

## Erasmus+ CBHE Internal Meeting Minutes

### Attendees:

Meeting No:	5	Meeting Time	11:00 am
Meeting venue:		Meeting date	24.12.2022
Attendees :	Representative of all partners from partner countries.		
	<ol style="list-style-type: none"> <li>1. Dr. Phil. Iyad Muhsen Aldajani (coordinator)</li> <li>2. Prof. Dr. Martin Leiner. (coordinator)</li> <li>3. Prof. Dr. Mohmmad Alshraideh (Vice President of the University of Jordan)</li> <li>4. Prof. Dr. Ahmed Al-Salaymeh (Director of European projects at the University of Jordan)</li> <li>5. Prof. Dr. Nizma Salhat (Director of the strategy center at Al-Istiqlal University)</li> <li>6. Prof. Dr. Abed Rabo Alazny (Dean of the Faculty of Political Science at Al-Azhar University)</li> <li>7. Prof. Dr. Ali Maqousi (Director of Research at Petra University.</li> <li>8. Dr. Belal Ghanam. Professor Associate at al-istiqlal University.</li> <li>9. Ms. Rasha Elbike. Research Assistant at the University of Jordan.</li> </ol>		
Absence:	Prof. Dr. Andreas Oberprantacher from Innsbruck University		

## 1 Meeting Agenda

1. To discuss the issue of the allegation of the withdrawal of the Algerian Partners.
2. To explore the possibilities of acceptance of the expenses for the Algerian partners during the project and after withdrawal.
3. To decide and vote on issues regarding the budget of the Algerian Partners.
4. To decide the submission of the med term report.

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### 3 Absent participants

Prof. Dr. Andreas Oberprantacher from Innsbruck University was absent because the timing was inadequate. Nevertheless, he agreed that we would make the meeting and be updated on the decisions made by the steering committee.

### 4 Meetings discuss issues

We opened the session at 11:00 am on Saturday, attending all professors and coworkers as mentioned in the attendee list.

Prof. Leiner greeted the partners for the new holidays and the new year. Then, he introduced the issue of not submitting the midterm report due to an email he received from the International office of the University of Jena (Coordinator of the Project) that no acceptance from the president to submit a **"request for payment"** without confirmation report on the Algerian partner's withdrawal from EACEA Brussels office, the international office needs an official document of acceptance of withdrawal from the EACEA office.

Prof. Ahmad Al-Salymah has objected that the finance department at the university of Jena has no rights to manage the project. The Steering committee can only manage the project and can take decisions regarding the project or the duration of the project flow. He stated that the finance department has the right to audit the budget as agreed before and not take a decision regarding the project flow.

Dr. Aldajani told Prof. Ahmad Al-Salymah that it is not the finance department. It is the international office.

According to Prof. Ahmad Al-Salymeh, the finance department can do only the auditing, and the international office must submit the documents and stop the delay. The issue of the Algerian partners can be resolved with the EACEA officer and the coordinator at a later stage and not stop the flow of the project; due that nobody knows when things will be resolved in the future, and it must not be the condition connected to Algerian withdrawal and harming the flow of the project.

Prof. Dr. Nizam Salhat, it is clear that we did this long ago and signed agreements to continue the project without the Algerian partners. I think the coordinator did all conditions to ensure the project's continuation. Now we did master's programs and are committed to continuing the project and starting the teaching as our master's program is working. We are doing all the activities that need to be done. About the Algerian's withdrawal from the project, they left on their own with no consent from anyone, and we do not know their allegation for withdrawal, and if their allegations were correct, then their expenses must be met, but if they have no real reason for withdrawal no expenses should be deducted from the budget

Prof. Dr. Al Maqousi asked in Arabic what happened, and Dr. Aldajani described the situation in Arabic for all partners.

Dr. Aldajani translated in Arabic the issue and the case of the withdrawal and if the allegations of the Algerian partners were met. Prof. Abed Rabo Alanz stated that the Algerians must get paid if they did any deliverable activities in the project; if they did not, they should not be paid.

