



Lund, Sweden, 28 February- 1 March, 2019

Thursday, 28 February 2019

Participants: all partners according to the List

- Ali Mansourian, coordinator of the project, opened the meeting by welcoming the participants and reviewing the agenda of the kick-off meeting.
- Participants introduced themselves and gave a brief presentation of their universities.
- The aim of the project as well as different work packages and activities were presented by Ali.
- Project's Steering committee was selected; one member from each partner/participant university with project coordinator as the chair:
 - o Ali Mansourian, Project coordinator
 - o Petter Pilesjö, LU
 - o Eimuntas Parseliunas, VGTU
 - o Marinos Kavouras, NTUA
 - o Pascal Barbier, ENSG
 - o Alexanre Goncalves, UL
 - o Ara Toomanian, UT
 - o Naser Barati, IKIU
 - o Yousef Rezaei, BASU
 - o Ali Alshalabi, SU
 - o Jalal Othman, TU
- Quality Control Group (CQG) was selected consisting of four members. The group is also in charge of general management and organization of the project (core coordination group):
 - o Ali Mansourian
 - o Petter Pilesjö
 - o Ara Toomanian
 - o Mohammed Saleh Almahfeli
- Petter Pilesjö and Irma Habermann presented the budget of the project in details.
- EU regulations about the budget, travels, payments to staff, etc. were explained to the participants.
- EU forms for expenditure reporting of travels and salaries were presented to the participants.
- The questions about financial issues were discussed and/or answered.



Friday, 1 March 2019

Participants: all partners according to the List

- LU GIS Centre has an operational e-learning programme. Roger Groth presented Moodle and AC, the two systems which are used in LU for the programme. It included a detailed presentation about publishing course materials, communication with students, how students submit the assignments, etc.
- Ara Toomanian presented the plan of country university partners for performing information collection and need analysis (WP2). He also presented the questionnaire to be used for the need analysis. The plan and the questionnaire were discussed.
- Important questions for need analysis relevant to the “course development” were suggested by the participants. They were then discussed, refined and decided to be included in the relevant questionnaire.
- Important questions for need analysis relevant to the development of emGeo were suggested by the participants. They were discussed, refined and decided to be included in the relevant questionnaire.
- More comments about the questionnaires will be send to Ara no later than Thursday, 7 March, 2019.
- Project travels were presented including the aim, the date and the place of each travel as well as the number of participants from each university.
- Due to starting the project with delay, the dates of the next meetings / visits (within the framework of the project) were reviewed and adjusted, to make the project plan realistic.
- After a long discussion about the possibilities and challenges in the country partner universities for purchasing equipment as well as the best way of using EU money, the Steering Committee decided that each university will purchase equipment separately, in two categories of IT and Geomatics. The amount of money that has been received (first and second payment), should be considered and the purchase should be conducted accordingly. For example, in the first payment only receive 50% of the budget has been received; so country partner universities will buy equipment equal to the received budget. Due to the serious economic crises in both Iran and Yemen, none of the country university partners can make any pre-payment for purchasing the whole equipment, in the first year of the project, while only 50% of the budget is received from EU. Ali will communicate the issue with Franco.