

ERASMUS+ PROGRAMME
Project Number: 618509-EPP-1-2020-1-JO-EPPKA2-CBHE-JP

ECO-CAR:
Vocational Training Diploma on Electrical and Hybrid Vehicles

Minutes of
5th Steering and Scientific Committees Meeting

September 5th – 6th 2023
Tuesday – Wednesday

RWTH Aachen University - Germany

Location: Day 1: Campus-Boulevard 89, 52074 Aachen
Day 2 : Mathieustraße 10, 52074 Aachen

ZOOM Link:
<https://zoom.us/j/97390843943?pwd=RjJTZW1hTjl5OER6cjhoS2Z1bTNOdz09>



Participants List

Name	Institution
Prof. Ahmed Al-Salaymeh	The University of Jordan
Eng. Dania Sreihin	The University of Jordan
Eng. Maram AlHijaj	The University of Jordan
Eng. Salaheddin Abu Yahya	Jordan University of Science and Technology
Prof. Omer Maaitah	Mutah University
Dr. Wa'el Adaileh	Tafila Technical University
Prof. Farhan ElEbeisat	Tafila Technical University
Prof. Rebhi Damseh	Al- Balqa' Applied University
Dr. Mamoun Al-Smadi (Online)	Al- Balqa' Applied University
Prof. Moahmmad Hamdan	Applied Science Private University
Dr. Hanan Saleet (Online)	Applied Science Private University
Prof. Tarek Tutunji	Al-Hussein bin Abdullah II Technical University
Eng. Eman AbdulHafez	Al-Zaytoonah University of Jordan
Dr. Loai Dabbour (Online)	Al-Zaytoonah University of Jordan
Prof. Salman Ajib	Technische Hochschule Ostwestfalen-LIPPE (TH-OWL)
Prof. Dirk Uwe Sauer	Rheinisch-Westfaelische Technische Hochschule Aachen (RWTH-Aachen)
Dr. Florian Ringbeck	Rheinisch-Westfaelische Technische Hochschule Aachen (RWTH-Aachen)
Mr. Stephan Bihn	Rheinisch-Westfaelische Technische Hochschule Aachen (RWTH-Aachen)
Prof. Michele Anatone	Universita of L'Aquila (UNIVAQ)
Dr. Ivan Dyukarev	University of Deusto (UD)
Dr. Mate Zoldy	Budapest University of Technology and Economics (BME)
Dr. Clio Vossou	National Technical University of Athens (NTUA)

Minutes of the Meeting

The 5th Steering and Scientific Committees Meeting was conducted in Rheinisch-Westfaelische Technische Hochschule Aachen (RWTH-Aachen) in Aachen, Germany on September 5th - 6th, 2023. In addition, ZOOM video conferencing has been launched in parallel for whom could not attend the meeting physically.

The meeting started by a welcome speech by the project local coordinator at RWTH-AACHEN University Prof. Dirk Uwe Sauer, introducing the university in brief to the participants. Then, a welcome speech by the project general coordinator Prof. Ahmed Al-Salaymeh and viewing the agenda of the meeting to the participants.

Dr. Florian Ringbeck presented to the participants some logistics information to help them during their staying in Aachen.

ECO-CAR Project in Brief

Prof. Ahmed Al-Salaymeh presented ECO-CAR project in brief. He outlined the project objectives, indicators, progress of work packages, underlined the achievements of each WP up to date and what is expected from each WP to be achieved in the upcoming months.

After which, sessions started where each contact person from the Jordanian partners has presented the implementation of the diplomas along with all implemented ECO-CAR activities in their university and their upcoming activities as follows.

University	Presenter	Highlights	Comments
UJ	Prof. Ahmed Al-Salaymeh Eng. Dania Sreihin	<ul style="list-style-type: none"> - ECO-CAR Center is fully equipped and now is open. - Vocational diploma (1st batch graduated on 2 July 2023 and 2nd Batch started 2 September 2023). - Students enrolled are registered on the E-learning platform. - Several online workshops were conducted. - Several Info-days were conducted. - 3 MoUs were signed. - Institutional commitment letters from 3 departments were sent (Electrical, Mechanical and Mechatronics Engineering). 	<ul style="list-style-type: none"> - 2nd batch students to be registered on the E-learning platform. - In-house training workshops for BME, RWTH-Aachen, UD, TH-OWL, UNIVAQ and NTUA workshops to be conducted. - Curriculum development excel sheet to be filled. - Start of the Professional diploma.



