

ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
3rd Management Meeting

Al-Azhar University - Egypt
13th-14th February 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:

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About the Meeting:

Type of meeting	Management Meeting (Steering and Scientific Committee Meeting)
Meeting no.	3
Date	13-14/02/2024
Place	Al-Azhar University, Cairo, Egypt
Minutes drafted by	Eng. Maram Al-Hijaj

Disclaimer

"This project has been funded by the Erasmus+ Programme of the European Union. The publication reflects only the views of the authors, and the European Commission cannot be held responsible for any use which may be made of the information contained therein".

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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. Diala Hamaidi (online)	Associate Professor in Educational Learning Technologies
4.	Dr. Yousef Arouri (online)	Associate Professor in Educational Learning Technologies
5.	Dr. Hamad Alawalqah (online)	Assistant Professor in the Department of Computer Information Systems
6.	Eng. Faris Smadi (online)	Head of the Website Development Division at the Information Technology Centre
Irbid National University		
7.	Prof. Ahmad Al-khasawneh	President
8.	Eng. Yanal Almohammad	Research Assistant
Mutah University		
9.	Prof. Omer Maaitah	Professor at the Civil Engineering Department
10.	Prof. Abdullah Al Jarrah	Professor at the Education Faculty
Al-Azhar University		
11.	Prof. Salama Dawood	President of Al-Azhar University
12.	Prof. Mahmoud Seddik	Vice President of the University for Postgraduate Studies and Research
13.	Prof. Mohamed Farag	Professor at the Faculty of Science
14.	Dr. Rasha Aboutaleb	Lecturer at the kindergarten Department
15.	Prof. Yasser Helmy	Director of the International Excellence Office
16.	Prof. Reda AbdelAziz	Assistant Professor, faculty of Science
17.	Prof. Mohamed Selim	Assistant Professor, faculty of Science
18.	Prof. Shaimaa AboZaid	Associate Professor at the Kindergarten Department

19.	Prof. Hamdy Zydan	Assistant professor, Faculty of Education
20.	Prof. Hossam AlAshmawy	Assistant professor, faculty of medicine
21.	Prof. Marwa Lamlom	Assistant professor, Faculty of humanities
22.	Prof. Yasmin ElSaigh	Assistant professor, Faculty of humanities
23.	Prof. Eman Helmy	Professor of Biotechnology RCMB
24.	Ms. Aisha ElSayed	Student
25.	Ms. Somaia Hamdi	Student
26.	Ms. Nurhan Ashraf	Student
27.	Ms. Omnia Tamer	Student
28.	Ms. Salmaa Maher	Student
29.	Mr. Amr ElDeeb	Student
30.	Osama Hendi	Student
31.	Hamed Hdal	Student
32.	Mohammed Yosri	Student
33.	Saber Mohamed	Student
34.	Dr. Mahmoud Attallah	Guest
35.	Dr. Ahmed Al Stashris	Guest
36.	Eng. Ahmed Shaban	Techademics
37.	Eng. Amr AboZeid	Techademics
38.	Eng. Mohamed Medhat	Techademics
39.	Eng. Mariam ElNagar	Techademics
Suez Canal University		
40.	Prof. Nehal Lotfy	Professor at the Educational Psychology Department
41.	Prof. Hadya Adel	Lecturer of Educational Psychology
42.	Prof. Ahmed Attito	Assistant professor at the art education department

