

TABLE OF ACHIEVED / PLANNED RESULTS

Title and reference number of the work package (WP)	WP7: MANEGEMENT
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Indicators of achievement and or/performance as indicated in the project proposal	Reports
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Activities carried out to date to achieve this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement	Status
7.1	Organizing the Kick-off Meeting and other consortium meetings	22.2.2016	26.2.2016	Jordan	The kick-off meeting was organized at the Holiday-Inn Dead Sea Hotel during Feb. 22-26, 2016	<ol style="list-style-type: none"> 1. Agenda of the meeting prepared; Nr. 1 2. List of participants prepared; Nr. 1 3. Minutes of the meeting approved; Nr. 1 	Completed
7.2	Establishment of management and operational structures	1.5.2016	15.4.2017	Jordan	The MT and StC were established during the kick-off meeting. The MT will be comprised of the PC and the administrative service, a Monitoring Expert, and a Finance Expert. The StC committee will be composed of one professor from JUST, as Project Coordinator, and one representative for each partner.	<ol style="list-style-type: none"> 1. Minutes of meeting 2. Name of monitor expert; Nr. 1 3. Name of financial; expert; Nr. 1 	Completed

					The following documents will be drawn: 1. StC Regulations concerning the rules of each representative, the methodology and strategy to reach the project objectives 2. StC agenda. StC will meet six times during the project and will produce six meeting reports.		
7.3	7.3. Establishment of Training and Technical Group (TTG)	1.5.2016	15.4.2017	Jordan	The TTG was established during the kick-off meeting. It consists of the contact person of each EU partner in addition to all non-academic JO institutions. The group is lead by ARCA, the WP leader of training	1. Minutes of meeting	Completed
7.4	Hiring External Auditors	22.2.2016	15.4.2016	Jordan	For the financial management of the project, each partner will assign a qualified external auditor to guarantee the compliances with the Erasmus+ financial regulations. JUST has qualified a financial auditor who has experience in auditing EU projects.	1. Sub-contract with the hired auditors finalized; Nr. 1	Completed
7.5	Reports	22.2.2016	14.10.2018	Jordan, EU	Six-monthly reports on each WP have been prepared by each WP leader. The reports follow the same template used for reporting Erasmus+ intermediate reports. These reports were sent to the project external monitor expert for evaluation.	1. Progress reports on each WP prepared; Nr. 28 2. Intermediate report, prepared; Nr. 1 3. Final report prepared; Nr. 1	Completed

Activities to be carried out to achieve this outcome (before the end of the project)

Activity	Activity	Start	End date	Place	Description of the activity to be carried out	Specific and measurable
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N°	Title	date				indicators of progress

Changes that have occurred in this result since the original proposal:

None

