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WP6.4 External Quality Report (M12)

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Disclaimer

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1. INTRODUCTION

This report includes the external annually review of project progress taking into account the results from the quality evaluations done in the first year of the Eco-Car project (01/01/2021 to 31/12/2021), the Quality and Monitoring Report (M12), the progress of the different work packages (WP), the work plan, the Logical Framework Matrix and the information about each WP provided in the project.

The report it has been structured in two parts:

A. Evaluation of the Annual Quality Report.

The elements that were identified and evaluated during the first year of the project as stated in the Quality Evaluation Plan, and included in the Quality and Monitoring Report of the first-year project were:

- Project performance.
- Partnership Meetings.
- Workshops.

B. Evaluation of the progress of the WP.

To evaluate the progress of each WP, the progress reports, the evidence provided by the project through Google Drive and the information of the project proposal have been analyzed

This report has been drafted taking into take into consideration the following 5 aspects: relevance, efficiency, effectiveness, impact and sustainability.

2. PROJECT OBJECTIVES

The general objective of the project is to enhance the competencies and skills in the field of Electrical and Hybrid Vehicles and promote the socio-economic development in Jordan.

According to the logical matrix the following specific objectives are expected to meet:

1. Satisfying industry and economical needs by empowering engineers.
2. Increase the employability of Engineers in Local and International Market through training them on the needed skills in the field of EV and HEV
3. Enhance the quality of provided vocational training provided in the vocational training centers, through employing the trained engineers in those centers, this could be achieved within the project through signing cooperation agreements with these training centers.

4. Improve the level of provided services for repairing and maintaining electric and Hybrid vehicles in Jordanian enterprises.
5. Helping to move Jordan forward to become a host for Electrical and Hybrid vehicles industry in future.
6. Supporting the University Enterprise cooperation through doing internships in vehicles companies.
7. Develop a new culture of working relationships among HEIs and enterprises to allow HEIs better integration within the larger society.
8. True collaborative efforts with enterprises to provide student support from practical placement, entrepreneurship and employability that should allow graduates to develop capacities that guarantee greater success when joining the labor market.
9. Implement new and innovative learning and pedagogical approaches to offer high quality education.
10. Graduates with a cultural, environmental and social identity to mitigate climate change impacts.

3. ANALYSIS OF THE ANNUAL QUALITY & MONITORING REPORT

3.1 PROJECT PERFORMANCE

The Quality and Monitoring report of the first year of the project provides information about the evaluation among partners that has been performed at the end of the first year (M12) as stated in the project.

The procedure followed to collect data provide qualitative and quantitative information what is considered adequate to get information to improve the project performance, if needed. It is positively valued that there is the possibility of filling the survey anonymously in such a way that the identity of the respondent is preserved and thus express their opinion with greater freedom.

To fill in the questionnaire an online tool was used what is considered quite appropriate as well as the use MS Excel for elaborating the results.

Taking into consideration the Quality Assurance and Evaluation Plan, partners must respond within 1 week after receiving the survey and if after a week the participation percentage is <50%, a reminder will be sent, allowing 1 week after the uploading of the survey to complete it. In this sense, since the survey was open from May 7th, 2022 to June 13th, 2022, it seems that the established deadlines have not been met. It is recommended to meet the deadlines or include information in the report about why it was extended and if a reminder was sent to the partner's project representatives.

The Likert scale was used and is considered adequate to rate the answers.

The response rate was 100%, what meet the expectations.

The information of the survey contained five parts, the first four are considered appropriate to know how the project is been performed and get useful information to identify areas for improvement:

- Part 1: Project Management.
- Part 2: Internal Communication.
- Part 3: External Communication.
- Part 4: Overall Project Progress.
- Part 5: Personal info.

There is a general satisfaction with all items reaching a weighted average of more than 70%. Although the average is in line with expectations, it is recommended to improve internal communication.

3.2 POST MEETINGS' EVALUATIONS

The procedure followed to collect data after each meeting is considered adequate to get information to ensure quality of the Eco-Car project key project processes, as well as to assess the organisational issues of the meeting and the value of the received information to the project progress.

It is positively valued that there is the possibility of filling the survey anonymously in such a way that the identity of the respondent is preserved and thus express their opinion with greater freedom.

To fill in the questionnaire an online tool was used what is considered quite appropriate as well as the use MS Excel for elaborating the results.

The survey comprises 15 items, separated into the three following parts:

- Part 1: The meeting.
- Part 2: The project.
- Part 3: Personal info.

The questions were related to all activities included during the meeting. The Likert scale was used and is considered adequate to rate the answers.

It is important to note that the weighted average is more than 70% so it is not necessary to establish plan for improvement. Although the weighted averaged meets the expectations, it is recommended to pay attention in the future to the items rated as fully disagree or disagree.

The response rate has not met the expectations. Out of a total of 182 participants in the meetings (according to the Attendance List), only 73 responses were received, which means a 39,56% of participation in the surveys. A higher response rate would have been desirable in order to obtain meaningful data. It is recommended to send reminders no later than 5 days after sending the questionnaire to the participants. As these are

meetings that are held on a monthly basis, it is not considered appropriate to give more than 5 days.

3.3. POST- WORKSHOPS' EVALUATIONS

An evaluation of the effectiveness of the workshops was carried out after the events. An online survey was used.

It is positively valued that there is the possibility of filling out the survey anonymously in such a way that the identity of the respondent is preserved and thus express their opinion with greater freedom.

To fill in the questionnaire an online tool was used what is considered quite appropriate as well as the use MS Excel for elaborating the results.

The questions were related to all activities included during the workshops. The Likert scale was used and is considered adequate to rate the answers.

It is important to note that the weighted average is more than 70%, so it is not necessary to establish plan for improvement.

The survey comprises four parts, 1 and 2 with closed and the possibility to provide comments or suggestions.

- Part 1: The meeting.
- Part 2: The project.
- Part 3: Personal info.

7 workshops were evaluated. The response rate has not met the expectations. Out of a total of 803 participants in the workshops (according to the Attendance List), only 297 responses were received, which means a 36,99% of participation in the surveys. A higher response rate would have been desirable in order to obtain meaningful data. It is unknown if any type of reminder to complete the survey has been sent as established in the Quality Assurance and Evaluation Plan. It is recommended to send reminders no later than 5 days after sending the questionnaire to the participants, otherwise the procedure followed does not meet the quality criteria and no significant information is obtained to analyze the performance of the workshops.

