



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

Event Report	
Work Package:	WP8 management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US Staff meeting
Event Title:	Tunisian consortium meeting preparation
Event Date:	5 February 2018
Event Venue:	ISBS Tunisia
Type of the event:	Staff meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	5 February 2018– 2 to 5 Pm: meeting with the US staff members – follow up of the Grant holders meeting in Brussels – Financial issues - Administrative and procedural issues
Main objectives of the event:	<ul style="list-style-type: none">- Inform the US staff members of the outcome of the Grant holder meeting of Brussels- Update financial and administrative procedures in accordance with the clarifications obtained at the Grant holder meeting of Brussels- Evaluation and follow up of the kick off meeting outcome- Identification of the required equipment and materials
Other personal remarks:	NA



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<p>Results & Recommendations</p>	<p>Outcome of the Grant holder meeting of Brussels :</p> <ul style="list-style-type: none"> - All the forecasted expenses were approved by Mrs. Carla Guilliotti, advisor on behalf of the EACEA except for the budget allocated to the website development (8000 euros). The budget was advised to recalculate in order to cut it and change part to other activities. - The centralization of the budget management of Tunisian partners at the University of Sfax (EU partners’ budget decentralized) was approved on the basis of its abundance by the general rules and the satisfaction of all partners, and obviously the realization of the activities. - Travel and stay costs (abroad) might be supported by the project holder or payed by the partner and refunded upon presentation of justification documents. - Travel and stay in the same country re to be decided on the spot. - Bank fees shall be supported by the beneficiary. However, the project budget bank fees should be justified and, as a solution, included in the co-financing expenses. - Timesheets should be prepared on a monthly basis. They should contain as much details as possible and signed by the rector of the corresponding university. - Subcontracting is exempted from taxes upon certificate - Meeting staff cost is optional - Co-financing should be declared in the financial balance within a maximum of 10%. - Staff cost is calculated on the basis of a per diem of 7h/day - Eligibility of project items should be considered to avoid inconvenience. - All equipment should be bought and installed during the lifetime of the project. - For financial follow up, an MS excel file is downloadable from the website of EACEA - Audits are solicited upon problems - The accountant should ask for two financial sheets (including and excluding taxes. <p>Evaluation and follow up of the kick off meeting outcome</p> <ul style="list-style-type: none"> - All participants were motivated and collaborative - The outcome of the KoM was constructive and consistent - Task allocation was not clear and equitable <p>Identification of the required equipment and materials</p> <ul style="list-style-type: none"> - A voice recorded was deemed necessary for the recording of the minutes of large meetings
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Other Event organization details	NA
Problems encountered during the event	NA
List of participants: (joint the signed letter)	Mohamed Makni: International coordinator Ali Bougatef: International coordinator Zied Zarai:US coordinator Kamel Maaloul : Technical Secretary Samira Mejdoub: Financial Secretary Fatma Ghorbel: Administrative Secretary Mourad Boughriba: Accountant



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Event Report	
Work Package:	WP8 management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US staff meeting
Event Title:	Preparation for the technological platform
Event Date:	8 February 2018
Event Venue:	ISBS Tunisia
Type of the event:	Staff meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	8 Feb 2018 : meeting with the US staff members –
Main objectives of the event:	<ul style="list-style-type: none"> - brainstorming about acquisition of material for technology platform: Procedure, field, providers,... - Discussion with the administrative staff for the preparation of the technological Hall in the High Institute of Biotechnology of Sfax.
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> - Some suppliers were evoked and researched by staff members as potential suppliers of technology platform - The material acquisition procedure was elucidated and some controversial issues were raised. - The characteristics of the technological hall were decided and some areas in the Higher Institute of Biotechnology of Sfax were suggested to install the platform. - It was decided to contact the administration for the attribution of one of the suggested halls to the technology platform
Other Event organization details	NA
Problems encountered during the event	NA
List of participants:	<p>Mohamed Makni: International coordinator Ali Bougatef: International coordinator Zied Zarai: US coordinator Kamel Maaloul : Technical Secretary Samira Mejdoub: Financial Secretary</p>



