| **Title** | **2nd Zoom Meeting of MORALE** | **Date** | **7 Sep 2020** |
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| **Place** | **Virtual** | **Time** | **3.00 pm CET** |
| **Attendants** | **Sobhi Abou Shahin(BAU), Mayssah El Nayyal(BAU),Nehale Mostapha (BAU), Abdul Rahman Beydoun(BAU), Rana Hatab(BAU), Bassem EL Kaissi(MUBS),** **Selim Mekdessi(LU), Marie Aboujaoude(LU), Moaz Alsherfawi Aljazairli (DU),** **Sulaiman Mouselli (AIU), Chadi Azmeh (IUST), Mhd Saeed Barazi (Bilad Acham University), Rabih Chattat(UNIBO), Luis Gómez de Membrillera (University of Alicante),****Jorge Marx Gómez (University of Oldenburg), Felix Kruse ( University of Oldenburg ),Ester M. Kalogeroudi4-elements(NGO)** **Absent  Riad AbdulRaouf (DU), Raghid Kassoua (IUST), A-Firas Hamadeh (Alrashied Association)** |

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|  | Minutes  |
|  | * **Discussion of monitoring report**

**The grant holder briefly reviews the feedback that comes from the Lebanese NEO on the progress of project activities. He reflects on certain remarks mainly:*** **A new plan is needed to reschedule activities to try to make for the delay incurred so far and to consider switching some due activities into virtual mode.**
* **The importance of having greater impact and visibility especially with the expected impact of the project on society.**  **more documents, reports, press releases, newsletters and studies produced by the project can be uploaded in the website and made accessible to the public.**
* **Adding an NGO from Lebanon to replace the dropped out NGO particularly with the savings that arise from applying virtual visits to the University of Alicante and University of Oldenburg.**
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|  | * **Progress so far**
* **Dr. Sobhi briefly discussed the agenda of the meeting**
* **Administrative Management (BAU+IUST): The grant holder proposed a Mini Management Committee (MMC) that has one representative from EU partners, Syrian partners and Lebanese partners in addition to the grant holder. The aim of this committee is to coordinate project activities for best implementation. Partners agreed upon the establishment of this committee. Members of the MMC are: Dr Sobhi as a coordinator , Dr. Bassem Kaissi (MUBS - Lebanon), Dr Sulaiman Mouselli (AIU - Syria) and Dr Luis Gomez (UA- Spain)**
* **Dissemination: The logo and the website for the projects are completed. (DU+BAU): BAU prepared two leaflets: a general one for the project and another one for the kick-off meeting. AIU offered to establish a Facebook page for the project in order to increase the project visibility and makes the maximum outreach.**
* **Internal Quality Control Report (UA): UA prepared the internal quality book and distributed two evaluation questionnaires: one for the kick-off meeting and the other for the field visit to UNIBO. The results of those surveys were informed to all partners.**
* **Surveys and Interviews data collection (All Partners). Lebanese and Syrian partners have collected data through surveys to Students, Alumni, Academics and NGOs. In addition, interviews were conducted with Academics and NGOs. Data are compiled and organized by AIU and BAU for analysis by LU and UO.**
* **WP3 BUILDING CAPACITIES (UNIBO + AIU) : Training of Trainers (ToT plan, 4 ToT modules prepared/delivered/reported): AIU will coordinate with UNIBO the preparation of TOT plan and its content on the basis of the survey results. AIU and UNIBO will review survey results to define the needed LLL workshops in Lebanon and Syria and suggest a TOT plan.**
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|  | * **Current Activities**
* **Surveys to NGOs & Academics data analysis (UO + UL): Academic interviews are not fully collected by Syrian universities. Efforts should be directed toward finishing them off a.s.a.p. to enable UO and LU to conduct the needs analysis.**
* **Dissemination activities: Thanks to DU for coordinate the purchase and design of the project logo. DU is expected to prepare the leaflets of other activities and events using the available template.**
* **Quality Activities: UA is expected to continue its quality control activities on the needs analysis process and will update partners and inform them of all deviations and suggest corrective measures.**
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 | * **Plan for Next Activities**
* **Rescheduling the project activities for the next year: The MMC will propose a reschedule of project activities as a response of delays caused by COVID lockdown**
* **Virtual Study visit to University of Alicante ( expected last week of September): UA will suggest a schedule for the virtual visit that spans a period of two days and will review this schedule with partners before the start of the visit to address concerned raised from the evaluation feedback.**
* **Virtual Study visit to University of Oldenburg (expected 1st week of October): UO will suggest a schedule for the virtual visit that spans a period of two days and will review this schedule with partners before the start of the visit to address concerns raised from the evaluation feedback.**
* **Preparing the three reports for the work package 1 (End of October): On the basis of needs analysis, UO and LU in coordination with Syrian and Lebanese partners will prepare two national reports and one combined report**
* **The Purchasing of Equipment: The grant holder with the help of the Lebanese NEO has paid huge efforts to convince the financial authorities to ease the transfer of funds to EU partners. However, with the hope of a speedy recovery of the Lebanese financial condition, BAU hope to launch a call for tender once financial conditions and money transfer become easier, in order to use the equipment within the lifetime of the project.**
* **Regional Round Tables with Authorities: Partners are encouraged to hold round tables with authorities in order to gain acceptance and widen the visibility of project activities, especially after the deliverables of work package 1.**
* **National Seminar: The two national reports and one combined report will be presented in a virtual or physical seminar in Lebanon around October.**
* **Dr. Sobhi suggest that Dr Rabih and Dr Maysa to develop a curriculum for the new course in the field of social sciences**
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|  | * **Other issues**

**Regardind adding an NGO from Lebanon to replace the dropped out NGO particularly with the savings that arise from applying virtual visits to the University of Alicante and University of Oldenburg. Partners welcome this suggestion and stressed that this step should not affect their allocated budget. BAU will prepare a revised budget that enables the inclusion of a Lebanese NGO without deductions from partners budgets.**  |