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Online Platform for Academic TEaching and Learning in Iraq and Iran

OPATEL

Minutes of Meeting
Kick-off Meeting 13th-16th of March 2017
HTWK Leipzig

Hochschule für Technik, Wirtschaft und Kultur Leipzig (HTWK Leipzig)
Karl-Liebknecht-Straße 132, 04277 Leipzig, Germany
Lipsius-Bau, Room: Li201 and Li 203



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1. Introduction

This report is a deliverable related to the project OPATEL state of the art and Network between partners, project start up activities.

This document aims at reporting the main activities carried out in the frame of work package, the presentations made for each partner and each WP, the main contributions emerged during the discussion and also at highlighting the interactions among different WPs in relation to the objectives of the project. However, information regarding the overall project structure is reported in this highlights.

The OPATEL kick off meeting has been organized by P1. The meeting was held at HTWK, Germany, Leipzig University of Applied Sciences, Leipzig, Germany), on 13th-16th March.

More than 30 participants from 5 Countries attended the kick-off meeting. A detailed list of the participants is included in this report.

Managers, administrative and technical staff of HTWK, and partners in the project have been involved for the organization and management of the meeting.

2. Organization and structure of the meeting, activities and participants

The meeting has been structured as a four-days event.

2.1 First and second day of the kick-off meeting: 13th and 14th of March 2017

During the the first 2 days of the kick-off meeting, 13th March 2017, a plenary session with an overview of the whole project structure and objectives, the presentations of each partner and each WPs (task and deliverables) have been outlined. During these days nine WPs were presented, discussed and specified.

Activities in these 2 days:

- Arrival at HTWK Leipzig, Registration.
- Welcoming words from Prof. Klaus Hänßgen and Dr. Riyadh Qashi, HTWK Leipzig. Discussions on the upcoming program.
- Partners presentations on Organization, staff, role in the project delivered by participants. The list of presentations: Instituto Superior de Paços de Brandão (ISPAB) , University of Patras (UPAT), Int@E UG (Int@E), University of Duhok (UoD), Salahaddin University (SU), University of Baghdad (UoB), Duhok Polytechnic University (DPU), University of Basrah



(UOB), Sanandaj branch, Islamic Azad University (IAUSDJ), Tehran University of Medical Sciences (TUMS), Paulo & Beatriz – Consultores Associados, Lda (P&B), University of Torbat-e Heydarieh (UTH).

- Selection of project Committees. Discussions of the questions and approval:

Steering Committee

StC, Scientific and Technical Committee STeC, Dissemination Committee, Quality Committee, Presentation of StC Regulation, Discussion of Committees roles, Setting the Committees, Work plan approval.

- Presentation on the topic “WP1: Review, State of the art and Networking between the project partners” delivered by Prof. Dr. Klaus Hänßgen and Dr. Riyadh Qashi, HTWK Leipzig. Discussions on the questions and comments:
- Presentation on the topic “WP2: Assessment studies for students needs of all partners from Iran and Iraq” delivered by Prof. Dr. Rund Hamoudi, UoD Dr. Borhan, IAUSDJ. Discussions and comments.
- Presentation on the topic “WP3: Purchase of teaching equipment and bibliographic material, selection of equipment and implementing the centers. (HTWK, UoB, IAUSDJ and all partners from IR and IQ)”, delivered by Dr. Riyadh Qashi, HTWK Leipzig. Discussions and comments.
- Presentation on the topic “WP4: Make E-Learning System an integrated part in education and teaching (UPAT, ISPAB, HTWK, UTH, DPU- Co-Leader and all Partners)”, delivered by Mr. George, UPAT. Discussions and comments.
- Presentation on the topic “WP5: Quality control and monitoring (P&B, TUMS, UOB, Co-Leader and all Partners)”, delivered by Dr. Nazar Haddad, UOB. Discussions and comments.
- Presentation on the topic “WP6: Project Dissemination (HTWK, Int@E, UoD and IAUSDJ)”, delivered by Juman Ebdah, Int@E. Discussions and comments.
- Presentation on the topic “WP7: Exploitation of results and sustainability (ISPAB, UPAT, all partners)”, delivered by Dr. Pedro, ISPAB. Discussions and comments.
- Presentation on the topic “WP8: Coordination and management of the project (HTWK, UoB, IAUSDJ, and all Partners)”, delivered by Prof. Dr. Klaus Hänßgen and Dr. Riyad Qashi, HTWK Leipzig. Discussions and comments.



