

ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
5th Management Meeting

University of Padova - Italy
19th – 21st Feb 2025

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
Address	School of Engineering The University of Jordan Amman 11942 Jordan
Phone	+96265355000 Ext.22816
email	salaymeh@ju.edu.jo
Project Website	https://sites.ju.edu.jo/en/ict4edu/Home.aspx

About the Meeting:

Type of meeting	Management Meeting (Steering and Scientific Committee Meeting)
Meeting no.	5
Date	19-21/02/2025
Place	University of Padova, Padova, Italy
Minutes drafted by	Eng. Maram Al-Hijaj

Disclaimer

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Table of Contents

Participants List	4
Minutes of the Meeting.....	5
Work Package 1	6
Work Package 2	8
Work Package 3	8
Work Package 4	10
Work Package 5	12
Work Package 6	12
Work Package 7	13
Annex.....	14

List of Tables

Table 1: Participants list	4
Table 2: Timetables for in-person management meetings	7
Table 3: Tasks and deliverables of WP1	7
Table 4: Tasks of WP3.....	9
Table 5: Student trainings	10
Table 6: Tasks for WP4	11
Table 7: Tasks for WP5	12
Table 8: Tasks of WP6.....	13
Table 9: Tasks of WP7.....	14

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.	Prof. Mohammad Al-Shridah	ICT4EDU Technical Project Coordinator
4.	Faris Smadi	Head of the Website Development Division at the Information Technology Centre
Irbid National University		
5.	Prof. Majed Abu Zreig	President
6.	Dr. Mohammad Mhawish	Assistant Professor
Mutah University		
7.	Prof. Omer Maaitah	Professor at the Civil Engineering Department
Al-Azhar University		
8.	Prof. Mohamed Farag	Professor at the Faculty of Science
9.	Prof. Yasser Helmy	Director of the International Excellence Office
Suez Canal University		
10.	Prof. Nehal Lotfy	Professor at the Educational Psychology Department
Heliopolis University		
11.	Dr. Omar Ramzy	Dean of the Faculty of Business and Economics
Palestine Technical University - Kadoorie		
12.	Dr. Mahmoud Jazzar	Professor at the Information Technology Faculty
13.	Dr. Jafar Abu Saa	Assistant Professor, Information Systems
Palestine Technical College -Deir Elbalah		
14.	Dr. Ezzeldin Edwan	Head of Scientific Research Department
15.	Dr. Heba AbuGhali	Lecturer

Al-Istiqlal University		
16.	Dr. Amer Shehadeh	Professor at the Department of Psychology
17.	Dr. Fouzia Marmash	Professor at the Department of Psychology
Frederick University		
University of Bucharest		
18.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
19.	Dr. Friuta Tacea	Director of the Educational Sciences Department
Polytechnic Institute of Porto		
20.	Dr. Ana Barata	Professor at IPP-ISEP
University of Padova		
21.	Prof. Michele Biasutti	Professor at FISPPA Department
22.	Dr. Eleonora Concina	Researcher at FISPPA Department
External Evaluators		
23.	Prof. Stefano Cobello	ICT4EDU External Evaluator

Minutes of the Meeting

The 5th management meeting was held during the period 19th-21st of Feb 2025, the meeting was conducted at the University of Padova at the Department of Philosophy, Sociology, Education and Applied Psychology, the registration started at 9:30 am in the first day (Porto Time).

Welcome speeches were given as follows:

- Welcome speech by ICT4EDU Project Coordinator at the University of Padova, Prof. Michele Biasutti
- Welcome speech by the ICT4EDU Project General Coordinator, Prof. Nour Abu Al-Rub
- Welcome speech by the President of Al-Istiqlal University, Prof. Ahmed Al-Salaymeh
- Welcome speech by the President of Irbid National University, Prof. Majed Abu-Zreig
- Welcome speech by Director of the International Excellence Office at Al-Azhar University, Prof. Yaser Helmy

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 23 persons 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	Expected Month
Kick-off Meeting	Amman, Jordan	8 th -9 th Mar. 2023
Management Meeting (2)	Bucharest, Romania	7 th -9 th Sep. 2023
Management Meeting (3)	Cairo, Egypt	13 th – 14 th Feb 2024
Management Meeting (4)	Porto, Portugal	10 th – 12 th July 2024
Management Meeting (5)	Padova, Italy	19-21 February 2025
Management Meeting (6)	Nicosia, Cyprus	17 th – 19 th Sep. 2025

- Monthly Virtual Coordination Meetings:
 - Next online meeting: **Wed, 9 April 2025 (3 PM Amman Time/ 2 PM CET)**
- Progress reports:

All WP leaders need to send the updated progress reports (until M24)
- Financial management:

All partners need to make sure to update their financial statements and upload all the needed supporting documents to the shared drive (Financial statement, Travel document, Timesheets, Joint declarations, Equipment documents).

Tasks and deliverables regarding WP1:

Table 3: Tasks and deliverables of WP1

Task	Responsibility	Due Date
Updated progress reports (until M24)	WP leaders	15 Mar 2025
2 nd Financial Statement	All partners	31 Mar 2025

Report about 3 In person Management Meetings and online management meetings till the end of the project.

