

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
7.1	Kick-off meetings and Establishment of management and operational structures	20.2.2017	23.2.2017	Jordan	The kick-off meeting was organized at the Holiday-Inn Dead Sea Hotel during Feb. 20-23, 2017	1. Agenda of the meeting 2. List of participants 3. Minutes of the meeting
7.2	Establishment of Technical Committee (TC)	20.2.2017	23.2.2017	Jordan	The TC was established during the kick-off meeting	1. Minutes of meeting 2. Names of the committee members
7.3	Establishment of Training and Technical Group (TTG)	20.2.2017	23.2.2017	Jordan	The TTG was established during the kick-off meeting. It consists of the contact person of each institution. EU partner in addition to all non-academic JO	1. Minutes of meeting 2. Names of the committee members
7.4	Hiring External Auditors	22.2.2017	14.10.2017	Jordan, EU	For the financial management of the project, each EU partner will assign a qualified external auditor to guarantee the compliances with the Erasmus+ financial regulations.	1. Sub-contract with the hired auditors 2. Financial reports

					JUST has assigned a qualified financial auditor who has experience in auditing EU projects. The financial auditor helped in preparing the financial report for the intermediate report	
7.5	Financial and administrative Management				<ol style="list-style-type: none"> 1. JUST transferred the first instalment to all EU partners. 2. JUST organised Kick-off, second, third, and fourth management meetings 3. JUST has appointed the needed staff to smoothly manage the project. 4. JUST has submitted a tender to purchase the needed equipment for all partners 5. JUST has finalized the tender, received, and distributed the equipment 	<p>Agenda of meetings (n.4) MoM (n.4) List of staff appointed Tender (n.1)</p>
7.6	Reports	22.2.2017	15.10.2018	Jordan, EU	<ol style="list-style-type: none"> 1.No. 3 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. 2. Intermediate report was prepared and sent to EACEA 	<ol style="list-style-type: none"> 1. Progress reports on each WP (n. 3x7) 2. Intermediate report (n.1)

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

Activity N°	Activity Title	Start date	End date	Place	Description of the activity to be carried out	Specific and measurable indicators of progress
7.5	Financial and administrative Management	22.2.2017	14.10.2019	Jordan, EU	1. JUST to arrange for the next management meetings.	1. Agenda of the meeting.
7.6	Reports	22.2.2017	14.10.2019	Jordan, EU	<ol style="list-style-type: none"> 1. Six-monthly reports on each WP will be prepared every six months and will be sent to the project external monitor expert for evaluation. 2. The coordinator will prepare the final report 	<ol style="list-style-type: none"> 1. Progress reports on each WP 3. Final report

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

None

