

**ERASMUS+ PROGRAMME**  
**Project Number: 585980-EPP-1-2017-1-DE-CBHE-JP**

## **Minutes of the 3<sup>rd</sup> MediTec Management Meeting**

University of Malta

27.06.2019 - 28.06.2019

## The Content

1. The first day of the management meeting
2. The second day of the management meeting
3. List of participants

**First day: 27.06.2019**

As the meeting was scheduled for the 28<sup>th</sup>, but many participants were already there, it was agreed to have a short first meeting to discuss important topics.

13:30pm-15:00pm

1. Prof. Mario Hlawitschka introduced him as the contact person for HTWK and as the Erasmus coordinator at HTWK for all Erasmus+ projects.
2. Collection of topics to be discussed at the second day.
  - Payment of staff costs did not reach the partners, yet.
  - Equipment
  - Communication to Ms. Ivanova, who is responsible for checking the documents for payment

**Second day: 28.06.2019**

9:00am-3pm

**WP3. Training and integration the training program in teaching system.**

**Reports from the previous trainings and the upcoming trainings:**

**Prof. Ales Bourek:** The project plan assumes 2-weeks Training sessions for students of the beneficiary partners at 3 EU universities. The 1<sup>st</sup> session planned to carry out in the period 08 – 19 July 2019 at Masaryk University. All the sending universities have been informed about the Agenda, travel and accommodation possibilities. Invitation letters for participants are already prepared and sent. Masaryk University is ready to host the students for the training.

**Dr. Prof. Lalit Garg, Dr. Prof. Jaroslav Majerník:** University of Malta and Pavol Jozef Šafárik University will host the students for training in the period 01 – 14 September 2019. UM next week will send the final version of the training Agenda to HTWK and all other partners. However, we still work on some points in training activities planning and HTWK will consult the University of Malta on the issues of difficulty. Very important question – accommodation reservation and its payment. If the hosting university (University of Malta and Pavol Jozef Šafárik University) makes a reservation, then there might be no doubts, students should take the rooms reserved and pay for it.

UPJS would like to ask all the sending partners provide with complete lists of training participants. There is one note: if 6 extra Jordanian students participate in the upcoming training at Masaryk University in Brno, does it mean, that 6 students from Jordan will not participate in trainings at University of Malta and UPJS? Please, keep in mind, that the daily cost of stay for students is 55 euro. To fit this budget, UPJS will offer the local students' residence and advise to use local public transport. UPJS hope that the students will accept these offers and will stay at the students' residence.

**Dr. Prof. Rund Ali Hammoudi:** there are no Malta and Slovakia Embassies in Iraq. Could you give us an advice on how to proceed in this case? Perhaps, HTWK could send us invitation letters for training in Malta and Slovakia? We need invitation letters sent beforehand. And please, send us the training Agenda ASAP.

**Dr. Prof. Jaroslav Majerník:** I can assume, that sending universities will select for the training sessions students of 2-3 years of study. It means, hosting universities should include in the Agenda a review of all major medical subjects. Most likely IT in medicine, simulation, VR/ AR, and basics of academic culture. The level should be relevant to participants. Communication with the local students also would be useful, though at the University of Malta this period is an academic pause. Also, there should be some time remaining for the students' self-study.

**Dr. Prof. Ahmed Al Salaymeh:** Students need to have the opportunity to visit laboratories, learn something new, get new contacts, consider international internships and etc. One of the main study field, among the others, is ICT in Medical Sciences.

**Dr. Prof. Mario Hlawitschka:** HTWK asks all the hosting universities to speed up all the preparatory activities, namely training Agenda, travel and accommodation tips, visa information. Sending universities need to conduct the participants' selection according to the project rules and provide EU partners with the participants lists for the purpose of invitation letters issue. The survey of training session should be done at every host university after the training completed.

#### **WP6. Management of the Project.**

##### **Implementation of the Project:**

Payments from HTWK Leipzig have to comply with strict documentation and have to be in accordance with our contract. The contract asks for some documents that are redundant and misleading. This should be changed but needs an amendment to the contract and should be checked with HTWK's financial department. A change in the documents will be postponed to the next meeting, which should happen soon.

##### **Management Meetings:**

The project management meetings are planned in every 6 months. The next management meeting will be held at HTWK in Leipzig. Possible period time: September-October. This meeting can include not only the project management discussions but also field visits to Medical Laboratories, Institutions, Hospitals (Max-Planck Research Institute, Hospital of the University of Leipzig and etc.). For the purpose to define the dates of the next MediTec meeting in Leipzig, convenient for all partners, an online vote will be started. Partners will leave their preferences there.

##### **A timeline for the next meeting has been defined. The proposed schedule is:**

Management meeting at HTWK in September 2019

Management meeting at JUST in November 2019

Dissemination meeting at TUMS in February 2020

Final Conference meeting at HTWK in September 2020.

On all these meetings we will define the precise dates via online voting.

##### **WP2. Purchase of training equipment and training materials.**

For WP2, an important part is the installation of equipment at the non-EU partners institutions.

The current state of the installation is:

**Dr. Prof. Fardin Amidi:** TUMS has received all the equipment. It is installed and used according to the project plan. We will send photos and some information about equipment use to HTWK and upload it to the project website.

**Dr. Prof. Rund Ali Hammoudi:** The University of Duhok also received the equipment.

**Dr. Prof. Walid Salameh:** All the Jordanian partners received their equipment.

As there is pressure from the companies to sign documents, **Prof. Mario Hlawitschka** reminds that no documents (handover agreements, invoices etc) should be signed without receiving the equipment and the training to the price initially agreed on.

##### **WP4. Quality control and monitoring**

**Dr. Prof. Walid Salameh, Dr. Prof. Ahmed Al Salaymeh:** in September 2019 all Jordanian partners will undergo the EACEA + NEO Monitoring. To fulfil it on a good level we need reports on all WP implementation. We ask HTWK to assure that.

**Prof. Mario Hlawitschka** closes the meeting and thanks all for the fruitful discussion during the meeting!

The next meeting will be held in Leipzig to discuss the open topics and discuss the state of the project.

(As agreed online after the meeting in Malta, the next meeting will be held from Sep 25-Sep 27 at HTWK Leipzig)

### **3. List of participants:**

#### **Leipzig University of Applied Sciences (HTWK)**

Dr. Prof. Mario Hlawitschka

Dr. Oleg Krikotov

#### **University of Malta (UM)**

Dr. Prof. Lalit Garg

Dr. Prof. Isabel Stabile

Dr. Prof. Sandra C. Buttigieg

#### **University of Jordan (UJ)**

Dr. Prof. Ahmed Al Salaymeh

#### **Princess Sumaya University for Technology (PSUT)**

Dr. Prof. Walid Salameh

#### **Tehran University of Medical Sciences (TUMS)**

Dr. Prof. Fardin Amidi

#### **University of Duhok (UoD)**

Dr. Prof. Rund Ali Hammoudi

#### **Pavol Jozef Šafárik University (UPJS)**

Dr. Prof. Jaroslav Majerník

Dr. Prof. Stanislav Balcak

#### **University of Basrah (UOB)**

Dr. Prof. Nazar Haddad

#### **Masaryk University (MU)**

Dr. Prof. Bourek Ales

Dr. Prof. Erik Staffa

#### **Jordan University of Science and Technology (JUST)**

Dr. Prof. Ismail Matalaka

Dr. Prof. Nael Obeidat

#### **Yarmouk University (YU)**

Dr. Prof. Husan Barakat

Dr. Prof. Anas Aljaiuossi