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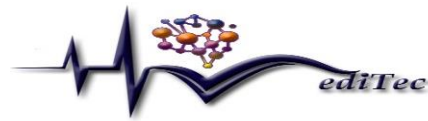
ERASMUS+ PROGRAMME
Project Number: 585980-EPP-1-2017-1-DE-CBHE-JP

Training for Medical Education via Innovative e-Technology
MediTec

Minutes of the Kick-off Meeting

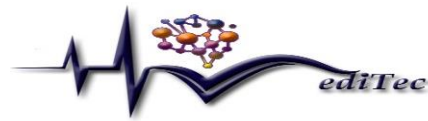
Hilton Dead Sea, Jordan

February 22 – 24, 2018



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- 1. Introduction**
- 2. Organization and structure of the meeting, activities and participants- Discussion on the project structure and other issues**
 - 2.1. First the kick-off meeting
 - 2.2 Second days of the kick-off meeting
 - 2.3 Third day of the kick-off meeting
 - 2.3.1 Committees
 - 2.3.2 Work packages Leaders
- 3. List of participants**
- 4. Photos**
- 5. Conclusion**



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1. Introduction

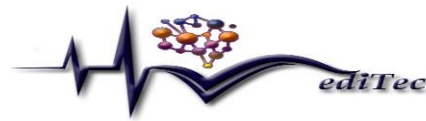
This report is a deliverable related to the project MediTec state of the art and Network between partners, project start up activities.

The report aims at reporting the main activities carried out in the frame of this activity, the presentations made for each partner and each WP, the main contributions emerged during the discussion and also at highlighting the interactions among different WPs in relation to the objectives of the project. However, information regarding the overall project structure are reported in this highlights.

The MediTec kick off meeting has been organized by P5. The meeting was held in Jordan, Dead Sea, Hilton Hotel, on 22th-24th February 2018

More than 30 participants from 5 Countries attended the kick off meeting. A detailed list of the Participants is enclosed in this report.

Managers, administrative and technical staff of HTWK, and partners in the project have been involved for the organization and management of the meeting



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2. Organization and structure of the meeting, activities and participants- Discussion on the project structure and other issues

2.1 First day: Thursday, Feb. 22, 2018

The kick-off meeting for the project: Training for Medical Education via Innovative e-Technology (MediTec) was launched at 9:30 am. Prof. Abu Al Rub, the local coordinator of the project welcomed Dr. Riyadh Qashi the MediTec Manager and all partners, especially those from EU, Iran and Iraq and those who came to Jordan for the first time and he expressed his happiness to work with partner from Iraq and Iran for the first time, he emphasized the importance of such a project to the HEIs in Jordan and to the medical sector in Jordan. Then, Dr. Qashi, MediTec Project manager, presented MediTec project.

Dr. Qashi, presented MediTec project. He started with giving a background on initiation of the project and the idea the existence of a center for training on Innovative Medical Technology (called: Innovative Surgical Training Technologies-ISTT) At the HTWK Leipzig and in this project we aimed to construct a center like ISTT in JO, IQ and IR universities, and transfer the EU experience in this field. The presentation focused on briefing the partners on the followings:

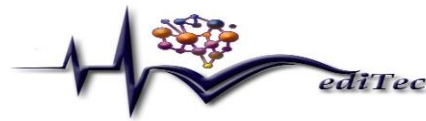
- Aims and objectives of MediTec
- Expected results and impact
- Activities and scheduling
- Budget and cash flow
- Deadlines and reporting

Then the morning session, from 10:00-14:15, was designated to fifteen partners to introduce their institutions and present their expected contribution to the project. Each partner was given 10 minutes for her/his presentation.

The afternoon session was started at 15:45, with work packages presentations and discussions.

- **WP1: Review, State of the Art and Network among Partners (Leader: HTWK, Local coordinators from JO, IR and IQ).**

Prof. Abu Al Rub (JUST) presented the Assumption, risks, deliverables, output, task and activities and methodology to accomplish the tasks in this WP and to achieve all of its deliverables, so a survey will be created to study the needs of students, doctors and teachers and the survey will be the responsibly of all partners representative by the



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local coordinator in each country and depend on the survey analysis a capacity building plans for the training on innovative medical technologies will be constructed.
The first day meeting was adjourned at 17:00

2.2 Second day: Friday, Feb. 23, 2018

The second day was under the Patronage of Prof. Ahmed Abu Al-Haija, Director of NEO-Jordan Prof. Abu Al-Haija welcomed all partners, then he presented an important lecture titled "FINANCIAL MANAGEMENT OF THE GRANT" where the presentation focus on and important points regarding budget and it its categories with specific changed in the grant agreement guideline2017, Prof.Abu Al Haija recommend all to be careful and prepare all document required and to ask about all details (the presentation attached).