<p>JUST</p>	<p>Eng. Salaheddin Abuyahya</p>	<ul style="list-style-type: none"> - Vocational diploma (1st batch will graduate on 27 September 2023 and 2nd Batch will start on 17 September 2023). - Online workshop was conducted. - Info-day was conducted. - 1 MoU was signed. - Institutional commitment letters from 2 departments were sent (Electrical and Mechanical Engineering). 	<ul style="list-style-type: none"> - ECO-CAR Center to be fully equipped (PC and signboard to be collected from UJ) and opening ceremony to be conducted. - Accreditation for the 2nd batch in the vocational diploma. - Students to be registered on the E-learning platform. - Send a report on the conducted info-day. - In-house training workshops for BME, RWTH-Aachen, UD, TH-OWL, UNIVAQ and NTUA workshops to be conducted. - Curriculum development excel sheet to be filled. - Start of the Professional diploma.
<p>MU</p>	<p>Prof. Omer Maaiteh</p>	<ul style="list-style-type: none"> - Hosted the monitoring visit. - ECO-CAR Center is fully equipped and now is open. - Vocational diploma (1st batch will graduated on May 2023 and 2nd Batch will start on October 2023). - Online workshop was conducted. - Info-day was conducted. - Students enrolled are registered on the E-learning platform. - Institutional commitment letter was sent from Mechanical Engineering department. - Hosted RWTH-AACHEN visit to Jordan. 	<ul style="list-style-type: none"> - 1 MoU to be signed. - In-house training workshops for BME, RWTH-Aachen, UD, TH-OWL, UNIVAQ and NTUA workshops to be conducted. - Accreditation for the 2nd batch in the vocational diploma. - 2nd batch students to be registered on the E-learning platform. - Curriculum development excel sheet to be filled. - Start of the Professional diploma.
<p>TTU</p>	<p>Dr. Wail Adaileh</p>	<ul style="list-style-type: none"> - ECO-CAR Center is fully equipped and now is open. - Vocational diploma (1st batch started on 26 March 2023 with 15 students). - Community college diploma (1st batch started on 2022/2023 academic year with 32 students). - Online workshop was conducted. - Info-day was conducted. - 1 MoU was signed. - In-house training for BME, UD and RWTH-AACHEN workshops were conducted. - Institutional commitment letter was sent from Mechanical Engineering department. 	<ul style="list-style-type: none"> - Students to be registered on the E-learning platform. - In-house training workshop for TH-OWL, UNIVAQ and NTUA workshops to be conducted. - Curriculum development excel sheet to be filled. - Start of the 2nd batch of Community college diploma.