43.	Prof. Bassem Abdelghany	Assistant professor at the curriculum and teaching methodology department
Heliopolis University		
44.	Dr. Omar Ramzy	Dean of the Faculty of Business and Economics
45.	Mr. Ahmed Sameh	Teaching Assistant
46.	Mr. Ahmed Bahrawy	Teaching Assistant
Palestine Technical University - Kadoorie		
47.	Dr. Mahmoud Jazzar	Professor at the Information Technology Faculty
48.	Dr. Jafar AbuSaa	Associate Professor and Dean in the college of Arts and Educational Sciences
Palestine Technical College -Deir Elbalah		
49.	Dr. Ezzeldin Edwan (online)	Head of Scientific Research Department
Al-Istiqlal University		
50.	Dr. Amer Shehadeh	Professor at the Department of Psychology
51.	Dr. Fouzia Marmash	Professor at the Department of Psychology
Frederick University		
52.	Prof. Vasileios Makrakis	Professor at the School of Education and Social Sciences
University of Bucharest		
53.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
54.	Dr. Friuta Tacea	Director of the Educational Sciences Department
55.	Dr. Andreea Visan	Technician
Polytechnic Institute of Porto		
56.	Prof. Carlos Vaz de Carvalho	Professor at the Computer Engineering Department
57.	Dr. Ana Barata	Professor at IPP-ISEP
University of Padova		
58.	Prof. Marco Pavin	Professor at UniPd
59.	Prof. Michele Biasutti	Professor at FISPPA Department

Minutes of the Meeting

The 3rd management meeting was held during the period 13th-14th of February 2024, the meeting conducted at Al-Azhar University, the registration started at 9 am in the first day (Cairo Time).

Session 1

The meeting took place at Al-Azhar University in the University Council Hall, The University's Administrative Building.

Welcome speeches were given as follows:

- Welcome speech by Al-Azhar University President, Prof. Salama Dawood.
- Welcome speech by Al-Azhar University Vice president, Prof. Mahmoud Seddik.
- Welcome speech by the Director of the International Excellence Office of Al-Azhar University, Prof. Yasser Helmy.
- 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 54 persons physically and 4 persons online by partners from Jordan, Egypt, Palestine, Cyprus, Romania, Portugal and Italy.

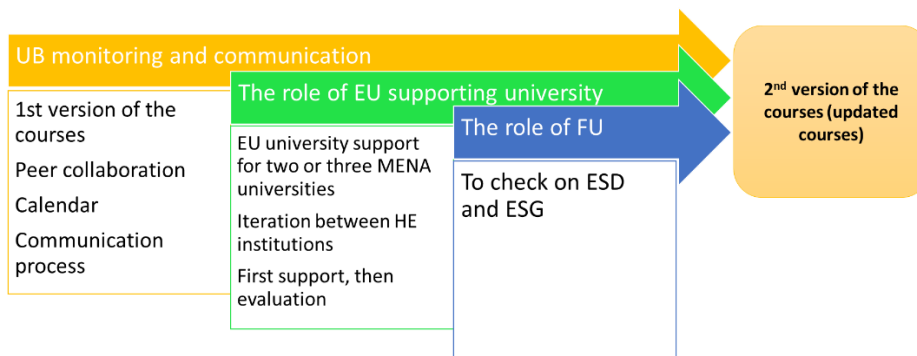
Session 2

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.	UB	INU, PASS, SCU	All
	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.			

The following points were discussed:

- The updating process was emphasized again by UB.



- Comments on the content of the courses and guidelines on the updating process were presented with emphasis on stating competences and assessment.
- Accreditation of the updated courses were discussed and the need to have official documents for internal accreditation.
- Teaching materials were discussed and the need for them to be ready soon for quality revision needs.
- New courses were discussed, the following committees for developing new courses were agreed on:

Table 2: New courses development committees

Course	MENA partners	EU partner
ICT and the 21st Century Pre- School Education	SCU & MU	IPP
ICT Skills in Practical (Project-based learning)	UJ & PTUK	UB
Design and Develop web-based teaching materials	HU, AZHU & PTC	FredU
ICT for children with SEN / disabilities	INU & PASS	UNIPD

- National workshops were discussed, Jordanian partners and Palestinian partners need to set a date for the national workshop.

