative of the president of UJ, welcomed all the guests of honor and thanked all the participants. Dr. Alsalaymeh introduced JOB-JO project and mentioned its aims. He clarified the idea behind "JOB-JO" and its continuous of the achievements of the previous project "VTC.

Day 1
Sunday, February 24, 2019
Session 2
Chaired by Prof Omer Maaitah

Stakeholder session

A- Speakers

1. Chairman of Karak Council: Mr. Sayel Majalee
2. Karak Chamber Room: Mr. Sabri Aldalaeen
3. Engineering Institute –Karak Branch: Eng. Wessam Majalee
4. Karak Municipality: Mr. Saleh Obisat
5. Yousef Trawneh Company for construction
6. Water Authority in Karak: Eng. Samer Maaitah
7. Karak Innovation Club: Mr. Nizar Tarawneh
8. Aqba Railway: Dr. Wael Awad

B-Audiences: over 500 local community, student and staff (see attendance sheet)

C-The objective of this session

- ✓ Identify the causes of the problem of unemployment in society.
- ✓ Identify the implications of the problem of unemployment on the individual and the family in society.
- ✓ The development of solutions and treatments that reduce the problem of unemployment or reduce the intensity

D-Aims of the session

Identify the components of the labor market and its future trends, besides knowing the size of the demand for labor in the public and private sectors, in addition, to identify the problem of unemployment in the Jordan in general and in a remote area specified in this period. Accordingly, the research problem can be summed up through the following questions:

1. What are the reasons for the spread of unemployment?
2. What are the implications of the problem of unemployment on the individual, family, and society?
3. What are the solutions and treatments that limit the unemployment problem?
4. What are the main reasons that led to the disruption of the labor market in Jordan?
5. What are the techniques or methods in order to address this phenomenon?

E- Result and output of session two

First: the stakeholder defining the problem as follows:

The problem of unemployment and poverty in the Arab country or Jordanian society is a complex problem in terms of the causes and the repercussions between the political economy and social life at the same time; it is an economic phenomenon in terms of reasons, but political and social in terms of results.

The phenomenon of unemployment is not a local problem or Arab country but it is international and constitutes a danger. The rates of unemployment vary from country

to country as well as different treatment and causes. In the developing countries is a reflection of another problem is the problem of (Un civilization) backwardness, but in developed countries are the contradictions of the current progress of modern technology. Also, there are no guarantees for the unemployed powers in the countries. Unemployment means deprivation, poverty, hunger and suffering in developing countries and begging in countries. In which they are developed for the social protection of the unemployed, such as unemployment benefits and guarantee projects. In many cases provide minimum humanitarian standards for the lives of the unemployed, from the outset. The 1970s and the world live the age of unemployment due to inflation and the general budget deficit. Domestic and foreign debt and government are non-interference effectively in increasing economic growth and industrialization to achieve employment.

Second: the stakeholder set up 21 Reason of unemployment in Remote area:

1. Most society members in remote areas suffer from poverty and deprivation due to lack of income, or inadequate income in meeting the basic needs of family members.
2. The scarcity of operating capital in most of the respondents was the main obstacle to their transition to better productive areas commensurate with their specific competencies and their academic achievement.
3. The most common types of unemployment and poverty among the sample are (compulsory unemployment, self - benefit).
4. All unemployment and poverty included all races and ages (young people, the elderly, the elderly, scientific levels, etc.)
5. It turns out that the vast majority of people in the remote areas know that the unemployed are working outside the government department only, even if he/she has work in the private sector or self-employment.
6. The rate of growing population in Jordan is high relative to neighboring countries, one of the reasons behind the problem of unemployment.
7. The presence of a large number of universities in Jordan, which graduated the return of a drop of the graduates compared to the limited labor market.
8. The number of graduates from universities in Jordan has increased in comparison with the limited number of jobs in the public sector.
9. Lack of administrative units in universities to help graduates and graduates in the search for suitable jobs and if found these units are ineffective
10. The graduates fear that the private sector will not comply with the legal obligations of the worker during and after the end of the service period compared to the government sector.
11. Lack of confidence in the private sector is small companies and managed by the mentality of the shop
12. The instability of the economic situation in Jordan resulted in the fear of establishing individual work and entrepreneurship initiatives
13. The incompatibility of university majors with the needs of the labor market available to the male and female graduates

