ERASMUS+ PROGRAMME
Project Number: 101083078

ICT4EDU
Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries

Minutes of Meeting
4th Management Meeting

Polytechnic Institute of Porto - Portugal
10th – 12th July 2024

ICT4EDU Partners Beneficiaries:

Beneficiary number	Beneficiary name
BE 001	University of Jordan (UJ)
BE 002	Irbid National University (INU)
BE 003	Mutah University (MU)
BE 004	Al-Azhar University (AZHU)
BE 005	Suez Canal University (SCU)
BE 006	Heliopolis University (HU)
BE 007	Palestine Technical University (PTUK)
BE 008	Palestine Technical College (PTC)
BE009	Al Istiqlal University (PASS)
BE010	Frederick University (FredU)
BE011	University of Bucharest (UB)
BE012	University of Porto (IPP)
BE013	University of Padova (UniPd)

ICT4EDU Project Coordinator:

Project Coordinator	Prof. Ahmed Al-Salaymeh
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About the Meeting:

Type of meeting	Management Meeting (Steering and Scientific Committee Meeting)
Meeting no.	4
Date	10-12/07/2024
Place	Polytechnic Institute of Porto, Porto, Portugal
Minutes drafted by	Eng. Maram Al-Hijaj

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Participants List

Table 1: Participants list

No.	Participant Name	Position
The University of Jordan		
1.	Prof. Ahmed Al-Salaymeh	ICT4EDU General Project Coordinator
2.	Eng. Maram Al-Hijaj	Research Assistant at the School of Engineering
3.	Dr. Hamad Alawalqah	Assistant Professor in the Department of Computer Information Systems
4.	Faris Smadi	Head of the Website Development Division at the Information Technology Centre
Irbid National University		
5.	Prof. Ahmad Al-khasawneh	President
6.	Eng. Yanal Almohammad	Research Assistant
Mutah University		
7.	Prof. Omer Maaitah	Professor at the Civil Engineering Department
8.	Prof. Nidal Al-Dmour	Associate Professor in the Faculty of Information Technology
Al-Azhar University		
9.	Prof. Mahmoud Seddik	Vice President of the University for Postgraduate Studies and Research
10.	Prof. Mohamed Farag	Professor at the Faculty of Science
11.	Prof. Yasser Helmy	Director of the International Excellence Office
Suez Canal University		
12.	Prof. Nehal Lotfy	Professor at the Educational Psychology Department
13.	Prof. Ahmed Attito	Assistant professor at the art education department
14.	Prof. Bassem Abdelghany	Assistant professor at the curriculum and teaching methodology department
Heliopolis University		
15.	Dr. Omar Ramzy	Dean of the Faculty of Business and Economics

16.	Mr. Ahmed Sameh	Teaching Assistant
Palestine Technical University - Kadoorie		
17.	Dr. Mahmoud Jazzar	Professor at the Information Technology Faculty
18.	Rania Abdalla	Assistant Professor, Information Systems
19.	Maan Alkhateeb	President Assistant
Palestine Technical College -Deir Elbalah		
20.	Dr. Ezzeldin Edwan	Head of Scientific Research Department
Al-Istiqlal University		
21.	Dr. Amer Shehadeh	Professor at the Department of Psychology
22.	Dr. Fouzia Marmash	Professor at the Department of Psychology
Frederick University		
23.	Prof. Vasileios Makrakis	Professor at the School of Education and Social Sciences
University of Bucharest		
24.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
25.	Dr. Friuta Tacea	Director of the Educational Sciences Department
Polytechnic Institute of Porto		
26.	Prof. Carlos Vaz de Carvalho	Professor at the Computer Engineering Department
27.	Dr. Ana Barata	Professor at IPP-ISEP
University of Padova		
28.	Prof. Michele Biasutti	Professor at FISPPA Department
29.	Dr. Eleonora Concina	Researcher at FISPPA Department
External Evaluators		
30.	Prof. Stefano Cobello	ICT4EDU External Evaluator
31.	Prof. Nancy Kanbar	ICT4EDU External Evaluator

Minutes of the Meeting

The 4th management meeting was held during the period 10th-12th of July 2024, the meeting conducted at Polytechnic Institute of Porto, the registration started at 9:30 am in the first day (Porto Time).

Welcome speeches were given as follows:

- ➢ Welcome speech by Polytechnic Institute of Porto Vice president
- ➢ Welcome speech by the ICT4EDU Project General Coordinator at IPP, Prof. Carlos Carvalho
- ➢ Welcome speech by the ICT4EDU Project General Coordinator, Prof. Ahmed Al-Salaymeh

The first presentation was about the overall progress of the project and it was given by Prof. Ahmed Al-Salaymeh, the general coordinator for ICT4EDU project.

