



Kick-off Meeting

Dept. of Physical geography and Ecosystem Science, Lund University

Lund, Sweden, January 2020

Thursday, 30 January 2020

Participants: all partners according to the List

- Ali Mansourian, coordinator of the project, opened the meeting by welcoming the participants and reviewing the agenda of the kick-off meeting.
- Participants introduced themselves and gave a brief presentation of their universities.
- The aim of the project as well as different work packages and activities were presented by Ali and Petter.
- Project's Steering committee was selected; one member from each partner/participant university with project coordinator as the chair:
 - o Ali Mansourian, Project coordinator
 - o Petter Pilesjö, LU
 - o Yifang Ban, KTH
 - o Maria Brovelli, Poli Milano
 - o Ana Paula Falcao, IST
 - o Andrey Shindyapi, UEM
 - o Pedro Chume, uniZambeze
 - o Liliett Francisco, UniLurio
 - o Boaventura Cuamba, ASM
- Quality Control Group (CQG) was selected consisting of three members. The group is also in charge of general management and organization of the project (core coordination group):
 - o Ali Mansourian
 - o Petter Pilesjö
 - o Andrey Shindyapi
- Petter Pilesjö, Ali Mansourian and Irma Habermann presented the budget of the project in details.
- EU regulations about the budget, travels, payments to staff, etc. were explained to the participants.
- EU forms for expenditure reporting of travels and salaries were presented to the participants.
- The questions about financial issues were discussed and/or answered.





Friday, 31 January 2020

Participants: all partners according to the List

- LU GIS Centre has an operational e-learning programme. Micael Runnström and Petter Pilesjö presented Moodle and AC, the two systems which are used in LU for the programme. It included a detailed presentation about publishing course materials, communication with students, how students submit the assignments, etc.
- Ali Mansourian presented draft of a questionnaire for requirements analysis.
- Important questions for need analysis relevant to the “course development” were suggested by the participants. They were then discussed, refined and decided to be included in the relevant questionnaire. The questionnaire will be finalized by Mozambican partners, with the support of European universities.
- Important questions for need analysis relevant to the development of DMT were suggested by the participants. They were discussed, refined and decided to be included in the relevant questionnaire.
- The plan of country university partners for performing information collection and need analysis (WP2) was discussed.
- The requirements analysis needs to be finalized before the meeting in Milano and the results should be presented in that meeting.
- Project travels were presented including the aim, the date and the place of each travel as well as the number of participants from each university.
- Due to starting the project with delay, the dates of the next meetings / visits (within the framework of the project) were reviewed and adjusted, to make the project plan realistic.
- According to the new rules, introduced by EU, the average exchange rate has to be used for reporting the financial status of the project. This forces some issues, among them the budget spent for e.g. purchasing equipment, shown in the final report may become different with the real amount spent; If the report shows that we have not used the whole budget for purchasing equipment (while we have used in reality), then 1) should we return money to EU? 2) if yes, why and how, while the budget has really been spent? The issues have already been discussed with the project’s officer in Brussels and Ali will write an email to her.