Regarding the specific questions, although the weighted average meets expectations, it is worth noting that all items were rated by more than one person as fully disagree or disagree. The lowest rated questions were the following:

- Partners were able to interact with the other project's partners.
- The timescales proposed are realistic and feasible.
- The meeting contributed positively to the progress of the project and the scheduling of the next steps.
- The communication between the partners was effective and clear.
- The meeting helped with the development of trust and positive attitudes among partners.

On the other hand, most of comments and suggestions demonstrate compliance with the development of the workshops.

4. ASSESSMENT OF PROGRESS OF WORK PACKAGES

WP1. Establishing university-enterprise cooperation

Aims and objectives

The objectives are to establish strong and lasting cooperation between universities, enterprises, and vocational training centers. This type of cooperation will help universities better understand what the expertise and qualifications for their students in HEV/EV issues should be in order to succeed and get hired once graduating. Another goal is to understand what steps and tools to be implemented in order to further advance the adoption of clean technologies in Jordan.

1.1 Establishing EV/HEV Vehicles Network	
Type	Event/Report
Due date	14/07/2021
Description:	
<p>The partners from Jordan will compile a list of enterprises, vocational training centers, authorities and organizations that are involved or interested in EV/HEV training, servicing, management and development. These will be the basic members of the Network.</p> <p>Official invitations with registration form and document clarify network's purpose, responsibilities and obligations will be sent to the potential members of the Network.</p> <p>Those that accept will be part of the Network that should operational in (July 2021) and function until the end of the project.</p> <p>The network will be invited to a workshop in the beginning of the project (July 2021) to agree on the courses list and content. In addition, they will be invited to tester workshops during the second year of the project to evaluate the developed courses and their relevance, list their priorities and give recommendations for improvements.</p> <p>In addition, policy-makers will be invited to join project activities.</p> <p>Long-term agreements between universities and enterprises will be created for internships, hiring graduates, lecturing in university etc. to achieve the benefit for both parties.</p>	
Target groups	Teaching staff, technical staff, enterprises and policy makers.
Current status	
<p>Full compliance</p> <p>Partially compliance</p> <p>Not compliance</p>	

Not started yet

There has been established a network with more than 60 partners as indicated in the project. A registration form, in English and Arabic, was developed and distributed among the contacted members to inform about the aims and benefits of the project.

Three workshops have been carried out with good results.

Despite the fact a collaboration agreement has been signed between UJ and VTC there is still some partners that have to start with this task.

On the other hand, there is one EU partner that still has not achieved the minimum number of the stakeholders to be contacted.

No information has been provided about the involvement of policy-makers.

Conclusions and recommendations

The progress of the WP1 is nearly as expected. It has to be taken into account that there is some delay in the performance of some tasks and the way in which there have been carried out due to the pandemic.

It would be desirable for the progress report to be more specific in the tasks that are to be developed.

WP2. Baseline Study

Aims and objectives

This WP aims prepare and publish a guiding report that summarizes the list of needed competencies needed in the market in the field of EV/HEV in Jordan, the potential lean technologies in the field of transportation and their regulations. The report will be prepared based on previous studies and a questionnaire to be prepared by the WP leader.

A workshop with enterprises will be conducted on (July, 2021) to review the reports and agree on the final list of courses for the professional diploma.

2.1 Summary of the key competencies needed by employers in Jordan in the field of EV/HEV

Type	Report
Due date	14/05/2021
Description:	
<p>A guiding report that summarizes the list of needed competencies needed in the market in the field of EV/HEV in Jordan, the potential clean technologies in the field of transportation and their regulations. The report will be prepared with close collaboration with concerned institutions (Energy ministries, Research centers and enterprises).</p> <p>The report will be prepared based on previous studies and a questionnaire to be prepared by the WP leader. The report will raise the awareness regarding employability issues.</p>	
Target groups	Trainees, administrative staff, enterprises and policy makers

Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>A survey was design by the WP leader and co-leaders and discussed in the kick off management meetings. With the information gathered a report summarizing the list of needed competencies in the market in the field of EV/HEV in Jordan, the potential clean technologies in the field of transportation and their regulations were issued and presented in a face-to-face meeting. No information about who was in the meeting has been provided so, it has not been possible to check if the institutions concerned were involved.</p>	
Conclusions and recommendations	
<p>The expected outcomes have been achieved and the schedule has been met. It would be desirable for future progress reports to provide access to all deliverables.</p>	

2.2 Workshop with enterprises and vocational training centers	
Type	Report
Due date	14/07/2021
Description:	
<p>A workshop with enterprises in Jordan, will be conducted to review the reports and agree on the final list of 8 courses.</p>	
Target groups	Trainees, administrative staff, enterprises and policy makers
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>The results of the report were presented in a face-to-face meeting in Mu'tah University with the attendance of Erasmus + office. The results and methodology were approved.</p>	
Conclusions and recommendations	
<p>The expected outcomes have been achieved and the schedule has been met. It would be desirable for future progress reports to provide access to all deliverables and have more accurate information about the outcomes achieved. Although the progress report says that this event took place, there is no information on who attended the meeting and no evidence on the final list of 8 courses.</p>	

WP3. Capacity Building

Aims and objectives

WP3 aims to build the capacities of professors who will teach the diploma in partner universities on different topics of EV/HEV, modern teaching methodologies, and how to actively collaborate with enterprises. Also a group of students will have the opportunity to attend a two-week workshop in one of the participating European Countries. The students will be selected during the piloting phase of the diploma and courses integration in existing programs. Selection will be based on a prepared selection criteria.

The capacity plan will be prepared in the beginning of the project. Workshops for professors will be conducted within the first and second year before piloting the diploma.

Five training workshops will be conducted by European partners (TH-OWL, RWTH Aachen, UD, BME, NTUA). At least, two staff members from each partner university will participate in these workshops. The target is to train at least 85 academic and technical staff (Laboratory engineers).

A two-week training workshop will be conducted for students in partner European universities. At least, three students from each partner university will participate in these workshops. The target is to train at least 24 students in Europe.

3.1 Workshop with enterprises and vocational training centers	
Type	Report
Due date	14/07/2021
Description:	
<p>A long-term capacity building plan with selection criteria will be prepared. The plan aims to update and upgrade the skills and capacities of university professors, and technical staff, and students, in order to deliver the desired objectives.</p> <p>The plan will include a programme for the proposed trainings in European partner's institutions, and a quality and impact assessment prepared in cooperation with the Quality committee.</p>	
Target groups	Teaching staff, technical staff and enterprises
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>The report for the capacity building plan has been written and submitted in 08/2021, a few dates after the deadline. No access to the plan has been provided. The quality and impact assessment have been drafted in cooperation with the Quality Committee and include some items that could demonstrate the success of the trainings.</p>	

Conclusions and recommendations

The expected outcomes have been achieved and the schedule has nearly been met. It would be desirable for future progress reports to provide access to all deliverables and have more accurate information about the outcomes achieved. The activities carried out and included in the progress report, must not be a copy from the expected in the project but rather the activities carried out.

