



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

3rd Project Management Board Meeting
27th – 28th September 2016
Cairo University, Giza, Cairo, Egypt

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

Enzo Siviero, esiviero@esap.it

Massimo Guarascio, maxguarascio@gmail.com

P5) UniCT

Salvatore Cafiso, dacafiso@dica.unict.it

P6) UPV

Alfredo Garcia, agarciag@upv.es

P7) KTH

Bibbi Nissan, bibbi.nissan@abe.kth.se

P8) CU (hosting institution)

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P9) ZU

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P10) ASU

Khaled Elaraby, elaraby@hotmail.com

P11) AASTMT

Yasser Gaber Dessouky, ygdessouky@yahoo.com

P13) LU

Clovis Francis, cfrancis@ul.edu.lb

P14) UCA

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P16) ISTLS

Khalifa Slimi, khalifa_slimi@yahoo.fr

P17) ENISo

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Taha Ben Salah, taha.bensalah@gmail.com

Premises

The meeting will be held on 27th and 28th September 2016 at CUFE (Cairo University Faculty of Engineering) in the Room of CUFE Council, Main Building, in front of CUFE Main Gate facing El Gamaa Street (Cairo University Road), Giza, Cairo, Egypt.

Objectives of the meeting

The 3rd Project Management Board meeting is one of the foreseen management meetings (activity 2.2) of the HiT4Med project. The objectives for the 3rd 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



Tuesday, 27th September, 2016 (08:30 – 19:30)

08:30 Opening and Introduction (welcome, approval of the agenda, minutes and recording of actions, nomination of meeting secretary)

08:45 WP1 Project Management (by P1 UniNA)

- Overview
- Instructions for the Final Technical Report

09:15 WP2 Development (by Mediterranean partners)

To report on:

- Certification of the HiT4Med Master Programme (activities 4.2 and 4.3)
- Equipment's 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 and final exams (activity 6.5)

09:15 P8 CU

10:00 P9 ZU

10:45 Transfer to the meeting with CU Vice President

11:00 – 11:30 Meeting with the CU Vice President

11:30 – 14:30 Visit to CU Main Hall & Central Library

14:30 – 19:00 PMB Sessions (light lunch will be tabled)

14:30 WP2 Development (by Mediterranean partners) - continuation

14:30 P10 ASU

15:10 P11 AASTMT

15:50 P13 LU

16:30 Coffee break

16:40 P14 UCA

17:10 P16 ISTLS

17:50 P17 ENISo



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18:30 WP2 Development (by European universities)

To report on:

- Students internship in EU labs (activity 6.3) – lessons learned and future opportunities

18:30 P1 UniNA

18:40 P4 NTUA (by P1 UniNA)

18:50 P5 UniCT

19:00 P6 UPV

19:10 P7 KTH



Wednesday, 28th September, 2016 (09:00 – 19:00)

9:00 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 P2 FORMIT (on behalf of P4 NTUA)

9:45 WP4 Dissemination

9:45 Overview of the dissemination activities (by P3 RMEI)

10.30 Final road show and other dissemination activities at local level (activities 11.2 and 12.3) (by Mediterranean partners)

10:30 P8 CU

10:40 P9 ZU

10:50 P10 ASU

11:00 P11 AASTMT

11:10 P13 LU, also on behalf of P12 USEK

11:20 P14 UCA

11:30 P3 RMEI on behalf of P15 AIAC

11:40 P16 ISTLS

11:50 P17 ENISo

12:00 Design and realisation of the project book (activity 11.3) (by P1 UniNA)

12:30 – 13:30 Light lunch in place

13:30 WP5 Exploitation (by P1 UniNA on behalf of P12 USEK)

14:00 Administrative and financial procedures (by P2 FORMIT)

- Considerations after the Intermediate Report
- Instructions for the Final Financial Report

16:00 Review and approve the budget to date of the project (by P1 UniNA)

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

17:00 – 19:00 Overall discussion – Any other business

20:30 – 23:30 Dinner Invitation by P8 CU