

**ERASMUS+ PROGRAMME**

**Project Number: 618509-EPP-1-2020-1-JO-EPPKA2-CBHE-JP**

**ECO-CAR:**

**Vocational Training Diploma on Electrical and Hybrid Vehicles**

**5<sup>th</sup> Online Management Meeting**

**Agenda**

**The University of Jordan**

**Join Zoom Meeting**

**<https://zoom.us/j/92215633602>**

**Monday, July 26<sup>th</sup>, 2021**

**17:00 – 19:00**

**(Amman time)**



**Monday, July 26<sup>th</sup>, 2021**

**17:00 – 19:00**

**16:45 - 17:00**

**Registration**

**17:00 - 17:05**

**Welcoming Speech, by:**

**Prof. Ahmed Al-Salaymeh, General Project Coordinator at the University of Jordan.**

***Work Packages Discussion***

***Moderator of the sessions Eng. Rasha Albaik & Eng. Sara Tweissi***

**17:05 - 17:15**

**WP1: Establishing university-enterprise cooperation Plan, by Prof. Fahmi Abu Al-Rub and Eng. Salaheddin Abuyahya, JUST**

**The co-leaders of the WP1 are: MU, HTU, UD**

- **Task 1.1:** Establishing EV/HEV Vehicles Network.
- ❖ **Discussion of Wp1**

**Progress**

Task	Date	Status
Collecting networking registration forms from JO partners	14.07.2021	ZUJ doesn't submit and some partners still need more members.
Status of collecting networking registration forms from EU partners	14.07.2021	Partners still need more members
Schedule the 3rd networking workshop (the registered network members will be invited to a workshop in the beginning of the project to agree on the courses list and content).	July 2021	URGENT
Policy-makers will be invited to join project activities	14.07.2021	No actions taken yet!
Sign collaboration agreements with enterprises and training centers for internships, hiring graduates, lecturing in university etc. to achieve the benefit for both parties.	14.07.2021	UJ signed agreement with VTC. Other JO partners have to start with this task.
Preparing networking report	14.07.2021	Pending

**17:15– 17:25**

**WP2: Baseline Study Plan, by Dr. Mohammad Bani Khaled & Prof. Ayman Abu baker, ASU**  
**The co-leaders of WP2 are: TTU, BAU, UNIVAQ**

- **Task 2.1:** Summary of the key competencies needed by employers in Jordan in the field of EV/HEV.
- **Task 2.2:** Workshop with Enterprises and Vocational training centres.
- ❖ **Discussion of Wp2**

**Progress**

Task	Due Date	Status
Review and approve the final version of survey analysis report	14.05.2021	DELAYED



A workshop with enterprises in Jordan, will be conducted to review the report and agree on the final list of 8 courses.	July, 2021	<b>URGENT</b>
Start for preparing the scientific paper based on the survey analysis results		To be discussed in the meeting

**17:25 – 17:35**

**WP3: Capacity Building Plan, by Prof. Dimitrios Koulocheris, NTUA**

**The co-leaders of WP3 are: ASU, RWTH Aachen, BME**

- **Task 3.1:** Capacity Building Plan
- **Task 3.2:** Developing Training Materials
- **Task 3.3:** Training Workshops in Europe for staff and students
- ❖ **Discussion of Wp3**

#### Progress

Task	Due Date	Status
<b>Preparing capacity building plan.</b> The plan will include: - a programme for the proposed trainings in European partner's institutions, - a quality and impact assessment prepared in cooperation with the Quality committee.	14.07.2021	<b>DELAYED (Due to delays in delievering WP2 report)</b>
<b>Training Workshops in Europe for staff and students</b>		Select training material subject for each EU university and dates of the workshops.
<b>Developing Training Materials</b>	14.08.2022	Start preparing for the teaching material for staff and students workshops. (set outlines, objectives, goals, teaching methods, etc..)

**17:35 – 17:45**

**WP4: Establishment of EV/HEV labs plan, by Prof. Rebhi Damseh, BAU**

**The co-leaders of WP4 are: UJ, JUST, NTUA**

- **Task 4.1:** Lab design and equipment list
- **Task 4.2:** Implementation of labs and prepare manuals
- ❖ **Discussion of Wp4**

#### Progress

Task	Due Date	Status
<b>Purchasing equipment for JO partners</b>	14.09.2021	The tendering process is now in the level of announcement (publishing in newspapers)
<b>Implementation of labs and location of ECO-CAR center at each university. In addition to Smart Classrooms equipped with Smart</b>	14.09.2021	Pending

Board will be established for students in partner universities.		
Start preparing the manual for experiments	14.09.2021	Upcoming task
A server will be acquired by the university of Joran to host the project website and virtual learning platform.	14.09.2021	Upcoming task

17:45 – 18:10

**WP5: Developing ECO-CAR Professional Diploma Plan, by Dr. Máté Zöldy, BMU**

**The co-leaders of WP5 are: UJ, TH-OWL, RWTH Aachen, UNIVAQ**

- **Task 5.1:** Develop Diploma Study Plan and course description
- **Task 5.2:** Virtual Learning Portal
- **Task 5.3:** Accreditation of the diploma/courses
- **Task 5.4:** Develop courses content
- **Task 5.5:** Tuning Workshop
- **Task 5.6:** Piloting and implementation of ECO-CAR Professional Diploma
- **Task 5.7:** Integrating some new modules in existing programmes
- ❖ **Discussion of Wp5**

