

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

Minutes of the 3rd MediTec Management Meeting

University of Malta

27.06.2019 - 28.06.2019

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Preface:

The meeting was held in conjunction to the staff training in Malta to use the synergies of both and having the management being able to evaluate the local activities in Malta.

The initial agenda has been a one day meeting on Friday. During the training, the need of expanding the meeting to two days was requested. The first day was used to collect information important for the meeting on day two.

1. The first day of the management meeting 27.06.2019

WP6. Management of the Project.

Dr. Prof. Ahmed Al Salaymeh, Prof. Walid Salameh, Prof. Rund Ali Hammoudi: expressed their concerns on the communication style of HTWK Erasmus team: its rather tough and strict. Partners should respect each other and work all together as one entire team.

Partners didn't receive fully the staff and travel costs reimbursement. Partners received some payments without the subject indication, so they can't recognise, to what project the payment belongs.

UJ has sent 3 professors to the training in the Masaryk University (Czech Republic) on January 2019, and up to now only one professor received the reimbursement of the costs.

There was concern about sending students to the Masaryk University. When will the students be reimbursed?

Response of Dr. Prof. Mario Hlawitschka: According to the contract, HTWK will transfer the money as soon as HTWK receives all documents according to the Partnership Agreement. HTWK carries the responsibility towards the EACEA to guarantee that all transfers are according to the project and according to EACEA rules. We should smooth the communication between the partners and avoid any possible delays.

The payment subject is actually defined in the financial documents (the sender reference). HTWK will inform the partners before all payments in the future, specifying the subject additionally.

If requested, HTWK will send a financial overview for each consortium partner to find out the amounts spent and remaining sums. Partners should confirm this information according to their documents.

We guarantee the reimbursement transfer within 3 months after the complete corresponding report submitted to HTWK. When checking for payments, we ask all partners to search for "Dresden" on their bank accounts, as HTWK has the bank account in the financial authority of State Saxony.

2. The second day of the management meeting 28.06.2019

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

Discussion of the state of the project:

Dr. Prof. Bourek Ales: The project plan assumes two weeks Training sessions for students of the beneficiary partners at 3 EU universities. The 1st 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 out. 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 will send the final version of the training Agenda next week to all partners.

Discussion about the payment modalities for students:

Accommodation reservation and its payment: If the hosting university (University of Malta and Pavol Jozef Šafárik University) makes a reservation in the name of the students, 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.

If six extra Jordanian students participate in the upcoming training at Masaryk University in Brno, does it mean, that six students from Jordan will not participate in trainings at University of Malta and UPJS?

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.

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 complete 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.

The project management meetings are planned regularly every six months. In this meeting, it was agreed that the next management meeting will be held at HTWK Leipzig. The time of the meeting should be August to October, which is a shorter time frame than usual. This would allow to clarify all financial issues raised during this meeting.

The second topic would be a simplification of forms, which need to be verified by the HTWK financial officer and could require an amendment to the contract as they are part of the annex.

This meeting can include not only the project management discussions but also field visits to Medical Laboratories, Institutions, Hospitals (Max-Plank Research Institute, Hospital of the University of Leipzig and etc.) when combined with a training.

Though, in Autumn we have some other events already planned: JOB-JO project training and management meetings in the period 24.08 – 01.09; OPATEL management meeting; MediTec students training in Malta and Slovakia. For the purpose to define the dates of the next MediTec meeting in Leipzig, convenient for all partners, I will launch the online vote. Partners will leave their preferences there. In addition, partners should specify who will be available for the staff training during that time to adapt the program according to the participants.

The timetable of the next MediTec meetings looks as follows:

Management meeting at HTWK ca. 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.

Dr. Prof. Mario Hlawitschka: During the 1st project year, equipment, which is needed for implementation of the project, should be ordered, delivered and installed in the JO, IR and IQ partner universities.

Confirm receiving and installation of the equipment; how do you use it; do you possess all the necessary documentation related, i.e. invoices, handover agreement, inventory lists and payment documents?

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.

Dr. Prof. Mario Hlawitschka: All the partners need to make sure, whether they received the planned equipment and whether the original price was requested. Please do not sign the "Act of Handover" until all parts of the equipment are in possession of the institutions. In case of hesitation, please ask HTWK and wait for approval.

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.

Dr. Prof. Mario Hlawitschka thanks the participants for the fruitful discussion during the meeting.

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 Matalka

Dr. Prof. Nael Obeidat

Yarmouk University (YU)

Dr. Prof. Husan Barakat

Dr. Prof. Anas Aljaiuossi

Recorder: Dr. Oleg Krikotov