3.2 Developing Training Materials

Type	Training material
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Due date	14/08/2022
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Description:

The training material will be developed by EU partners. Special techniques and formats will be used in developing training material such as learning activities, exercises, examples and case studies. Training goal, learning objectives, learning methods/activities, documentation / evidence of learning will be specified for each training. Evaluation and assessment on quality of training will be conducted. A report documenting each workshop will be prepared by the hosting partners.

Teaching material will be prepared for staff and students' workshops.

The training for faculty members will cover many issues regarding EV/HEV, based on priorities of Jordan.

Target groups	Teaching staff, technical staff and students
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Current status

Full compliance
Partially compliance
Not compliance
Not started yet

The subjects of each workshop are selected according to the expertise of each European University in the field of EV / HE vehicles.

Within this activity, six 2-hours online workshops have been prepared and presented by the EU Universities according their expertise.

Conclusions and recommendations

The second progress report is dated on the 10/02/2022. According to it, the drafting of the training material is in progress.

It is worth noting that six online workshops were held as expected in the first year, but no information about the audience was provided.

It would be desirable for future progress reports to provide access to all deliverables and have more accurate information about the outcomes achieved. The activities carried out and included in the progress report, must not be a copy from the expected in the project but rather the activities carried out.

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3.3 Training Workshops in Europe for staff and students	
Type	Report
Due date	14/10/2023
Description:	
<p>The selected staff from all partner countries will visit European partners to learn from their experience on best practices in EV/HEV issues.</p> <p>Six training workshops will be conducted by European partners (TH-OWL, RWTH Aachen, UD, BME, NTUA, and UNIVAQ). Two staff members from each partner university will participate in these workshops. According to project work plan they will be conducted in (M7, M10, M13, M16, M19, M21). The target is to train about 90 academic and technical staff (Laboratory engineers).</p> <p>A two-week training workshop will be conducted for students in European universities during the last year (M30-M33). 24 students from Jordan will participate in these workshops. Each EU university will host 4 students to train them in their labs and conduct visits to enterprises and manufacturers. Participants will be selected based on the prepared selection criteria.</p> <p>Teaching material will be prepared for staff and students' workshops.</p> <p>The training for faculty members will cover many issues regarding EV/HEV, based on priorities of Jordan.</p>	
Target groups	Teaching staff, technical staff and students
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>A program of the workshops for the academic and technical staff has been set up. One workshop has been held in Budapest on 30th May-3rd June 2022. No information about the attendees has been provided.</p>	
Conclusions and recommendations	
<p>It would be desirable for future progress reports to provide access to all deliverables and have more accurate information about the outcomes achieved.</p>	

WP4. Establishment of EV/HEV labs

Aims and objectives

The aim of this work package is to establish 8 EV/HEV labs at each partner university to support the diploma teaching for students. The aim of this work package is to set up the needed scientific labs and smart classrooms to be used by the students during their study.

The established laboratories will bring on the following activities:

- 1) Assisting teaching of ECO-CAR diploma Students;
- 2) Research, in collaboration with the other faculties and/or industry;
- 3) Vocational training for external experts
- 4) External services: advices for industries and final users

The acquired equipment will be utilized within the project to achieve project objectives. A server will be acquired by the university of Joran to host the project website and virtual learning platform. Smart classrooms equipped with Smart Board will be established for students in partner universities.

The lab will give the students the opportunity to develop various diagnostic strategies involving measurements on an actual EV/HEV system with real voltages under the most stringent safety conditions.

A "Hybrid and Electric Vehicles" Training system will be acquired by each university, this training system provides a safe work environment and allows students and trainees to fully focus on the task at hand. Trainees can become familiar with all the key theoretical background by means of an interactive e-learning course. Each of the theoretical sections is accompanied by practical exercises and tests of knowledge, which also help to advance vital diagnostic skills. These skills are further boosted by the built-in diagnostic system and the scrupulously selected fault scenarios. The system gives the students the opportunity to develop various diagnostic strategies involving measurements on an actual HV system with real HV voltages under the most stringent safety conditions. The system will include the following:

- CarTrain "Hybrid and Electric Vehicles" system
- Integrated WIFI measurement interface
- Experiment trolley
- Electric Service Gloves Class
- Insulation and Electrical Resistance Meter (Automotive)
- Personal Protective Equipment (PPE) for diagnostic work on high-voltage vehicles
- (helmet, insulating mat, Face protection screen)
- Two-pole voltage tester
- Charging Station for PEV and PHEV
- Diagnostic System include PC, software, display screen
- Emission measurement Equipment
- High precision automotive measurement units

The students will have the chance to be trained on real vehicles during their internships at enterprises.

4.1 Lab design and equipment list	
Type	
Due date	14/09/2021
Description:	
<p>The equipment list will be refined and detailed specification of the equipment will be prepared for the tender. The tendering process will be centralized to ensure best quality/price ratio. The process will be initiated in the beginning of the first year, so that the labs will be ready to be used in (M21) by students.</p> <p>The equipment will include EV/HEV training system, in addition to smart classroom equipped with smart board and data show.</p>	
Target groups	Teaching staff, technical staff and students
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>A plan for the period M1-M20 was prepared by WP Leader. A list of Lab equipment and components for the Jordanian partners was prepared based on WP2. A template for collecting data of the ECO-CAR centers/labs that will host the equipment in each university was sent by BAU. Also, BAU provided each partner by the equipment list they will receive. In the evidences provided by the project, there were information about the template of 5 EV/HEV labs not 8 as expected. From June 2021 until October 2021 the detailed specification of the equipment was tendered by UJ.</p>	
Conclusions and recommendations	
<p>Taking into account the evidences provided the WP 4.1 is not fully compliance. Would be desirable for future progress reports to provide access to all deliverables and have more accurate information about the outcomes achieved.</p>	

4.2 Implementation of labs and prepare manuals	
Type	Event/Report/Service/Product
Due date	14/09/2021
Description:	

<p>The labs will be ready for training in (M21). Manual of experiments will be prepared for the labs.</p> <p>The equipment will include EV/HEV training system. In addition to smart classroom equipped with smart board and data show will be established to teach the diploma.</p>	
Target groups	Teaching staff, technical staff and students
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>At the time the progress report was draft there was still pending the performance of the activities to fulfil this WP.</p>	
Conclusions and recommendations	
<p>Although the due date was 14/09/2021, no activities were done regarding this WP.</p> <p>It is important to performance the activities planned so as not to delay the normal development of the project.</p>	

WP5. Developing ECO-CAR Professional Diploma

Aims and objectives

WP5 aims to develop and pilot ECO-CAR Professional Diploma in each partner university in Jordan; the activities will start by developing the study plan with courses descriptions to be submitted for accreditation purposes. The accreditation will be done according to the national accreditation system and the specific instruction in each university. The diploma will consist of 8 courses in (24 Credit Hours= 40 ECTS) that will be implemented in each participating university. The courses will be developed by establishing committees consisting from representatives from European universities, partner universities, and Enterprises. During the period of preparing the study plan, the workshop with enterprises in WP2 will be conducted with enterprises to get their feedback on the study plan and courses list.