14. The weakness of graduates and graduates scientifically resulted in research in the government sector only
15. Failure to provide specialized courses in communication skills, job hunting and job search in universities
16. weak graduates and graduates marketing themselves
17. the existence of many privations characterized by private sector establishments such as the size of the establishment in terms of the size of capital, which in turn can not the owner of the establishment to employ national workers with higher wages of expatriate labor, which helped attract expatriate labor, and concentrated most of the private sector enterprises individual projects
18. Employers on the employment of national labor such as one of the obstacles - Which has prevented the contribution of national manpower to the private sector. It has become clear that employers have strong negative attitudes towards national labor. The most important of these trends is that national labor is slow and dependent and that it is not seeking to improve its scientific and professional capabilities.
19. There are several factors that make individuals reluctant to join private sector jobs, such as wage and salary levels Working hours and slow promotion, achievements, lack of skills acquisition and work in the private sector less secure than government jobs
20. Lack of real investments in remote areas
21. Urbanizing the rural area

Day 2

Tuesday 25 February 2019

Session 3: Chaired by Prof Fahmi Abu Alrub

1-Introduction about Partners (Organization, staff, role in the project)

Each partner has presented a short presentation about his university: organization, staff, and role in the project, according to the following sequence:

In this session, each contact person gave an introduction for about 15 min about the organization he represents and what is the role of it in the project.

1. P1 –Mutah University, (MU): Dr. Saif Nawayseh
2. P2-Tafila Technical University (TTU), Dr. Iyad Maaita
2. P3-AI Hussein Bin Talal University (AHU), Prof Suliman Al-Khattab
3. P4-The Ministry of Public Works and Housing (MPWH), Eng Gayth Nawayseh
4. P5-Grator Alkarak Municipality (GKM), Eng. Zubida Madadha
5. P6-Leipzig University of Applied Sciences (HTWK) M.Sc. Alex Dekin
6. P7-University of Cyprus (UCY), Prof. George Papadopoulos
7. P8-INSTITUTO SUPERIOR DE LEIRIA - ISLA LEIRIA, Prof. Isabel Vilaça
8. P9-Int@E with established in Germany, Dr. Maria Tuzani
9. P10-Jordan University of Science and Technology (JUST) Prof. Fahmi Abu Al-Rub
10.P11-The University of Jordan (UJ) Prof. Ahmed Al-Salaymeh

All the presentation is available on <https://www.mutah.edu.jo/job-jo/>

2- Presentation on Financial Management by the National Erasmus+ Office – Jordan (Prof. Ahmad Abu-El-Haija and Dr. Reem Alkhader).

Prof. Ahmad Abu-El-Haija, the Director of National Erasmus+ Office in Jordan, welcomed all partners. He spoke about the ERASMUS+ projects situation in Jordan and their great impact. He wished all the partners a successful implementation of the project. Dr. Reem Alkhader presented all Financial Management in general.

3-JOB-JO in Brief

Prof. Omer Maaitah gave a presentation on the whole project including the objectives, expected results and impacts, activities, and scheduling deliverables and lead partner of each package. The activities of JOB-JO Project were organized and modified and the co-leaders have been added to all WPs', as follows:

Number	Title	Coordination			Estimated Start\ End Date
		Coordinator	Co-Coordinator	Other partners involved	
WP1	Networking, Startup activities	JUST	MU, GKM, MPWH, AHU, TTU, UJ	All	15/11/2018 To 15/6/2019
WP2	<u>Development:</u> Establishing Business Network Bureau.	KHWT	INT@E, MU & AHU	All	1/1/2019 To 15/11/2020
WP3	<u>Development:</u> Organization the Activity of the Bureau Capacity Building	UCY	ISLA, TTU, AHU & MU	All,	1/4/2019 To 1/6/2021
WP4	<u>Quality:</u> Quality assurance	ISLA	Co-leader UCY	UCY, KHWT, MU, UJ, AHU	15/11/2018 To 14/11/2021

WP5	Dissemination and Sustainability	UJ co-leader IN@EU	UCY & MU	All	15/11/2018 To 14/11/2021
WP6	Management	MU co-leader AHU co-leader AHU	JUST	All	15/11/2019 To 14/11/2021

4-WP1: Networking by Prof. Fahmi Abu Al-Rub (Leader by JUST).

Prof Fahmi presents the WP1 and discusses the four tasks with partners

1.1 Networking and list of Stakeholder Members: Each JO partner should add at least 20 stakeholders to establish a huge network from companies and public sectors.

1.2 Questionnaire study including local. Community.

- A questionnaire about the training needs has been accomplished by AHU and MU. This will be distributed to student and fresh graduate
- Questionnaire about poverty in a remote area under processing by AHU and MU.

1.3 Analysis of the study. the results analysis of three Questionnaires will be used in preparing course material. This task will be under the responsibility of JUST

1.4 Sustainability plan. This will be under the responsibility of UJ.

Day 3
Tuesday 26 February 2019
Session 4:
Chaired by Prof Ahmed Al-Salaymeh

(WP2) Development: Establishing Business Network Bureau. This WP will be led by KHWT

Alex Dekin presents the WP2 and discusses the whole tasks with partners

- 2.1 Scoping and Market Needs Analysis.
- 2.2 Purchasing equipment, Installation, and preparation of the Bureau.
- 2.3 Training to study of the experience of European.

