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Report on the Banuu Kick-off meeting
University of Baghdad - 15th January 2020

Participants:

Partner number	Name	Surname	Institution
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P1	Federico	Zaina	University of Bologna (UNIBO)
P1	Emmanuel	Di Tommaso	University of Bologna (UNIBO)
P2	Çiğdem	Maner	Koç University – Istanbul (KU)
P3	Carlo	Lippolis	CRAST Turin (CRAST)
P3	Alaa	Anbaki	CRAST Turin (CRAST)
P4	Imad H.	Al-Husseini	University of Baghdad (UOB)
P4	Abdul Hussein	Al-Ashary	University of Baghdad (UOB)
P4	Ayaid K.	Zgair	University of Baghdad (UOB)
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P4	Bahaa	Mahmood	University of Baghdad (UOB)
P5	Yasir Leftah	Al-Mansoori	University of Kufa (UOK)
P5	Hayder K.	Al-Hamdany	University of Kufa (UOK)
P5	Alaa J.	Al-Lami	University of Kufa (UOK)
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P6	Khadum	Al-Jibouri	University of Qadisiyah (UOQ)
P6	Miran	Al-Ramahy	University of Qadisiyah (UOQ)
P5	Mohammed	Rokan	University of Qadisiyah (UOQ)
P6	Abbas	Al-Hussainy	University of Qadisiyah (UOQ)
P6	Salwan Ali	Abed	University of Qadisiyah (UOQ)
P6	Mustafa	Radif	University of Qadisiyah (UOQ)
P7	Muneer	Al-Badrany	University of Mosul (UOM)
P7	Rawaa	Qasha	University of Mosul (UOM)
P7	Yasmin	Abdulkareem	University of Mosul (UOM)
P7	Alaa	Hamdoon	University of Mosul (UOM)
P7	Ameer	Abdullah	University of Mosul (UOM)
P8	Habeeb	Allawi	Ministry of Higher Education and Scientific Research (MOHESR)
P8	Rahman	Al-Behadili	Ministry of Higher Education and Scientific Research (MOHESR)

15th January 2020, Wednesday

Morning session

The Banuu kick-off meeting was held in the Jadriyah campus in the main building of the University of Baghdad for its beginning with salutations. The meeting was opened by the **welcome speeches** by the Presidents of the Universities of Baghdad, Kufa and Al-Qadisiyah and the Vice President of Mosul University and the representatives of the following institutions: Italian Embassy; Delegation of the European Union; Ministry of Higher Education of Scientific Research of Iraq; Ministry of Culture, Tourism and Antiquities of Iraq – SBAH. The final welcome speech was delivered by the Banuu coordinator on behalf of the University of Bologna. A ceremony was held by the President of Baghdad University giving some gifts to his esteemed guests. The assembly then proceeds to move to the Presidency Building, top floor for the business meeting.

Prof. Nicolò Marchetti, scientific coordinator of the project, presents the **Banuu general objectives and expected outcomes** (Attachment 1a). After this presentation, Nicolò Marchetti and Federico Zaina from the UNIBO coordination team provided details on the **Banuu workplan** with particular regards to the description of **Work Packages 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10 (Attachments 1b and 2)**.

Attachments:

1a - Banuu presentation

1b - Banuu Workplan and schedule introduction

2 - Banuu Workplan and schedule

After these presentation, a **tour de table was held allowing all the partners to introduce themselves and their expectations** towards the Banuu project.

The last presentation of the morning was given by Nicolò Marchetti (University of Bologna), Rawaa Qasha (University of Mosul) and Habeeb Herez Allawi (Ministry of Higher Education and Scientific Research) about the **WP1 activities: “Analysis of issues and needs”** (Attachment 3). After the presentation, all the partners gave their feedbacks helping to better frame the WP1 tasks, in particular the WP1 task-forces were preliminarily defined a deadline for their establishment was fixed for the end of January.

Attachment:

3 - Banuu Presentation of WP1 activities “Analysis of issues and needs”

Task-forces	Members leaders
Task-force 1 – Legislations	UNIBO – MOHESR
Task-force 2 – Preventive Archaeology	UNIBO – UOQ – UOM
Task-force 3 – Cultural Tourist Guides	KU – UOK
Task-force 4 – Cultural Heritage Management	CRAST – UOB

With regards to the **WP 1 activities**, the Banuu project team approved the following working agenda:

WP 1 operative schedule (February – July 2020)	
Deadline	Activities
<u>Early February 2020</u>	- Goal 1: Definition of the Task-forces
<u>February-April 2020</u>	- Task-forces activities
<u>May 2020</u>	- Goal 2: Task-forces on legislations - Goal 3: Preventive Archaeology task-force report - Goal 4: Cultural Tourism task-force report - Goal 5: Cultural Heritage Management report
<u>June-July 2020</u>	- Goal 6: WP1 final report - Start of WP2

A lunch is then offered by the President of the University of Baghdad to his guests.