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(joint the signed letter)	Fatma Ghorbel: Administrative Secretary Mourad Boughriba: Accountant
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Event Report	
Work Package:	WP8 management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US staff meeting
Event Title:	Survey preparation
Event Date:	19 February 2018
Event Venue:	ISBS Tunisia
Type of the event:	Staff meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	19 February 2018 – 2 to 5 pm: meeting with the US staff members – preparation for the survey composition workshop
Main objectives of the event:	<ul style="list-style-type: none"> - Financial issues - Administrative issues - Preparation for the survey composition workshop
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> - Timesheets were definitely validated and compiled - Mr Mohamed Makni was notified of the necessity to make all partners sign and send the partnership convention asap in order to make payment in due time. - The rationale behind the surveys was determined - The content of the surveys was brainstormed within the objectives and expected outcome - The website preparation evolution and obstacles were discussed and decision was taken to intensify the follow up of the realization of the web content and address a single vis-à-vis.
Other Event organization details	NA



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Problems encountered during the event	NA
List of participants: (joint the signed letter)	Mohamed Makni: International coordinator Ali Bougatef: International coordinator Zied Zarai:US coordinator Kamel Maaloul : Technical Secretary Fatma Ghorbel: Administrative Secretary



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Event Report	
Work Package:	WP8 management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US staff meeting
Event Title:	Porto teacher training preparation- other
Event Date:	5 March 2018
Event Venue:	ISBS Tunisia
Type of the event:	Staff meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	5 March 2018– 2 to 5 pm: meeting of the US SPAAT4Food staff
Main objectives of the event:	<ul style="list-style-type: none"> -Preparation for the Porto teacher training preparation Evaluating the surveys prepared during the national meeting in Nabeul - Preparing for the upcoming activities - preparing for the equipment acquisition procedures and alternatives - Evaluating the Kick off meeting minutes
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> - Copies of the surveys prepared during the previous Tunisian University representatives meeting on 24-25 February, 2018 in Nabeul were distributed by the international coordinator to the US staff members. - The survey objectives, content and layout were discussed and some improvements were suggested specially relating to the layout. - The survey conduction deadlines and best practises were evoked and it was agreed that <ul style="list-style-type: none"> ● all surveys should be collected by end April ● survey analysis should be made by end May and ● data exhibition should take place in June



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	<ul style="list-style-type: none"> - Training dates are supposed to be determined by Cristina Luisa Silva from the Catholic University of Porto (supposedly 23-24 July 2018) - An office at the Higher Institute of Biotechnology of Sfax has been devoted to the activities of the US SPAAT4Food team. - It was also declared that all SPAAT4Food related documents should be archived in the new office for a better accessibility to all the team members. - A chronological organization drawn on a gant diagram that was suggested by Dr. Monica Morinesco from Lucian Blaga University was presented and the upcoming events checked. - Equipment acquisition procedures and evolution were discussed and the staff members were invited to an open door day organized by the University of Sfax during which suppliers will exhibit their newest products. - The Kick off Meeting minutes were distributed to the team members and some revision and improvement were suggested before publication.
<p>Other Event organization details</p>	<p>NA</p>
<p>Problems encountered during the event</p>	<p>NA</p>
<p>List of participants: (joint the signed letter)</p>	<p>Mohamed Makni: International coordinator Ali Bougatef: International coordinator Zied Zarai:US coordinator Kamel Maaloul : Technical Secretary Samira Mejdoub: Financial Secretary Fatma Ghorbel: Administrative Secretary Mourad Boughriba: Accountant</p>



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Event Report	
Work Package:	8- Management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US staff meeting
Event Title:	Management issues
Event Date:	2 April 2018
Event Venue:	Sfax University
Type of the event:	meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	2 April 2018 : Meeting
Main objectives of the event:	<ul style="list-style-type: none"> • Checking website • Organizing time-sheets • Setting up rules for event reports preparation and transfer • Following up equipment acquisition evolution • Following informatics material acquisition evolution • Elucidating post problem
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> • The website contents were checked for mistakes or lacunae. The improvements were recorded and the necessary files to add to the website prepared to be sent to the web developer for insertion. • time-sheets were all checked and signed. • Setting up rules for event reports preparation and transfer. A clearer procedure was consented for a better fluency of the reports and for time-saving purposes • The equipment acquisition evolution was discussed. More suppliers were previously contacted. The equipment to be acquired was determined with the purposes for this operation set.



