

ERASMUS+ PROGRAMME
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FOODQA - Fostering Academia-Industry Collaboration in Food Safety and Quality

Minutes of the Kick-off Meeting



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Holiday Inn Resort Dead Sea, Jordan

February 23 – 25, 2017



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Attendees:

Jordan University of Science and Technology (JUST)	
Name	Profession
Prof. Fahmi Abu Al Rub	Project manager of FOODQA Project
Prof. Majdi Mahasneh	Professor of Food Quality
Prof. Anas Nabulsi	Professor of Food Science
Eng. Qatada Damra	Administrative
The University of Jordan (UJ)	
Prof. Ahmed Al-Salaymeh	Professor at the Faculty of Engineering and Technology/Contact Person
Prof. Shaher Momani	Dean of Research
Prof. Maher Dabbas	Professor of Food Science
Mutah University (MU)	
Prof. Yousef Jaafreh	Vice President of Mutah university
Prof. Omar Maaitah	Professor at the Faculty of Engineering/Contact Person
Dr. Ibrahim Dabour	Associate professor at Faculty of Agriculture
Al Balqa' Applied university (BAU)	
Prof. Tareq Azab	Professor, Contact Person
Prof. Ehab Al Ghabeish	Dean of Agriculture
Dr. Maen Hasan	Associate professor at Faculty of Agriculture
MONOJO	
Mrs Penelope	CEO/Contact Person
Dr. Mohammed Malkawi	Project Manager
Dr. Khalid Khraisat	Director of Services-MONOJO
Mr. Samir Nasrallah	Financial Manager
Eng. Asma Smadi	Project Manager
Eng. Mohammed Al-Ahmed	Project Manager
Mr. John Mckenri	Consultant
Mr. Anas Shihab	Administrative

Hochschule für Technik, Wirtschaft und Kultur Leipzig HTWK Leipzig (HTWK)	
Prof. Klaus Haenssger	Professor- Lecturer/Contact Person
The Jordan Food and Drug Administration (JFDA)	
Dr. Amjad Haymour	Head
Eng. Safaa' Smadi	QA Department
University of Teramo (UNITE)	
Prof. Paola Pitila	Professor/Contact Person
Paulo & Beatriz – Consultores Associados, Lda (P& B)	
Dr. Paulo Baptista	Managing Director/Contact Person
Creative Thinking Development (Cre.Thi.Dev)	
Sofia Papakonstantinou	Project Manager
Lina Tsakoion	Researcher
Agricultural University of Athens (AUA)	
Prof. Theofilos Massouras	Contact Person
Prof. Evangelix Dawtsamou	Professor
University of Split (UNSIT)	
Prof. Josipa Giyanowic	Contact Person
Prof. Ante Prkic	Professor
Jerash University (JU)	
Prof. Ebrahim El-Tahat	Contact Person
Dr. Mohmmad Omar Ibrahim	Professor
National Erasmus + office	
Prof. Ahmed Abu Al-Haija	Director
Dr. Reem Al Khader	Manager

Thursday, Feb. 23, 2017

Under the Patronage of Prof. Yousef Jaafreh, the Vice President of MU, the kick-off meeting for the project: "FOODQA - Fostering Academia-Industry Collaboration in Food Safety and Quality" was launched at 9:30 am. Prof. Abu Al-Rub, FOODQA Project manager, welcomed all partners, especially those from EU and those who came to Jordan for the first time. He emphasized the importance of such a project to the HEIs in Jordan and to the food industrial sector in Jordan.



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Then, Prof. Abu Al-Rub and Dr. Malkawi presented FOODQA project. They started with giving a background on initiation of the project and how he chose the consortium that can help achieving the project objectives. The presentation focused on briefing the partners on the followings:

- Aims and objectives of FOODQA
- Expected results and impact
- Activities and scheduling
- Budget and cash flow

Then the morning session, from 11:15-14:00, was designated to partners to introduce their institutions and present their expected contribution to the project. Each partner was given 10 minutes for her/his presentation.

The afternoon session was started at 15:00, with work packages presentations and discussions.

WP7: Management and operational structures (JUST)

Prof. Abu Al-Rub-JUST

Prof. Abu Al-Rub introduced the management plan for the FOODQA project. He discussed the management and operational structures and the role of each structure and committee; referring to WP7 “Management and operational structure”. It was agreed that the project coordinator, in collaboration with the Quality Manager, to hire an external monitor.