#### Progress

Task	Due Date	Status
Prepare a detailed work plan to develop diploma study plan and course description based on baseline study deliverables	14.07.2021	Report has to be submitted
Follow up with the latest updates for the diplomas courses selection with the responsible committees		Focus groups have to proceed further and conduct online and physical meetings.
Courses selection based on WP2 report results	14.07.2021	URGENT
<b>Accreditation of the diploma/courses</b> -The accreditation application will be done during the first year to avoid the delays and risks	14.01.2022	UJ has already started in the accreditation process. Other JO Universities have to start the action of accreditation.
Some modules will be integrated in the existing courses of bachelor and master programmes in Mechanical, Mechatronics and Electrical Engineering.	14.01.2022	To be discussed
Preparing a study plan template with learning outcomes	14.09.2021	Upcoming task
Preparing a course outline template include ECTS component and learning outcomes	14.09.2021	Upcoming task
<b>Develop diploma courses content</b> The courses will be prepared as online courses (i.e. power point videos, quizzes) and uploaded on a virtual learning platform created specifically for the project purposes, so the partners will have a full access to its content.	14.04.2022	This process starts once the courses are selected
<b>Tuning Workshop</b> Professors from each university will meet in Jordan to agree on the teaching methods, assessment procedures	14.04.2022	To be discussed



and delivery methods so that a consistent quality is achieved among partners. WP Leader and representatives from European partners will attend the workshop.		
<b>Create Virtual Learning Portal</b> - The Portal will be in English with at least 100 users - This platform could also be used for distance learning - Different roles will be allocated to different type of users (lecturers, students, visitors) - New pedagogical tools will be used to be more interactive that will include many pictures, videos and interactive activities	<b>14.10.2021</b>	<b>Upcoming task</b>

**18:10 – 18:20**

**WP6:** Quality and Impact Evaluation Plan, by Dr. Ivan Dyukarev, UD

The co-leaders of WP6 are: TTU, ZUJ, BME

- **Task 6.1:** Quality Assurance and Evaluation Plan
- **Task 6.2:** Applying Quality Assurance Tools
- **Task 6.3:** Impact Evaluation Reporting
- **Task 6.4:** External Evaluation.
- ❖ **Discussion of Wp6**

#### Progress

Task	Due Date	Status
<b>Applying Quality Assurance Tools</b> -Impact of first four meetings (analysis report) -Lab design checklist	Continuous process during the project life	Continuous task
Hiring EE	During the end of the first year	Quality committee will study the provided offers and appoint the evaluator. (online meeting can be conducted with QC to approve the best offer)
Quality Assurance and Evaluation Plan	14.04.2021	Submitted plan needs to be revised and approved by the Scientific and Quality Committees

**18:20 – 18:40**

**WP7:** Dissemination and Sustainability Plan, by Prof. Amjad Fahoum & Dr. Feras.Kafiah, HTU

The co-leaders of WP7 are: MU, ZUJ, TH-OWL

- **Task 7.1:** Dissemination and sustainability plan
- **Task 7.2:** Project Website and Social Networks
- **Task 7.3:** Printed and Electronic dissemination material.
- **Task 7.4:** Seminars, Workshops, and info days
- **Task 7.5:** Tester course workshop
- **Task 7.6:** Final Conference on Sustainable technologies in transportation
- ❖ **Discussion of Wp7**

## Progress

Task	Due Date	Status
Dissemination and Sustainability plan	14.04.2021	Submitted. To be revised by co-leaders, Quality and Scientific Committees
Design roll-up and brochure Disseminate ECO-CAR info through partners' official websites		Accomplished
Collecting partners info (website)		Accomplished by UJ
Project Website and Social Networks		Need to be followed by the WP leaders
Newsletter	Every 6 months	1 <sup>st</sup> issue should be ready by 14.07.2021
Workshops, seminars, and info days for staff and students will be conducted in each partner university (at least one annual activity per partner university in Jordan)	Over project life	
Dissemination activities (i.e. Publication in scientific journals, and documentary film)	By the end of the first year	WP2 report results to be published in scientific journals

18:40 – 19:00

**WP8:** Project Management Plan, by **Prof. Ahmed Al-Salaymeh, UJ**

- **Task 8.1:** Kick-off Meeting and other Consortium Meetings.
- **Task 8.2:** Establishment of Management and Operational Structures and running the project
- **Task 8.3:** Financial Management.
- **Task 8.4:** Reporting (Progress, Intermediate and Final Reports)
- **Task 8.5:** Hiring Financial Auditor
- ❖ **Discussion of Wp8**

## Progress

Task	Due Date	Status
The progress report has to be submitted by each WP leader. (Submitted each 6 months)	15.07.2021	Submitted by WP1 and WP6 until now. Other WPs still pending.
As stated in the proposal that the second meeting will be during M7 with a training workshop in Europe, the third meeting will be during M13 with a training workshop in Europe	Next August and February	To be discussed in the meeting. As it was planned to be in Budapest. Meetings will be separated from trainings.
Regulations will be established for each committee	01.09.2021	UJ will submit regulations soon
Summary of the meeting		Submitted within one week from the meeting
Schedule the 6 <sup>th</sup> meeting		After one month

19:00 **Wrap up & End of the meeting**