A virtual learning platform will be established on the project website. The courses will be prepared as e-courses, and uploaded on a virtual learning platform created specifically for the project purposes, so the partners will have a full access to its content. The courses will consist of different modules.

A tuning workshop will be conducted within this WP for professors to agree on the teaching methods, assessment procedures and delivery methods so that a consistent quality is achieved among partners.

The next activity within this WP will be the courses piloting which will start by (M21).

Different courses will be piloted in the Partner Country Universities, an Assessment Report will be written on the results of the delivery of the courses, a list of participants, description of the admission criteria, learning outcomes, assessment and quality assurance. After passing the diploma exam, a certificate will be given to the student. European professors will travel to Jordan for one week to teach some lectures for the students during the diploma implementation. The milestones will be the participants' list, official documents, assessment and piloting of the courses. The indicators will be the enrolment of the students and the participation in the courses. Also, the integration of selected modules within existing programs will be achieved and impact will be evaluated. The Virtual Learning Portal will be created by the project coordinator (UJ) that will be hosted on the Project website (milestone). The Portal will be in English with at least 100 users. Different roles will be allocated to different type of users (lecturers, students, visitors). The platform will allow anyone with a user name and password to have access to the material, so this platform could also be used for distance learning. In addition, new pedagogical tools will be used to be more interactive that will include many pictures, videos and interactive activities. This will be done in order to attract the students' attention and also make the learning experience pleasant and different than the typical teaching experiences. The Virtual Learning Portal will also be the main repository of the learning materials.

5.1 Develop Diploma Study Plan and course description	
Type	Report
Due date	14/07/2021
Description:	
<p>The detailed study plan with courses descriptions will be prepared early for accreditation purposes. The accreditation application will be done during the first year to avoid the delays and risks. The accreditation will be done internally within the university system or externally depending on the specific instructions in each university. The diploma will consist of 8 courses in (24 Credit Hours= 40 ECTS) that will be implemented in each participating university.</p>	
Target groups	No information given
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>The activities carried out had been, a courses selection based on WP2 report results; clustering; preparing a study plan template with learning outcomes and preparing a course outline template include ECTS component and learning outcomes. There has also been draft a course evaluation form.</p>	
Conclusions and recommendations	
<p>All expected activities have been done. A Diploma study plan has been designed and a course description. There are evidences of all the outputs generated.</p>	

5.2 Create Virtual Learning Portal	
Type	Teaching material/Report
Due date	14/10/2021
Description:	
<p>A virtual learning platform will be established on the Project website. The courses will be prepared as online courses, and uploaded on a virtual learning platform that is created specifically for the project purposes, so the partners will have a full access to its content. The courses will consist of different modules.</p> <p>The Virtual Learning Portal will be created by the Project coordinator (UJ) that will be hosted on the Project website. The Portal will be in English with at least 100 users. Different roles will be allocated to different type of users (lecturers, students, visitors). The platform will allow anyone with a user name and password to have access to the material, so this platform could also be used for distance learning. In addition, new pedagogical tools will be used to be more interactive that will include many pictures, videos and interactive activities. This will be done in order to attract the students' attention and also make the learning experience pleasant and different than the typical teaching experiences. The Virtual Learning Portal will also be the main repository of the learning materials.</p>	
Target groups	Teaching staff, technical staff and students
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>There is no evidence of activities carried out to comply with this WP. The project website has also been checked and the section about e-learning is still under construction.</p>	
Conclusions and recommendations	
<p>The planned activities have not been carried out. There is no evidence of any activity. It is important to take action as soon as possible to avoid further delays in the execution of the project.</p> <p>It would be desirable to provide more and more precise information in the progress report on both the activities already carried out and those pending.</p>	

5.3 Accreditation of the diploma/courses	
Type	Event
Due date	14/01/2022
<p>The accreditation application will be submitted during the first year to avoid any delays and risks. The accreditation will be done according to the national and</p>	

institutional instructions and regulations in each university. The diploma will consist of 8 courses in (24 Credit Hours= 40 ECTS) that will be implemented in each participating university.

Also; some modules will be integrated in the existing courses of bachelor and master programmes in Mechanical, Mechatronics and Electrical Engineering.

Target groups	Teaching staff and students
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Current status

Full compliance
Partially compliance
Not compliance
Not started yet

The progress report indicates that no activities have been carried out so far. In the information provided through google drive to the external evaluator, no evidence of the development of any activity was found either.

Conclusions and recommendations

The planned activities have not been carried out. There is no evidence of any activity.

It is important to take action as soon as possible to avoid further delays in the execution of the project.

It would be desirable to provide more and more precise information in the progress report on both the activities already carried out and those pending.

5.4 Develop diploma courses content

Type	Teaching material/learning material
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Due date	14/09/2022
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The courses will be developed by establishing committees consisting of representatives from European universities, partner universities, and Enterprises.

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. The courses will consist of different modules. The electronic material of courses will be developed according to EU guidelines. A template for course outline that include ECTS component and learning outcomes will be prepared. The courses will contain the description of the course; rationale and philosophy, the pedagogical approach and methods, the learning outcomes including knowledge, skills and social competences, the course structure and course integration methodology, the learning materials for each course, the assessment methodology, the guidance for implementation, the integrated delivery method including ECTS, and how the courses will be incorporated by partner country institutions.

Target groups	Teaching staff and students
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Current status

Full compliance

Partially compliance

Not compliance

Not started yet

The progress report indicates that no activities have been carried out so far. The workplan for project year 1 indicates that some work some activity should have been developed during that period. In any case, it has been possible to verify that some progress has been made regarding the development of diploma content courses in the google drive where all the information about each WP is housed.