The project management committees were established as the following:

Steering Committee

Partner	Representative	Partner	Representative
MONOJO	Mohammad Malkawi (TTG Coordinator)	UNIST	Ante Prkic
UniTE	Paola Pitila	AUA	Nestor
Partner	Representative	Partner	Representative
JUST	Fahmi Abu Al-Rub	UniTE	Paola Pitila
UJ	Ahmed Al-Salaymeh	UNIST	Josipa Giyawovic
MU	Omar Maaitah	JU	Ibraheem Tahat
BAU	Tariq AlAzab	AUA	Theofilos Massouras
MONOJO	Penelope Shihab	P&B	Paulo Bbtista
JFDA	Amjad Haymour	(CRE.THI.DEV)	Sofia Papakonstantinou
HTWK	Klaus Hangsson		



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Training and Technical Committee

Scientific Committee

Partner	Representative	Partner	Representative
JUST	Anas Nabulsi	UniTE	Paola Pitila
UJ	Maher Dabbas	UNIST	Josipa Giyawovic
MU	Ibrahim Dabbour	JU	Mohammad Omar
BAU	Maen AlHassan	AUA	Theofilos Massouras
JFDA	Safa AlSmadi	P&B	Paulo Baptista

Quality Committee

Partner	Representative	Partner	Representative
Creat.Thi.Dev	Lina Iskalou	HTWK	Riyadh
JUST	Majdi Mahasneh	AUA	Evangelia Dawtsamou
BAU	Ihab Ghabbesh		

Industrial Committee

Partner	Representative	Partner	Representative
JUST	Anas Nabulsi	BAU	Tariq Azab
UJ	Maher Dabbas	MONOJO	Penelope Shihab-Chair
MU	Atef Mahadeen	JFDA	Amjad Haymour
JU	Ebraheem Tahat		

Dissemination Committee

Partner	Representative	Partner	Representative
JUST	Fahmi Abu Al-Rub	UNIST	Josipa Giyawovic



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UJ	Ahmed Al-Salaymeh	JU	Mohammad Omar
MU	Omer Maaitah	(CRE.THI.DEV)	Sofia Papakonstantinou
BAU	Tariq Azab	MONOJO	Asma Smadi
JFDA	Safa Smadi	HTWK	Riyadh

WP1: DEVELOPMENT OF TRAINING MATERIAL (Lead: P&B)

Dr. Paulo Baptista presented WP1: “Development of Training material” and the deliverables of this work package, the content of each task and the partners involved on producing each task; as shown on the next table.

		WP1.1	WP1.2	WP1.3	WP1.4	WP1.5	WP1.6
	END DATE (PROPOSAL)	31/03/2017	31/03/2017	31/03/2017	31/03/2018	30/09/2017	30/09/2017
	END DATE (REVIEWED)						
TYPE OF MATERIAL / CONTENT		DEFINITION			PRODUCTION		
		E-BOOKS	VIDEOS	POSTERS	E-BOOKS	VIDEOS	POSTERS
E-BOOKS	1. Food safety hazards (Microbiology hazards; physical hazards; chemical hazards; food spoilage; method to prevent and control food safety hazards and food preservation)	UNITE/AUA/UI/JU/MUTAH			Leader: UNITE Others (W): All PC Others (S): All EU		
	2. Food safety management systems (HACCP principles; Hazard analysis; critical control points; HACCP methodology; HACCP plans; food safety verification; food safety validation; Food safety management systems- ISO 22000:2005- IFS (International	AUA/JFDA/UI/JU/P&B			Leader: P&B Others (W): All PC Others (S): All EU		
	3. Personnel hygiene (Good personnel hygiene practices, health and medical screening)	SPLIT/JUST/UI/AUA/BAU/JU			Leader: AUA Others (W): All PC Others (S): All EU		
	4. Design and construction of food premises (Principles of hygienic design of food premises; premises requirements –material, walls, ceiling, floor, windows, doors, hand washing facilities, ventilation, construction, maintenance and modification of	SPLIT/JUST/UI/P&B			Leader: SPLIT Others (W): All PC Others (S): All EU		
	5. Cleaning and disinfection (importance of cleaning and disinfection in the food industry, cleaning and disinfection agents, procedures and requirements, verification of cleaning and disinfection procedures and	SPLIT/JUST/UI/UNITE			Leader: SPLIT Others (W): All PC Others (S): All EU		
	6. Pest control (Reasons, strategies, preventive measures, rodent control, insect control, bird control and pest control)	BAU/SPLIT/JU/UNITE			Leader: UNITE Others (W): All PC Others (S): All EU		
	7. Quality management systems (ISO 9001:2005)	AUA/JUST/MUTAH/CRIT/			Leader: AUA Others (W): All PC Others (S): All EU		
	8. Quality management tools (Flow charts cause effect diagram, control chart, value analysis, quality costs).	AUA/CRIT/BAU/JFDA/JUST			Leader: CRIT Others (W): All PC Others (S): All EU		
VIDEOS & POSTERS	1. Hand washing		SPLIT/JUST/UI/AUA/JU			Leader: Monojo Co-lead.: JUST Others:	Leader: BAU Others:
	2. Cleaning and disinfection		SPLIT/JUST/UI/UNITE			Leader: Monojo Co-lead.: JUST Others:	Leader: BAU Others:
	3. Pest control		BAU/SPLIT/JU/UNITE			Leader: Monojo Co-lead.: JUST Others:	Leader: BAU Others:
	4. Temperature control		P&B/BAU/UNITE/MUTAH			Leader: Monojo Co-lead.: JUST Others:	Leader: BAU Others:
	5. Control of reception of raw materials		JFDA/JUST/P&B			Leader: Monojo Co-lead.: JUST Others:	Leader: BAU Others:
POSTERS	6. Food spoilage			UNITE/AUA/UI/JU/MUTAH/			Leader: BAU Others:
	7. Food preservation			P&B/UI/JU/BAU			Leader: BAU Others:
	8. Hazard analysis			AUA/JFDA/UI/JU/P&B			Leader: BAU Others:

