

<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
Susana Irisarri	UPNA - Spain
Eng.Fadia Hashaika	ANNU - Palestine
<b>Agenda:</b>	
Schedule	
Deliverables	
Work in Progress: Teaching materials	
Work in Progress: Project Dissemination	
Work in Progress: E-Portal & Network	
Work in Progress: Guest lectures	
Financial Issues	

Issues	Actions	
	No.	Due Date
<b>Teaching materials</b>  UPNA will continue helping the MED Partners Universities in the development the teaching materials.	1	30 Nov 2017
<b>Project Dissemination</b> <ul style="list-style-type: none"> <li>- UPNA will contribute more in project dissemination and will send some news links waiting for publishing.</li> </ul>	2	15 Nov 2017
<b>E-Portal &amp; Network</b>  UPNA will sent feedback to activate the portal, and feeding it with news articles and technical materials.	4	1 Dec 2017



Issues	Actions	
	No.	Due Date
<p><b>Guest lectures Preparation</b></p> <p>UPNA will prepare for guest lectures on the six core courses for PHM master programme in Tunisia, Jordan and Palestine, 2 professors or more will be selected for giving lectures for one week (5 working days) in each country.</p>	6	First lectures : The beginning of Dec 2017
<p><b>Financial Issues</b></p> <p>All incomprehensible financial issues were clarified by the coordinator to the partners. And all missing documents will be sent to the coordinator for processing. UPNA will send all timesheets and convention templates not sent yet to the coordinator. The coordinator will send again the Joint declaration for to UPNA and will check all timesheets sent before. Certificate for attendance in the last regional workshops in Amman and Tunisia Professors will be sent soon to UPNA upon their request.</p>	7	15 Nov 2017
<p><b>Next Meeting</b></p> <p>Next skype - conference agreed for 31 December - 11 AM Palestinian Time. Next management meeting will be in UK May – 2 contacts per institution will participate. Next regional management meeting will be in UMA</p>		Dec 2017 May 2017

