



**ERASMUS+ PROGRAMME**  
**Project Number: 573927-EPP-1-2016-1-JO-EPPKA2-CBHE-JP**

**EGREEN:**  
**Development of Environmental Engineering Courses and Injection of Climate  
Change Concept For Undergraduate Curriculum**

**Minutes of the First Local Meeting (1)**

**The University of Jordan**

**Amman-Jordan**

**April 15, 2017**



Co-funded by the  
Erasmus+ Programme  
of the European Union

This Project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

## EGREEN First Local Meeting (1)

April 15, 2017

Venue: School of Engineering

### Participants list:

No.	Participant Name	Position
<b>The University of Jordan (UJ)</b>		
1.	Prof. Ahmed Al-Salaymeh	EGREEN Project Coordinator
2.	Prof. Mohammad Hamdan	Professor at Mechanical Engineering Department
3.	Dr. Osama Ayadi	Assistant Professor at Mechanical Engineering Department
4.	Eng. Leena Marashdeh	Research Assistant at School of Engineering
5.	Ms. Hanan Hasan	Research Assistant at School of Engineering
<b>The German-Jordanian University (GJU)</b>		
6.	Dr. Louy Qoaidar	Assistant Professor at Energy Engineering Department
<b>Al al-Bayt University (AABU)</b>		
7.	Dr. Moayyad Shawaqfah	Dean of Engineering College
8.	Dr. Ali Nouh AlQudah	Al al-Bayt University
<b>Al-Zaytoonah University of Jordan (ZUJ)</b>		
9.	Dr. Loai Dabbour	Vice Dean for Faculty of Engineering/ Assistant Professor at Department of Architecture
10.	Eng. Eman Abdelhafez	Dean Assistant for quality assurance at the engineering Faculty/ Lecturer in Alternative energy technology department
<b>Mutah University (MUTAH)</b>		
11.	Prof Omer Maaitah	Dean of the Faculty of Engineering
12.	Dr. Mohammad Almajali	Mutah University
<b>Jordan University of Science and Technology (JUST)</b>		
13.	Prof. Fahmi Abu Al-Rub	Professor at Chemical Engineering Department
14.	Prof. Saeb A. Khresat	Jordan University of Science and Technology
15.	Prof. Suhil Kiwan	Jordan University of Science and Technology

## Introduction

Prof. Ahmed Al-Salaymeh welcomed the partners, and presented the distribution of responsibilities among partners as follow:

Number	Title	Coordination			Estimated Start\ End Date
		Coordinator	Co- Coordinator	Other partners involved	
WP1	Networking	JUST	P&B	All	15/10/2016 To 14/10/2019
WP2	Scoping and training needs	UIBK	TU, AABU	All	1/1/2017 To 1/7/2017
WP3	Development of Study Plan and Curricula	HS-OWL	ZUJ, MUTAH,TU	All	1/8/2017 To 1/4/2018
WP4	Development of Online Content and Competencies	UCP	JUST, AU	All	1/12/2017 To 1/4/2018
WP5	Capacity Building	TUHH	GJU, ABU	All	1/1/2018 To 1/10/2018
WP6	Monitoring and Evaluation	GJU	TUHH	All	1/11/2016 To 1/10/2019
WP7	Dissemination and Sustainability	ABU	ZUJ, P&B	All	1/11/2016 To 1/10/2019
WP8	Management	UJ	-	All	15/10/2016 To 14/10/2019

Prof. Al-Salyameh asked the partners to improve the level of the communication and coordination between the WP leaders and the co-leaders, in order to stick to the proposed action plans and achieve the needed outcomes.

## WP1- Networking

### 1. WP1: Networking

Title	Major Activities	Coordination			Estimated Start\END Date
		Coordinator	Co-Coordinator	Other partners involved	
WP1: Networking	<b>Task 1.1</b> : Elaboration of Agreement, Members List and Statute	JUST	P&B	All	15/10/2016 To 14/10/2019

The partners discussed the action plan of the WP 1 as it was agreed on at the kick off meeting, and presented the achieved progress and the deviations in the WP1. The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Previous Due Date	Status	New Due Date
1.	To elaborate the model of agreement between the Stakeholders and EGREEN project (including the description of the network objectives, rights and obligations of partners and procedures)	WP Leader/Co-leader	03/03/2017	Achieved	-
2.	To circulate the model of agreement between the Stakeholders and EGREEN project between the partner for comments/opportunities for improvements	All partners	17/03/2017	Achieved	-
3.	To consolidate the comments from partners in a final version of model of agreement between the Stakeholders and EGREEN project	WP Leader/Co-leader	20/03/2017	Achieved	-
4.	To approve the proposed version of model of agreement between the Stakeholders and EGREEN project	Project Coordinator	27/03/2017	Achieved	-
5.	To identify a list of potential stakeholders to be approached by EGREEN	All partners	27/03/2017	Achieved	-
6.	The list will be approved	AU JUST	16/4/2017	On going	April 16, 2017