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	<ul style="list-style-type: none">• The list of the data processing and media equipment IT equipment was presented to the members. The acquisition was declared in progress with no problems recorded.• Problems for money transaction at the level of the Tunisian post services were declared and some solutions were suggested.
Other Event organization details	NA
Problems encountered during the event	NA
List of participants: (joint the signed letter)	Mohamed Makni: International coordinator Ali Bougatef: International coordinator Zied Zarai:US coordinator Kamel Maaloul : Technical Secretary Samira Mejdoub: Financial Secretary Fatma Ghorbel: Administrative Secretary



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Event Report	
Work Package:	WP8: management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US Staff meeting
Event Title:	Financial issues
Event Date:	3 MAy 2018
Event Venue:	Sfax University
Type of the event:	meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	<ul style="list-style-type: none"> • 3 May 2018 : US staff meeting
Main objectives of the event:	<ul style="list-style-type: none"> • Financial issues • Administrative issues
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> • Discussion about financial issues (data basis for budget management, exoneration letters preparation,...) • Money transfer procedure • Administrative issues (timesheets of some members of the Tunisian and international universities were checked and validated) • The validated timesheets were prepared for the submission to the rector of the Sfax university for signature and approval
Other Event organization details	NA
Problems encountered during the event	NA



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Event Report	
Work Package:	WP8: management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US Staff meeting
Event Title:	Activity progress
Event Date:	4 june 2018
Event Venue:	Sfax University
Type of the event:	meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	<ul style="list-style-type: none"> • 4 june 2018 : US staff meeting
Main objectives of the event:	<ul style="list-style-type: none"> • Discuss the evolution of the project activities
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> • • Discuss the evolution of the project activities • Discussion about financial issues (data basis for budget management, exoneration letters preparation,...) • Verification of financial tables and progress of payments of project members and partners
Other Event organization details	NA
Problems encountered during the event	NA



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Event Report	
Work Package:	WP8: management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US Staff meeting
Event Title:	Activity progress
Event Date:	11 june 2018
Event Venue:	Sfax University
Type of the event:	meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	<ul style="list-style-type: none"> • 11 june 2018 : US staff meeting
Main objectives of the event:	<ul style="list-style-type: none"> • Discuss the evolution of the project activities
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> • • Discuss the evolution of the project activities • Discussion about financial issues (data basis for budget management, exoneration letters preparation,...) • Verification of financial tables and progress of payments of project members and partners
Other Event organization details	NA
Problems encountered during the event	NA



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Event Report	
Work Package:	WP8: management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US Staff meeting
Event Title:	Activity progress
Event Date:	6 august 2018
Event Venue:	Sfax University
Type of the event:	meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	<ul style="list-style-type: none"> • - august 2018 : US staff meeting
Main objectives of the event:	<ul style="list-style-type: none"> • Discuss the evolution of the project activities
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> • Discuss the evolution of the project activities • Discussion about financial issues (data basis for budget management, exoneration letters preparation,...)
Other Event organization details	NA
Problems encountered during the event	NA
List of participants:	Mohamed Makni: International coordinator Ali Bougatef: International coordinator Zied Zarai:US coordinator



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Event Report	
Work Package:	WP8: management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US Staff meeting
Event Title:	Activity progress
Event Date:	3 september 2018
Event Venue:	Sfax University
Type of the event:	meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	<ul style="list-style-type: none"> 3 september 2018 : US staff meeting
Main objectives of the event:	<ul style="list-style-type: none"> Discuss the evolution of the project activities
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> Discuss the evolution of the project activities Discussion about financial issues (data basis for budget management, exoneration letters preparation,...)
Other Event organization details	NA
Problems encountered during the event	NA
List of participants:	Mohamed Makni: International coordinator Ali Bougatef: International coordinator Zied Zarai:US coordinator



