**WASEC**

**PROJECT WASEC Deliverable**

**Minutes of the 1st Bi-monthly Skype Meeting**

**14.04.2019**

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| **Author(s):** | S. Khayat, George Zaimes |
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Version control

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| Number | Date | Description |
| 1 | 14-04-2019 | First draft sent to the partners (Saed Khayat) |
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1. **Date: 14.04.2019**
2. **Beginning Time: 12:00 EET**
3. **Ending Time: 12:45 EET**
4. **Participants:**

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| --- | --- | --- |
| **Name** | **Institute** | **Notes** |
| Saed Khayat | PTUK | Project Coordinator |
| George Zaimes | EMATTECH | Greece |
| Amer Marei | AQU | Palestine |
| Ruba Hassan | JUST | Jordan |
| Ahmad Al-Salymeh | UJ | Jordan |
| Leena Mrashdeh | UJ | Jordan |
| Jawad Al-Bakri | UJ | Jordan |
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1. **Meeting Themes to be discussed**
* The administrative and finance procedures issue
* Progress of WP.1.1
* Performance measures table
* The dissemination process and dissemination plan
1. **Proceeding**

In context of WaSec project activities, the first bi-monthly meeting has been conducted through a skype group call, where the following discussion has been exchanged between participants.

1. The coordinator described the process of administrative and financial issues for the purpose of midterm and final reporting, that is needed by each partner. Some partners have already been involved in many similar projects and do have good experience in administrative and financial management, however, such processes are still quiet new for others, therefore, it was agreed that special session about this topic must be given by the coordinator in the next meeting that will be held in Kavala Greece next September.
2. The coordinator informed the participants that the performance measures table was delivered to EACEA few days ago, The EACEA has requested to updated performance measure table. There has not been a response from the officer yet. The response is expected to be sent next week.
3. The WP. 1.1 has been discussed in detail because of the upcoming deadlines in regard to its deliverables. Emphasis was given to the surveying process and number of surveys needed from each partner. Some statistical information from the University of Jordan was given. In general, the work is running smoothly with small difficulties due to the length and content of the questionnaire. There is still a need to increase the number of surveyed institutes from European countries. Also, Amer Marei from Al-Quds University explained his experience in filling the questionnaire where he emphasized the necessity of personal visit to acquire the needed information rather than send it by email.
4. The coordinator urges the WP. 1 leader (UJ) to make simple and friendly enterprises questionnaire, which is based mainly on personal interviews. The JU representative agreed to make such questionnaire that will be distributed to all partners to take their notes into consideration.
5. There was a also a brief discussion about the dissemination working package. Participants discussed the necessity of publishing the project website in the main page of each partner’s institutes, which linked mainly to the project website. In this context, the coordinator requested from JUST (the lead partner) to continue their efforts in construction and updating of the project website and include all the project materials, activities, photos….etc. JUST mentioned that they are already working hard on these issues, and they have already started preparing the project brochures. They also emphasized that the dissemination plan will be ready and distributed soon.
6. George Zaimes from EMaTTech informed all partner that he would send the Press Release again so it can be posted on all partner websites.
7. Partners agreed that the next meeting would be in June 2019
8. At this point the meeting was adjourned.
1. **Dissemination level**: **PU** = Public, **RE** = Restricted to a group of the specified Consortium, **PP** = Restricted to other program participants (including Commission Services), **CO**= Confidential, only for members of the Consortium (including the Commission Services) [↑](#footnote-ref-1)