

## MINUTES

### ERASMUS+ MEHMED

Mediterranean Environmental Change Management. Master Study and Ecosystem  
Project No 598826-EPP-1-2018-1-ES-EPPKA2-CBHE-JP

### **Kick-off meeting**

28 February - 1 March 2019, Girona, Spain

#### **Thursday, 28 February 2019**

- Welcome of participants

Josep Vila, coordinator of the ERASMUS+ project MEHMED, welcomes all participants of the kick-off meeting

- Official inauguration

Josep Calbó, Vice rector of UdG, inauguration of the meeting and welcome of participants

- ✓ 1 Video presentation of UdG – University of Girona, ES

- Agenda overview

Josep Vila, UdG, Introduction and overview

- Who is who?

All participants of the kick-off meeting introduce themselves

- Presentations of partner organisations

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#### Coordinators



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#### Partners



Presentation of all institutions: Who we are - What we do - What we expect from the project

- ✓ 2 Saliha Outtas, Salah Boubnider University Constantine 3, DZ

(Expectation: cooperation beyond this project, strengthen the network of partnerships at regional, national and international levels, developing bilateral agreements for inter-university cooperation, joining multiple international academic networks,

Student and Staff Mobility,

Development of Joint Curricula, bring together experts, teachers and researchers from different but complementary specialities in order to share scientific experiences (Learning from each other)

Give the student's opportunity to discover what is done elsewhere, and distinguish the difference with their own countries

Reinforce relationship between university and social and economic sectors particularly in SOUTH SIDE where the gap between them is very deep

- ✓ 3 Belkacem Absar, University of ABDELHAMID IBN BADIS MOSTAGANEM, DZ

(Expectation: Learn every day to teach the following day)

- ✓ 4 Lamine Kadi, Institut Mediterranean de Technology IMT, DZ

(Expectation: extend cooperation to enterprises)

- ✓ 5 Hajar Jellouli, Sidi Mohamed Ben Abdellah University, MA

(Expectation: improve CV of students, mobility for students and staff, cross-disciplinary research, promote sustainable practices)

Develop new methods and techniques of investigation in the themes of the MEHMED Project;

Strengthen cooperation relations with partners on both sides of the western Mediterranean;

Share knowledge, experiences and best practices among partners;

Develop and encourage new opportunities of teachers and students mobility.

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- ✓ 6 Abdelhak Hellati University of Bordj Bou Arreridj, DZ

(Expectation: improve language skills, motivation for learning new things)

- ✓ 7 Mimoun Chourak, Mohamed Premier University, MA

(Expectation: improve skills of teaching staff, extend collaboration and cooperation with partners, look for new project opportunities in the bilateral framework of ERASMUS projects)

- ✓ 8 Mariem Jaouadi, National Agency for scientific Research

Promotion, ANPR, TN

(Expectation: improve capacity of R&I and innovation actors, learn best practices from others, dissemination of results)

- ✓ 9 Adil Salhi, Abdelmalek Essaadi University, MA

(Expectation: Improve curriculum of students, Develop students' opportunities and employability, Increase mobility, Strengthen bi- and multilateral relationships, do research activities with cross-disciplinary collaboration, Get scientific and social results, Promote more sustainable practices)

- ✓ 10 Hatem Dhaoauadi, University of Monastir, TN

(Expectation: Modernisation of HE institutions, internationalisation, regional integration, improve quality and governance of HE, improve competences and skills of students)

- ✓ 11 Alessandra Casu, University of Sassari, IT

(Expectation: fruitful collaborations; Project oriented teaching: learning by doing)

- ✓ 12 Marianne Cohen, Sorbonne University, FR

(Expectation: develop scientific and teaching collaboration and share experience between the universities of northern and southern part of the Mediterranean region)

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- ✓ 13 Josep Juandó, WUSMED, ES

(Expectation: The success in all its objectives, initial building of a strong network for our common future)

- ✓ 14 Mohamed Zied Amara, University of Sousse, TN

(Expectation: implement interdisciplinary master curriculum, meet needs of professionals and researchers)

- Coffee break

Networking during coffee break

- General aspects of ERASMUS+ projects

Luigi Saia, EU officer, EACEA Brussels, online presentation about the ERASMUS+ programme “Implementation of ERASMUS+ Capacity Building Projects: Management, Coordination, Budget and Financial Reporting”

Recommendation of cross checking for related projects e.g. TEMPUS projects, etc.

Continuous evaluation against goals

Importance of active involvement of all groups

Discussion about subcontracting and equipment cost

- Financial issues and management of the project

Begoña Serra, OITT, UdG, financial and management issues of the project

Important issues:

Staff contract, timesheets and joint declaration

Staff contract: in Tunisia no contracts for university staff, but certificates (also accepted)

Timesheets: recording of days worked for the project; therefore accumulation of hours dedicated to the project until full day that can be justified

Joint declaration: summary of timesheets

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Personal unit costs can be claimed related to the actual job carried out not related to the position

Possible that one person carries out different tasks, therefore necessary to fill out different timesheets for this person (e.g. management and teaching)

Person can carry out lower tasks, but not allowed higher categories if no permission from university

Individual travel report: template duly filled out and signed: time of travel activity and time out might be not the same

Do not use scanned signatures!