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Event Report	
Work Package:	WP8: management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US Staff meeting
Event Title:	Activity progress+ monitoring visit preparation
Event Date:	5 November 2018
Event Venue:	Sfax University
Type of the event:	meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	<ul style="list-style-type: none"> • 5 November 2018 : US staff meeting
Main objectives of the event:	<ul style="list-style-type: none"> • Discuss the evolution of the project activities • Preparation for the monitoring visit
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> • Discuss the evolution of the project activities • Discussion about financial issues (data basis for budget management, exoneration letters preparation,...) • Timesheets were checked and signed • Tasks were attributed for the preparation for the monitoring visit
Other Event organization details	NA
Problems encountered during the event	NA



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Event Report	
Work Package:	WP8: management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	International staff meeting
Event Title:	Teramo meeting
Event Date:	27 September 2018
Event Venue:	Sfax University
Type of the event:	meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	<ul style="list-style-type: none"> • 27 September 2018 : international staff meeting
Main objectives of the event:	<ul style="list-style-type: none"> • Meeting with UNITE members • Administrative issues • Financial issues
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> • Meeting with UNITE members in Teramo-Italy. • Administrative issues (Timesheets were definitely validated and compiled). • Financial issues (some financial issues were raised). • Discussion about progress of WP5 activities (technological material acquisition). • Planning and discussion about the period and logistic for the workshop (WP3: Innovative teaching tools) that will be realized in UNITE. The proposed date is March 2019
Other Event organization details	NA



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Problems encountered during the event	NA
List of participants: (joint the signed letter)	Mohamed Makni: International coordinator Ali Bougatef: National coordinator Zied Zarai:US coordinator Paola Pittia: UNITE coordinator Federica Striglio: Administrative staff



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Event Report	
Work Package:	WP8: management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US Staff meeting
Event Title:	Activity progress
Event Date:	12 november 2018
Event Venue:	Sfax University
Type of the event:	meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	<ul style="list-style-type: none"> • 12 november 2018 : US staff meeting
Main objectives of the event:	<ul style="list-style-type: none"> • Discuss the evolution of the project activities • Administrative issues • Financial issues
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> • Discuss the evolution of the project activities • Discussion about financial issues (data basis for budget management, exoneration letters preparation,...)
Other Event organization details	NA
Problems encountered during the event	NA
List of participants:	Mohamed Makni: International coordinator Ali Bougatef: International coordinator Zied Zarai:US coordinator



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“ SPAAT4FOOD PROJECT”

Report on

The CBHE Monitoring Visit

of the Education, Audiovisual and Culture Executive Agency (EACEA) representative

&

Erasmus + Tunisian NEO

To the SPAAT4Food project

November 13, 2018

Higher Institute of Biotechnology,

Sfax University,

Tunisia



Name and surname	PN	Acronym	Institution	Country
Mohamed Makni	1	US	University of Sfax	TN
Ali Bougatef	1	US	University of Sfax	TN
Zied Zarai	1	US	University of Sfax	TN
Kamel Maaloul	1	US	University of Sfax	TN
Fatma Ghorbel	1	US	University of Sfax	TN
Samira Mejoub	1	US	University of Sfax	TN
Mourad Boughriba	1	US	University of Sfax	TN
Carla.Giulietti	-	EACEA	Education, Audiovisual and Culture Executive Agency	EU
Adel Alimi	-	ERASMUS +	ERASMUS + Tunisia	TN
Mohamed Bouaziz	-	ISBS	University of Sfax	TN
Baha Abdelmalek	-	BUT	BEST UNIVERSAL TRADING	TN
Mohamed Ali Ayadi	-	ISBS	University of Sfax	TN
Fadoua Hamdani	-	ERASMUS +	ERASMUS + Tunisia	TN
Nesrine Baklouti	-	ERASMUS +	ERASMUS + Tunisia	TN
Nassim Zouari	-	UG	University of Gabes	TN
Rafik Balti	-	UJ	University of Jendouba	TN



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monitoring visit of the Education, Audiovisual and Culture Executive Agency (EACEA) for continuous monitoring of the Erasmus+ programme implementation.