WP2: DEVELOPMENT OF TRAINING COURSES (Lead: UNITE)

Dr. Paola from UniTE presented WP2; objectives, tasks, and deliverables. The consortium agreed on preparing 8 courses as follows:

1. Food safety hazards (16 h): Microbiological hazards, physical hazards; chemical hazards, food spoilage; methods to prevent and control food safety hazards; food preservation).
2. Food safety management systems (32 h): HACCP principles, Hazard analysis, Critical control points, HACCP methodology; HACCP plans; Food safety validation; Food safety management systems-ISO 22000:2015; IFS (International Food Safety) issue 5 BRC.
3. Personnel Hygiene (4h): Good personnel hygiene practices, access and movement of personnel, health and medical screening.
4. Design and construction of food premises (plant/factory/infrastructure? (16 h): principles of hygienic design of food premises, Premise requirements-materials, walls, floors, windows, doors, cleaning station, hand washing facilities, ventilation; construction, maintenance and modification of premises; refrigeration systems.
5. Cleaning and disinfection (16h): Importance of cleaning and disinfection in the food industry, cleaning and disinfection agent, procedures and equipment; planning of cleaning and disinfection of premises and equipment, verification of cleaning and disinfection procedures and effectiveness.
6. Pest control (16 h): Reason for pest control; Pest control strategies-preventative measures; rodent control (reasons for pest control strategies-preventive measure; rodent control; insect control; bird control; detection and monitoring of pests).
7. Quality management systems (32 h): Standard for quality management systems-ISO 9001:2008: management responsibilities, resources management, product realisation, measurement, analysis and improvement.
8. Quality management tools (40 h): Flow charts, cause-effect diagram, pareto diagram, control chart, value analysis, FMEA-failure Mode and effect Analysis, quality cost, Brainstorming, Benchmarking, Balanced scorecard.
 - ✓ In room training will be in one of the EU-partners referring to the e-books
 - ✓ Each one of the partners will carry out 3 training courses, in 3 different topics. The training course for each topic should be done at least twice, based on the results of the training courses improvements might be introduced.
 - ✓ The partners discussed the plate form, whether it's better to establish a new plate form or using an existed plat form to save money, time and ensure delivering the e-courses to a large number of interested people.

The first day meeting was adjourned at 19:30.



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Friday, Feb. 24, 2017

WP3: Training of academia and industry (MONOJO, JUST)

Dr. M. Malkawi from MONOJO presented the tasks involved in WP3.