He outlined the project main and specific objectives, target groups, expected results of work packages, their overall tasks, milestones and deliverables and underlined the achievements of each WP up to date and what is expected from each WP to be achieved in the upcoming months.

Then a group photo took place for all attendees. The meeting was attended by 31 persons physically and online by partners from Jordan, Egypt, Palestine, Cyprus, Romania, Portugal and Italy.

The discussions and upcoming tasks of each work package are shown in the following sections.

Work Package 1

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP1: Project Coordination [M1-M36]	**Task 1.1:** Kick-off Meeting	UJ	-	All
	Task 1.2: Steering Committee			
	Task 1.3: Biannual progress reports			
	Task 1.4: Operational Staff (Financial Management)			

The following has been discussed:

- In-person management meetings:

Table 2: Timetables for in-person management meetings

Meeting	Location	Date	No. of Participants
Kick-off Meeting	Amman, Jordan	8th -9th Mar. 2023	Each Partner: 2
Management Meeting (1)	Bucharest, Romania	7th -9th Sep. 2023	Each Partner: 2
Management Meeting (2)	Cairo, Egypt	12th- 14th Feb 2024	Each Partner: 2
Management Meeting (3)	Porto, Portugal	10th – 12th July 2024	Each Partner: 2
Management Meeting (4)	Padova, Italy	19-21 February 2025	Each Partner: 2
Management Meeting (5)	Nicosia, Cyprus	July 2025	Each Partner: 2

- Monthly Virtual Coordination Meetings:
  - Next online meeting: **Mon, 29 July 2024 (12 PM Amman Time)**
- Progress reports:
  All WP leaders need to send the updated progress reports (until M18)
- Financial management:
  All partners need to make sure to upload the following documents to the shared drive (previously sent by email).
  - Financial statement
  - Travel documents
  - Timesheets
  - Joint declarations
  - Equipment documents
- The management plan was discussed. The submitted report can be found in the annex.
- The intermediate report was discussed and it was agreed that for the technical part each partner needs to complete the template provided by project coordinator to collect the needed info and the project coordinator will compile the provided info and use it to complete part A (insert it on the portal) and part B (upload it as pdf). Whereas for the financial part, each partner needs to provide bank slip/treasury account showing the amount of consumption off the first installment and the project coordinator will calculate the overall consumption off the initial pre-financing to justify the request for additional pre-financing.

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- The Consortium Amendment for UTU removal and FredU addition was officially approved on June 28 and upon this, the Capacity Building Plan and The Final List of Equipment deliverables were re-opened for revision and also beneficiary termination reporting was also requested.

All partners agreed on the following tasks and deliverables regarding WP1:

Table 3: Tasks and deliverables of WP1

Task	Responsibility	Due Date
Updated progress reports	WP leaders	31 July 2024
Financial Statements	All partners	19 July 2024
Completing the intermediate report template	All partners	25 July 2024
UTU termination reporting	UJ	29 July 2024

Work Package 2

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co- Coordinator	partners involved
WP2: Preparation [M2-M7]	**Task 2.1:** In-depth Survey on State Of art of ICT in ECE. (Curriculum Verification).	PTUK	INU, MU, FredU, SCU	All
	Task 2.2: In-depth Survey on Teachers and Students Digital Competences			
	Task 2.3: In-depth Survey on available facilities and resources at EC departments			
	Task 2.4: Analysis of surveys' results and elaboration of final Reports			

- The research paper was done and revised.
- Information about the authors should be provided on this sheet.

- Will be sent for submission right after.

Regarding WP2, the following deadlines were agreed on:

Table 4: Tasks of WP2

Topic/Task	Lead Beneficiary	Due Date
Providing uthors info for research paper	PTUK	12 July 2024
Send for publishing	PTUK & UNIPD	15 July 2024

Work Package 3

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co- Coordinator	partners involved
WP3: Curricula Development [M7-M36]	**Task 3.1:** Definitions and Selection of Courses to be designed / Updated. **Task 3.2:** Design of new courses and restructuring of existing courses. **Task 3.3:** Regional Workshop on Curricula Development **Task 3.4:** Accreditation of the courses into study plan. **Task 3.5:** Implementation of the courses into Curricula.	UB	INU, PASS, SCU	All