7.	To start the first round of contacts with potential stakeholders	All partners	30/03/2017 to 30/06/2017	On going	April 20, 2017
8.	To create/publish the first list of stakeholders in EGREEN website	Project Coordinator (UJ)	28/07/2017	On going	July 28, 2017
9.	Continuous up-dating of the stakeholders database	All partners/WP Leaser	31/07/2019	Not yet	July 31, 2019

### WP2- Scoping and training needs

Title	Major Activities	Coordination			Estimated Start\End Date	
		Coordinator	Co-Coordinator	partners involved		
WP2: Scoping and training needs	<b>Task 2.1:</b> Scoping and Market Needs Analysis	UIBK	TU, AABU	All	1.4.2017	1.1.2017 To 1.7.2017
	<b>Task 2.2:</b> Scoping and Market Needs Analysis				1.5.2017	
	<b>Task 2.3:</b> Planning and Methodologies				1.7.2017	

The partners discussed the action plan of the WP2 as it was agreed on at the kick off meeting, and presented the achieved progress and the deviations in the WP2. The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Due Date	Status	New Due Date
1.	Prepare the first drafts of both surveys:  1. Stakeholder Survey 2. Survey on teaching and management facilities and on the structure of the partner universities	UIBK	Feb 22, 2017	Achieved	-



2.	Reviewe the surveys by the quality committee and send comments	Quality Committee	Feb 28, 2017	Achieved	-
3.	The surveys will be translated to Arabic	AABU TU	March 31, 2017	Achieved	-
4.	List of targeted stakeholder from Syria and Jordan	AABU (Leader) TU AU	March 31, 2017	On going it will the same for stakeholders	April 16, 2017
5.	Prepare three pages report about the government policies and regulations in each country	Co-chairs TU AABU	May 31, 2017	On going	May 31, 2017
6.	The survey results will be collected	JO partners SY partners	April, 2017	On going	April 30, 2017
7.	The surveys will be analyzed, and the final report including the two surveys analysis will be prepared	UIBK	May 31, 2017	Not yet	May 31, 2017

### WP3-Development of Study Plan and Curricula

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
<b>WP3: Development of Study Plan and Curricula</b>	<b>Task 3.1:</b> Workshop on Curricula Updating	HS-OWL	ZUJ, MUTAH,TU	All	1/9/2017	1.8.2017 To 1/4/2018
	<b>Task 3.2:</b> Selection of Pilot Courses and Labs				1/11/2017	
	<b>Task 3.3:</b> Detailed Design of Pilot Courses				1/2/2018	
	<b>Task 3.4:</b> Accreditation of New Curricula				1/6/2018	
	<b>Task 3.5:</b> New Curricula for environment Courses				15/9/2018	
	<b>Task 3.6:</b> Establishment of Environmental lab				15/4/2018	

	<b>Task 3.7:</b> Monitoring and Feedback Methodology and Reports				1/10/2018	
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The partners discussed the action plan of the WP3 as it was agreed on at the kick off meeting, and presented the achieved progress and the deviations in the WP3. Partners overviewed the potential courses for development and discussed them. The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Due Date	Status	New Due Date
1.	Each partner university has to send Prof. Salman the list of courses to be developed/created based on the workshop result	JO Partners SY Partners	Mid-March, 2017	Ongoing, ZUJ will collect and group the courses and send it	April 20, 2017 for partners list April 30, 2017 for grouped list by ZUJ
2.	Prof. Salman will send the summary/feedback for the partners	OWL-UAS	Mid-April, 2017	Not yet	Mid-May, 2017
3.	The chairmen of Energy, Water, Environment groups (Prof. Wolfgang, Mr. Baptista, Prof. Kaltschmitt), will determine the contents of the courses and send them to Prof. Salman	TUHH UIBK P&B	Mid-May, 2017	Not yet	Mid-June, 2017
4.	Prof. Salman will Prepare the proposal summary	OWL-UAS	One month after receiving the content	Not yet	One month after receiving the content
5.	Each partner has to confirm the selected courses by the department and/or Administration (Accreditation)	JO Partners SY Partners	One and a half month	Not yet	May, 2017
6.	The selected courses well be defined and specified so they will be viewed in the next meeting in Hoxster on Sep 13-15, 2017	OWL-UAS	End of August, 2017	Not yet	End of August, 2017



## WP5- Capacity Building

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP5: Capacity Building	<b>Task 5.1:</b> Development a Capacity Building Programme	TUHH	GJU, ABU	All	1/3/2018	1.1.2018 To 1/10/2018
	<b>Task 5.2:</b> Academic Visits to EU Partners				1/7/2018	
	<b>Task 5.3:</b> Students Visits to EU Partners				1/7/2018	
	<b>Task 5.4:</b> Training Workshops in environment in Jordan and Syria				1/10/2018	

