

ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
16th Online Management Meeting

7th November, 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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Project Website	https://sites.ju.edu.jo/en/ict4edu/Home.aspx

About the Meeting:

Type of meeting	Online Management Meeting
Meeting no.	16
Date	07/11/2024
Place	Zoom video conferencing
Minutes drafted by	Eng. Maram Al-Hijaj

Disclaimer

*"This project has been funded by the Erasmus+ Programme of the European Union.
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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.	Dr. Diala Hamaidi	Associate Professor in Early Childhood Education
3.	Dr. Yousef Arouri	Associate Professor in Educational Learning Technologies
4.	Eng. Maram Al-Hijaj	Research Assistant at the School of Engineering
5.	Prof. Mahmoud Shraideh	ICT4EDU Technical Project Coordinator
6.	Dr. Hamad Sawalqah	Professor of computer information systems
7.	Prof. Rizik Al-sayyed	Professor of Information Technology
8.	Prof. Saleh Al-Sharaeh	Professor of Computer Science
Irbid National University		
9.	Prof. Ahmad Al-khasawneh	Professor of computer information systems
10.	Yanal Almohammad	Research Assistant
Mutah University		
11.	Prof. Omar Maaitah	Professor
Al-Azhar University		
12.	Prof. Mohamed Farag	Professor at the Faculty of Science
Suez Canal University		
13.	Prof. Nehal Lotfy	Professor at the Educational Psychology Department
Heliopolis University		
14.	Dr. Omar Ramzy	Dean of the Faculty of Business and Economics
15.	Mr. Ahmed Sameh	Teaching Assistant
Palestine Technical University - Kadoorie		
16.	Dr. Mahmoud Jazzar	Professor at the Information Technology Faculty

Palestine Technical College -Deir Elbalah		
17.	Dr. Ezzeldin Edwan	Head of Scientific Research Department
Al-Istiqlal University		
18.	Dr. Fouzia Marmash	Professor at the Department of Psychology
19.	Dr. Amer Shehadeh	Professor at the Department of Psychology
Frederick University		
20.	Prof. Vasileios Makrakis	Professor at the School of Education and Social Sciences
University of Bucharest		
21.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
Polytechnic Institute of Porto		
22.	Dr. Ana Barata	Professor at IPP-ISEP
University of Padova		
23.	Prof. Marco Pavin	Professor at UniPd
24.	Dr. Eleonora Concina	Researcher at UNIPD

Minutes of the Meeting

The 16th online management meeting was held on 7th of November 2024, at 2:00 PM (Amman Time) and it was conducted via Zoom video conferencing.

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)			

- Request for additional information regarding the Palestinian partners was made on the Intermediate report and it was provided and hence the second pre-financing was issued.
- Transfers to partners will be made soon.
- Partners who did not send the 3rd progress report in the right template need to send it ASAP (you can use the information which was provided in the intermediate report template to do this) [IPP, FredU, UNIPD].

Task	Responsibility	Due Date
3 rd Progress Reports (by IPP, FredU, UNIPD)	WP leaders	9 December 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			
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- A new journal was suggested for submitting the paper and PTUK with UNIPD are working on editing the paper and preparing it for submission.

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.			

- Regarding the online courses, the new course content by MU and SCU needs to be updated.
- Partners need to send students emails so student accounts can be made for them.
- Questionnaires will be prepared by BU and translated by WP3 co-coordinators (SCU and PASS) to assess the impact of the update for both the students and the teachers at the beginning and the end of the implementation.
- The new courses still need to be accredited by SCU.
- The possibility of PTC students attending online courses offered by other partners was suggested.

Task	Responsibility	Due Date
Doing any required editing to the uploaded content on e-learning	All partners	-
Sending missing accreditation letter By SCU	All partners	As soon as they are signed.
Providing student emails for E-learning accounts	All partners	-

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 program and the hotel information for the Nicosia ToT were sent.
- A doodle poll was sent to partners to vote for the date of the Bucharest ToT as some partners asked for the original date to be pushed back.
- Partners voted for the Bucharest ToT to be held on Jan 27-Jan 31 2025.
- Partners need to send the missing selection of participants report for all past ToTs (Porto, Padova)
- Partners need to have their in-house training where each participant will train 10 teachers and produce a report about it.
- The invitation letters and syllabus of Nicosia ToT were sent by Prof. Makrakis.
- Remaining tasks:

Task	Responsibility	Deadline
Missing Selection of participants reports	MU: Porto and Padova SCU: Nicosia	10 November 2024
Porto In-house training reports	SCU	-
Padova In-house training reports	All partners except AZHU and MU	-
Nicosia In-house training reports	All partners	27 Jan 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			

All partners should have an activity in their labs and update their lab reports.

Task	Responsibility	Deadline
Official lab inauguration reports	SCU, PTC	15 December 2024
Updated Labs monitoring reports	MENA partners	15 December 2024
Report for "Purchase, installation of equipment and Lab operation"	FredU	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			

- UNIPD are working on the 2nd annual quality report
- UNIPD will contact the external evaluators regarding the 2nd external evaluators report.