<p>BAU</p>	<p>Prof. Rebhi Damseh</p>	<ul style="list-style-type: none"> - ECO-CAR Center is fully equipped and now is open. - Vocational diploma (1st batch started on 26 February 2023 with 7 students). - Community college diploma (1st batch started on 2022/2023 academic year with 56 students). - Online workshop was conducted. - Info-day was conducted. - 2 MoUs were signed. - In-house training for BME workshop was conducted. - Institutional commitment letter was sent from Electrical Engineering department. 	<ul style="list-style-type: none"> - Students to be registered on the E-learning platform. - In-house training workshops for RWTH-Aachen, UD, TH-OWL, UNIVAQ and NTUA workshops to be conducted. - Curriculum development excel sheet to be filled. - Start of the 2nd batch of Community college diploma.
<p>HTU</p>	<p>Prof. Tarek Tutunji</p>	<ul style="list-style-type: none"> - ECO-CAR Center is fully equipped and now is open. - Vocational diploma with Hakama (1st batch started on 11 September 2022 with 26 students). - Online workshop was conducted. - Info-day was conducted. - 2 MoUs were signed. - Institutional commitment letter was sent from Energy Engineering department. - Several workshops with stakeholders were conducted to students. - Hosted RWTH-AACHEN visit to Jordan. 	<ul style="list-style-type: none"> - In-house training workshops for BME, RWTH-Aachen, UD, TH-OWL, UNIVAQ and NTUA workshops to be conducted. - Curriculum development excel sheet to be filled.
<p>ASU</p>	<p>Dr. Hanan Saleet</p>	<ul style="list-style-type: none"> - ECO-CAR Center is fully equipped and now is open. - Vocational diploma (1st batch started on 15 November 2022 with 15 students). - Online workshop was conducted. - Institutional commitment letter was sent from Electrical and Mechanical Engineering departments. - Hosted RWTH-AACHEN visit to Jordan. 	<ul style="list-style-type: none"> - Info-day to be conducted. - 1 MoU to be signed. - In-house training workshops for BME, RWTH-Aachen, UD, TH-OWL, UNIVAQ and NTUA workshops to be conducted. - Curriculum development excel sheet to be filled. - Start of the Professional diploma. - Students to be registered on the E-learning platform.
<p>ZUJ</p>	<p>Dr. Loai Dabbour</p>	<ul style="list-style-type: none"> - ECO-CAR Center is fully equipped and now is open. - Vocational diploma (1st batch started on 8 January 2023 with 15 students). - Institutional commitment letter was sent from the Faculty of Engineering. - Hosted RWTH-AACHEN visit to Jordan. 	<ul style="list-style-type: none"> - Info-day to be conducted. - In-house training workshops for UD, TH-OWL, UNIVAQ and NTUA workshops to be conducted. - Online workshop to be conducted. - 1 MoU to be signed. - Curriculum development excel sheet to be filled. - Students to be registered on the E-learning platform.

ECO-CAR Work packages (WPs)

WP1: Establishing university-enterprise cooperation

Duration: M1 to M36

Lead University: Jordan University of Science and Technology (JUST)

Co-Lead University: Mutah University (MU), Al-Hussein bin Abdullah II Technical University (HTU) & Universidad de la Iglesia de Deusto Entidad Religiosa (UD)

Overall Plan:

Number	Plan	Duration
1	Proactively identify and seek out network members from different locations.	M1
2	Provide the network members with the needed information about the project aims and activities.	M1
3	Prepare a registration form.	M1
4	Creating a Network of Community Support professionals, potential funders and investors and other stakeholders. The Network members will be involved in different activities of the project.	M5
5	Conduct meetings with enterprises to include them in the design and implementation of the project, to understand stakeholders' interests, concerns and culture.	M5
6	Organise workshops and seminars to exchange information.	M6-M36
7	Sign collaboration agreements with enterprises and training centres to let the students make their internships.	M6

Eng. Salaheddin Abu Yahya (JUST) presented the progress of this work package, registration form as two versions are prepared (Arabic and English) to accommodate with the mother language of the target sector, and the number of registered members in the network since the collected responses are stated below:

Jordanian Partners	Number of network members registered	Remained number of network members to be registered	European Partners	Number of network members registered	Remained number of network members to be registered
UJ	13	0	TH-OWL	2	0
JUST	13	0	UD	3	0
TTU	10	0	NTUA	5	0



BAU	8	2	RWTH-Aachen	1	1
MU	9	1	UNIVAQ	2	0
HTU	9	1	BME	1	1
ASU	7	3	Total	<u>14 members</u>	<u>2 members</u>
ZUJ	9	1			
Total	<u>78 members</u>	<u>8 members</u>			

Notes:

- Add one stakeholder to the google sheet (For Eng. Salaheddin)

<https://docs.google.com/spreadsheets/d/1wbNbihBEGS7ZtUPJZOE44wwlv620SzZ7/edit#gid=1639146612>

And agreed on the following:

No.	Task	Responsibility	Deadline
1.	ASU have to provide at least 2 members for ECO-CAR Network.	ASU	31 Oct 2023
3.	Organise workshops and seminars to exchange information. - 4 workshops were conducted. - Each university to conduct one workshop.	All partners	Continuous progress
4.	Sign collaboration agreements with enterprises and training centres to let the students make their internships. - 5 partners (UJ, HTU, JUST, TTU and BAU) have signed agreements. - 1 agreement should be signed by these partners (ZUJ, ASU and MU).	JO partners	31 Oct 2023
5.	To invite one stakeholder to give lecture in their university and Meeting with stakeholders to manage the students training.	JO partners	Continuous progress
6.	5 th Newsletter to be circulated to stakeholders.	HTU with JUST	30 Sep 2023