Conclusions and recommendations

Despite the fact that no activities have been carried out in the planned period, actions have been taking to fulfil with the objectives of this WP.

It would be desirable to provide more and more precise information in the progress report on both the activities already carried out and those pending.

5.5 Tuning Workshop

Type	Event
Due date	14/04/2022

Professors from each university will meet to agree on the teaching methods, assessment procedures and delivery methods so that a consistent quality is achieved among partners. WP Leader and Capacity Building in the field of higher education – EAC/A02/2019 – Joint Projects Vocational Training Diploma on Electrical and Hybrid Vehicles / ECO-CAR representatives from European partners will attend the workshop. The workshop will be conducted in M15.

This will be further enhanced through a teaching tuning workshop that will be organized in Jordan where representatives from each of the partners will work together to agree on the teaching methods, assessment procedures and delivery methods so that a consistent quality is achieved among partners. This will allow partners to have common teaching methods, procedures, assessments and quality assurance. Finally, a plan for the best exploitation of the courses by other will also be conducted.

Target groups	Teaching staff
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Current status

Full compliance

Partially compliance

Not compliance

Not started yet

The progress report indicates that no activities have been carried out so far and that is planned to do it on M15. No planned activities for this WP in year 1 in the project.

Conclusions and recommendations

It would be desirable to provide more and more precise information in the progress report on both the activities already carried out and those pending.

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5.6 Piloting and implementation of ECO-CAR Professional Diploma	
Type	Event/Teaching material/Learning material
Due date	M21-M34
<p>The diploma piloting will start by (M21). Each university will accept students in the diploma and start teaching the courses. Different courses will be piloted in the Jordanian Universities, an Assessment Report will be written on the results of the delivery of the courses, a list of participants, description of the admission criteria, learning outcomes, assessment and quality assurance.</p> <p>After passing the diploma exam, a certificate will be given to the student. European professors will travel to Jordan for one week to teach some lectures for the students during the diploma implementation.</p> <p>The milestones will be the participants' list, official documents, assessment and piloting of the courses. The indicators will be the enrolment of the students and the participation in the courses.</p>	
Target groups	Teaching staff , students, trainees, technical staff
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>No planned activities for this WP in year 1 in the project proposal.</p>	
Conclusions and recommendations	

5.7 Integrating some new modules in existing programmes	
Type	Event/Teaching material/Learning material
Due date	M21-M34
<p>To ensure a greater impact for the gained knowledge from European Partners, many courses modules will be integrated within existing bachelor and master programs (i.e. Mechanical, Mechatronic, Electrical Engineering).</p> <p>These tasks will be documented through reports indicating the Course selected for implementation, Course title at university, Number of Credit hours, school – program –department, Number of students registered, Start and end date of the semester, Percentage of ECO-CAR Module integrated in the course.</p>	
Target groups	Teaching staff, students, trainees, technical staff
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p>	

No planned activities for this WP in year 1 in the project proposal.

Conclusions and recommendations

WP6. Quality Plan

Aims and objectives

This work package aims to assure the optimal quality, structure, processes and results of the project.

Quality assurance (QA) is a powerful tool to improve the effectiveness of the project. Its key principle is to let main actors in education such as staff and students be responsible for improving educational performance.

A Quality Assurance and Evaluation Plan will be elaborated by the Quality Committee, that will be established during the Kick-Off meeting. The plan will investigate the quality standards of the different partner universities and standardize them in a shared approach.

The detailed plan will be a reference to manage the project effectively and to assess the performance. Quality control for all work packages will be applied. Evaluation surveys will be developed within this work package to guarantee a high level of quality at the different universities.

The quality assurance plan uses an Agile approach to quality assurance related to providing acceptance criteria and specifications for all project outputs. The key end user outputs for each work package in the project are assessed through the production of a quality checklist (i.e. Quality Criteria Checklists, Dissemination WP Checklist, Social Science Checklist, Training and meetings evaluation checklist, Lab Design checklist) of suitable acceptance criteria overseen and verified.

Impact Evaluation Reporting is a part of WP6 related to the impact evaluation of all training and teaching outputs. Impact Evaluation Surveys using Kirkpatrick's four-step model will be implemented to gather evidence from participants of the project trainings and evaluate its effectiveness on their teaching practices.

External Evaluator (EE) will be responsible to provide constant and independent information about the development and implementation of project activities. The EE has to provide updated and independent evaluations about the realisation of tasks and the achievement of aims to the Project Coordinator and the steering committee members. This allows an optimization of the resources and redirection of the activities, which can be affected by problems or delays. External Evaluator will conduct constructive evaluation by working according to the terms of reference and 'rules of engagement' set by the project Quality Manager and the manager of the project. The External Evaluator will advise and train partner universities to use suitable tools of evaluation for the sustainability of the program quality. The expert will submit a periodic evaluation reports for the project.

Corrective actions must be considered if needed.

6.1 Quality Assurance and Evaluation Plan	
Type	Report
Due date	14/04/2021
Description:	
<p>A Quality Assurance and Evaluation Plan that outlines the quality assurance processes, tools, measures, procedures, and methodologies will be designed and prepared by the Quality WP leader. The Quality Assurance Tools and surveys will be annexed to the plan.</p> <p>The quality assurance plan will use an Agile approach to quality assurance related to providing acceptance criteria and specifications for all project outputs.</p> <p>Quality committee will provide guidance, standards and procedures that will ensure that the project produces relevant, trustworthy, rigorous and useful outputs and outcomes for partners, beneficiaries and users.</p>	
Target groups	Teaching staff, students, trainees, technical staff, administrative staff
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>According to the progress report and the evidences provided, all activities have been carried out to fulfil with planned activities in this WP.</p> <p>The <i>Quality Committee</i> has been elected and its role is to provide guidance, standards and procedures that ensure that the project produces relevant, trustworthy, rigorous and useful outputs and outcomes for partners, beneficiaries and end users.</p> <p>The <i>Quality Assurance and Evaluation Plan</i> has been elaborated (Deliverable 6.1). This plan establishes the quality standards and serves as a reference to manage the project effectively and to assess its performance. It describes the processes, tools, measures, procedures and methodologies to ensure that the activities and the results of the project meet the required quantity standards. This plan includes as annexes the necessary templates (Task 6.2) to monitor the quality of the project, both internally and externally.</p>	
Conclusions and recommendations	
<p>All expected activities have been carried out.</p> <p>It is worth noting the detailed information provided both in the progress report and in the evidences through the google drive.</p>	

