

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
8th Online Management Meeting

The University of Jordan

Amman-Jordan

Tuesday, November 9th, 2021
15:00 – 17:00



Participant List

No.	Participant Name	No.	Participant Name
The University of Jordan			
1.	Prof. Ahmed Al-Salaymeh	2.	Prof. Mohammad Hamdan
3.	Dr. Hussam Khasawneh	4.	Eng. Mohammad Masad
5.	Prof. Hashem Al-Khaldi	6.	Eng. Sara Al Twassi
7.	Ms. Hanan Hasan	8.	Eng. Rasha Al-Beek
Jordan University of Science and Technology			
9.	Eng. Salaheddin Abu Yahya		
Tafila Technical University			
10.	Dr. Ahmed Mostafa	11.	Dr. Wai'l Adaileh
Al-Balqa Applied University			
12.	Prof. Rebhi Damseh	13.	Dr. Mamoun Al-Smadi
Al-Hussein bin Abdullah II Technical University			
14.	Dr. Tarek Tutunji	15.	Eng. Yousef Okour
Applied Science University			
16.	Prof. Ayman Abu Baker		
Al-Zaytoonah University of Jordan			
17.	Dr. Loai Dabbour	18.	Dr. Nabeel Abu Shaban
19.	Eman Abdelhafez		
Technische Hochschule Ostwestfalen-LIPPE			
19.	Prof. Salman Ajib	20.	Dr. Sabine Brunklaus
Rheinisch-Westfaelische Technische Hochschule Aachen			
21.	Florian Ringbeck		
Budapesti Muszaki es Gazdasagtudomanyi Egyetem			
22.	Dr. Máté Zöldy		
University of Deusto - UD			

23.	Sara Goitia		
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Minutes of the Meeting

The 8th management meeting was conducted via zoom video conferencing due to the global crisis, Corona Virus.

The meeting started by a welcome speech from the Project Coordinator and viewing the agenda of the meeting by Prof. Ahmed Al-Salaymeh.

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 and their expected results. Prof. Al-Salaymeh has underlined the achievements of each WP up to date and what is expected from each WP to be achieved in the upcoming months. The overall plans are as follow:

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	2
JUST	10	0	UD	3	1
TTU	10	0	NTUA	5	0
BAU	8	2	RWTH-Aachen	1	3
MU	9	1	UNIVAQ	0	4
HTU	10	0	BME	0	4
ASU	5	5	Total	<u>9 members</u>	<u>14 members</u>
ZUJ	9	1			
Total	<u>74 members</u>	<u>9 members</u>			

And agreed on the following:

No.	Task	Responsibility	Deadline
1	Most of Jordanian partners have closed the target. However, ASU still need more stakeholders.	ASU	Last deadline 30.12.2021
2	More stakeholders are needed from EU partners: BME, UNIVAQ, Aachen, TH-OWL, UD	BME, UNIVAQ, Aachen, TH-OWL, UD	Last deadline 30.12.2021
4	Sign collaboration agreements with enterprises and training centres for internships, hiring graduates, lecturing in university etc. to achieve the benefit for both parties.	All partners	Before the end of the 1st year
5.	Update the "Networking Report" with the outcomes of the networking workshop at UJ and UNIVAQ workshop	Wp Leader and Co-Leader	Continuous progress

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) & Università 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

Prof. Ayman Abu Baker (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 will be finalized.	UJ, ASU, BAU, TTU	16.12.2021

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 Gazdasagtudományi 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): <ul style="list-style-type: none"> a. (6) Training workshops in 5 EU countries for (90) academic and technical staff, (M7, M10, M13, M16, M19, M21). b. (1 or 2) Training workshop in 3 or 4 EU countries for (24) students in Europe, (M30-M33). c. (8) Technology-enhanced (In-house) teacher training for (600) staff member. 	M7-M33
4	Progress report to be provided by WP leader every 6 months based on collected feedback from Co-Leaders.	

