

**ERASMUS+ PROGRAMME**  
**Project Number: 101083078**

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

**Minutes of Meeting**  
**17<sup>th</sup> Online Management Meeting**

**5<sup>th</sup> December, 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:

<b>Project Coordinator</b>	Prof. Ahmed Al-Salaymeh
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#### About the Meeting:

<b>Type of meeting</b>	Online Management Meeting
<b>Meeting no.</b>	17
<b>Date</b>	05/12/2024
<b>Place</b>	Zoom video conferencing
<b>Minutes drafted by</b>	Eng. Maram Al-Hijaj

#### Disclaimer

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## Participants List

Table 1: Participants list

No.	Participant Name	Position
<b>The University of Jordan</b>		
1.	Prof. Ahmed Al-Salaymeh	ICT4EDU General Project Coordinator
2.	Dr. Yousef Arouri	Associate Professor in Educational Learning Technologies
3.	Eng. Maram Al-Hijaj	Research Assistant at the School of Engineering
4.	Dr. Hamad Sawalqah	Professor of computer information systems
5.	Prof. Rizik Al-sayyed	Professor of Information Technology
6.	Mr. Faris Smadi	Website Developer
<b>Irbid National University</b>		
7.	Prof. Ahmad Al-khasawneh	Professor of computer information systems
8.	Yanal Almohammad	Research Assistant
<b>Mutah University</b>		
9.	Prof. Omar Maaitah	Professor
<b>Al-Azhar University</b>		
10.	Prof. Mohamed Farag	Professor at the Faculty of Science
<b>Suez Canal University</b>		
<b>Heliopolis University</b>		
11.	Dr. Omar Ramzy	Dean of the Faculty of Business and Economics
<b>Palestine Technical University - Kadoorie</b>		
12.	Dr. Mahmoud Jazzar	Professor at the Information Technology Faculty
<b>Palestine Technical College -Deir Elbalah</b>		
13.	Dr. Ezzeldin Edwan	Head of Scientific Research Department
<b>Al-Istiqlal University</b>		

14.	Dr. Fouzia Marmash	Professor at the Department of Psychology
<b>Frederick University</b>		
15.	Prof. Vasileios Makrakis	Professor at the School of Education and Social Sciences
<b>University of Bucharest</b>		
16.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
17.	Andreea Visan	Technician
<b>Polytechnic Institute of Porto</b>		
<b>University of Padova</b>		
18.	Prof. Marco Pavin	Professor at UniPd
19.	Dr. Eleonora Concina	Researcher at UNIPD

## Minutes of the Meeting

The 16<sup>th</sup> online management meeting was held on 5<sup>th</sup> of December 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]	<b>Task 1.1:</b> Kick-off Meeting	UJ	-	All
	<b>Task 1.2:</b> Steering Committee			
	<b>Task 1.3:</b> Biannual progress reports			
	<b>Task 1.4:</b> Operational Staff (Financial Management )			

- 2<sup>nd</sup> instalment was issued by UJ for most partners
- WP leaders need to send the updated progress reports for the second year

### Work Package 3

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

- ICT4EDU implementation surveys do not have enough responses from some partner universities.
- It was re-opened until 9 Dec to get enough responses.

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]	<b>Task 4.1:</b> Elaboration of Capacity Building Plan and Selection Criteria.	IPP	HU, PTC, MU	All
	<b>Task 4.2:</b> Academic and Technician Visits to EU Partners			
	<b>Task 4.3:</b> Students Visits to EU Partners			
	<b>Task 4.4:</b> Academic workshops for transferring knowhow and skills			

- We need the Nicosia ToT report from FredU.
- Partners need to do in-house training for the Nicosia ToT, the training material by FredU will be uploaded on the ICT4EDU e-learning
- Bucharest ToT and Syllabus, travel guide and invitation letters has been sent
- Missing reports are shown in the table below:

Training	Workshop report	Upload training materials on E-learning	Selection report	In-house training report	Deadline
	Responsibility				
ToT in Porto	Porto	Done	MU	SCU	16/01
ToT in Padova	Done	Done	MU	SCU, HU, UJ, INU, MU PASS, PTUK	16/01
ToT in Nicosia	FredU	FredU	SCU	All partners	16/01
ToT in Bucharest	Not Yet	Not Yet	AZHU, INU	Not Yet	16/01
Student training in Padova	Not Yet	Not Yet	INU, PTC, AZHU, HU, SCU	N/A	16/01

## 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]	<b>Task 5.1:</b> Final List of Equipment	FredU	AZHU, PASS, UJ	All
	<b>Task 5.2:</b> Purchase, installation of equipment and Lab operation			

Report for “Purchase, installation of equipment and Lab operation” is being prepared to be submitted as deliverable. Partners should send any updated lab use to FredU.

## Work Package 6

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

- UNIPD are drafting on the 2<sup>nd</sup> annual quality report and will send it to partners soon.
- UNIPD have contacted the external evaluators regarding the 2<sup>nd</sup> external evaluators report.