(WP3) Development: Organization of the Activity of the Bureau. This WP will be led by UCY. Georgia (Zeta) Kapitsaki presents the WP3 and discusses the whole tasks with partners.

- 3.1. Training of Trainers of the Career Centers,
- 3.2. Development of methodical base for training,
- 3.3. Training activity,
- 3.4. Creation and updating JOB-JO Web site and database,
- 3.5. Creation of the network model

(WP4) Quality: Quality assurance. This WP will be led by ISLA. Prof. Lurdes Castanheira presented the WP4 and discusses the whole tasks with partners.

- 4.1 Quality Committee.
- 4.2 External Evaluation.
- 4.3 Monitoring and Evaluation Plan.
- 4.4 Reports (Reports of Monitoring Committee).

The Quality Committee will be led by ISLA and the member of this committee is UCY, ISLA, KHWT, MU, UJ, AHU

(WP5) Dissemination & Exploration

- 5.1. Dissemination of project activity and its results: presentations, workshops, events.
- 5.2. Participation in regional Labour Fairs.
- 5.3. Carrying out Conference and info days.

(WP6) Management

1-Prof. Omer Maaitah, MU, presented the tasks and activities of this work package and the action plan for the implementation. Prof. Maaitah assured that Mutah university will be the project manager (PM) responsible for the overall operation of

the project and its smooth running, financial and administrative management, and it will make strategic decisions about the development of the project and ensure that activities are well organized and completed on schedule and that all deadlines are met and objectives are achieved. Moreover; he mentioned that the project will be managed in such a way to promote a sense of ownership and motivation for each of the partners.

Title	Major Activities	Coordination			Estimated Date	Start\End
		Coordinate	Co-Coordinate	Other partners involved		
WP6: Management	Task 6.1: Coordination meetings	MU	-	All	24/2/2019	15.11.2018 To 14/11/2021
	Task 6.2: Operative project management Steering Committee				1/1/2019	
	Task 6.3: Financial management				14/11/2018	
	Task 6.4: Reports				1/1/2019	

b- Steering Committee, (StC)

No.	Task	Responsibility	Due Date
1.	Tasks of StC: <ul style="list-style-type: none"> • Coordination of the Project's general activities; • Identification of the general strategies and guidelines for the operations; • Follow-up of the activities of the Project and of the results; • A decision on any intervention for the improvement of activities. • Preparing the project meeting agendas and minutes of meetings. 	Steering committee	During the project life
2.	The steering committee was formed, and it is composed of the contact persons from each	Steering committee	During the

	partner university and a substitute upon the nomination of the contact person by email.		project life
3.	The Second steering committee meeting was agreed on to be conducted on KHWT/Germany	Steering committee	August 27-29, 2019
4.	A provisional time table was agreed on for all the steering committee meeting along the project life: <ul style="list-style-type: none"> • Third Management Meeting in ISLA Portugal- January 2020 • Fourth Management Meeting in UCY-July, 2020 • Fifth Management Meeting in Jordan INT@E Feb 2021 • Sixth Management Meeting, in Jordan-Final Conference in Jordan-September, 2021 	Steering committee	-

The Steering Committee Members

3. P1 –Mutah University, (MU): Prof Omer Maaitah
4. P2-Tafila Technical University (TTU), Prof. Mohamed Mahasneh
3. P3-AI Hussein Bin Talal University (AHU), Prof Suliman Al-Khattab
4. P4-The Ministry of Public Works and Housing (MPWH), Eng Layth Nawayseh
5. P5-Grator Alkarak Municipality (GKM), Eng. Zubida Madadha
6. P6-Leipzig University of Applied Sciences (HTWK) Dr. Alex Dekin
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10. P10-Jordan University of Science and Technology (JUST) Prof. Fahmi Abu Al-Rub
11. P11-The University of Jordan (UJ) Prof. Ahmed Al-Salaymeh

c-Quality Committee

Prof. Lurdes Castanheira ISLA presented the regulation and tasks of the Quality Committee and also the committee was formed, the summary of the presentation was as follows:

No.	Task	Responsibility	Due Date
1.	<p>Tasks of the Quality committee:</p> <ul style="list-style-type: none"> • monitor and evaluate the progress of the project • ensure that all its activities are carried out properly according to European Standards and Guidelines for Quality Assurance • ensure proper execution of the project to achieve its objective • Provides project management and partners with information • Enables to identify and overcome potential issues within project lifetime 	Monitoring Committee	During the project life
2.	The quality committee was formed during the meeting as shown in the table below	MU, TTU, AHU, JUST, and UJ	

D-Dissemination Committee

Prof. Ahmed Al-Salaymeh, UJ, presented the tasks of the Dissemination Committee and also the committee

E-Financial Management

Prof. Omer Maaitah presented the rules of how to use and manage the grant, also he explained the rules of different budget headings for both the Actual costs and Unit costs, and also How to report, and what kind of supporting documents to keep for different expenses. In addition; he presented the Intranet which will be used to upload the financial. Moreover; he informed the partners about the Intermediate & Final reports and their dates. Also; he introduced a naming system to be used for the different documents to facilitate the documents keeping.