FOODQA Partners agreed that GMP should be added to the training courses as it is a prerequisite for ISO 22000. They also agreed on partners that will be responsible of preparing the 5 one-day seminars as the following:

1. JFDA, MONOJO, P&B will be responsible for general food laws (Principles, food hygiene, traceability)
2. JFDA, MONOJO, UniTE and MU will be responsible for labelling and nutrition (Food labelling, health and nutrition claims, Nutrition labelling, food supplements, addition of vitamins and minerals, dietetic foods, food for infants and young children, food for weight reduction, food for special medical purposes, food for sport people, food for diabetics).
3. JUST, MONOJO and AUA will be responsible for chemical safety (Additives, flavoring, contaminants, Antibiotic residues, pesticide residues, food contact materials, hormones in meat, fraudulent practices).
4. MONOJO, BAU, AUA will be responsible for biology safety (Food hygiene, BSE/Scrape, Animal by-products, food-borne diseases, microbiological criteria, irradiation).
5. MONOJO, UJ and one partner from EU will be responsible for genetically modified food and feed (Labelling and traceability).

The In-room training courses will be designed to contain one quality or food safety standard, the partners involved in quality management systems (ISO 9001:2015) training course are MONOJO and JFDA, for the food safety management systems (ISO 22000:2005) training course are MonoJO and JUST

For the following training course; the partners to be responsible for preparing them will be agreed on latter:

1. BRC Global standard food (Issue 5)
2. IFS (International food standard 5)
3. Global gap.

WP4: Pilot of implementation of food safety and quality management systems (JUST)

Prof. Anas Nabulsi from JUST presented WP4; tasks and methodology

The main objective for this work package is to provide in-job training to the staff of the FoodQA centres to let them acquire the competences and experience in the implementation of food safety management system, BRC Global standard, IFS and global GAP.

- ✓ 8 companies will be used as a pilot.
- ✓ Each one of the standards will be implemented at least in one company in order to provide in-job training in all the standards.
- ✓ The implementation process is expected to have in average 1 year in each company
- ✓ Specific partners will conduct one independent audit in each of the companies/organisations where one of the managing systems is being implemented, to make a complete assessment of the work carried out by experts involved in the implementation, through the verification of the conformity of the system implemented.

WP5: Dissemination, exploitation of results, and sustainability (Lead: HTWK, UJ)



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Prof. Klaus from HTWK presented the objectives of this WP. He introduced a draft for dissemination, exploitation, and sustainability plans. He emphasized on participation of all stakeholders in the activities and dissemination of FOODQA.

Klaus urged the partners to promote and acknowledge the EU-Erasmus+ in all activities related to FOODQA by using the logos of EU and Erasmus+. The following issues were discussed during the presentation of this WP:

- ✓ The main output for this work package is website for academic & Industry partners communication tool. An academic & Industry council will be established which will have all JO partners and most of Food industries as members of this council. The establishment of the council will be before end of April, and the first meeting will be before Ramadan 2017.
- ✓ Regarding the development and validation of the web-portal; this task will be coordinated by PC due to experiences; the role of each JO partner is:
 - JUST – development of web-portal.
 - UJ, BAU, MU – validation process of the web-portal
 - UJ, BAU, MU, JFDA, JUST – regular update web-portal
- ✓ JU will be responsible for gathering information due to experience in this field
- ✓ UJ will be responsible for issuing the newsletter

WP 6: Quality (CRE.THI.DEV, MU)

Mrs. Lina Tsakalou from CRE.THI. DEV presented the Quality Plan WP. She started by introducing the WP and describing its importance to ensure achieving the project's objectives and deliverables. Then she discussed each task in the WP and she proposed a strategy or methodology to achieve these tasks. One of the most outcomes of this meeting regarding this WP is the selection of the Quality Committee members. It was agreed that the number of members in this committee is 4 in addition to the leader of this WP. A quality plan for the project will be developed by the committee; this plan will be the roadmap for the evaluation of the quality of the project.

- ✓ Six-month monitoring reports will be elaborated and addressed to the Project Coordinator
- ✓ It was agreed that the Quality Committee will submit the final version of the Quality plan and documents/templates needed by June 2017.

Financial Management of Erasmus+ Projects (NEO-Jordan)

Prof. Ahmad Abu-El-Haija and Dr. Reem AlKhadir from Jordanian National Erasmus+ office, gave a workshop on the financial management of the Erasmus+ projects. They discussed the new rules of Erasmus+ projects related to unit cost and actual cost. Eligible and non-eligible expenses were discussed.

The second day meeting was adjourned at 18:00.

Saturday, Feb. 25, 2017

PC, Prof. Abu Al-Rub met with EU partner to discuss all issues related to the quality and monitoring plans. An external monitor will be hired to ensure the coherence of the overall approach of the project aims. The PC in coordination with the Quality WP leader will hire the external monitor.

The third day meeting was adjourned at 13:00.