Afternoon session

During the afternoon session, the project members Prof. Çiğdem Maner (Koç University of Istanbul) and Prof. Carlo Lippolis (CRAST) presented the WPs that they will co-lead respectively. In particular Prof. Çiğdem Maner presented **WP2 - Internships framing** (Attachment 4) while Prof. Lippolis presented **WP4 - Activities for Students' Entrepreneurship** (Attachment 5).

After this session, Emmanuel Di Tommaso presented the **WP7 - Administrative and Financial Management** of the Banuu project (Attachment 6). The detailed budget of each partner has been presented together with the expected deadlines for transfer of funds. In particular, the Coordinator highlighted that the Staff costs must be mandatorily transferred to the institutional bank accounts of the Partner Universities after the completion of the related WPs and the provision of all the necessary supporting documents. The Iraqi partners communicated to the other partners the problems they are facing in opening the institutional bank accounts. Upon request of the Iraqi Partners, Prof. Marchetti as project coordinator will immediately request a meeting with H.E. the Minister of Higher Education in order to discuss and find possible solutions. In particular, the following two options will be discussed with H.E. the Minister himself:

Option 1: The MOHESR supports the Iraqi Partner Universities in opening institutional bank accounts that can receive funds from abroad;

Option 2: All the funds of the Iraqi Partner Universities will be transferred to the MOHESR institutional bank account and then the MOHESR will be in charge of transferring the funds to the Universities in a timely and precisely targeted way;

The Partners will be updated on the progress of this issue as the meeting takes place.¹

The Coordinator also provided the partners with specific administrative management rules for the equipment and travel/stay costs budget headings. In particular:

1 The meeting actually took place on 19th January and Prof. Marchetti updated the Partners on 21st January last.

- The equipment to be purchased must be dedicated to set up specific internship offices in the Iraqi Universities: computers, print and scan machines, software, books on Preventive Archaeology, Cultural Heritage Management and Cultural Tourism. Deviations from the proposed equipment are possible but need to be proposed and approved by the European Union beforehand;

- Travel and Stay costs for the Iraqi Partners will be managed directly by the Coordinator in order to facilitate the administrative procedures and reporting. Staff members/students must arrive one day before the initial working day and depart the day after the last working day. Moreover, staff members can travel only from the location of their institutions to the location of the hosting institution. Finally, flight tickets cannot be changed once they have been purchased. These rules are those of the EU which strictly enforces them.

During the WP7 presentation, the following issues were discussed and approved by the Banuu project team according to the following agenda for the period of February – July 2020:

WP 7 administrative and financial schedule (February – July 2020)	
Deadline	Activities
<u>End of January 2020</u>	<ul style="list-style-type: none"> - Each partner will send an official letter to the Coordinator with the information regarding the composition of the core working team and the main contacts (email address and mobile numbers); - The Coordinator will meet the MOHESR in order to define a solution for the opening of institutional bank accounts for the Iraqi Universities;
<u>End of February 2020</u>	<ul style="list-style-type: none"> - Working contracts of the staff members and payslips will be sent to the Coordinator;
<u>End of March 2020</u>	<ul style="list-style-type: none"> - Partnership agreements signed between the Coordinator and other Partners;

Attachments:

4 – Banuu WP2 – Internships framing

5 – Banuu WP4 – Activities for Students’ Entrepreneurship

6 – Banuu WP7 - Administrative and Financial Management - **HIGHLY CONFIDENTIAL**

During the last session of the Banuu kick-off meeting, Prof. Laith Majeed Hussein (University of Baghdad) and Prof. Miran Al-Ramahy (University of Qadisiyah) presented the aims and activities of **WP8 - Project quality control and quality plan** (Attachment 7). After this, Dr. Hayder Al-Hamdany (University of Kufa) presented the aims and activities **WP9 - Communication and dissemination flow** (Attachment 8).

Attachments:

7 – *Banuu WP8 - Project Quality control and Quality plan*

8 – *Banuu WP9 - Communication and Dissemination Flow*

The meeting was concluded with a **final wrap up and discussion** chaired by Nicolò Marchetti, the Banuu project coordinator. The Banuu team scheduled the **next meeting** that will be held at the end of WP1, organized by the University of Bologna **in the second week of November 2020**. The Banuu project team approved also a **preliminary agenda** for the following meetings and training activities to be carried out during the entire project lifetime, to be confirmed during the next meeting in Bologna in November:

Banuu preliminary meetings and training schedule			
Date	Venue	Type of activity	Description
November 2020	UNIBO	Meeting	WP2 Project meeting
November 2020	UNIBO	Training	WP 2 Training on transversal skills and stakeholders
November 2020	KU	Training	WP 2 Training to administrative staff
November 2020	CRAST Turin	Training	WP2 Training on society-oriented teaching methodology
January 2021	UOK	Meeting	WP3 Project meeting
March 2021	KU	Training	WP 3 Training how to foster students' entrepreneurship
December 2021	KU	Meeting	WP4 Project meeting
December 2021	KU	Training	WP4 Training on entrepreneurial start-up projects
June 2022	UOB	Meeting	WP5 Project meeting
January 2023	MOHESR	Meeting	WP6 Project meeting