Task	Responsibility	Deadline
2 nd annual quality report	UNIPD	Dec 2024
2 nd external evaluator report	UNIPD	Jan 2024

Work Package 7

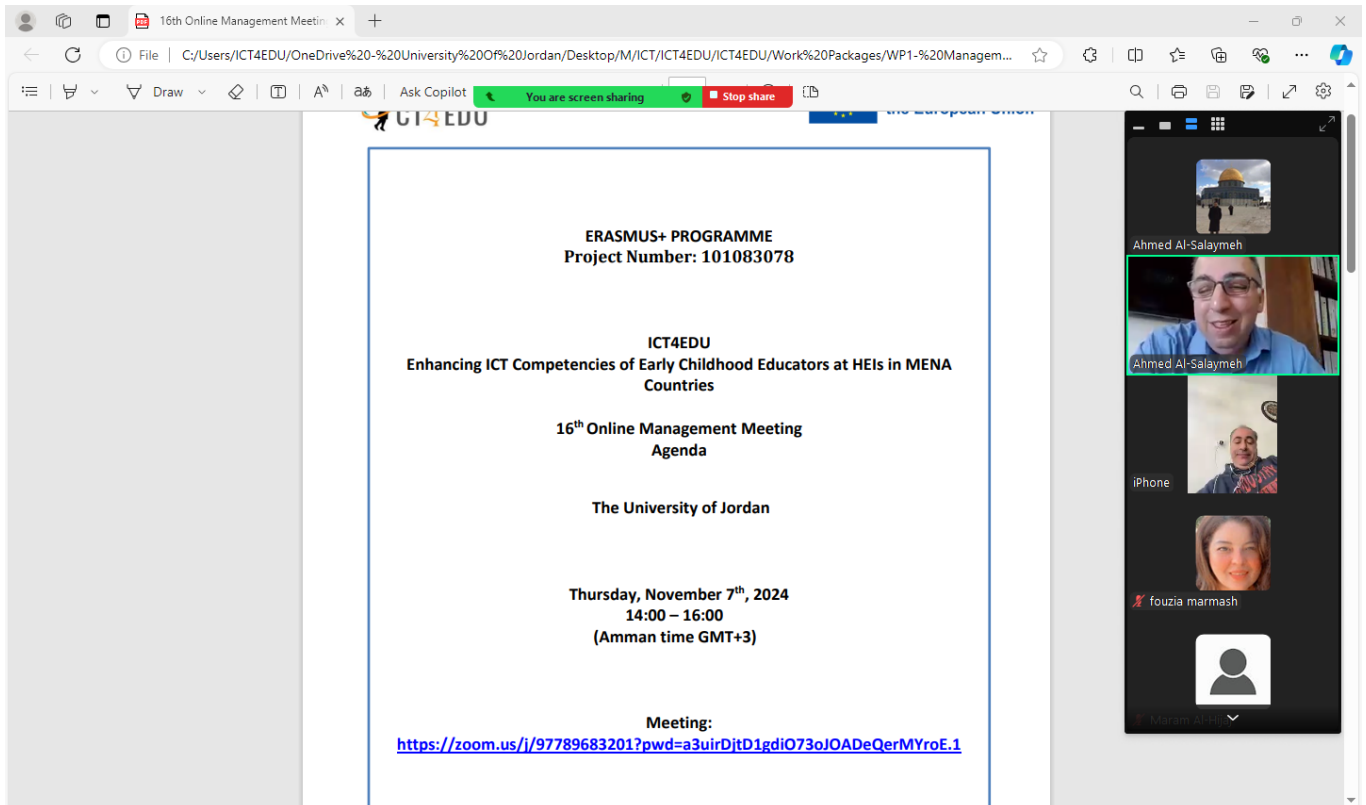
Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP7: Dissemination and Exploitation	Task 7.1: Dissemination Committee and Dissemination plan	AZHU	PTUK, INU, UB	All
	Task 7.2: Project Website			

[M1-M36]	Task 7.3: Promotional Materials and Dissemination days			
	Task 7.4: E-Learning platform			
	Task 7.5: Final Conference			

Task	Responsibility	Deadline
2 nd year dissemination events reports	All partners	Dec 2024
4 th issue of the newsletter	AZHU	Dec 2024

❖ **Next Meeting:** 5 Dec 2024 @ 2 PM Amman Time, 12 PM CET.