Within the framework of continuous monitoring of the Erasmus+ programme and for a better overview of the SPAAT4FOOD project, its objectives and results and to become better acquainted with the institutions and stakeholders involved, Prof. Carla GUILLETTI, Project adviser and representative of the Education, Audiovisual and Culture Executive Agency (EACEA), and the members of the National Erasmus+ Office in Tunisia, the national coordinator Prof. Adel Alimi, Ms. Fadoua Hamdani and Ms Nesrine Baklouti, paid a **monitoring visit** to the Higher Institute of Biotechnology of Sfax, Tunisia **on Tuesday 13 November 2018**.

The purpose of the visit was to learn about the activities realised and products developed so far, as well as to observe if the project encountered any problems in operational and/or financial implementation that can be discussed and solved.

During the visit, Prof. Mohamed Makni, the international project coordinator, all the Sfax University coordinators and members, Jendouba University and Gabes University coordinators, the Secretary General and Director of HIBS as well as other university lecturers and external stakeholder representing private companies, that are concerned by the project results were present to meet the visitors.

After greeting the visitors, a welcome speech was delivered by Prof. Mohamed Bouaziz where he congratulated the project coordinators for the successes they have achieved in the framework of the project. He also expressed high satisfaction about the added value of the SPAAT4Food project, in terms of equipment that was installed in HIBS and other biotechnology institutions and the academic and socio-economic benefits it has already scored.

The main discussion revolved around the contents of the presentation that Prof. Makni delivered which contained a detailed description of the seven work packages of the project and the relating completed activities and scheduled ones.

The discussion was focused around the questions of the field monitoring form.



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The partners of the project consortium caught the opportunity to ask specific questions about the administrative and financial issues and the visitors were willing to explain all the relating procedures in order to help avoid mistakes and save time and effort.

After the meeting, the attendees visited the SPAAT4Food meeting t=room and virtual laboratory installed in a room that was devoted by the administration of the HIBS for that purpose.



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Event Report	
Work Package:	WP8: management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US Staff meeting
Event Title:	Activity progress
Event Date:	19 november 2018
Event Venue:	Sfax University
Type of the event:	meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	<ul style="list-style-type: none"> • 19 november 2018 : US staff meeting
Main objectives of the event:	<ul style="list-style-type: none"> • Meeting with staff of university of Sfax to discuss progress of the project activities. • Discussion about the report sent by Brussels office about the monitoring visit • Preparation of documents recommended by Tunisian NEO about the monitoring visit.
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> • Meeting with staff of university of Sfax to discuss progress of the project activities. • Discussion about the report sent by Brussels office about the monitoring visit • Preparation of documents recommended by Tunisian NEO about the monitoring visit.
Other Event organization details	NA



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Problems encountered during the event	NA
List of participants: (joint the signed letter)	Mohamed Makni: International coordinator Ali Bougatef: International coordinator Zied Zarai:US coordinator Kamel Maaloul : Technical Secretary Samira Mejdoub: Financial Secretary Fatma Ghorbel: Administrative Secretary Mourad Boughriba: Accountant



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Event Report	
Work Package:	WP8: management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US Staff meeting
Event Title:	Activity progress
Event Date:	26 november 2018
Event Venue:	Sfax University
Type of the event:	meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	<ul style="list-style-type: none"> • 26 november 2018 : US staff meeting
Main objectives of the event:	<ul style="list-style-type: none"> • Meeting with staff of university of Sfax to discuss progress of the project activities. • Discussion about the report sent by Brussels office about the monitoring visit • Preparation of documents recommended by Tunisian NEO about the monitoring visit.
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> • Meeting with staff of university of Sfax to discuss progress of the project activities. • Discussion about the report sent by Brussels office about the monitoring visit • Preparation of documents recommended by Tunisian NEO about the monitoring visit.
Other Event organization details	NA



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Problems encountered during the event	NA
List of participants: (joint the signed letter)	Mohamed Makni: International coordinator Ali Bougatef: International coordinator Zied Zarai:US coordinator Kamel Maaloul : Technical Secretary Samira Mejdoub: Financial Secretary Fatma Ghorbel: Administrative Secretary Mourad Boughriba: Accountant



