



**Strategic Platform for Ameliorating Tunisian Higher Education on Food Sciences and Technology**  
**585729-EPP-1-2017-1-TN-EPPKA2-CBHE-JP “ SPAAT4FOOD PROJECT”**

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<b>Event Report</b>	
<b>Work Package:</b>	(1) Setting up a functional structure
<b>WP leader:</b>	P1: Sfax University, Tunisia P6: University of Porto, Portugal
<b>Activity:</b>	Creating a functional structure
<b>Event Title:</b>	Information meeting
<b>Event Date:</b>	From 25 to 30 November 2017
<b>Event Venue:</b>	Catholic University of Porto, Portugal
<b>Type of the event:</b>	Visit + meeting + coordination
<b>Event program</b>	
<b>Organizer(s):</b>	P1: University of Sfax, Tunisia P6: Catholic University of Porto, Portugal
<b>Schedule:</b>	27 November 2017: 10 am to 4 pm: information meeting 28 November 2017: 9 am to 12 am: visit to the campus of the Catholic University of Porto: classrooms – Tutorial classes – platforms – research laboratories – services laboratories 28 November 2017: 12 am to 2 pm: project management discussion session 28 November 2017: 2 pm to 4 pm: lunch meeting
<b>Main objectives of the event:</b>	<ul style="list-style-type: none"> <li>- Acquaintance between the International, Tunisian, Sfax University and Catholic University of Porto members.</li> <li>- Determination of the staff members from the Catholic University of Porto.</li> <li>- Task allocation to the staff members from the Catholic University of Porto and setting up of the partner mission.</li> <li>- Informing the staff members from the Catholic University of Porto of the project management and procedure details.</li> <li>- Investigation of the available infrastructure, equipment, technology and educational approach and internship processes at the Catholic University of Porto.</li> <li>- Discussion of the kick off meeting date and venue.</li> </ul>
<b>Other personal remarks:</b>	NA
<b>Results</b>	<ul style="list-style-type: none"> <li>- The staff members from the Catholic University of Porto are: Cristina Luisa Silva: coordinator</li> </ul>



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<b>&amp;Recommendations</b>	<p>Ines Ramos: member Fatima Miller: member</p> <ul style="list-style-type: none"> <li>- Inquiries of the staff members from the Catholic University of Porto about the project management and procedure details were answered and details clarified.</li> <li>- The infrastructure, equipment, technology and educational approach and internship processes at the Catholic University of Porto were investigated.</li> <li>- The training session relative to WP3 was brainstormed and several recommendations were identified.</li> <li>- The last week of January 2018 was established as an appropriate date for the kick off meeting.</li> </ul>																																										
<b>Other Event organization details</b>	<p>Mr. Alfonso Nohno, management control responsible at the Catholic University of Porto attended the meeting on 28 November 2017. A copy of the budget was delivered to him and some clarifications were made regarding the budget management.</p>																																										
<b>Problems encountered during the event</b>	<p>NA</p>																																										
<b>Participants</b>	<p>Mohamed Makni (International coordinator) Ali Bougatef (National coordinator) Zied Zarai (US coordinator) Cristina Luisa Silva: (UP coordinator) Ines Ramos: (UP member) Fatima Miller: (UP member)</p>																																										
<b>Event Evaluation</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="6" style="text-align: center;">GENERAL ORGANISATION OF THE 1<sup>ST</sup> FIELD VISIT</th> </tr> <tr style="background-color: #cccccc;"> <th style="width: 60%;"></th> <th style="text-align: center;"><i>Poor</i></th> <th style="text-align: center;"><i>Fair</i></th> <th style="text-align: center;"><i>OK</i></th> <th style="text-align: center;"><i>Good</i></th> <th style="text-align: center;"><i>Excellent</i></th> </tr> </thead> <tbody> <tr> <td>Logistic preparation and organization of the visit</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Content of the Agenda</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Arrangements of the meeting (venue, equipment, etc.)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td>The event dinner and subsistence</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr style="background-color: #cccccc;"> <td colspan="6"><i>Comments</i></td> </tr> </tbody> </table>	GENERAL ORGANISATION OF THE 1 <sup>ST</sup> FIELD VISIT							<i>Poor</i>	<i>Fair</i>	<i>OK</i>	<i>Good</i>	<i>Excellent</i>	Logistic preparation and organization of the visit	1	2	3	4	5	Content of the Agenda	1	2	3	4	5	Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	5	The event dinner and subsistence	1	2	3	4	5	<i>Comments</i>					
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