6.2 Applying Quality Assurance Tools	
Type	Report
Due date	14/01/2024
Description:	
<p>Specific quality checklists of suitable acceptance criteria overseen and verified will be prepared. Examples of these checklists include Quality Criteria Checklists, Dissemination WP Checklist, Social Science Checklist, Training and meetings evaluation, and Lab Design checklist.</p>	
Target groups	Teaching staff, students, trainees, technical staff, administrative staff
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>Specific quality checklists, templates and evaluation forms have been prepared and included as annexes of the Quality Assessment and Evaluation Plan (Deliverable 6.1).</p> <p>A set of evaluation and monitoring tools has been designed and produced:</p> <ul style="list-style-type: none"> - Project evaluation questionnaire. - Meeting evaluation survey. - Deliverable template. - Deliverable evaluation form. - Event evaluation form. 	
Conclusions and recommendations	
<p>According to the progress report and the evidences provided, all activities planned for this period have been carried out.</p> <p>It is worth noting the detailed information provided both in the progress report and in the evidences through the google drive.</p>	

6.3 Impact Evaluation Reporting	
Type	Report
Due date	14/10/2023
Description:	

The impact evaluation questionnaires will be prepared for Staff and students to gather evidence about the effectiveness of project activities (Training workshops, courses, services, etc.).

Kirkpatrick's four-level model of evaluation will be used for the evaluation of training and courses.

The analysis plan for these questionnaires involves identifying descriptive statistics of individuals who have taken part with project activities.

A learning analytics tool to measure and assess the courses learning outcome will be adopted within the e-learning platform, to easily organize assessment efforts and generate meaningful data quickly.

Target groups

Teaching staff, students, trainees, technical staff, administrative staff

Current status

Full compliance

Partially compliance

Not compliance

Not started yet

An *Impact evaluation questionnaire* has been prepared following the Kirkpatrick's four level model of evaluation to gather evidence about their effectiveness and the teaching practices applied. These questionnaires will be filled in by the staff and students attending to them.

There have been produced the following impact evaluation questionnaires so far:

4th Management Meeting Evaluation - May 2021

5th Management Meeting Evaluation - July 2021

6th Management Meeting Evaluation - September 2021

7th Management Meeting Evaluation - October 2021

8th Management Meeting Evaluation - November 2021

SC Meeting and Workshop Evaluation - June 2021

'Talk on Batteries' Workshop Evaluation - June 2021

'Introduction on Internal Combustion Engines in Hybrid Vehicles and Well to Wheel

LCA Calculation' workshop Evaluation - September 2021

'Vehicle Dynamics Fundamentals' workshop Evaluation - November 2021

'Vibroacoustic Comfort in Road Vehicles' Workshop Evaluation - November 2021

Discussion Session Evaluation

Networking Workshop Evaluation

Conclusions and recommendations

According to the progress report and the evidences provided, all activities planned for this period have been carried out.

It is worth noting the detailed information provided both in the progress report and in the evidences through the google drive.

6.4 External Evaluation

Type	Report
Due date	M6-M37

Description:

The external evaluator role is to assess the project in its progress toward agreed objectives and indicators and to contribute at an intermediate and final stage of the project, which will support the EU standard for the project implementation.

Terms of reference for External Evaluation will be prepared by WP6 leader. Technical and financial offers will be gathered from different potential evaluators. Selection criteria and needed qualifications will be identified to select the most suitable evaluator.

Quality committee will study the provided offers and appoint the evaluator. External evaluator will be appointed during the end of the first year of the project.

Target groups	Teaching staff, students, trainees, technical staff, administrative staff
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Current status

Full compliance
Partially compliance
Not compliance
Not started yet

The terms of reference for external evaluation have been prepared and published. The document defines the selection criteria, needed qualifications, evaluation process, etc. that will enable the selection of the most suitable candidate.

Conclusions and recommendations

Although the external evaluator is already appointed, it was not at the end of the first year but in at the beginning of the second one. The administrative procedures of the project should be more agile.

It is worth noting the detailed information provided both in the progress report and in the evidences through the google drive.

WP7. Quality Plan

Aims and objectives

The aim of this work package is to effectively disseminate information of the activities of the project and to communicate its outcomes to multiple audience including the media and the public. A variety of dissemination activities will be conducted that include webpage, social networks, courses video presentation, electronic and printed material, dissemination seminars (2 in each partner university), participation in events to promote the diploma.

An effective dissemination and communication strategy will be developed. The dissemination and communication strategy will define a consistent approach to key target groups and will be based on a target group analysis with support of key stakeholders, including also language adaptation and content translation by the local partners.

Tester course workshops with enterprises will be conducted to test the modules and provide feedback in order to further improve their utility and usefulness. The participation in these activities will be the indicators of their success.

Sustainability can be envisaged as being composed of various elements. They comprise visibility, networking, policy consensus, users' feedback, funding (public or external), official recognition, competent staff, human resources commitment, achieved sustainability of related output.

The project website will be established and designed by the project coordinator (UJ) and WP7 leader. To reach the public effectively; project accounts on social media will be created. These social accounts will continuously be updated with information about the project and other relevant information to promote equity and inclusion in universities and society.

The dissemination material and communication activities (i.e. Project logo, Brochures, Folders, Rollups, e-newsletter, and Flyers) will be designed and prepared by the WP 7 leader in cooperation with other partners. Dissemination activities (i.e. Publication in scientific Journals, and documentary film) will be considered in the plan.

Seminars, info days, workshops for staff and students will be conducted in each partner universities.

The final conference will be conducted at the end of the project. The objective will be to disseminate the project outcomes and recommendations to university staff, students and society.

7.1 Dissemination and sustainability plan	
Type	Report
Due date	14/04/2021
Description:	
<p>An effective dissemination, communication and sustainability plan will be developed by the WP leader to promote the developed diploma and its sustainability. The dissemination and communication strategy will define a consistent approach to key target groups and will be based on a target group analysis with support of key stakeholders, including also language adaptation and content translation by the local partners. The guideline for organizing and implementing the dissemination activities will be defined. All project documents must indicate that the project has received</p>	

European Union funding, and carry the Erasmus+ logo and mention: "Co-funded by the Erasmus+ Programme of the European Union" .	
Target groups	Teaching staff, students, trainees, technical staff, administrative staff, enterprises and vocational training centres
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>Several Dissemination/Sustainability Plans were drafted. The final version (V04) was released on 26.01.2022. Will be officially adopted in Athens 09.03.2022.</p> <p>Electronic copies were sent to partners.</p>	
Conclusions and recommendations	
<p>Although the indicators of this WP have meet met, the deadlines not. There has been a delay according to the planned.</p> <p>Evidences should be provided for futures reports.</p>	

7.2 Project Website and Social Networks	
Type	Service/product
Due date	14/04/2021
Description:	
<p>The project website will be established and designed by the project coordinator and WP7 leader in the first three months of the project. Project account on social networks will be created as well.</p> <p>The website will be in English, and has three main services: a) the main portal for dissemination where its material will be posted on, to increase awareness in regard to the project and its topic; b) the main portal for accessing the Educational Platform where all course materials will be stored; c) the exploitation of results and in ensuring its continuation.</p>	
Target groups	Teaching staff, students, trainees, technical staff, administrative staff, enterprises and vocational training centres
Current status	
Full compliance	

Partially compliance
Not compliance
Not started yet

Website and Social Networks (Facebook; LinkedIn; YouTube) were developed and maintained by JU.