The action plan for financial management is as follows:

No.	Task	Responsibility	Due Date
1.	<p>The user-friendly Intranet is now available on JOB-JO website on https://www.mutah.edu.jo/job-jo/index.html</p> <p>It will be used to record the expenses and to</p>	MU All Partners	During project life

	upload the supporting document for all budget heading. Each partner university will have a user name and password		
2.	Partners have to record all their expenses and upload the supporting documents frequently on the intranet for the period from 15/11/2018 to now.	All Partners	During project life
3.	For the supporting documents: <ul style="list-style-type: none"> The originals must be kept by beneficiaries. Copies kept by the coordinator Partners must refer to the guidelines in order to prepare the needed supporting document for each budget heading category. Partners should add some translation for documents written in a language other than English. 	All Partners	During project life
4.	The intermediate report will be submitted before 15 April 2020 to EACEA.	MU All Partners	March 31, 2018

F-Briefing and Road Map for the Next Six Months

Prof. Omer Maaitah summarized the action plans for all the work packages, and thanked all partners for the fruitful meeting and wished all success for JOB-JO project.

1- Tasks has been accomplished and will continue updating during the project life

JOB-website has been established

<https://www.mutah.edu.jo/job-jo/index.html>

2-Questionnaires about the training needs have been accomplished by AHU and MU

3- Questionnaire about poverty in a remote area under processing by AHU and MU

5-the results analysis of three Questionnaires will be used in preparing course material.

6-capacity building plan will be prepared by UCY

7- Next coordination meeting and first training will be conducted at KHWT/Germany.

Activities		start	End	Responsible & description	Comment
leader	Title				
WP1 JUST	1.1 Networking and list of Stakeholder Members	15-11-2018	15.05.2019	MU, GKM, AHU	50% ACHIEVED
	1.2 Kick off meeting	24-2-2019	26-2-2019	ALL PARTNER	ACHEIVED

	1.3 Questionnaire study including the local community.		15-04-2019	1-study the poverty in the remote area- AHU 2- identify the unemployment- UJ 3- key skills by women- TTU	
	1.4 Analysis of the study		15-06-2019	three Questionnaires will be analyzed by JUST	
WP2 KHW T	2.1 Scoping and Market Needs Analysis		15-9-2019	Providing a scoping and needs analysis exercise to investigate the current status in the field of unemployment and poverty issues, actual market demands, trends and needs as well as government policies and regulations. UCY	
	2.2 Purchasing equipment, Installation, and preparation the Bureau	15-1-2019	15-10-2019	MU	
	2.3 Training to study of the experience of European	15.02.2019	15.11.2020	KHWT, UCY ISLA &INT@E	Training in EU to Jo partners

WP3 UCY	3.1. Training of Trainers of the (BSNB)s,				
	3.2. Development of methodical base for training,	15.01.2020	25.06.2020	KHWT, UCY ISLA &INT@E	Training in Jordan to Jo partners in Jordan at each university (capacity building plan)
	3.3. Training activity,	15.02.2019 -	15.05.2021	All partners	Preparing training material
	3.4. Creation and updating JOB-JO Web site and database,	15-11-2018	14-11-2021	MU	50% achieved
	3.5. Creation of the network model	01.09.2019	30.06.2020	UCY, KHWT	Training field
WP4 ISLA	4.1 Quality Committee			KHWT, UCY ISLA &INT@E UJ, MU AHU	
	4.2 External Evaluation.			MU	
	4.3 Monitoring and Evaluation Plan			MU, TTU, AHU, JUST, and UJ	
	4.4 Reports (Reports of Monitoring Committee)			All partners	
WP5 UJ	5.1. Dissemination of project activity and its results: presentations, workshops, events	15.03.2019	14.10.2020	MU, UJ, JUST, TTU, UJ, MPWH, and GKM	local radio, flyers, posters, rollup, social media and television stations facebook, newsletter
	5.2. Carrying out Conference and info days	15.09.2019	15.09.2021	MU, UJ, JUST, TTU, UJ, MPWH, and GKM	Info-days conference

WP6 MU	6.1. Coordination meetings	15-11-2018	14-11-2021	All partners	Two per year, Next will be in KHWT At the end of August
	6.2. Operative project management	15-11-2018	14-11-2021	MU	
	6.3. Financial management	15-11-2018	14-11-2021	MU	