The partners discussed the action plan of the WP5 as it was agreed on at the kick off meeting, and presented the achieved progress and the deviations in the WP5. Partners overviewed the potential courses for development and discussed them. The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Due Date	Status	New Due Date
1.	Prepare the capacity building plan including the aims, the training time table and destinations, the suggested agenda, and the selection criteria for staff and students  Communicate with European partner to check the availability for hosting the workshops	TUHH GJU ABU	May, 2017	Ongoing	May, 2017



## WP6- Monitoring and Evaluation

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP6: Monitoring and Evaluation	<b>Task 6.1:</b> Quality Committee	GJU	TUHH	All	1/2/2017	1.11.2016 To 1/10/2019
	<b>Task 6.2:</b> External Evaluation				1/8/2019	
	<b>Task 6.3:</b> Monitoring, Evaluation Plan, and reports				15/4/2017	
	<b>Task 6.4:</b> Mid-Term Evaluation Report				1/4/2018	
	<b>Task 6.5:</b> Final Evaluation Report				1/9/2019	

The partners discussed the action plan of the WP6 as it was agreed on at the kick off meeting, and presented the achieved progress and the deviations in the WP6. The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Due Date	Status	New Due Date
1.	The kick off meeting evaluation form will be ready and distribute to the participants	GJU	Feb 28, 2017	Achieved, but the result of the analyses havent recieved yet	April, 2017
2.	Quality committee will be formalized	All partners	Feb 21, 2017	Achieved	-
3.	Prepare Quality plan	Quality committee	March 31, 2017	On going	April 30, 2017
4.	Prepare templates for the reports and dissemination material checklists for different outputs	Quality committee	March 31, 2017	On going	April 30, 2017

5.	Prepare template for the monitoring or progress report and produce the first issue for the first six months.	Quality committee	April 30, 2017	On going	April 30, 2017
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### WP7-Dissemination and Sustainability

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP7: Dissemination and Sustainability	<b>Task 7.1:</b> Communication Plan to Disseminate Activities	ABU	ZUJ, P&B	All	1/3/2017	1.11.2016 To 1/10/2019
	<b>Task 7.2:</b> Info-Days "Environments and Climate Change"				1/6/2018	

The partners discussed the action plan of the WP7 as it was agreed on at the kick off meeting, and presented the achieved progress and the deviations in the WP7. The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Due Date	Status	New Due Date
1.	Prepare dissemination plan (report)	ABU ZUJ	March, 2017	Ongoing	April, 2017
2.	Conduct national stakeholder workshops	JO partners SY partners	April 2017	Achieved	March 5-6, 2017 for Jordan
3.	First issue of newsletter	UJ	-	Ongoing	April, 2017
4.	Conduct Info-days (open door days- Environment and Climate Change)	JO partners SY partners EU partners	June, 2017	Ongoing	April-June, 2017
5.	First poster about EGREEN project Arabic /English June 2017	ABU ZUJ	June, 2017	Ongoing	June, 2017
6.	Prepare the sustainability plan	P&B ABU ZUJ	August 2017	Ongoing	August 2017
7.	Conduct a two seminars in Jordan and Syria to publicize developments and	JO partners SY partners	November, 2017	Not yet	November, 2017



	encourage participation of students from all over Jordan and Syria.				
8.	Second flyers and posters will also be distributed to all stakeholders to show progress.	JO partners SY partners	July, 2018	Not yet	July, 2018
9.	Multilingual Video which will promote EGREEN program through the witness of teachers and the trained professionals.	JO partners SY partners	August 2018	Not yet	August 2018
10.	Activate the EGREEN website and posting the publication on it.	JO partners SY partners EU partners	April, 2017	Achieved	April, 2017
11.	The results will be disseminated through publications in international research journals and presentations in conferences	JO partners SY partners EU partners	April 2019	Not yet	April 2019
12.	Final conference for all EU, JO & SY partners in addition to students and Egreen Stakeholders to disseminate and exploit the project results,	UJ	August 2019	Not yet	August 2019



## 2. WP8: Management

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP8: Management	<b>Task 8.1:</b> Scientific committee	UJ	-	All	1/2/2017	15.10.2016 To 14/10/2019
	<b>Task 8.2:</b> Steering Committee				1/2/2017	
	<b>Task 8.3:</b> Operational management				14/10/2019	
	<b>Task 8.4:</b> EGREEN Website				1/4/2017	

No.	Task	Responsibility	Due Date
1.	Nominate participants by partners for the next steering committee meeting to be conducted on Hoxster on Sept 13-15, 2017	JO Partners SY Partners	April 20, 2017
2.	Next JO local partners meeting	JO Partners	May 18, 2017