



Project title	New Professional Diploma in Plant Clinic and Phytosanitary Technologies (PRO-DPCP)
Project No	609550-EPP-1-2019-1-BG-EPPKA2-CBHE-JP
Work Package	WP2 – DEVELOPMENT (I)
Task 2.2	Provision of space for Network/training centers implemented and report
Date	29/9/2020
Dissemination level	Internal



Report of need analysis of equipment and training centers

The plant clinic team at the Suez Canal University made a meeting to implemented the specific tasks according to the work plan and timetable

	Name	Position
1	Prof. Waleed I Shaban	Project manager in Suez Canal Univ.
2	Prof. Manal Eid	Vice project manager in Suez Canal Univ.
3	Prof. Mohamed A. El Hamahmy	Consortium of training
4	Prof. Ahmed Ibrahim	
5	Mrs. Ghada Abd El-Aziz	
6	Dr. Mohamed Ibrahim	Consortium of Purchases
7	Mr. Atef Mansour	

The project management team met with the Training Committee and the purchase committee on 16 / 9 / 2020, the meeting discussed the issues raised, including:

2.2. To provide premises space for the Pedagogical and training classes.

The project team represented in the Procurement and Training Committee of the project's executive team met at the project coordinator office at Suez Canal University on 9/16/2020 to discuss Conditions and specifications that must be met of the training room and choose the most suitable places available to be allocated for this purpose after taking the necessary administrative approvals from the department council and college council.

The meeting discussed the specifications and conditions required to be met in the hall, which can be summarized as follows:

Training room criteria:

1- Area 1.2-1.5 m² for each student

2-The number of trainees in the hall is not more than 12-18 trainees



- 3- Doors: open to the outside
- 4- The appropriate temperature is 20-24 °C
- 5- The area of the windows is 10-15% of the floor area

Based on these criteria, it was agreed to determine the appropriate place and choose a hall on the second floor in the Agricultural Botany Department. A letter was written to the Department Council to approve for hall allocation to become a training class for the plant clinic program

Regarding WP 2.1. : The need for analysis of equipment and educational materials for the network / training centers.

The attendees agreed that the hall must have the following requirements:

- 1- Security and safety requirements: an evacuation plan - a Fire extinguishing supplies - extinguishing system
- 2 - Signs identifying the emergency doors
- 3 - desks and chairs for the lecturer
- 4- Whiteboard
- 5 - Audiovisual - data show
- 6- Internet connection
- 7 - A map inside the hall showing emergency entrances and exits
- 8- Supplies for people with special needs
- 9- Publications preparation room - training briefs - wire binding



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خطاب توقيع الحضور 2020/ 9 /16