- Presentation on the topic “WP8: Coordination and management of the project (HTWK, UoB, IAUSDJ, Co-Leader and all Partners)”, delivered by Prof. Dr. Klaus Hänßgen and Dr. Riyadh Qashi, HTWK Leipzig. Discussions and comments.

2.2 Third and fourth day of the kick-off meeting 15th of March 2017

- During the third day of the kick-off meeting, 15th and 16th 2017, WP8 coordination and management of the project was presented and discussed. HTWK Leipzig as a coordinator for the OPATEL has introduced this WP. Prof.K.Hänßgen and Dr.R.Qashi from HTWK clarified the conditions and the subsequence of solutions of OPATEL project as well as the obligations, which all partners have in the project. Some of the activities in this day:
 - Extensive discussion on the WPs.
 - Determination of specific deadlines for the implementation of WPs
 - Discussion the process of the project work packages and tasks.
- Presentation on the topic “WP8: Coordination and management of the project (HTWK, UoB, IAUSDJ, and all Partners)”, delivered by Prof. Dr. Klaus Hänßgen and Dr. Riyadh Qashi, HTWK Leipzig. Discussions on the questions and comments: Management of the project, Partnership Agreement, EU financial rules. Equipment. German financial rules, Sachsen financial rules, HTWK financial rules. Staff Reports, Travel Reports, Visit for Training in EU, Subcontracting, Quality plan. Dissemination, Sustainability and Exploitation plans, Steering, Quality, Technical and Dissemination Committee.
- Presentation on the topic “EU Programmes”, delivered by EU Project Officer Mrs. Lucia Giannini.
- Visit the HTWK. Leipzig with Prof. Klaus, Dr. Qashi and Prof. Thomas Riechert
- Visit the University of Leipzig.

By this the Kick-off meeting of the OPATEL project ended. Other gradual implementation will be evaluated and discussed at the meeting in November 2017 in Patras . WPs and



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implementation will be proceeded by active coordinating and solving of individual project tasks, in particular through mails and phones and skype communication.



3. List of Participants

No.	Participant Name	Organization
1	Prof.Dr. Pedro Valenta	ISPAB
2	Dr. Sura Ibrahim Abdulmajeed	UoB-Baghdad
3	Dr. Mohammed Azeez Saeed	SU
4	Dr. Zana Rafiq Majeed	SU
5	Prof.Dr.Nazar HADAD	UOB-Basrah
6	Prof.Dr. Rund Hamoudi	UoD
7	Prof.Dr.Sabah Wais	UoD
8	Dr. Ezat Yousif	UoD
9	Dr. Borhan Shokrollahi	IAUSJ
10	Prof.Dr Adnan Mohsin Abdulazeez	DPU
11	Prof.Dr. Subhi Rafeeq Mohammed Zeebaree	DPU
12	Dr. Firas Mahmood Mustafa	DPU
13	Dr. Muhammad A. Ahmad	DPU
14	Mrs Nazila Saadati	IAUSJ
15	Dr. Mohammed Sadeq Salman	UoB-Baghdad
16	Prof.Dr. Jehan Abdulazeez Ahmed	UoD
17	Dr. Enayat A. Shabani,	TUMS
18	Dr. Sina Marasi	TUMS
19	Dr. Mohammad Hossein Nekoofar	TUMS
20	Dr. Ali Abkar	UTH
21	Seyed Ehsan Yasrebi Naeini	UTH
22	Abdullah Mohammed Rashid Al Bazooni	UOB-Basrah
23	Dr. Shaker Abdulsalim Neama Al Jadaan	UOB-Basrah
24	Prof.Dr. Klaus Hänßgen	UTWK Leipzig
25	Dr. Riyadh Qashi	HTWK Leipzig
26	Prof.Dr. Thomas Riechert	HTWK Leipzig
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4. Partners and work package presentations

Introducing of each partner of the project (there were presented 12 from 13 partners).

Participants have presented their organizations, roles and WPs working on. Partner from Portugal P&B was not able to attend this meeting. This list contains all presenters in the Kick-off meeting.