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Event Report	
Work Package:	WP8: management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	Meeting
Event Title:	Meeting with ministry of finance
Event Date:	13 december 2018
Event Venue:	Ministry of financeTunis
Type of the event:	meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	<ul style="list-style-type: none"> • 13 December 2018 : meeting
Main objectives of the event:	<ul style="list-style-type: none"> • Meeting Discussion with the responsible of the ministry of finance “Mounir ACHOURI”, Chief Inspectors of Services at the Ministry of Finance, about financial issues of SPAAT4FOOD project. • Discussion about the modality of the payment of SPAAT4FOOD project
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> • Meeting Discussion with the responsible of the ministry of finance “Mounir ACHOURI”, Chief Inspectors of Services at the Ministry of Finance, about financial issues of SPAAT4FOOD project. • Discussion about the modality of the payment of SPAAT4FOOD project
Other Event organization details	NA



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Problems encountered during the event	NA
List of participants: (joint the signed letter)	Mohamed Makni: International coordinator Ali Bougatef: International coordinator Zied Zarai:US coordinator



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Event Report	
Work Package:	WP8: management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US Staff meeting
Event Title:	Activity progress
Event Date:	4 February 2019
Event Venue:	Sfax University
Type of the event:	meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	<ul style="list-style-type: none"> • 4 February 2019: US staff meeting
Main objectives of the event:	<ul style="list-style-type: none"> • Discuss the evolution of the project activities
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> • Discuss the evolution of the project activities • Discussion about financial issues (data basis for budget management,...) • Discussion of administrative issues
Other Event organization details	NA
Problems encountered during the event	NA
List of participants:	Mohamed Makni: International coordinator Ali Bougatef: International coordinator Zied Zarai:US coordinator



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(joint the signed letter)	Kamel Maaloul : Technical Secretary Samira Mejdoub: Financial Secretary Fatma Ghorbel: Administrative Secretary Mourad Boughriba: Accountant
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Event Report	
Work Package:	WP8: management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US Staff meeting
Event Title:	Activity progress
Event Date:	25 March 2019
Event Venue:	Sfax University
Type of the event:	meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	<ul style="list-style-type: none"> • 25 March 2019: US staff meeting
Main objectives of the event:	<ul style="list-style-type: none"> • Preparation of the intermediary report (eReport) of the ERASMUS + SPAAT4FOOD project (technical report, financial report, progress of the project activities ...) and all documents to be attached to the eReport.
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> • Preparation of the intermediary report (eReport) of the ERASMUS + SPAAT4FOOD project (technical report, financial report, progress of the project activities ...) and all documents to be attached to the eReport.
Other Event organization details	NA
Problems encountered during the event	NA



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<p>List of participants: (joint the signed letter)</p>	<p>Mohamed Makni: International coordinator Ali Bougatef: International coordinator Zied Zarai:US coordinator</p>
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Event Report	
Work Package:	WP8: management of the project
WP leader:	P1: Sfax University, Tunisia
Activity:	US Staff meeting
Event Title:	Activity progress
Event Date:	29 March 2019
Event Venue:	Sfax University
Type of the event:	meeting
Event program	
Organizer(s):	P1: University of Sfax, Tunisia
Schedule:	<ul style="list-style-type: none"> • 29 March 2019: US staff meeting
Main objectives of the event:	<ul style="list-style-type: none"> • Preparation of the intermediary report (eReport) of the ERASMUS + SPAAT4FOOD project (technical report, financial report, progress of the project activities ...) and all documents to be attached to the eReport.
Other personal remarks:	NA
Results & Recommendations	<ul style="list-style-type: none"> • Preparation of the intermediary report (eReport) of the ERASMUS + SPAAT4FOOD project (technical report, financial report, progress of the project activities ...) and all documents to be attached to the eReport.
Other Event organization details	NA
Problems encountered during the event	NA



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<p>List of participants: (joint the signed letter)</p>	<p>Mohamed Makni: International coordinator Ali Bougatef: International coordinator Zied Zarai:US coordinator</p>
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