Prof. Ahmed Al-Salaymeh (UJ) presented the progress of Capacity Building Plan work package and the action plan. The selection of online workshops and physical workshops (conducted by EU) dates and subjects were presented as following:

Table 1: Physical Workshops

Dates	Host Universities
March 2022	TH-OWL
May 2022	BME
June 2022	RWTH
4 – 8 July 2022	UD
5 – 9 September 2022	UNIVAQ
26 – 30 September 2022	NTUA

Table 2: Online Workshops

Universities	Subject	DATES
RWTH	Battery Technology, charging safety and Recharge infrastructure - COMPLETED	June 2021
UNIVAQ	Internal combustion engines in hybrid vehicles / Well to wheel LCA Calculation - SCHEDULED	13 September 2021

TH-OWL	Charge Transport in Batteries and Hydrogen Vehicles	20 December 2021
NTUA	Dynamics of Vehicle, active and passive safety	5 th of November 2021
BME	Internal combustion engines in hybrid vehicles / Dynamics of vehicle, active and passive safety	17 th of November 2021
UD	Vibroacoustic Comfort in Road Vehicles	2 nd of December 2021

Following were agreed on:

No.	Task	Due Date
1.	Next online workshop will be by BME, UD, and TH-OWL	17.11.2021, 02.12.2021, 20.12.2021
2.	“Capacity Building Plan” report	submitted
3.	Start preparing for the teaching material for staff workshops (Set outlines, objectives, goals, teaching methods, etc.)	31.12.2021

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.	

Prof. Rebhi Damseh (BAU) presented the progress of this work package and the action plan. And was agreed on:

No.	Task	Responsibility	Due Date
1.	The tendering process is now in the level of officially selecting and announcing the awarded company from the three received offers and purchasing the equipment	UJ	December 2021
2.	Start preparing for the manual (depends on the received equipment)	WP leader	Before the end of the 1 st year
3.	UJ is in the final levels of hosting the server	UJ	31.12.2021
4.	BAU will prepare a template for collecting data of the ECO-CAR centers/labs that will host the equipment in each university contains collecting information of the location, center area, staff, other equipment (already exist in the lab/center), department	BAU and UJ	31.12.2021
5.	Provide each partner by the equipment list they will receive	BAU	15.12.2021

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 briefly discussed the progress of this work package and the action plan for the courses clustering based on the last courses list that were approved by the stakeholders. And followed were agreed on:

#	Task	Responsibility	Due Date
1.	Accreditation of the diploma/courses will be done during the first year to avoid the delays and risks	Local partners	Deadline is 14.01.2022
	Preparing a course outline template include ECTS component and learning outcomes	WP leader and co-leaders	Accomplished
2.	A total of 9 clusters were created and distributing the courses among the clusters with the responsible team members.	UJ	Accomplished
3.	Clusters 3 and 8 need more partner from EU, Especially the following universities: NTUA and UD have to engaged in more clusters	EU partners	15.12.2021
4.	Course outlines to be prepared by filling the ECO-CAR template	Local partners	25.11.2021

The attached excel file has the full details for the courses clustering (team for each cluster, clusters classification. Also, you can reach it online through this link:

https://docs.google.com/spreadsheets/d/1JDJ4ox4911dxQ_GF7DD75UINwTEBC5_v/edit?usp=sharing&oid=103480218674595258682&rtpof=true&sd=true

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 Gazdasagtudomanyi 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.	

Also, **Prof. Ahmed Al-Salaymeh** 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.	An email has been sent to the project officer to select the EE.	UD, UJ, Quality committee	Accomplished
3.	Submit the Quality Assurance and Evaluation Plan after collecting the feedback	co-leaders, Quality and Scientific Committee	Submitted

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 three-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.	

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

No.	Task	Responsibility	Due Date
1.	HTU has submitted the 1st newsletter and will distribute it to the partners to collect their feedback	HTU	submitted
2.	Submit the Dissemination and Sustainability plan after collecting the feedback	Co-leaders, Quality and Scientific Committee	30.12.2021
3.	HTU will update the website content in cooperation with UJ	HTU and UJ	Continuous progress
4.	Start preparing for marketing plan in cooperation with other co-leaders	HTU and Co-leaders	To be selected

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.	Schedule the 9th online management meeting.	UJ	15.12.2021 4 pm Amman time
2.	Schedule the upcoming steering committee meeting at NTUA - Greece	UJ	During February

Finally, Prof. Ahmed Al-Salaymeh thanked all participants in the conducted online meeting.

Meeting Evaluation Link:

https://docs.google.com/forms/d/e/1FAIpQLSf6pzJiXBZg7ZdXBnwuWX3TLyTC1nm11AjHXemM8DHadG-iw/viewform?usp=pp_url