Conclusions and recommendations

The website is accessible, friendly and intuitive and contains all the sections described in the project.

The activities planned have been achieved. It is still pending to upload some contents in the website such as the e-learning courses information.

It is important for future progress reports to organize the information according to the project. In the google drive there is information under WP7.2 that is related to 7.3 (i.e newsletter)

7.3 Printed and Electronic dissemination material

Type	Service/Product
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Due date	Over Project life. Newsletter every 6 months
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Description:

The dissemination material and communication activities (i.e. Project logo, Brochures, Folders, Rollups, promotional material e-newsletter every six months, press releases to newspapers, and Flyers) will be designed and prepared by the WP 7 leader in cooperation with other partners. The material will present the purpose and accomplishments of the project.

Target groups	Teaching staff, students, trainees, technical staff, administrative staff, enterprises and vocational training centres
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Current status

Full compliance

Partially compliance
Not compliance
Not started yet

Several dissemination materials have been produced:
Brochure, leaflet, folder, notebook, roll-up delivered and mousepad.

The first newsletter was delivered on 28.11.2021, a few months later than planned.

Conclusions and recommendations

The activities of this WP have been carried out accordingly to planned. Despite the fact that there has been a slight delay in the publication of the newsletter, it is considered that the plan has been fulfilled.

It is important for future progress reports to organize the information according to the project. In the google drive there is information under WP7.2 that is related to 7.3 (i.e newsletter)

7.4 Seminars, Workshops, and info days

Type	Event/Report
Due date	Over Project life.

Description:

Seminars, info days, workshops for staff and students will be conducted in each partner university. One workshops in each partner university with at least 30 participants will be conducted.

The goal of the workshops is to increase the awareness of the project and the employability issues.

Those activities will be conducted to disseminate the Project objectives in raising awareness on clean technologies for transportation, promote their usage, and to encourage the cooperation between universities and enterprises, and vocational training centres. At least one annual activity per partner university in Jordan. In addition; the project idea and outcomes will be presented in different events and conferences organized by other entities outside the consortium.

During these events, the printed dissemination material will be distributed to participants.

Target groups	Teaching staff, students, trainees, technical staff, administrative staff, enterprises and vocational training centres
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Current status

Full compliance

Partially compliance

Not compliance

Not started yet

According to the progress report 2 online network workshops have been held during the first year and 5 online thematic workshops.

Conclusions and recommendations

The activities of this WP have been carried out accordingly to planned. It has not been possible to check the number and profile of participants.

It is important for future progress reports to provide more clear information about the performance of the project and provide evidences in the google drive.

7.5 Tester course workshops	
Type	
Due date	14/07/2022
Description:	
<p>A tester workshops will be conducted in Jordan with the participation of enterprises (employers), this will be prior to the diploma implementation and during the preparation phase of teaching material. At least 25 members from the network will participate. The participants will be informed on the content, structure, assessment regime, entry requirements and job prospects. The participants will test the modules and provide feedback in order to further improve their utility and usefulness. The plan for the implementation of the diploma and integration of modules in existing programs will also be presented so that potential beneficiaries are aware of the existing support. Finally; the participants will also express their opinions on what modifications need to be done so these courses could be best exploited by other organizations.</p>	
Target groups	Teaching staff, students, trainees, technical staff, administrative staff, enterprises and vocational training centres
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>According to project this activity should be carried out the second year of the project.</p>	
Conclusions and recommendations	

7.6 Final Conference on Sustainable technologies in transportation	
Type	Event
Due date	14/12/2023
Description:	
<p>An International Final Conference that will present ECO-CAR diploma, project outcomes and achievements while also promote the, lifelong learning, knowledge of innovation in transportation, innovation in educational programmes, environment and climate change issues. Network members will be invited to the conference. The conference will be conducted at the end of the project in Jordan and hosted by (UJ).</p>	

Target groups	Teaching staff, students, trainees, technical staff, administrative staff, enterprises and vocational training centres
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>According to project this activity should be carried out the 3rd year of the project.</p>	
Conclusions and recommendations	

WP8. Management

Aims and objectives

The coordinator of the project (UJ) in cooperation with partners will be responsible to manage the project and coordinate between different partners. The project coordinator will be responsible for the financial and administrative management including the reparation of budget and reports, timeliness and accomplishment. To achieve the project aims, the coordinator will form the right committees with suitable members for different Work packages of the project, define the project milestones, establish Clear Communication, and Manage Project Risks.

The kick-off meeting will be held at The University of Jordan to establish common aims and purposes of the project. Along the project duration, another five management meetings will be conducted on periodic bases in different European partner universities. Enterprises, public authorities, research centre, will be invited to the opening ceremony of the project.

Steering Committee, Quality Committee and Dissemination Committee, will conduct face to face and online meetings periodically, to create internal regulations, take decisions, distribute roles, monitor progress. The minutes of these meetings will be elaborated in occasion of all meetings and published on the web platform. They will have a documental value keeping all decisions taken and will be elaborated by the project coordinator.

Management and Operational Structures will be formed during the kick-off meeting, and the responsibilities will be determined. Different leading committees will be formed including Steering Committee, Technical Committee, Quality Committee, Dissemination Committee, and Sustainability Committee. Partnership agreements will be elaborated during the first stages of the project.

Project Progress Reports will be produced every six months of the project, this will be prepared by WP leaders based on the received progress reports from each partner university. It will give a detailed overview of the activities and outcomes of the project to date and a clear account of the budget. Its production is led by UJ and is based on partners' reports. Intermediate reports and final reports will be delivered by the coordinator in cooperation with partners.

At the end of the project, according with Erasmus Plus guidelines, an External Auditor will be appointed for the analysis and certification of financial documents.