WP 2: Baseline Study

Duration: M1 to M6

Lead University: Applied Science University (ASU)

Co-Lead University: Tafila Technical University (TTU), Al-Balqa Applied University (BAU) & Universita Degli Studi Dell'Aquila (UNIVAQ)

Overall Plan:

Number	Plan	Duration
1	WP leader will set a detailed plan for the WP.	M1

2	WP leader will design the four surveys in coordination with WP5 leader and submit them to be approved by Technical Committee.	M2
3	Partners will circulate the surveys to the target groups.	M2
4	Co-leaders will analyze the responses under the leader supervision and generate one report.	M4
5	Other WP's will be based on generated results of this surveys.	M5
6	Progress report to be provided by WP leader every 6 months based on collected feedback from Co-Leaders.	M6

Dr. Hanan Saleet (ASU) presented the progress of this work package and the action plan, and agreed on the following:

No.	Task	Responsibility	Deadline
1.	Final version of the report has been submitted and approved by all partners and stakeholders	WP leader and scientific committee	submitted
2.	The scientific paper has been published.	UJ, ASU, BAU, TTU	submitted
3.	Distribute tasks among participants for preparing the 2 nd research paper. Suggested topic "The outputs from the sustainability WP for the ECO-CAR project"	ASU	30 Sep 2023

WP 3: Capacity Building

Duration: M5 to M33

Lead University: National Technical University of Athens (NTUA)

Co-Lead University: Applied Science University (ASU), Rheinisch-Westfaelische Technische Hochschule Aachen (RWTH Aachen) & Budapesti Muszaki es Gazdasagtudomanyi Egyetem (BME)

Overall Plan:

Number	Plan	Duration
1	WP leader will set a detailed plan for the WP.	M5
2	WP leader will set selection criteria for the workshops.	M5
3	Workshop topics will be matching the hosting university expertise (Topics in electrical and hybrid vehicles and how to prepare and teach e-courses): a. (6) Training workshops in 5 EU countries for (90) academic and technical staff, (M7, M10, M13, M16, M19, M21).	M7-M33



	<p>b. (1 or 2) Training workshop in 3 or 4 EU countries for (24) students in Europe, (M30-M33).</p> <p>c. (8) Technology-enhanced (In-house) teacher training for (600) staff member.</p>	
4	Progress report to be provided by WP leader every 6 months based on collected feedback from Co-Leaders.	

Dr. Clio Vossou (NTUA) presented the progress of Capacity Building Plan work package and the action plan. Also, upcoming trainings and EU visits were discussed as follows:

- **TOT Workshops by EU:**

University	Presenter	Details
Technische Hochschule Ostwestfalen-LIPPE (TH-OWL) - Staff	Prof. Salman Ajib	Only Outcomes
National Technical University of Athens (NTUA)	Prof. Dimitris Koulocheris Dr. Clio Vossou	Upcoming workshop Agenda (25-29 Sep 2023)
Universita of L'Aquila – Staff	Prof. Michele Anatone	Upcoming workshop Agenda (11-15 Sep 2023)

- **EU visits:**

Universities	Proposed Dates
RWTH	Conducted on 22-24 th August 2023
TH-OWL	Oct 2023 / Jan 2024
BME	10-14 December 2023
UD	14-15 November 2023
UNIVAQ	Jan 2024
NTUA	Nov/Dec 2023 As well as Jan 2024



- **Student training:**

University	Date	Details
TH-OWL	12-23 June 2023	Prof. Salman Ajib has presented the Outcomes of the workshop at TH-OWL.
UNIVAQ	11-22 September 2023	Prof. Michele Anatone presented the agenda of the upcoming workshop.
BME	16-27 October 2023	Dr. Mate Zoldy presented the agenda of the upcoming workshop.