Prof. Ahmad Al-Salymeh, said if the Algerian partners did not submit any timesheets or expense documents to the finance department, it was too late to accept their expenses, and that is the Algerian partner's fault and not the AARMENA project. If their expenses were not submitted in due time, then there is no reason to acknowledge them because, eventually, today, they will not be accepted.

Prof. Dr. Martin Leiner, every partner must submit timesheets and expense documents to the partner in due time. Since the Algerian partners had two years to submit and did not submit, we do not accept their expenses as it is too late. So since their expenses are not accepted at this stage, even if the partners agree, the Algerian partners did not submit any documents for the finance department to be audited for the last two years. Therefore, until today they have submitted no documents; the AARMENA recognizes no expenses regarding the project. **For two reasons, not submitting expense documents in due time and no expenses were recognized as part of the activities deliverables written in the project proposal for the European Union.**

Dr. Aldajani (Coordinator), we now acknowledge as a team that the Algerians did not submit any documentation of expenses for the project. Therefore, we can not accept any of their expenses at this stage, which is normal. It happened to the coordinator in the Monitoring meeting in Amman, and I paid in person for the airplane ticket. But unfortunately, the university of Jena did not make any reimbursement because it was too late. So we should not consider accepting the Algerian expenditure because there are no submissions of documents, and even if they do it now, it is late. The expenses are not in line with the activities of the proposal.

(all partners consent) The finance department at the university of Jena must understand that the Algerian partner expenses at this stage are not accepted due to the reasons stated in the discussion.

Prof. Dr. Martin Leiner called for voting for the issues discussed and to decide on the following criteria:

1. The acceptance of the Algerian partner expenses in the AARMENA project.
2. The partners request the president of Friedrich Schiller to write a payment request EU and recognize that Algerian partners have withdrawn from the project.

## **6 Challenges and Taking decisions**

1. Voting was unanimous (raising hands) for the decision to cancel the expenses of the Algerian partners because they did not submit any documents and timesheets in due time, and they had no deliverables according to the activities written in the proposal.
2. Voting was Unanimously(Raising Hands), a request from the president of FSU to submit the payment request and consider the Algerian partners' expenses not eligible.
3. Voting was Unanimous ( Raising Hands) to continue the project and request from the president of FSU to request payment from the EACEA office and to replace the budget of the Algerian with the full budget of AARMENA.

## **7 Next activities presentations**

Partners discussed that they want to continue the project; they are starting the teaching of the master programs and developing dissemination activities for each partner.

## **8 At the meeting ended, the partners agreed on the following points:**

1. There was no acceptance for the expenditure of the Algerian partners because they did not submit any documentation or timesheets, and no deliverables on the project were gained according to the project's activities as written in the proposal.
2. Accepting the president of FSU to sign and request the second payment for the EACEA office.
3. The finance department at FSU must not accept any of the Algerians' expenses and transfer Algeria's funds into the project AARMENA funds and consider the expenses of the Algerians not eligible.
4. Algerian partner problem is not with the AARMENA project, it should be with the EACEA office, and the project must continue without them.
5. If the Algerians want their expenses paid, they must follow it with the EACEA office, not with the AARMENA partners, since they have withdrawn from the project without any concerns or respect for the partners or their consent.

The decision was made unanimously with the consent of all partners. Partners respect decisions taking by the University of Jena, and hope that decisions taken must not halt the flow of the project, for the reason the project is successful and created four master programs, three accredited by ministries of higher education and one accreditation is still pending, the answer is in Jan.2023, and one professional diploma program accredited in total five academic programs (Middle East & Europe).

Lastly, there was a decision by the EACEA officer, that should not be ignored and that to submit the med-term report regardless of the new budget or the Algerian partners, after the coordinator contact the EACEA officer in Brussels and the EACEA officer stated the new deadline for submission is 10.1.2023.