8.1 Kick-off Meeting and other Consortium Meetings	
Type	Event
Due date	M1, M7, M13, M19, M26, and M35
Description:	
<p>The kick-off meeting will be held during M1 at The University of Jordan to establish common aims and purposes of the project at the beginning of the project. Meetings will be parallel to workshops.</p> <p>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, the fourth meeting will be during M19 with a training workshop in Europe, the fifth meeting will be during M26 in Europe, and the sixth meeting will be during M35 with the final conference in UJ.</p> <p>The project's meeting is combined with the training workshops, to minimize the travel costs. As the contact persons will be participating in both activities.</p> <p>Periodic online meetings will be conducted between the conducted as well to review objectives, and monitor the progress.</p> <p>Steering Committee, Quality Committee and Dissemination meetings will create internal regulations establishing representation of partners, decision mechanisms, roles and products, as well as a main calendar for meetings. The minutes of these meetings will be elaborated in occasion of all meetings and published on the web platform. They will have a documental value keeping all decisions taken and will be elaborated by the coordinator.</p>	
Target groups	Teaching staff, technical staff, administrative staff.
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>According to the progress report and the evidences, several meetings have been held:</p> <p>A 2-hours online meeting was conducted on 26th of July, 2021 with the project partners. The meeting started by a welcome speech from the project coordinator and viewing the agenda of the meeting by Prof. Ahmed Al-Salaymeh. Each WP leader presented the progress of the work package and its action plan. Each WP leader listed with the other partners the upcoming tasks under the presented WP.</p> <p>A 2-hours online meeting was conducted on 8th of September with the project partners. Each WP leader presented the progress of the work package and its action plan.</p>	

Each WP leader listed with the other partners the upcoming tasks under the presented WP.

A 2-hours online meeting was conducted on 4th of October with the project partners. Each WP leader presented the progress of the work package and its action plan. Each WP leader listed with the other partners the upcoming tasks under the presented WP.

A 2-hours online meeting was conducted on 9th of November, 2021 with the project partners. Each WP leader presented the progress of the work package and its action plan. Each WP leader listed with the other partners the upcoming tasks under the presented WP.

A 2-hours online meeting was conducted on 15th of December, 2021 with the project partners. Each WP leader presented the progress of the work package and its action plan. Each WP leader listed with the other partners the upcoming tasks under the presented WP.

Conclusions and recommendations

The activities of this WP have been carried out accordingly to planned. The evidences demonstrate that info about meeting is available in the website of the project.

It is worth noting that the information provided in the progress report is well organized and complete.

8.2 Establishment of Management and Operational Structures and running the project

Type	Service/product
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Due date	Over project life
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Description:

The project coordinator (PC) will be responsible for the overall planning and monitoring of the work of the consortium and will track deliverables and be responsible for the management and progress reports, cost statements and for the reports. PC Will maintain the plan and produce reports against the plan, and provide revisions of the plan (if necessary) as agreed by the project's management committee. Management reports and cost statements will be made by the partners individually on the basis of EACEA templates. These reports will form the basis of the management, progress and cost reports made by the project manager to be sent to the EACEA regularly. The PC, in conjunction with work package leaders, will organise technical meetings where necessary to provide a forum for regular review of the work in progress in particular work packages. The project manager will maintain an online archive of project documents and information, continuously accessible for the partners.

The Management and Operational Structures will be formed during the kick-off meeting, and the responsibilities will be determined. Different leading committees will be formed including Steering Committee, Technical Committee, Quality Committee,

Dissemination Committee, and Sustainability Committee. Partnership agreements will be elaborated during the first month of the project.	
The committees will be responsible for:	
<ul style="list-style-type: none"> • To provide high-quality management and coordination for the project consortium • To ensure implementation of projects tasks as planned • To ensure delivery of results as planned • To oversee financial expenditure of project funds • To resolve possible unexpected issues during the project 	
Target groups	Teaching staff, technical staff, administrative staff.
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>According to the progress report and the evidences, none was done regarding this WP. Looking forward on the agendas of the kick off meetings, it has been verified that the operational structure has been determined.</p>	
Conclusions and recommendations	
<p>Although the operational structured has been determined there is no evidence, only the photos of the events/meetings.</p> <p>The WP leader must ensure that all outputs of the WP are documented and to draft the progress report providing all information required.</p>	

8.3 Financial Management	
Type	Service/product
Due date	Over project life
Description:	
Accounting and control of the budget will be realized by the project coordinator and the responsible person for the financial management at each partner university and is controlled by the coordinator of the project. For transparency provision of financial activity, accuracy of financial documentations is required.	
Target groups	
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p>	

According to the progress report and the evidences, none was done regarding this WP.

Conclusions and recommendations

The WP leader must ensure that all outputs of the WP are documented and to draft the progress report providing all information required, so as to the external evaluation report could provide feedback about the fulfilment of the activities.

8.4 Reporting (Progress, Intermediate and Final Reports)

Type	
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Due date	Every Six Months, Middle of the project, End of the Project
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Description:

Project Progress Reports will be produced every six months of the project, this will be prepared by WP leaders based on the received progress reports from each partner university. It will give a detailed overview of the activities and outcomes of the project to date and a clear account of the budget. Its production is led by UJ and is based on partners' reports. Intermediate reports and final reports will be delivered by the coordinator in cooperation with partners.

Target groups	Teaching staff, technical staff, administrative staff, trainees, students
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Current status

Full compliance
Partially compliance
Not compliance
Not started yet

There have been submitted two progress reports from each WP leader.

Conclusions and recommendations

The most of the progress reports do not provide useful and complete information.

The WP leaders must ensure that all outputs of the WP are documented and to draft the progress report providing all information required. There are many progress reports that do not provide nearly information about the activities, outputs or indicators.

8.5 Hiring Financial Auditor

Type	Report/Service product
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Due date	M33-M36
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Description:

During the last year of the project and according with ERASMUS Plus guidelines, an External Auditor will be appointed by the University of Jordan for the analysis and certification of all financial documents.

Target groups	Administrative staff
Current status	
<p>Full compliance Partially compliance Not compliance Not started yet</p> <p>According to project this activity should be carried out the 3rd year of the project.</p>	
Conclusions and recommendations	

5. OVERALL CONCLUSION

The development of the project can be considered adequate. Although on some occasions there have been delays, in general the objectives set are being met.

It is important to highlight the need to streamline administrative procedures and pay more attention to monitoring the activities carried out by the project leaders themselves. It is important to document and evidence the activities carried out so that it is possible to evaluate their impact and compliance.