The following points were discussed:
- Report on selected courses and report on the connection between WP2 & WP3 are done.
- The progress of the updated courses was discussed
- The progress of the new courses was discussed
- The progress on e-learning was discussed
- Upcoming deliverable reports were discussed

Regarding the updating of courses, the following deadlines were agreed on:

Table 5: Tasks of WP3 / updating of courses

Task	Responsibility	Comments	Due Date
Finalized courses outline & syllabus	All partners	-Check the status for your beneficiary on this sheet -Final versions need to be uploaded on this drive	31st July 2024
Teaching materials (PPTs)	All partners	-Check the status for your beneficiary on this sheet -Final versions need to be uploaded on this drive	31st July 2024
Update syllabi for ECTs, Contact hours and Student Workload	All partners	-ECTs info need to be updated in the syllabi on this drive to include contact hours and students workload and specifying the types of activities (readings, projects, homework, research, etc). -Make sure you are using the updated template of the syllabus	19 July 2024
Fill template for study plan and syllabi	All partners	Use the template provided by Dr. Anisoara on email.	21st July 2024
Accreditation of updated courses	All partners	Official letters of internal accreditation need to be provided.	31 July 2024
Updated courses implementation	All partners	Use the template provided by Dr. Anisoara on email.	25 July 2024

Regarding the new courses, the following deadlines were agreed on are shown below. Check the status for your beneficiary on this sheet. All the documents should be uploaded to this drive.

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Table 6: Tasks of WP3 / new courses

Task	Responsibility	New Due Date
New Courses Syllabus	All partners	31st July 2024
New Courses Outline	All partners	31st July 2024
New Courses materials & design of e-learning activities	All partners	31st July 2024
Creating interactive, multimedia resources for the new courses	All partners	15th August 2024
Finalizing the online courses	All partners	21st August 2024
Finalizing the materials for the 4th (face-to-face) course	All partners	21st July 2024
Official documents for integrating the 3 online courses in the curricula	All partners	15th September 2024
Official documents for the Implementation of 4th (face-to-face) obligatory* new course	All partners	15th September 2024

Regarding the e-learning platform, the following deadlines were agreed on are shown below.

Table 7: Tasks of WP3 / e-learning

Task	Responsibility	Deadline
License courses as open resource	All partners	31 July 2024
Upload updated courses to e-learning platform	All partners	31 July 2024
Provide materials for new courses (ppts, videos, activities) to Faris to upload	All partners	15 August 2024

Provide ToT materials by EU partners to upload on e-learning	All partners	15 August 2024
Upload new courses materials	All partners	21 Aug 2024

There is 3 upcoming deliverables for WP3.

Table 8: Deliverables of WP3

Deliverable Name	Lead Beneficiary	Due Date
Study Plans and Syllabus	UB	31 Aug 2024
Implementation of New and Developed Courses - Teaching material	UB	31 Aug 2024
Internal/ External Accreditation Approval	UB	30 Sep 2024

Work Package 4

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP4: Capacity Building and Training Workshops (Teacher/Technician Staff and Students) [M12-M36]	**Task 4.1:** Elaboration of Capacity Building Plan and Selection Criteria.	IPP	HU, PTC, MU	All
	Task 4.2: Academic and Technician Visits to EU Partners			
	Task 4.3: Students Visits to EU Partners			
	Task 4.4: Academic workshops for transferring knowhow and skills			

The capacity building plan was presented. The outcomes are presented below.

Academics' visits to EU partners:
  • 4 workshops, one for each EU partner

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- 5 working days long
- To be attended by 2 participants from each MENA institution (Total 18). The nominees for each ToT needs to be provided on [this sheet](#).
- The timetable is as follows:

Table 9: Timetable for academics' visits to EU partners

Workshop	Location	Expected Date	Topic
Development Workshop (1)	Porto, Portugal	8th – 12th July 2024	Advanced Digital Technologies for Active Learning: Gamification, Serious Games, VR/AR, AI
Development Workshop (2)	Padova, Italy	23rd – 27th September 2024	Developing Early Childhood Curricula
Development Workshop (3)	Nicosia, Cyprus	16th – 20th November 2024	Theory on the contextualization of ICT to embed SDGs in teaching, learning, and course curricula revised and developed.
Development Workshop (4)	Bucharest, Romania	9th – 13th December 2024	Pedagogical strategies for ICT in education contexts

Students' visits to EU partners:
- 4 workshops, one for each EU partner
- 12 working days long
- To be attended by 1 student from each MENA institution (Total 9)
- The timetable is as follows:

Table 10: Timetable for students' visits to EU partners

Workshop	Location	Expected Date	Topics
Students Workshop (1)	Padova, Italy	10 Feb – 21 Feb 2025	Suggested: ICT in pre-school education - pedagogical approaches
Students Workshop (2)	Nicosia, Cyprus	September 2025	To be defined
Students Workshop (3)	Porto, Portugal	September 2025	To be defined
Students Workshop (4)	Bucharest, Romania	6 Oct – 17 Oct 2025	To be defined

In—house training workshops

- 9 workshops after each academics' visits to EU partners.
- After each ToT workshop each participant will give training to 10 staffs (in total 80 staffs will be trained by each university)
- Each In—house training should be given before the next ToT takes place.

Upcoming tasks for this WP:

Table 11: Tasks for WP4

Task	Responsibility	Due Date	Comments
Revised Capacity Building plan	IPP	19 July 2024	-
In—house training for Porto ToT	MENA Partners	20 September 2024	-
Sending ToT workshop syllabi	EU partners	FredU: August 2024 UB: September 2024	-
Selection of Participants Report	MENA Partners	Padova ToT: 31 July 2024 Nicosia ToT: August 2024 Bucharest ToT: September 2024	-Should fill names on [this sheet](#) -Should provide a selection report using the template provided previously

Work Package 5

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP5: Development of the ICT Lab to Support the New Curriculum [M12-M24]	**Task 5.1:** Final List of Equipment	FredU	AZHU, PASS, UJ	All
	Task 5.2: Purchase, installation of equipment and Lab operation			

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The following points were discussed:
- The ICT4EDU Labs Action plan needs to be updated biannually.
- There is no sufficient info about the placement of the lab in the reports and partners need to provide more details about this.

The tasks and deliverables that were agreed upon:

Table 12: Tasks for WP5

Task/Deliverable Name	Lead Beneficiary	Responsibility	Due Date
Updated ICT Labs Action Plan For Monitoring And Quality Assurance Template (until M18)	FredU	MENA partners	19 July 2024
Official inauguration of ICT4EDU labs	FredU	MENA partners	31 July 2024
Revised final List of Equipment Report	FredU	FredU	19 July 2024
Purchase, installation of equipment and Lab operation Report	FredU	FredU	31 Dec 2024

Work Package 6

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP6: Quality Control and Monitoring [M2-M36]	**Task 6.1:** Quality Committee	UniPd	UJ, HU, PTC	All
	Task 6.2: Quality and Monitoring Plan			
	Task 6.3: Quality and Monitoring Reports			
	Task 6.4: External Evaluation			

The following points were discussed:

- The external evaluator, Stefano Cobello, presented the evaluation report of the work packages and discussed areas of improvements. It was agreed for WP leaders to hold bilateral meetings with him to discuss this further.
- The external evaluator, Nancy Kanbar, presented sample evaluation of the courses.
- Evaluation questionnaire of this meeting to be completed through this link.

Table 13: Tasks of WP6

WP#	Deliverable Name	Lead Beneficiary	Due Date
WP6	1st year external evaluation report	UniPd	31 July 2024
WP6	Bilateral meetings between WP leaders and external evaluator to discuss improvements	UniPd	22 July 2024

Work Package 7

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP7: Dissemination and Exploitation [M1-M36]	**Task 7.1:** Dissemination Committee and Dissemination plan	AZHU	PTUK, INU, UB	All
	Task 7.2: Project Website			
	Task 7.3: Promotional Materials and Dissemination days			
	Task 7.4: E-Learning platform			
	Task 7.5: Final Conference			

The following points were discussed:

- The 3rd issue of the ICT4EDU newsletter was presented.
- Partners received dissemination activities was presented.
- Partners who did not send dissemination activities reports need to provide it.
- Partners are asked to link to project website on their university pages.

All partners agreed on the following deliverables and milestones regarding WP7:

Table 14: Tasks of WP7

Task	Responsibility	Due Date
Dissemination activities/info days/ Communication activities	All partners	31 July 2024
Publishing the 3rd ICT4EDU Newsletter	AZHU + UJ	15 July 2024
E-learning platform	All partners	21 august 2024

Annex

1. Action Plan

2. Agenda

3. Participant List

4. Photos Folder

5. Management Plan Report

6. WP External evaluation report

All above mentioned documents are available on the following link:

https://drive.google.com/drive/folders/1u3YFHaRqht2RVbg7yltLZPcS55bKrv5j?usp=sharing