No.	Participant Name	Organization
1	Prof. Dr. Klaus Hänßgen	HTWK
2	Dr.Riyadh Qashi	HTWK
3	Prof.Dr. Pedro Valente	ISPAB
4	Prof. Dr.Nazar Haddad	UOB-Basrah
5	Juman Ebdah	Int@E
6	Mr George	UPAT
7	Prof.Dr. Rund Hamoudi,	UoD

5. Work Packages and Working Groups

Work Package (WP)	Leader and Co-Leader	Old Date	New Date	Due Date
WP1. Review, State of the art and Network between partner	HTWK, UoB, UTH WP Presenter: Klaus Hänßgen from HTWK	16.10.16 to 15.04.17	16.10.16 to 15.07.17	15.07.17
WP2. Assessment studies for the needs of students	Iran: IAUSDJ , Co-Leader all partners Iraq: UoD . Co-Leader all partners WP Presenter: Rund Hammoudi from UoD WP Presenter: Borhan from IAUSDJ	20.12.16 to 15.07.17	20.12.16 to 15.07.17	15.07.17



WP3. Purchase of teaching equipment and bibliographic material	HTWK, UoB, IAUSDJ - all partners from IR and IQ WP Presenter: Riyadh Qashi from HTWK	10.05.17 to 20.01.2018	01.04.17 to 20.04.2018	20.04.18
WP4 Make E-Learning System an integrated part in educations and teaching	UPAT, ISPAB, UTH, DPU - Co-Leader all Partners WP Presenter: Sofia from UPAT	15.05.18 to 15.10.19	15.05.18 to 15.10.19	14.10.19
WP5 Quality control and monitoring	P&B, TUMS, UOB , Co-Leader all Partners WP Presenter: Paulo from P&B	15.10.16 to 15.10.19	15.10.16 to 15.10.19	14.10.19
WP 6 Project Dissemination	Int@E ,HTWK, UoD and IAUSDJ - Co-Leader all Partners WP Presenter: Dekin Int@E	15.10.16 to 15.10.19	15.10.16 to 15.10.19	14.10.19
WP 7 Exploitation of results and sustainability	ISPAB, UPAT, Int@E, P&B - Co-Leader all Partners WP Presenter: Pedro from ISPAB	15.10.16 to 15.10.19	15.10.16 to 15.10.19	14.10.19
WP 8 Coordination and management of the project	HTWK, UoB, IAUSDJ , Co-Leader all Partners WP Presenter: Klaus from HTWK	15.10.16 to 15.10.19	15.10.16 to 15.10.19	14.10.19

Work Package Plans	Leader and Co-Leader	Due Date
Operation plan and List of needed skills in ICT and E-Learning	Iran: IAUSDJ , Co-Leader all partners Iraq: UoD . Co-Leader all partners	15.07.2017
Purchase of equipment and implementation the centers	HTWK, UoB, IAUSDJ - all partners from IR and IQ	15.09.2017
Training for partners from PC	UPAT Greece ISPAB Portugal HTWK Leipzig	19.11.2017 ???? ????
Project Quality Plan	P&B, TUMS, UOB , Co-Leader all Partners	15.08.2017
Project Dissemination Plan	Int@E ,HTWK, UoD and IAUSDJ - Co-Leader all	15.08.2017



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	Partners	
Project Sustainability Plan	ISPAB, UPAT, Int@E, P&B - Co-Leader all Partners	15.09.2017

6. Committees for the Project OPATEL

Steering Committee	HTWK Leipzig, ISPAB, UPAT, TUMS and UoD
Technical Committee	HTWK, UoD, TUMS, UoB Baghdad, UTH
Dissemination Committee	Int@E, ISPAB, IAUSDJ, TUMS, DPU , SU, HTWK
Quality Committee	P&B, UoB-Basrah, UPAT, TUMS, UoD

7. Photos

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8. Conclusion

The Kick-off Meeting was held in Leipzig, Germany from the 13th March to 16th March 2017. Participants have presented their organizations, rules and WPs working on. Partner from Portugal P&B was not able to attend this meeting. All work packages were discussed. During the kick-off meeting, the work package leaders presented in detail the specific objectives, the work plan, the deliverables and indicators of each work package. The Agenda of the kick-off meeting is available for on the project website. New Management meeting were planned in Erbil/Iraq, 14-18.06.2017 for Iraqis partners and in Tehran, 02-05.07.2017 for Iranian partners. The first training meeting was planned in UPAT, Patras, Greece on 19.11-26.11.17, other training will be carried out in 2018 and 2019, the date will be discussed further. TUMS confirmed starting the development of the project website together with all partners. Int@E will develop the Dissemination plan. P&B will develop the Quality Assurance plan and ISPAB will develop the Sustainability plan. Partners from Iraq and Iran shall start with study needs survey and purchase equipment. Partners agreed on communication channels through mails, Skype, telephone, Facebook, Whatsup and other social media.