**Kick-off meeting of the MORALE Project**

598318-EPP-1-2018-1-LB-EPPKA2-CBHE-JP

“Capacity building for curricula modernization of Syrian and Lebanese HEIs and lifelong learning provision: towards sustainable NGOs management and operation with special focus on refugees/Morale.”

14th -16th of October 2019, Host: Beirut Arab University

The meeting started according to the meeting agenda (see Appendix A), which includes the list of participants.

The aims of the kick off meeting were:

- To get know each other,

- To display the project plan and goals by the project coordinator,

- To discuss of different work packages

- To adopt an action plan for the activities in the coming six months,

- To discuss financial and administrative issues,

The **launching** ceremony, hosted by BAU main campus in Beirut,  was held on Monday 14th of October 2019 with the presence of Prof Amr Gala El Adawi, BAU President, Prof. Sobhi Abou Chahine Dean of Student Affairs, Coordinator of MORALE project, representative of Mr Fadi Yarak, interim Director General of Higher Education in Lebanon, representative of Dr. Aref Alsoufi, Coordinator for the National Erasmus+ Office, NGO representatives, representatives of MORALE partners from Lebanon, Syria , Italy, Spain, Germany, Greece,  BAU Deans and Faculty members. Representatives, of university of Bologna from Italy and Alrashid Association from Syria, were not able to attend the meeting. However, a skype meeting was done with the University of Bologna representaive and Alrashid association was presented by Dr Mhd Saeed Albarazi from SHIIARS institution.

**Opening session**

## Professor Amr El-Adawi President of BAU welcomed the participants and thanked the European Union to fund this project, he showed the experience of BAU in such projects, and he stressed that the specific objectives of the project are in line with relevant strategic objectives of Beirut Arab University. Dr Amer Helwani, representative of NEO office in Lebanon, emphasized the importance of Erasmus+ project, and he talked about the existing running projects in Lebanon, by highlighting the active role of Beirut Arab University in this regard. Prof Sobhi Abou Chahine, project coordinator, presented a general overview about the project objectives, the different work packages, the administrative and the financial management of the project. Then, the representatives of Director General of Higher Education by interim in Lebanon and 4 NGOs, presented some relevant activities for refugees and they showed their interest and support to cooperate in next events.

After that, each representative of partner institutions delivered a PowerPoint presentation for 10-15 minutes that includes an introduction to his/her institution and related activities to the project.

During the meetings, the following points were discussed and it was agreed that:

For the management work package:

* BAU as a grant holder/coordinator will finalize the partnership-agreements with each project partner.
* Task distribution among the partners is done, and the leader and co-leader for each work package were approved
* The guidelines for implementing the project regarding: Staff costs, Travel costs, Costs of stay, equipment, Subcontracting, were explained, including specific measures for syrian partners
* The budget headlines were explained in full details
* The steering committe for the management of the project includes all contact persons
* The scientific committee consists of the work package leaders
* BAU will be the responsible for collecting the list of members of each Working Group.
* For the dissemination work package, DU and BAU will be the responsible for finalising:
  + The project website within two months
  + Facebook page within one month
  + Logo design within one month
  + Preparation of a dissemination plan
  + Posting the project on the website of each institution as soon as possible
* The quality workpackage was presented by the university of Alicante representative, highlighting the scope of the internal and external quality measures. A quality committee will be formed by a representative from each partner institution. A quality questionnaire about the kick off meeting was distributed and completed by all participants.

For work package 2, in-depth needs analysis, a presentation by the workpackage leader was done by the University of oldenburg representative in cooperation with lebanese univerity representative. A general discussion about the planned activities for the next months is done with the following recommendations:

* The leader and co-leader will send guidlines to each consortium partner university to analyse the existing courses related to NGO management.
* Communications with NGO to collect information about the requested needs.
* The leader and co-leader will send their time line proposal for the planned activities (inalizing the survey , deadlines to start and end survey, required time for data analysis, providing template for the national reports)
* The timelinefor the second WP visits european university is approved as follows: .
* End of January: University of Bologna in Italy
* End of February: university of Alicante in Spain
* End of March: University of Oldenburg in Germany

To avoid any visa delay, it was recommended to send early invitation, especially for syrian participants.

* The two national reports will be based on the results of interviews with NGO, the surveys results and the outcomes of the visits. These reports will include the exact needs for updating curricular for NGO mangement and for life long learning courses.
* The reports will be discussed and approved during the nextconsortium meeting, that will be held in Lebanese University in the month of May.

Minutes were prepared and approved by Project consortium representatives.