Photos



16th Online Management Meeting

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ERASMUS+ PROGRAMME
Project Number: 101083078

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

16th Online Management Meeting
Agenda

The University of Jordan

Thursday, November 7th, 2024
14:00 – 16:00
(Amman time GMT+3)

Meeting:
<https://zoom.us/j/97789683201?pwd=a3uirDjtD1gdiO73oJOADeQerMYroE.1>

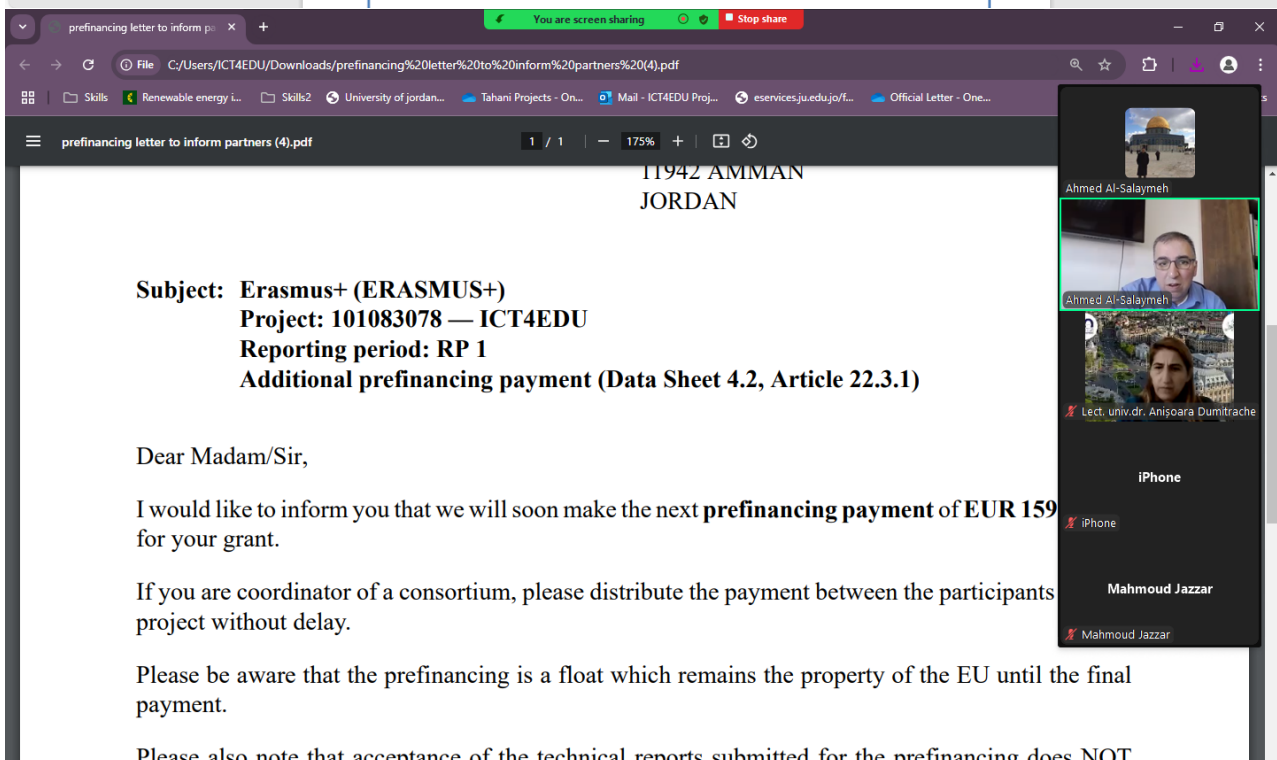
Ahmed Al-Salaymeh

Ahmed Al-Salaymeh

iPhone

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Mariam Al-Salaymeh



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JORDAN

Subject: Erasmus+ (ERASMUS+)
Project: 101083078 — ICT4EDU
Reporting period: RP 1
Additional prefinancing payment (Data Sheet 4.2, Article 22.3.1)

Dear Madam/Sir,

I would like to inform you that we will soon make the next **prefinancing payment** of EUR 159 for your grant.

If you are coordinator of a consortium, please distribute the payment between the participants project without delay.

Please be aware that the prefinancing is a float which remains the property of the EU until the final payment.

Please also note that acceptance of the technical reports submitted for the prefinancing does NOT

Ahmed Al-Salaymeh

Ahmed Al-Salaymeh

Lect. univ.dr. Anisoara Dumitrache

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Mahmoud Jazzar

Mahmoud Jazzar

16th Online Management Meeting

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15:45 – 16:00 WP7: Dissemination and Exploitation
by Prof. Mohamed Farag

- ✓ 2nd year dissemination events reports from partners
- ✓ 4th issue of ICT4EDU Newsletter (M19-M24)

16:00 Closing

- ✓ Next meeting date
- ✓ Evaluation of the meeting
- ✓ Group photo

Ahmed Al-Salaymeh

Ahmed Al-Salaymeh

Maram Al-Hijaj

Prof. Mohamed...

Prof. Mohamed Farag

Mohammad Als...

Mohammad Alshraideh

Ahmed Al-Salaymeh

Ahmed Al-Salaymeh

Prof. Mohamed Farag

iPhone

Omar's iPhone

Mohammad Alshraideh

Mahmoud Jazzar

Ahmed sameh

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Lect. univ.dr. Anișoara Dumitrache

fouzia marmash

Ahmad Khasawneh

Ezzaldeen Edwan

Maram Al-Hijaj

Rizik Al-Sayyed

saleh alsharaeh

Marco Pavin

Prof. Diala Hama...

VASSILOS

Yanal Almoham...

Marco Pavin

Prof. Diala Hamaidi

VASSILOS

Yanal Almohammad INU

Nehal Lotfy SCU