➤ **WP2: Purchase of training equipment and training materials, (HTWK, Riyadh Qashi)**

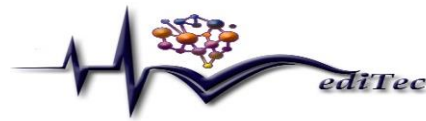
Dr. Qashi presented in details this WP for Equipment and the budget of each partner as well as the list equipment and How to buy the Equipment? The requirement such as: Three Offers from three different companies, Justification letter, Contract between Partner University and the supplier as a guarantee for security, Invoices for the chosen equipment and Inventory list for the chosen equipment.

➤ **WP3: Training and Integration the Training Program in Teaching Systems, (EU Partners, all Local Coordinators)**

Prof. Jaroslav Majernik from (UPJS) presented WP3, he started with assumptions to have a support from management in partner universities and ministries of health and high educations in JO, IR and IQ as well as from EU partners, also he mention the axes required to achieve the result WP 3 and Training workshops in the field of innovative technology in medicine.it is important to indicates that this WP will extend until the end of the project.

➤ **WP4: QUALITY PLAN (University of Basrah)**

Dr. Dr. Nazar S. Haddad from University of Basrah presented the Quality Plan WP, he started by introducing the WP and describing its importance to ensure achieving the project's objectives and deliverables.



He mentioned that the project progress will be measured quantitatively using following statistics:

- Number of courses available for training courses on innovative Medical technology
- Number of trained teachers, doctors and students in partners universities
- Methodology, specifications publication
- Access of participants to the equipment in the centers
- Respect of deadlines and milestones quality of the deliverables
- Project management and working procedure efficiency
- Project meetings efficiency

The selection of the Quality Committee members were decided in the steering committee meeting in the third day in the Kickoff meeting(see day 3 below).

➤ **WP5: Dissemination, Exploitation and Sustainability (JUST, UJ)**

Presented by Prof. Ahmed Al-Salaymeh-UJ

He presented in details the Dissemination Plan, Dissemination Objectives, Target groups and Stakeholders, Dissemination Strategy, Dissemination Action Plan, Dissemination Tools and Channels, Dissemination Activity Evaluation and Reporting, Sustainability Actions and Sustainability plan.

- One of the Dissemination Tools is **E-Newsletters**: and every six months a newsletter about the project activities will be prepared.
- Proposed work distribution:

Issue 1	JUST & UJ
Issue 2	UoD & UB
Issue 3	IUMS
Issue 4	HU&YU
Issue 5	UOB
Issue 6	MTUS

➤ **WP6: Management of the Project (HTWK)**



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HTWK will be responsible of this WP, they presented this WP in the meeting, started with remarks, limitations due to:

- Rules of EACEA in Brussels, guidelines
- Rules of JO/IQ/IR financial systems
- Rules of DE/CZ/SK/MA financial systems
- DE (DE rules, Saxony rules and HTWK rules : Central administration in HTWK Rectorate of HTWK)
- Travel Reports
- Staff Reports

They discussed in details the travel report, joint declaration and document required from each partners.

The second day meeting was adjourned at 18:00

2.3 Third day : Saturday, Feb. 24, 2018

Steering Committee Meeting started at 12:00 Pm

The contact person from each partner attended the meeting and they decided all committee as the following:

2.3.1 Committees

Committee	Leader	Co-leader
Steering	Contact person from each partner	-
Quality	Leader: Malta (UM)	PSUT UoB (Bagdad) IUMS
Dissemination	JUST, UJ (leader)	UoB (Baghdad), TUMS, Int@EG
Technical and Training	Universita ta Malta	HTWK HU, YU UOB(Basra) TUMS UPJS
Networking	HU –Leader	Int@EG UoB (Baghdad) IUMS