Task	Responsibility	Deadline
2 <sup>nd</sup> annual quality report	UNIPD	31 Dec 2024
2 <sup>nd</sup> external evaluator report	UNIPD	Jan 2024

## Work Package 7

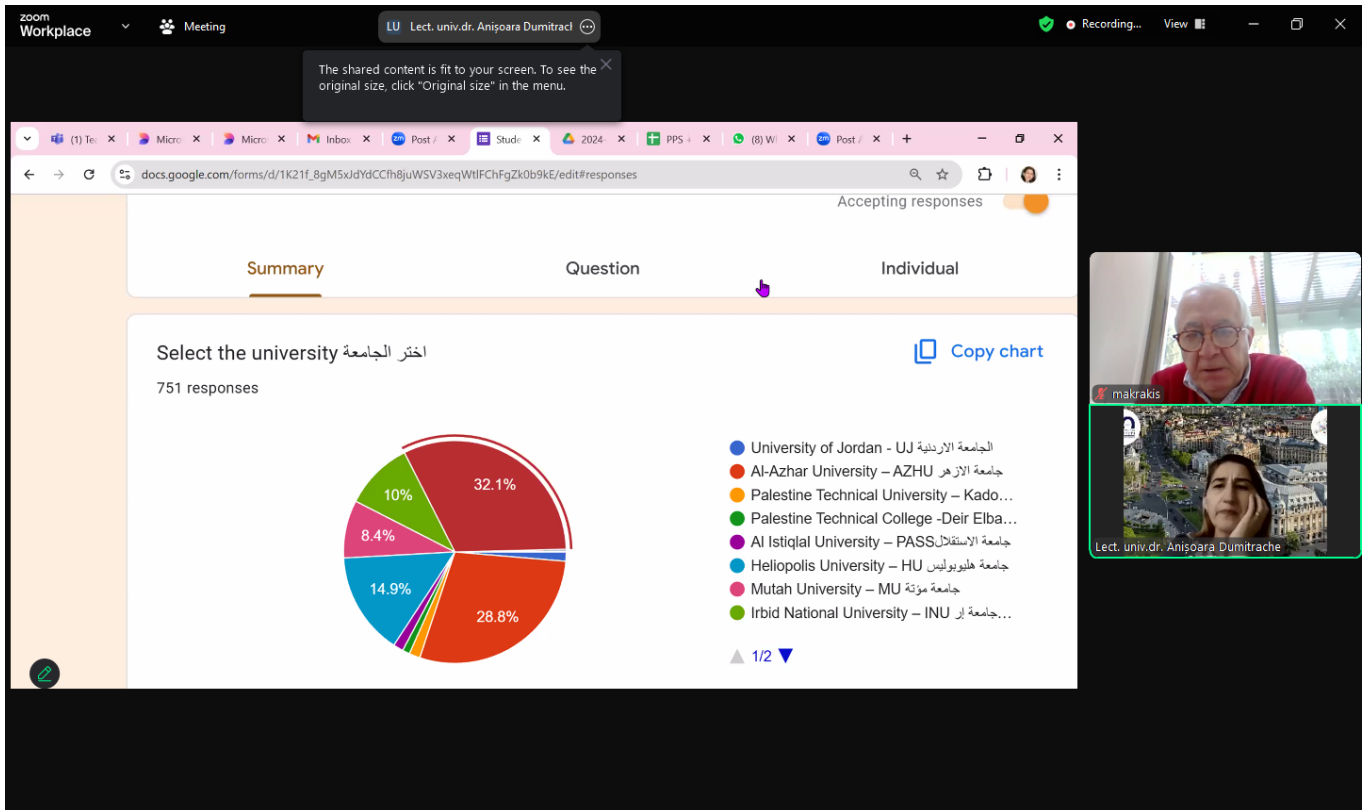
Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP7: Dissemination and Exploitation [M1-M36]	<b>Task 7.1:</b> Dissemination Committee and Dissemination plan	AZHU	PTUK, INU, UB	All
	<b>Task 7.2:</b> Project Website			
	<b>Task 7.3:</b> Promotional Materials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



Task	Responsibility	Deadline
2 <sup>nd</sup> year dissemination events reports	All partners	31 <sup>st</sup> Dec 2024
4 <sup>th</sup> issue of the newsletter	AZHU	Jan 2024

❖ **Next Meeting:** 9 Jan 2024 @ 2 PM Amman Time, 12 PM CET.

## Photos



Research Paper	
14:20–14:45	<b>WP3: Curricula Development</b> by Dr. Anișoara Dumitrache <ul style="list-style-type: none"> <li>Implementation surveys</li> <li>Student Access to E-learning website</li> <li>Missing accreditation letters</li> </ul>
14:45–15:15	<b>WP4: Capacity Building</b> by Dr. Ana Barata <ul style="list-style-type: none"> <li>✓ ToT in Bucharest/ January (Syllabus, Selection of Participants, Invitation Letters, Travel guide, etc.)</li> <li>✓ Selection of participants reports for past and upcoming ToT</li> <li>✓ In-house training reports for Porto, Padova and Nicosia ToTs</li> <li>✓ Student training in Padova/ Feb 2025 (Syllabus, Selection of Participants, Invitation Letters, Travel guide, etc.)</li> </ul>
15:15–15:30	<b>WP5: Development of the ICT Lab</b> by Prof. Vasileios Makrakis <ul style="list-style-type: none"> <li>✓ Lab Inauguration Reports by MENA partners</li> </ul>