Following were agreed on:

No.	Task	Due Date
1.	Next online workshops will be by ZUJ.	31 October, 2023
2.	Update the "Capacity Building Plan" report to include the physical training workshops for the students, and EU visits to Jordan.	31 October, 2023
3.	EU visits to Jordan and to be confirmed via email.	30 September, 2023
4.	All training materials to be submitted by email to WP leader	30 September, 2023

WP 4: Establishment of EV/HEV labs

Duration: M6 to M21

Lead University: Al-Balqa Applied University (BAU)

Co-Lead University: The University of Jordan (UJ), Jordan University of Science and Technology (JUST) & National Technical University of Athens (NTUA)

Overall Plan:

Number	Plan	Duration
1	WP leader will set a detailed plan for the WP.	M2
2	Prepare a list of main components in ECO-CAR centers.	M2
3	WP leader and co-leaders will set the list of needed equipment based on WP2.	M4
4	Central Tender is published.	M10



5	Center is fully equipped and operational.	M18
6	Center establishment.	M21
7	Progress report to be provided by WP leader every 6 months based on collected feedback from Co-Leaders.	

Dr. Ma'moun Al-Smadi (BAU) presented the progress of this work package and the action plan, all equipment received by the universities to be received soon.

And was agreed on:

No.	Task	Responsibility	Due Date
1.	Receive rest of Equipment by Jordanian Partners.	JUST	30 Sep 2023
2.	Setup equipment in center/Lab in the relevant department, and stick EU stickers to all equipment and conduct an opening ceremony. - 5 partners (UJ, ZUJ, MU, TTU, BAU) have conducted the Lab opening. - TTU to send the lab opening report. - Lab Opening ceremony from these partners (ASU, JUST, HTU).	JO partners	31 Oct 2023
3.	Prepare reports in each university for the lab and equipment to be sent to WP leader and JU, 1 final report to be sent by WP leader.	JO partners	31 Oct 2023
4.	Entry and Exit bonds to be ready	JO partners	15 Oct 2023

WP5: Developing ECO-CAR Professional Diploma

Duration: M4 to M34

Lead University: Budapesti Muszaki es Gazdasagtudomanyi Egyetem (BME)

Co-Lead University: The University of Jordan (UJ), Technische Hochschule Ostwestfalen-LIPPE (TH-OWL), Rheinisch-Westfaelische Technische Hochschule Aachen (RWTH Aachen) & Universita Degli Studi Dell'aquila (UNIVAQ)

Overall Plan:

Number	Plan	Duration
1	WP leader will set a detailed plan for the WP with due dates.	M4-M6
2	Courses selection based on WP2 results.	M7
3	WP leader will prepare a course outline template with learning outcomes.	M8
4	Creation of committees responsible to develop the selected courses.	M9
5	Diploma accreditation.	M12

6	Tuning Workshop.	M15
7	Courses are developed.	M20
8	Piloting phase.	M16-M34
9	Progress report to be provided by WP leader every 6 months based on collected feedback from Co-Leaders.	

Prof. Ahmed Al-Salaymeh has briefly discussed the progress of this work package and its tasks.

First session: each cluster leader presented the cluster courses:

University	Presenter	Status
Cluster 1: Hybrid and Electric Vehicle Basics	Dr. Ma'moun Al-Smadi	Done
Cluster 2: Battery Storage Technology, Charging systems, and Recharging Infrastructure	Eng. Florian Ringbeck	ZUJ to update the course upon the reviewer's comments.
Cluster 3: Electric and Hybrid Vehicles Diagnosis for Maintenance and Repair	Dr. Wael Adaileh	Done
Cluster 4: Internal Combustion Engines in Hybrid Vehicles	Eng. Adam Nyerges	Done
Cluster 5: Automotive Electricity, Electronics, Sensors, and Actuators	Dr. Muhannad Al-Tarifi	Done
Cluster 6: Vehicle Dynamics	Dr. Hanan Saleet	Done
Cluster 7: Health and Safety	Dr. Mohammad Almajali	Done
Cluster 8: Electrical Machines and Drives	Prof. Salman Ajib	Done
Cluster 9: Labs & Workshops	Dr. Ma'moun Al-Smadi	Done

And agreed on the following:

No.	Task	Responsibility	Deadline		
1	All recordings for FG3 courses	Vocational diploma committee	30 Sep 2023		
	Course title			Responsibility	Status
	Safety in Hybrid and Electric Vehicles			MU	Not submitted
	Basic of Electricity and Electronics			UJ	Submitted
	Hybrid and Electric Vehicles Systems			TTU	Submitted
	Internal Combustion Engine			MU	Submitted
	Cooling & Lubrication Systems			HTU	Submitted
	Powertrain system			ASU	Submitted



Steering & Suspension Systems	ASU	Not submitted		
Braking and Air bag System	ASU	Not submitted		
Control Systems	JUST	Not submitted		
Sensors	ZUJ	Not submitted		
Diagnostics and troubleshooting	BAU	Not submitted		

Second session: each university presented the Diplomas implementation:

University	Starting date	Students enrolled
The University of Jordan (UJ)	Vocational Diploma 1 st batch (2/10/2022) 2 nd batch (3/9/2023)	1 st batch: 23 students 2 nd batch: 17 students
Jordan University of Science and Technology (JUST)	Vocational Diploma 1 st batch (27/12/2022) 2 nd batch	1 st batch: 11 students 2 nd batch
Mutah University (MU)	Vocational Diplomas (1/9/2022)	13 students
Tafila Technical University (TTU)	Community College Diploma (2/10/2022)	17 students
	Vocational Diploma (26/3/2023)	15 students
Al-Balqa Applied University (BAU)	Community College Diploma (9/10/2022)	56 students
	Vocational Diploma (26/2/2023)	7 students
Al-Hussein bin Abdullah II Technical University (HTU)	Vocational Diploma (11/9/2022)	22 students
Applied Science University (ASU)	Vocational Diploma 1 st batch (15/10/2022) 2 nd batch (5/3/2023)	1 st batch: 15 students 2 nd batch: 13 students
Al-Zaytoonah University of Jordan (ZUJ)	Vocational Diploma (8/1/2023)	15 students

University	Diplomas to be launched
The University of Jordan (UJ)	Professional Diploma
Mutah University (MU)	Professional Diploma

WP6: Quality and Impact Evaluation

Duration: M1 to M36

Lead University: Universidad de la Iglesia de Deusto Entidad Religiosa (UD)

Co-Lead University: Tafila Technical University (TTU), Al-Zaytoonah University of Jordan (ZUJ) & Budapesti Muszaki es Gazdasagtudományi Egyetem (BME)

Overall Plan:

Number	Plan	Duration
1	Quality committee will be formed during the kick off meeting.	M1
2	WP leader will set a detailed plan for the WP with due dates.	M2
3	WP leader will prepare online evaluation links for all meetings, workshops and circulate them to partners after each event, and the results will be analyzed by the co-leaders.	M2
4	WP leader will prepare the Quality assurance tools.	M5
5	WP leader will prepare online evaluation links for all piloted courses, and circulate them to partners, and the results will be analyzed by the partners.	M10
6	Courses will be peer reviewed against a developed checklist.	M12
7	External evaluator will be appointed by WP leader.	M12
8	Progress report to be provided by WP leader every 6 months based on collected feedback from Co-Leaders.	

Dr. Ivan Dyukarev presented the progress of Quality and Impact Evaluation Plan work package and the action plan for the next stages, and following were agreed on:

No	Task	Responsibility	Due Date
1.	Evaluate the meeting	UJ	During the meeting
2.	The project performance survey will be delivered to partners by the QM within 10 days after the end of corresponding period. Partners must respond within 1 week after receiving the survey. If after a week the participation percentage is <50%, a reminder will	UD	Continuous process

