

**Erasmus+ CBHE
Steering Committee Management Meeting Minutes at the
University of Jena**

Attendees:

Meeting No:	4	Meeting Time	10:00
Meeting venue:	University of Jena	Meeting date	09.07.2023
Attendees :	Partners attended the management committee meeting except for Petra University. Ali Maqousi attended the meeting online with Professor Andreas.		
Absence:			

1 Meeting Agenda

Jena's Agenda for the dates 7-13.7.2023 has been uploaded to the website. The agenda was to discuss the prolonged report for the EACEA office.

3 Absent participants

4 Introduction

We have discussed the absence of Dr. Ali Maqousi, a representative of Petra University, but he has not informed us; it seems that he is ill; we had to make some decisions regarding the prolonging of the project and discuss the transfer of funds to the project. We have discussed how to reach the 70% of the funds and that if any partner does not reach the 70%, he is not eligible for more funding.

We had discussed a plan that made sure that all partners had reached the 70% plan of finance.

5. Challenges and Recommendations

The AARMENA team from Petra University attended an online course on cybersecurity. They faced an issue regarding the equipment budget, as they were unable to spend it. We suggested that they could pay for the Harvard course using the equipment provided by Petra University fund, and that the Algerian funds could cover the expenses. However, we faced a challenge as we had no permission to use the Algerian equipment fund due to the lack of response from the EACEA officers.

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The absence of Dr. Ali Maqousi was hard to know what to discuss with Petra University, in regard to their 70% and the lab purchase for the University of Petra; we have discussed that since Petra University has used the materials from the online courses of Harvard and Oxford they should cover from their equipment cost the funds of the materials purchased online for developing the courses. After that, Petra University covers the funds with its equipment budget, and Petra University has reached 70% finance expenditure.

We have gone through the prolonged report and the requested document for the prolongation of the project was finalized

6 Next activities presentations

Follow-up activities from 12-16, July 2023 at Innsbruck University

7 At the meeting end, the partners agreed on the following points:

1. Finalizing the prolonging request for the EACEA office.
2. Voting on who would cover the purchase of materials.
3. The result was that the University of Petra and Algerian Partner would cover the cost of materials purchased online courses for the use of its materials to develop and teach and give for students, from their equipment fund budget line because the University Petra and the Algerian partner budget line because they did not finalize the purchases of equipment for their lab in due time. but used the online materials they used to develop their professional diploma, which would cover the rest of their equipment budget fund.
4. All partners voted Unanimously to pay for the materials downloaded online from Harvard and Oxford and to be covered by Petra University and Algerian budget line of the equipment.
5. Accepting it results means that all partners have reached 70% expenses, and the University of Petra can continue to be part of the prolonging of the project.
6. Because of Dr. Ali Maqousi was online , Prof. Dr. Ahmad Al-Salaymeh from the University of Jordan will explain the results to Dr. Ali Maqousi further.
7. Continuous meeting with coordinator, Dr. Ahmad Al-Salaymeh and Dr. Ali Maqousi

