

HiT4Med
Highway and Traffic Engineering: Curricular Reform for Mediterranean Area
544460-TEMPUS-1-2013-1-IT-TEMPUS-JPCR

2nd Project Management Board Meeting
10th – 11th June 2015
Holy Spirit University of Kaslik, Jounieh, Lebanon

Agenda

Aim of Project Management Board

PMB is responsible for:

- Decision making on project activities including corrections of activities time-table;
- Conflict resolution mechanism for any issue may arise;
- Quality control management including special committees establishment;
- Continuous communication on running project's activities;
- Revision of deliverables of the project;
- Approval of all project results and changes in activity plan.

Attendance

Here follows the list of confirmed participants:

P1) UniNA

Alfonso Montella, alfonso.montella@unina.it

P2) FORMIT

Cristina d'Alessandro, c.dalessandro@formit.org

P3) RMEI

Massimo Guarascio, maxguarascio@gmail.com

P4) NTUA

BasilPsarianos, bpsarian@mail.ntua.gr

P5) UniCT

Damiano Cafiso, dacafiso@dica.unict.it

P6) UPV

Alfredo Garcia, agarciag@upv.es

P7) KTH

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P8) CU

Ali Huzayyin, ali_huzayyin@yahoo.com

P9) ZU

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Metwally Gouda Mohamed Altaher, altaher60@hotmail.com

P10) ASU

Khaled Elaraby, elaraby@hotmail.com

P11) AASTMT

Yasser Gaber Dessouky, ygdessouky@yahoo.com

P12) USEK (hosting institution)

Pascal Damien, pascaldamien@usek.edu.lb

P13) LU

Clovis Francis, cfrancis@ul.edu.lb

Rafic Younes, ryounes@ul.edu.lb

P14) UCA

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P15) AIAC

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P16) ISTLS

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P17) ENISo

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Farhat Zemzmi, fzemzemi@gmail.com

Premises

The meeting will be held on 10th and 11th June 2015 at Faculty of Engineering of Holy Spirit University of Kaslik, P.O. Box 446, Jounieh, Lebanon.

Agenda

The 2nd Project Management Board meeting is one of the foreseen management meetings (activity 2.2) of the HiT4Med project. The objectives for the 2nd PMB meeting are as follows:

- To review and approve the progress of HiT4Med against the Work Plan
 - to be approved for submission to the Project Officer
- To review and approve the budget to date of the project
 - to be kept by the Coordinator
- To review and approve the accounts to date of the project
 - to be kept by the Coordinator

10th June, 2015 (9:00 – 17:00)

9:00 Opening and Introduction (welcome, approval of the agenda, minutes and recording of actions, nomination of meeting secretary)

9:20 WP1 Project Management (by P1 UniNA)

10:00 WP2 Development (by Mediterranean partners)

To report on:

- Certification of the HiT4Med Master Programme (activities 4.2 and 4.3)
- Equipments update (activity 5.3)
- Selection of students (activity 6.1)
- Courses implementation (activity 6.2), including (a) framework of the master programme, (b) syllabus of each course, (c) time schedule of each course, (d) name and qualifications of the professors of each course, (e) grades to the students for the courses already completed
- Students internship in EU labs (activity 6.3)
- Students internship in PC Universities and companies (activity 6.4)
- Master thesis (activity 6.5)

10:00 P8 CU

10:30 P9 ZU

11:00 Coffee break

11:30 P10 ASU

12:00 P11 AASTMT

12:30 P12 USEK

13:00 Lunch

14:30 P13 LU

15:00 P14 UCA

15:30 P15 AIAC

16:00 P16 ISTLS

16:30 P17 ENISo

11th June, 2015 (9:00 – 17:00)

9:00 WP2 Development (by European universities)

To report on:

- Training of the PC teaching staff by workshops and webinars (activity 5.2)
 - 9:00 P4 NTUA, Workshop 1 in Athens, Greece
 - 9:15 P7 KTH, Workshop 2 in Stockholm, Sweden
 - 9:30 P3 UniCT, Workshop 3 in Catania, Italy
 - 9:45 P1 UniNA, Workshop 4 in Naples, Italy
 - 10:00 P5 UPV, Workshop 5 in Valencia, Spain

10:15 WP3 Quality control (by P2 FORMIT)

- Internal and external feedback reports (activities 9.1 and 9.2) by P2 FORMIT
- Teaching material review process (activity 9.3) by P4 NTUA

11:00 Coffee break

11:15 WP4 Dissemination

- 11:15 Overview of the dissemination activities (by P3 RMEI)
- 11:30 HiT4Med website (by P2 FORMIT)
- 11:40 Infoday and other dissemination activities at local level (by P8 CU)
- 11:50 Infoday and other dissemination activities at local level (by P9 ZU)
- 12:00 Infoday and other dissemination activities at local level (by P10 ASU)
- 12:10 Infoday and other dissemination activities at local level (by P11 AASTMT)
- 12:20 Infoday and other dissemination activities at local level (by P12 USEK)
- 12:30 Infoday and other dissemination activities at local level (by P13 LU)
- 12:40 Infoday and other dissemination activities at local level (by P14 UCA)
- 12:50 Infoday and other dissemination activities at local level (by P15 AIAC)
- 13:00 Infoday and other dissemination activities at local level (by P16 ISTLS)
- 13:10 Infoday and other dissemination activities at local level (by P17 ENISo)
- 13:20 Future dissemination activities (by P1 UniNA)

13:30 Lunch

14:30 WP5 Exploitation (by P12 USEK)

15:00 Administrative and financial procedures (by P2 FORMIT)

- Considerations after the Intermediate Report

16:30 Review and approve the budget to date of the project (by P1 UniNA)

16:40 Review and approve the accounts to date of the project (by P1 UniNA)

16:50 Overall discussion – Any other business