	be sent, allowing 1 week after the uploading of the survey to complete it.		
3.	The QM (with the support of the EE) within 10 days after the deadline of the surveys, will collect all the answers from the partners, perform a statistical analysis and integrate them into a report which will reflect the views of the consortium on its progress, including any suggestions for changes and improvements. The results of this measurement will be part of the corresponding Quality and Monitoring report .	UD	Continuous process
4.	After each measurement, a Short Quality and Monitoring report will be drawn up. The meeting is considered approved if the weighted average for the percentage of agreement is more than equal than 70% of answers. Scores less than this will require corrective actions by the partnership, led by the Project Coordinator (PC).	UD	Continuous process
5.	Every 6 months, a global analysis is made of all the Short Quality and Monitoring reports carried out in that period, which will form part of the Quality and Monitoring report .	UD	Continuous process
6.	After the end of the training/workshop/course , each participant will be asked to rate several aspects of the training; evaluations will be done on the spot. The questionnaires include closed questions as well as open-ended questions for remarks, comments and suggestions. All attendees are expected to fill the survey before leaving. If after the meeting the participation percentage is <50% , a reminder will be sent allowing 1 week after the uploading of the survey to complete it.	UD	Continuous process
7.	Project performance evaluation (within 10 days after the end of corresponding period) <ol style="list-style-type: none"> 1. First evaluation done in May 2022 2. Second evaluation: period deadline 15/06/2022, evaluation date 25/06/2022 3. Third evaluation: period deadline 15/12/2022, evaluation date 25/12/2022 4. Fourth evaluation: period deadline 15/06/2023, evaluation date 25/06/2023 5. Fifth evaluation: period deadline 15/12/2023, evaluation date 25/12/2023 	UD	Quality and Monitoring reports First report: 30/06/2022 Second report: 25/07/2022 Third report: 25/01/2023 Fourth report: 25/07/2023 Fifth report: 25/01/2024

8.	Course impact evaluation			UD and JO partners	Deadline 31 October 2023
9.	Key project deliverables peer review			All partners	Deadline 31 October 2023
	Deliverable	Reviewer 1	Reviewer 2	Reviewer 3	
	D2.1 Key competencies needed by employers in Jordan in the field of EV/HEV	Mutah University LTD - Omer Maaitah	Technische Hochschule Ostwestfalen-LIPPE - Salman Ajib	External evaluator - Sandra Marcos	
	D3.1 Capacity Building Plan	Al-Balqa Applied University - Rebhi Damseh	Rheinisch-Westfaelische Technische Hochschule Aachen - Dirk Uwe Sauer	External evaluator - Sandra Marcos	
	D5.2 Virtual Learning Portal	Al-Hussein bin Abdullah II Technical University - Amjed Al Fahoum	Budapesti Muszaki es Gazdasagtudományi Egyetem - Máté Zöldy	External evaluator - Sandra Marcos	
	D7.1 Dissemination and sustainability plan	Tafila Technical University - Ahmad Mustafa	National Technical University of Athens – NTUA - Clio Vossou	External evaluator - Sandra Marcos	
	D7.2 Project Website and Social Networks	Applied Science University - Hanan Saleet	Universita Degli Studi Dell'aquila - Anna Tozzi	External evaluator - Sandra Marcos	
10.	Third External Evaluator report			UD	Deadline 10 February 2023

WP7: Dissemination and Sustainability

Duration: M1 to M36

Lead University: Al-Hussein bin Abdullah II Technical University (HTU)

Co-Lead University: Mutah University (MU), Al-Zaytoonah University of Jordan (ZUJ) & Technische Hochschule Ostwestfalen-LIPPE (TH-OWL)

Overall Plan:

Number	Plan	Duration
1	Dissemination committee will be formed during the kick off meeting.	M1
2	Project website will be designed, hosted and managed by University of Jordan.	M1
3	Facebook page will be created and managed by University of Jordan.	M1
4	Promotional Materials will be designed by Work Package leader.	M2
5	WP leader will set a detailed plan it will include plans for Dissemination, Sustainability and Networking.	M3

6	E-Learning platform will be created and managed by University of Jordan.	M12
7	Tester courses workshops and will be organized in Jordan.	M18
8	A two-day Final dissemination conference will be held at University of Jordan.	M35
9	Progress report to be provided by WP leader every 6 months based on collected feedback from Co-Leaders, the report will cover all Work packages.	