Equipment costs: possibility of buying equipment for other countries? – (UdG)

For change of Budget between different categories, coordinator has to be contacted first for overall calculations

Discussion and questions about financial issues and management

- Lunch break

Networking during lunch break

- General presentation of the Project

Josep Vila

Future opportunities for collaboration

Master of 2 years planned, possible accreditation in 1 year, start of Master September 2021 students finish in summer 2022, but project finishes in January 2022, so all exchange stays should be carried out before - maybe extension of project possible

Option to start two groups of students, one in the first year, one in the 2nd year; or

Option to have small adaptations for the coming year in order to start already in 2020

Importance to identify main stakeholder and job options for the students in future

All universities the same programme vs freedom for everyone - part of programme basic for all, individual adaptation process in each HEI

WP2: Discussion about schedule for teacher training implementation

WP3: Discussion about accreditation in different countries

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## Steering committee

Possibility of meetings with students and public and economic actors during live time of project - related with the planned associations after end of project, synergies

- Google drive

Sergi Nuss, UdG, use of google drive for the consortium

Templates, reports and drafts can be shared in the google drive allowing partners fast and easy access to all kind of documents.

Importance of placing the Erasmus logo and Project number in all documents

## Discussion

- Check list in google drive:

Google form for Info about partners

Matrix for master degree

Discussion about protection of files against accidental remove

- Organisational and management topics

Josep Vila

Steering committee

General organisational topics

Outlook to the working programme of Friday

- Guided tour

Josep Vila and Joan Vicente, UdG, guided tour through the centre of Girona with special emphasis on historical, urbanistic and environmental aspects of the town

- Dinner

Networking during dinner at the restaurant El Bistrot

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### Partners



**Friday, 1st March 2019**

- Introduction and agenda overview

Josep Vila: Introduction and planning for the second day

- Master's in Environmental Change: Analysis and Management

Margarida Castañer, UdG, example of a university master's programme from the University of Girona: "Master's in Environmental Change: Analysis and Management".

- Objectives and characteristics of the Master's programme (specialised training for professionals based on analysis and management of environmental problems)
- Aims: How to face environmental problems
- Requirements and duration
- Teaching staff: multidisciplinary
- Structure of the Curriculum – different modules:
  - compulsory modules: analysis and diagnosis of environmental change
  - optional modules: management tools
  - final project: Research project in a private company or public administration
- Career opportunities
- Access to doctoral studies

Discussion about different possibilities of the Master studies:

Basic knowledge required vs specific courses depending on specializations and/or country/university

Climate change vs Climate change caused by human beings - terminology important

Planning of master studies has to take into account the mobility for the students

Master of 1 or 2 years?

Accreditation process – different cases in different countries,

Difficulties to implement in time

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Doubts about complete implementation of Master studies within project time - master studies started by students vs master degree obtained by students within lifetime of project – Possibility of extension of project

Duration of Master's and credits also different

Comparison of teaching topics at the different universities

Matrix about master's programme of each HEI in google drive

- WPs of the ERASMUS+ MEHMED project

Josep Vila, UdG, presentation of agenda and procedure of WPs

- WP1 Preparation

Leader: University Mohammed Premier, MA, but all participate

+ Milestones:

Knowledge base including research and analysis results

Definition of local emphases of teacher training methodology

+ Indicators:

Knowledge base including all analysis reports created by project

Reports on local challenges issued for all 3 PCs

Definition of local emphases

Manual on defined teacher training methodology + training material issued

+ Tasks:

Research and Analysis

Discussion about differences between HEIs

Importance of focusing more on common things than on specific differences

Relation to job possibilities important

Optional subjects have to provide skills necessary for job market

Diagnostic management and solution of overmounting problems

Research and entrepreneur questions

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Competence analysis for the students vs competence analysis for the university

- WP2 Development I

Leader: UdG, but all participate

+ Milestones:

Curriculum development completed

Student and staff mobility planned

Official accreditation of the master achieved

Teacher training implemented

+ Indicators:

4 modules developed: fundamental; elective, placement; subsequent module for master's thesis

Manuals and educational (including e-learning) material

Agreements + schedule for mobility measures

Entire curriculum accredited in all 3 countries

2 PC teachers from each university trained at EU HEIs + 4 EU teachers implementing teacher training in PCs

+ Tasks

Academic goals of the Master's programme

Innovative character of the MSC programme

- WP3 Development II

Leader: Salah Boubnider University Constantine 3, but all participate

- WP4 Quality Plan

Leader: University of Sousse, but all participate

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- WP5 Dissemination and Exploitation

Estel Guillaumes, WUSMED

WUSMED leader, but all partners participate

Important topics:

- + Presentation of dissemination planned for the following week
- + National dissemination plan by each partner
- + Dissemination material
- + Presentation of different logos: not enough acceptance therefore Doodle voting for new logo
- + Social media online
- + Website: will be issued in Arabic, French and English; proposals for address of website; voting
- + Local dissemination events
- + Inter university association, creation of student association with support of Ministry
- + Financial plan for sustainability / permanentisation

Each partner will be responsible for the dissemination of MEHMED! –

Certain requests to partners

- WP 6 Management

Leader: UdG, but all participate

- + Milestones
- + Indicators
- + Management structure
- + Steering committee: every partner has to appoint one member for the steering committee
- + Meetings
- + Communication rules
- + Conflict management
- + Partner Agreements

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