UJ

31 Dec 2025

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 is done and was submitted to the Italian Journal for Educational Sciences
- Currently under review

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 implementation of the courses in the 1st semester was discussed, the surveys' results were presented.

The following tasks were agreed on:

Table 4: Tasks of WP3

Task	Responsibility	Due Date
Update the number of students for courses implemented in the first and second semesters of 2024/2025	All partners	20 Feb 2025
Translate the New Courses to Arabic	MENA partners	1 April 2025
Set timeline for implementing the Traditional new course "ICT for Children with SEN" as an intensive training course / module	Partners who cannot offer this as a separate course (UJ, AZHU, SCU, HU, PTUK)	15 April 2025
Have the new accreditation letter for the traditional new course stating it will be given as an intensive training course	Partners who cannot offer this as a separate course (UJ, AZHU, SCU, HU, PTUK)	15 April 2025
Increasing the number of responses for implementation student survey for after implementation of the 1 st semester 2024/2025	All partners	28 Feb 2025
Increasing the number of responses for teachers' survey for updated courses	All partners	28 Feb 2025
Filling the teachers' survey for new courses	All partners	28 Feb 2025
Filling the implementation student survey for before implementation of the 2 nd semester 2024/2025	All partners	15 Mar 2025
Ensure all the courses have been updated according to the comments received from the external evaluator (last summer)	All partners	31 Mar 2025

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			

- Regarding the ToTs:
 - All planned ToTs have concluded successfully.
 - The possibility of holding an extra staff training was discussed briefly to reach target number of participants
- Upcoming student training workshops were discussed, finalized dates are as follows:

Table 5: Student trainings

Workshop	Location	Date
Students Workshop (1)	Padova, Italy	11th – 22nd February 2025
Students Workshop (2)	Nicosia, Cyprus	15th – 26th September 2025
Students Workshop (3)	Porto, Portugal	22 nd September – 3 rd October 2025
Students Workshop (4)	Bucharest, Romania	6th – 17th October 2025

- Number of participants for each training should be determined here: https://docs.google.com/spreadsheets/d/192_jxaC-5_liWl5imx5Jqswp8tkLVtSKY0b8cP1rtxE/edit?gid=0#gid=0
- In-house trainings were discusses as well
- EU visits to partner countries was discussed
- Missing reports from each partner regarding these activities is summarized below:
 - Selection ToT reports:

- UJ: Nicosia, Bucharest
- MU: Porto, Padova
- SCU: Bucharest
- In-House Training Reports:
 - UJ: Padova, Nicosia, Bucharest
 - MU: Nicosia, Bucharest
 - Comment: attendance sheet missing for Porto & Padova combined in-house training
 - INU: Padova, Nicosia, Bucharest
 - Comment: attendance sheet for Porto In-house training must be signed
 - AZHU: Nicosia, Bucharest
 - SCU: Porto, Padova, Nicosia, Bucharest
 - PASS: Bucharest
 - PTC: Nicosia, Bucharest
 - PTUK: Nicosia, Bucharest
- Padova Student Training Selection report: UJ, HU

Upcoming tasks for this WP:

Table 6: Tasks for WP4

Task	Responsibility	Due Date
Send the missing selection reports for all ToTs (Porto, Padova, Nicosia, Bucharest) and for the students training in Padova	MENA partners	31 Mar 2025
Upload the trainings materials for the Nicosia and Bucharest ToT on E-learning	UB, FredU	17 Mar 2025
Send the Workshop report for the Bucharest ToT	UB	17 Mar 2025
Distribute the students to the remaining 3 trainings in Nicosia, Porto, Padova	MENA partners	20 Mar 2025
Send the syllabus for the Nicosia and Porto student trainings	FredU and IPP	31 March 2025
Send selection reports for the students' trainings at Nicosia and Porto	MENA partners	30 April 2025
Approve the list of students for the Nicosia and Porto ToT	IPP	14 May 2025
Send reports for all in-house trainings	MENA partners	30 April 2025

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			

The following points were discussed:

- The ICT4EDU Labs Action plan needs to be updated.

The tasks and deliverables that were agreed upon:

Table 7: Tasks for WP5

Task/Deliverable Name	Lead Beneficiary	Responsibility	Due Date
Updated ICT Labs Action Plan For Monitoring And Quality Assurance Template	FredU	MENA partners	30 April 2025

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 2nd annual quality report was presented
- The external evaluator attended all the work packages sessions and gave valuable insights for improvement of the project activities
- The 1st draft of the 2nd external evaluation report to be ready by September 1st, the WP leader, prof. Michele Biasutti, will contact the 2 external evaluators regarding this.
- A drive will be shared with the WP leaders to check that all the documents that the external evaluator needs are present.

Table 8: Tasks of WP6

WP#	Deliverable Name	Lead Beneficiary	Due Date
WP6	2nd external evaluation report	UNIPD	First draft: 1st Sep 2025

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 9: Tasks of WP7

Task	Responsibility	Due Date
Final Conference	AZHU	November 2025
3rd year dissemination events/info days reports	All partners	October 2025
5th newsletter	AZHU	July 2025
Draft sustainability plan	AZHU	30 April 2025

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/1z-qPfWlgBqDGcd2vo5JHMBkwluAnbNMg?usp=sharing>