Prof. Tarek Tutunji discussed the progress of Dissemination and Sustainability Plan work package and the action plan for the next stages. Following were agreed on:

No.	Task	Responsibility	Due Date
1.	WP leader has approved the final version of the Dissemination and Sustainability Plan with the steering committee.	HTU	Accomplished
2.	HTU prepared the 5 th newsletter and will distribute it to the partners to collect their feedback.	HTU	Waiting for partners feedback
3.	Each partner has to conduct an info day per year.	JO partners	One Info Day per JO University per year
4.	Tester Course Workshop.	JO partners	Accomplished at UJ on 22.9.2022
5.	HTU Prepared the marketing plan for ECO-CAR diploma.	HTU and Co-leaders	Accomplished
6.	One video to be created about ECO-CAR by those working on it.	HTU with All partners	Oct 2023
7.	WP leader has to develop a Sustainability Plan.	JO Partners	Oct 2023
8.	All partners are to share the social media links and website with their students.	All partners	Continuous task
9.	Sustainability form to be submitted by MU and JUST.	MU and JUST	21 Sep 2023
10.	Sustainability Feasibility Excel file to be submitted by MU, JUST, UJ, ZUJ and BAU.	MU, JUST, UJ, ZUJ and BAU	21 Sep 2023
11.	Info day to be conducted by ASU and ZUJ	ASU and ZUJ	30 Sep 2023

The following link is for the WP drive to upload the supplement documents:

https://drive.google.com/drive/folders/1sg9BxYmmd3004tJp_9cxtBrAbgNdoB5V?usp=sharing

The following link has the feasibility study and sustainability plan excel sheets and their instructions:

https://fisjo-my.sharepoint.com/:f:/g/personal/eco-car_ju_edu_jo/EpfqwC6phz5FjWIOTxohYtMBlrF1A1DiHUfyxCC04QSiEw?e=78n1ZE

ECO-CAR Website:

<http://sites.ju.edu.jo/en/ECO-CAR/Home.aspx>

ECO-CAR Facebook Page:

<https://www.facebook.com/Eco-Car-100321388735706>

ECO-CAR LinkedIn:

<https://www.linkedin.com/in/eco-car-a650ab214/>

ECO-CAR YouTube:

<https://www.youtube.com/channel/UC5Oj5CoWQHduOMySLGgoF6Q>

WP8: Project Management

Duration: M1 to M36

Lead University: The University of Jordan (UJ)

Overall Plan:

Number	Plan	Duration
1	A Steering Committee (SC) will be established during the kick-off meeting part 2 with 1 representative from each partner.	M1-M36
2	A Technical and Scientific Committee (TSC) will be established during the kick-off meeting part 2.	M1-M36
3	6 coordination meetings will be conducted in Amman (KOM), Budapest, Aachen, Athens, Deusto and Amman (FC).	M1-M36
4	Monthly virtual status meetings via web-conferencing.	M1-M36
5	Regular communication will be conducted by e-mail and shared electronic database.	M1-M36
6	Progress report will be prepared every six months.	M1-M36

Prof. Ahmed Al-Salaymeh presented the progress of each work package and what is needed from partners, as tasks and activities of Project Management work package and the action plan for the next stages, and was agreed on:

No.	Task	Responsibility	Due Date
1.	Regular communication will be conducted by e-mail and shared electronic database.	UJ	Continuous Progress
2.	5 th Progress reports were submitted by each WP leader.	WPs leaders	Submitted
3.	The next Online Management Meeting	UJ	30 Oct 2023 (2-4 pm CET)



Steering Committee Meetings Schedule

#	Meeting	Destination	Date
1	Kick off Meeting	Amman – (Online)	January / February, 2021
2	2 nd Steering Committee Meeting	Athens	10 th – 12 th March ,2022
3	3 rd Steering Committee Meeting	TH-OWL	30 th of June – 1 st of July, 2022
4	4 th Steering Committee Meeting	UD	15 th – 17 th March, 2023
5	5 th Steering Committee Meeting	Aachen	5 th – 6 th September 2023
7	Final Conference	Amman	9-10 January 2024

Finally, Prof. Ahmed has presented the conclusion of the 2 days meeting and got the final confirmation for the resulted tasks and decisions. Prof. Ahmed thanked the participants for their attendance and thanked the host partner for their efforts in conducting the meeting.

Meeting Evaluation Link:

[5th Steering Committee Meeting in AACHEN \(google.com\)](#)

Photos

The meeting photos can be reached via this link:

https://drive.google.com/drive/folders/1IGtMnN1562frLu50sp0L088w-VHQH-c3?usp=drive_link