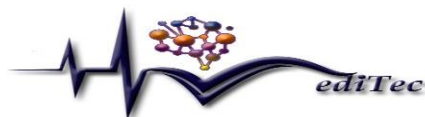


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2.3.2 Work package Leaders

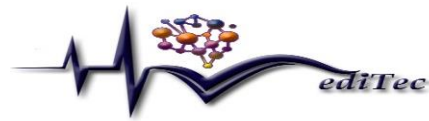
WP	Committee
WP1	Technical and Training
WP2	HTWK and Local coordinator JUST(Jordan) UOB (Basra) TUMS
WP3	Technical and Training
WP4	Quality Committee
WP5	Dissemination and Networking committee
WP6	HTWK and Local coordinator JUST(Jordan) UOB (Basra) TUMS



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3. List of participants

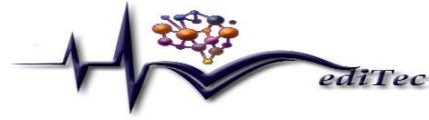
Institution	Participant's Name
Leipzig University of Applied Sciences (HTWK)	Dr.Riyadh Qashi
	Mr.Alex Dekiu
Univerzita Pavla Jozefa Safarika v Kosiciach(UPJS)	Dr. Jaroslav Majernik
	Dr. Stanislav Balcak
MU-Masaryk University(Slovakia)	Prof.Dr. Aleš BOUREK
	Dr. Erik STAFFA
Int@E UG (Int@E)-(Germany)	Mrs. Maria Tueani
Jordan University of Science and Technology (JUST)	Prof.Fahmi Abu Al Rub
	Dr.Imail Matalka
	Prof. Qusai Muqbel
	Eng.Nisreen Al Smadi
	Rab'a Al Smadi
University of Jordan (UJ)	Prof.Ahmed Al Salaymeh
	Prof.Dr. Shaher Momani
	Dr.Nathir Obeidat
	Eng.Leena Marashdeh
	Dr. YazanHasouneh
	Hanan Hasan
Hashemite University HU	Dr.Bashar Hamad
	Dr.Aiman AL Sharei
Princess Sumaya University for Technology PSUT	Prof.Walid Salameh
	Mr.Yazan Abu Yaghi
University of Duhok (UoD)	Dr. Rund A. Hammoudi Al-Bazzaz
	Dr. Bahar Sulivany
University of Baghdad (UoB)	Osamah Fadhil Abdulateef
	Ayaid Khadem Zgair
University of Basrah (UOB)	Prof. Nazar S. Haddad
	Prof.Ahmed M. Al Abbasi
Tehran University of Medical Sciences (TUMS)	Mohammad Hossein Nekoofar
	Mandana Shirazi
Iran University of Medical Sciences (IUMS)	Mohamad Sadegh Ghasemi
	Mehdi Hosseinzadeh
Yarmouk University (YU)	Prof. Wisam Shihadeh
University of MALTA	Isabel Stabile
National Erasmus+ Office Jordan	Prof.Ahmad Abu-El-Haija
National Erasmus+ Office Jordan	Haneen Al Bitar



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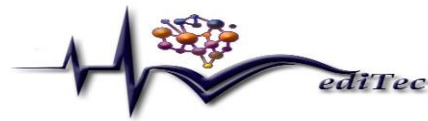
4. Photos





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5. Conclusion

The Kick off Meeting was held in Jordan, dead Sea from the 22th to 24th February 2018. Partners have presented their organizations, roles and WPs working on. All Partners could attended at this meeting. All work packages were discussed. During the kickoff meeting, the work package leaders presented in detail the specific objectives, the work plan, the deliverables and indicators of each work package. The Agenda of the kickoff meeting is available for from the project website. New Management and Training meeting were planned in Slovakia July or August 2018. The first training meeting was planned in Slovakia by UPJS. Other training will be carried out in 2019 and 2020, the date will be discussed further. JUST confirmed starting the development of the project website together with all partners. UJ, JUST and Int@E will develop the Dissemination plan. UM and PSUT will develop the Quality Assurance plan. Partners from Jordan, Iraq and Iran together with EU partners shall start with study needs survey and purchase equipment. Partners agreed on communication channels through mails, skype, telephone, Facebook, whatsapp and other social media.