Table 3: National workshops

Workshop	Location	Due Date
Workshop (1)	Egypt	12 Feb. 2024
Workshop (2)	Palestine	April-May 2024
Workshop (3)	Amman	April-May 2024

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

Table 4: Tasks of WP3 / updating of courses

Deliverable Name	Lead Beneficiary	Due Date
Courses updated syllabus and outline	UB	23 rd February 2024
EU partners feedback of courses	UB	25 th February 2024
Revised courses outline & syllabus	UB	10th March 2024
Teaching materials (PPTs)	UB	End of April 2024

Accreditation of New Curricula (Official letters)	UB	June 2024
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Regarding the new courses, the following deadlines were agreed on:

Table 5: Tasks of WP3 / new courses

Deliverable Name	Lead Beneficiary	Due Date
New Courses Syllabus	UB	29th February 2024
New Courses Outline	UB	15th March 2024
New Courses materials & design of e-learning activities	UB	20th April 2024
Creating interactive, multimedia resources for the new courses	UB	31st May 2024
Finalizing the new courses	UB	15th June 2024

Session 3 Workshop

A workshop took place in 4 panels where MENA and EU partners discussed the updating of courses progress and implementation. The panels were as follows:

- 1- University of Padova with the University of Jordan and Palestine Technical University.
- 2- Frederick University with Heliopolis University, Irbid National University and Suez Canal University.
- 3- Polytechnic Institute of Porto with Mutah University and Palestine Technical College.
- 4- University of Bucharest with Al-Azhar University and Al-Istiqlal University.

Session 4

A presentation on the e-learning platform and its features was given by UJ. A discussion occurred about the possibilities of content creation for new courses implementation. A manual on how to use the platform can be accessed through this link:

<https://elearning.ju.edu.jo/moodle10/course/view.php?id=1345>

- UJ will setup the e-learning platform and give access to the partners to add materials.

Session 5

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			

Research Paper progress was discussed, the following has been agreed on regarding the research paper:

- We will have 2 research papers; one for teachers and one for students.
- The first paper draft has been prepared by PTUK and has been previously sent to partners
- The draft will be reviewed by partners as per the suggested distribution.
- Author names to be received from every participating institution

The progress in the research paper is shown in the table below:

Table 6: Research paper progress

Topic/Task	Responsible Partner	Due Date	Status
Introduction	Colleagues from UB	15 Jan 2024	
Problem statement	Colleagues from IPP	15 Jan 2024	
Literature review	Colleagues from PASS and SCU	30 Jan 2024	Received
Research questions and Methodology	Colleagues from UJ	30 Jan 2024	Received
Study instrument	Colleagues from PTUK and PTC	15 Feb 2024	Received
Validity and Reliability of the study	Colleagues from AZHU	15 Feb 2024	
Result and discussion	Colleagues from HU and INU	20 Feb 2024	
Proof read	Colleagues from FredU	25 Feb 2024	
Final preparation and submission to journal	Colleagues from UNIPD	28 Feb 2024	

Regarding WP2, the following deadlines were agreed on:

Table 7: Tasks of WP2

Topic/Task	Lead Beneficiary	Due Date
Research Paper	PTUK	End of Feb 2024
Establishing a committee to find connection between WP2 & WP3	PTUK + UB	End of Mar 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
- 5 working days long
- To be attended by 2 participants from each MENA institution (Total 18)
- The timetable is as follows:

Table 8: Timetable for academics' visits to EU partners

Workshop	Location	Expected Date	Topic
Development Workshop (1)	Porto, Portugal	8 th – 12 th July 2024	Advanced Digital Technologies for Active Learning: Gamification, Serious Games, VR/AR, AI
Development Workshop (2)	Nicosia, Cyprus	2 nd – 6 th Sep 2024 /October/November (to be decided)	ICT-Enabled Education for sustainable development focusing on ECE
Development Workshop (3)	Padova, Italy	23 rd – 27 th September 2024	Developing Early Childhood Education Curricula
Development Workshop (4)	Bucharest, Romania	9 th – 13 th December 2024	Pedagogical strategies for ICT in education contexts

Students' visits to EU partners:

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

Table 9: Timetable for students' visits to EU partners

Workshop	Location	Expected Date	Topics
Students Workshop (1)	Padova, Italy	February / March 2025	Suggested: ICT in pre-school education - pedagogical approaches
Students Workshop (2)	Nicosia, Cyprus	March / April 2025	To be defined
Students Workshop (3)	Porto, Portugal	April / May 2025	To be defined
Students Workshop (4)	Bucharest, Romania	May 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)

Upcoming tasks for this WP:

Table 10: tasks for WP4

Deliverable Name	Responsibility	Due Date
Sending the workshop agenda	IPP	29 Feb 2024
List of participants sent to UJ	MENA Partners	15 Mar 2024
Approving the list by Capacity Building Committee (IPP + UB + FredU + UniPd)	EU partners	22 Mar 2024

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			

ICT Labs Action Plan for Monitoring and Quality Assurance lab reports were discussed as follows:

- Reports need to be filled by all MENA partners.
- The report need to include amendments to equipment list
- The report need to include the purchase process details with official letters
- It also needs to include visual pictures of it being used during trainings

The tasks and deliverables that were agreed upon:

Table 11: Deliverables for WP5

Task/Deliverable Name	Lead Beneficiary	Responsibility	Due Date
Template to be filled by the partners	FredU	MENA partners	4 March 2024
Purchase, installation of equipment and Lab operation	FredU	MENA partners	31 March 2024
Official inauguration of ICT4EDU labs	FredU	MENA partners	15 April 2024

Session 6

Reflections from course revision processes and outcomes

Presentation was given by Prof. Vasileios Makrakis where reflections from the updating process of different courses based on the revision criteria is shared and discussed.

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:

- First year Quality and Monitoring Reports is done and submitted.
- The TOR and call to hire an external evaluator have been published.
- The received offers are currently being studied.
- The possibility of hiring 2 external evaluators, one to evaluate the progress of the project and the other to evaluate the updating of courses will be investigated by Prof. Michele.
- Evaluation questionnaire of this meeting to be completed:

https://docs.google.com/forms/d/e/1FAIpQLScmM_dyN66dj9jo3AVTmtPhUa6qyFvqm3mzVJQpyGHb1ruURQ/viewform

Table 12: Tasks of WP6

WP#	Deliverable Name	Lead Beneficiary	Due Date
WP6	Hire the External evaluator	UniPd + UJ	Feb 29 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 first and second issue of the ICT4EDU newsletter have been prepared.
- Reports need to be prepared by partners about events (2 webinars, 2 seminars, 1 info day).
- Partners are asked to link to project website on their university pages.

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

Table 13: Deliverables and milestones of WP7

Deliverable/milestone Name	Lead Beneficiary	Due Date
Translation of ICT4EDU Website contents to Arabic	AZHU	April 2024
Reports from partners about events (2 webinars, 2 seminars, 1 info day)	All partners	April 2024
E-learning platform	UJ + AZHU	April 2024

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 14: Timetables for in-person management meetings

Meeting	Location	Date
Kick-off Meeting	Amman, Jordan	8 th -9 th Mar. 2023
Management Meeting (1)	Bucharest, Romania	7 th -9 th Sep. 2023
Management Meeting (2)	Cairo, Egypt	12 th - 14 th Feb 2024
Management Meeting (3)	Porto, Portugal	11 th – 12 th Sep 2024 or 11 th – 12 th July 2024 (We might add one day more)
Management Meeting (4)	Padova, Italy	TBD
Management Meeting (5)	Nicosia, Cyprus	TBD

- Monthly Virtual Coordination Meetings:
 - Next online meeting: **Thu, 21 March 2024** (12 PM Amman Time)
 - Meeting repeats every 4 weeks on Thursday at 12 PM Amman Time (10 AM CET).
- Progress reports need to be submitted by partners.

- 2nd Transfer to EU partners need to be done soon.

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

Table 15: Tasks and deliverables of WP1

Deliverable Name	Responsibility	Due Date
1 st Progress Report	WP leaders	15 Mar 2024
2 nd Progress Report	WP leaders	15 Mar 2024

Session 7

Partner University Implementation in the ICT4EDU Project

In this session partners gave presentations on the progress in terms of courses updating process, accreditation status, status of ICT4EDU Labs and equipment, nominees for Staff training, dissemination and challenges and Risks.

Annex

1. Action Plan
2. Agenda
3. Participant List
4. Photos Folder

All above mentioned documents are available on the following link:

<https://drive.google.com/drive/folders/1jDNPI5gPdeFAk42ufaOaDGE1JwPKU8zw?usp=sharing>