

<b>Project:</b>	MED-HEALTH	
<b>Subject:</b>	Minutes of Management Meeting	
<b>Venue:</b>	Skype-conference	
<b>Minutes taken by:</b>	Eng.Fadia Hashaika - ANNU	
<b>Attendee:</b>	<b>Institution:</b>	
Dr.Imad Ibrik	ANNU – Palestine - Coordinator	
Dr.Aouni Mahjoub	UM – Tunisia	
Dr. Nabil Sakly	UMA – Tunisia	
Eng.Fadia Hashaika	ANNU - Palestine	
<b>Agenda:</b>		
Schedule		
Deliverables		
Work in Progress: Teaching materials		
Work in Progress: Project Dissemination		
Work in Progress: Equipment's		
Work in Progress: E-Portal & Network		
Work in Progress: Joint Master Programme (UM&UMA)		
Work in Progress: Guest lectures (UM &UMA)		
Financial Issues		

Issues	Actions	
	No.	Due Date
<b>Teaching materials</b> - Essential Issues in Public Health Policy: Dr Sanaa – UM (it will be done in time) - Health Economics and Financing: Dr Nadia – UMA (it will be done in time)  The Tunisian partners will also send the translated version of the final courses plan to French.	1	30 Nov 2017



Issues	Actions	
	No.	Due Date
<p><b>Project Dissemination</b></p> <ul style="list-style-type: none"> <li>- Photos for students in lectures (it will be done before Saturday)</li> <li>- May be some videos for the lectures (it will be done before Saturday)</li> <li>- Promotional links on university website and at national level in Tunisia (it will be done at the latest next week)</li> </ul>	2	2 Nov 2017
<p><b>Equipment's</b></p> <p>EU Approval List</p> <ul style="list-style-type: none"> <li>- 30 Computers</li> <li>- One Multifunction Machine</li> <li>- One Projector</li> <li>- One Server "switch"</li> </ul> <p><b>Furniture are nor allowed</b></p> <p>The partners will 3 offers for the equipment's to the coordinator for approval and to send the rest of budget for equipment's.</p>	3	5 Nov 2017
<p><b>E-Portal &amp; Network</b></p> <ul style="list-style-type: none"> <li>- Committee contact persons</li> </ul> <p>UM: Dr.Nabil SAKLY, UMA: Dr. Malek GHENIMA</p> <p>The committee members will start working on feeding the portals and put strategy for continuous feeding.</p> <ul style="list-style-type: none"> <li>- List for network members : Academia , Private sector , Students</li> </ul> <p style="text-align: center;">Will be sent soon</p>	4	1 Dec 2017
<p><b>Joint Master Programme(UM&amp;UMA)</b></p> <p>Under process and the official agreement will be sent soon</p>	5	1 Dec 2017





Issues	Actions	
	No.	Due Date
<p><b>Guest lectures</b></p> <p>The Tunisian partners will send soon :</p> <ol style="list-style-type: none"> <li>1 - The list of courses currently in process</li> <li>2 - The translated version in French for all core courses</li> <li>3 - The Topics in details they need to be covered at the guest lectures</li> </ol> <p>To send them all to our EU partners to start preparation.</p>	6	<p>Topic sending : 2 Nov 2017</p> <p>Guest lectures :The beginning of Feb 2017</p>
<p><b>Financial Issues</b></p> <p>All incomprehensible financial issues were clarified by the coordinator to the partners.</p> <p>And all missing documents will be sent to the coordinator for processing.</p>	7	<p>2 Nov 2017</p>
<p><b>Next Meeting</b></p> <p>Next skype - conference agreed for 24 November - 11 AM Palestinian Time.</p> <p>Next management meeting will be in UK May 2018 – 2 contacts per institution will participate.</p> <p>Next regional management meeting will be in UMA</p>		<p>24 Nov 2017 May 2018</p>

