

ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
20th Online Management Meeting

10th February, 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:

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About the Meeting:

Type of meeting	Online Management Meeting
Meeting no.	20
Date	10/04/2025
Place	Zoom video conferencing
Minutes drafted by	Eng. Maram Al-Hijaj

Disclaimer

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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.	Prof. Mohammad Shraideh	ICT4EDU Technical Project Coordinator
3.	Eng. Maram Al-Hijaj	Research Assistant at the School of Engineering
4.	Dr. Diala Hamaidi	Associate Professor in Early Childhood Education
5.	Dr. Yousef Arouri	Associate Professor in Early Childhood Education
Irbid National University		
6.	Prof. Ahmad Al-khasawneh	Professor of computer information systems
7.	Yanal Almohammad	Research Assistant
Mutah University		
8.	Prof. Omar Maaith	Professor
Al-Azhar University		
Suez Canal University		
9.	Dr. Bassem Abdelghany	Assistant professor at the curriculum and teaching methodology department
Heliopolis University		
10.	Dr. Omar Ramzy	Dean of the Faculty of Business and Economics
11.	Mr. Ahmed Sameh	Teaching Assistant
Palestine Technical University - Kadoorie		
12.	Dr. Mahmoud Jazzar	Professor at the Information Technology Faculty
Palestine Technical College -Deir Elbalah		
13.	Dr. Ezzeldin Edwan	Head of Scientific Research Department
Al-Istiqlal University		

14.	Dr. Amer Shehadah	Professor at the Department of Psychology
15.	Dr. Fouzia Marmash	Professor at the Department of Psychology
16.	Dr. Ibrahim Sholi	Assistant Professor of Information System
Frederick University		
17.	Prof. Vasileios Makrakis	Professor at the School of Education and Social Sciences
University of Bucharest		
18.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
Polytechnic Institute of Porto		
19.	Prof. Ana Barata	Professor at IPP-ISEP
University of Padova		
20.	Prof. Marco Pavin	Professor at UniPd
21.	Prof. Michele Biasutti	Professor at FISPPA Department
22.	Dr. Eleonora Concina	Researcher at UNIPD

Minutes of the Meeting

The 20th online management meeting was held on 10th of April 2025, at 3:00 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)			

- Management meeting in Nicosia is set to be on 15-17 Sep 2025.
- Following dates were suggested for the final conference, doodle will be sent to partners to decide the date:
 - 19-21 Nov 2025
 - 26-28 Nov 2025
 - 10-12 Dec 2025
- Updated financial statements are missing from PTUK, PTC, AZHU, SCU, BU, FredU, UniPd, IPP.
- Updated progress reports are missing from IPP and UniPd.
- Tasks for this WP are:

Task	Responsibility	Due Date
Submit updated progress reports	IPP, UniPd	18 th Apr 2025
Upload financial statements	All partners	30 th Apr 2025
Vote for the final conference date	All partners	17 th Apr 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 still waiting for feedback from the journal.

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.			

- We need more responses on these survey:
 1. The student survey for the beginning of the second semester:
<https://forms.gle/Xymwu2DvSBRjxPu59>
*There are zero responses from PASS, AZHU, INU, MU and PTC.
 2. Teachers of the updated courses:
https://docs.google.com/forms/d/e/1FAIpQLSd4dYX9Fx_pju7oNUKha3w17i3IX2-gpaWJiu0X-4W3Jr_siA/viewform?usp=sharing
*There are low responses from all the partners
 3. Teachers of the new courses: <https://forms.gle/hpdTJjNUhqtta5Mvp7>
*There are low responses from all the partners
- Partners need to update the students numbers for the 1st and 2nd semesters:
<https://docs.google.com/spreadsheets/d/1PtOlaOrMUFSXmhD3oNwNjp9jYGjcf7zsBjb-6xfRKn8/edit?usp=sharing>
- Partners need to finish translating the online courses by April 30th.

- Dr. Anisoara will send to collect information about the implementation of the 4th new course (Children with SEN) from partners who will offer it as a module/training course.

Task	Responsibility	Due Date
Increasing the responses of the implementation surveys	All partners	April 22, 2025
Updating the number of students enrolled in the 1 st and 2 nd semesters: https://docs.google.com/spreadsheets/d/1PtOlaOrMUFSXmhD3oNwNjp9jYGjcf7zsBjb-6xfRKn8/edit?usp=sharing	All partners	April 22, 2025
Translating the online courses	Course #1: -MU: Topic 1, 2, 3, 4, 5 -SCU: Topic 6, 7, 8, 9, 10 Course #2: -UJ: Topic 1, 5, 7, 8, 10,11 -PTUK: Topic 2, 3, 4, 6, 9, 12 Course #3: -HU: Topic 1, 5, 6, 7 -PTC: Topic 2 -AZHU: Topic 3, 4, 8 Course #4: -PASS: Topic 1, 2, 6,7 -INU: Topic 3, 4, 5	April 30, 2025
Preparing the plan for the implementation of course #4 (Children with SEN)	Partners who cannot offer this as a separate course (UJ, AZHU, SCU, HU, PTUK)	20 April 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			
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- 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 2: 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_liWI5imx5Jqswp8tkLVtSKY0b8cP1rtxE/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:
 - In-House Training Reports:
 - UJ: Padova, Bucharest
 - INU: Padova, Nicosia, Bucharest
 - Comment: attendance sheet for Porto In-house training must be signed
 - AZHU: Nicosia, Bucharest
 - PASS: Bucharest
 - PTC: Nicosia, Bucharest
 - PTUK: Nicosia

Upcoming tasks for this WP:

Table 3: Tasks for WP4

Task	Responsibility	Due Date
Distribute the students to the remaining 3 trainings in Nicosia, Porto, Padova	MENA partners	24 Apr 2025
Send the syllabus for the Nicosia and Porto student trainings	FredU and IPP	24 Apr 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 ICT4EDU Labs Action plan needs to be updated.

The tasks and deliverables that were agreed upon:

Table 4: 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	Major Activities	Coordination
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[Duration]		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			

- Prof. Michele is in contact with the external evaluators regarding the 2nd external evaluation report.

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			

- Partners need to start holding the 3rd year info reports.

❖ **Next meeting:** 15 May 2025 @ 2PM Amman time/ 1PM CET.

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WP1-%20Management/Coordination%20...

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✓ Financial Statements

✓ Progress Reports

15:15-15:20 **WP2: Preparation**
by Prof. Mahmoud Jazzar, PTUK

- Research Paper submission

15:20-15:50 **WP3: Curricula Development**
by Dr. Anisoara Dumitrache

- Survey responses:
 - 1st semester:**
 - Students – Course End
 - Teachers – Updated courses
 - Teachers – New courses
 - 2nd semester:**
 - Students – Course Start
- Translation of the new courses on E-learning
- Implementation of the new courses

Ahmed Al-Salaymeh

Ahmed Al-Salaymeh

Ana Barata

Maram Al-Hijaj

Mahmoud Jazzar

Mahmoud Jazzar

zoom Workplace Meeting

Anisoara Dumitrache, University

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Găsiți și selectare

Editare

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E3

STUDENTS

Before 1st semester

After 1st semester

Before 2nd semester

	Before 1st semester	After 1st semester	Before 2nd semester
1	10	10	
2	215	162	
3	240	258	145
4	111	31	85
5	74	82	
6	113	0	
7	7	0	
8	13	48	81
9	469	72	38
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Before and after first semester

First semester students

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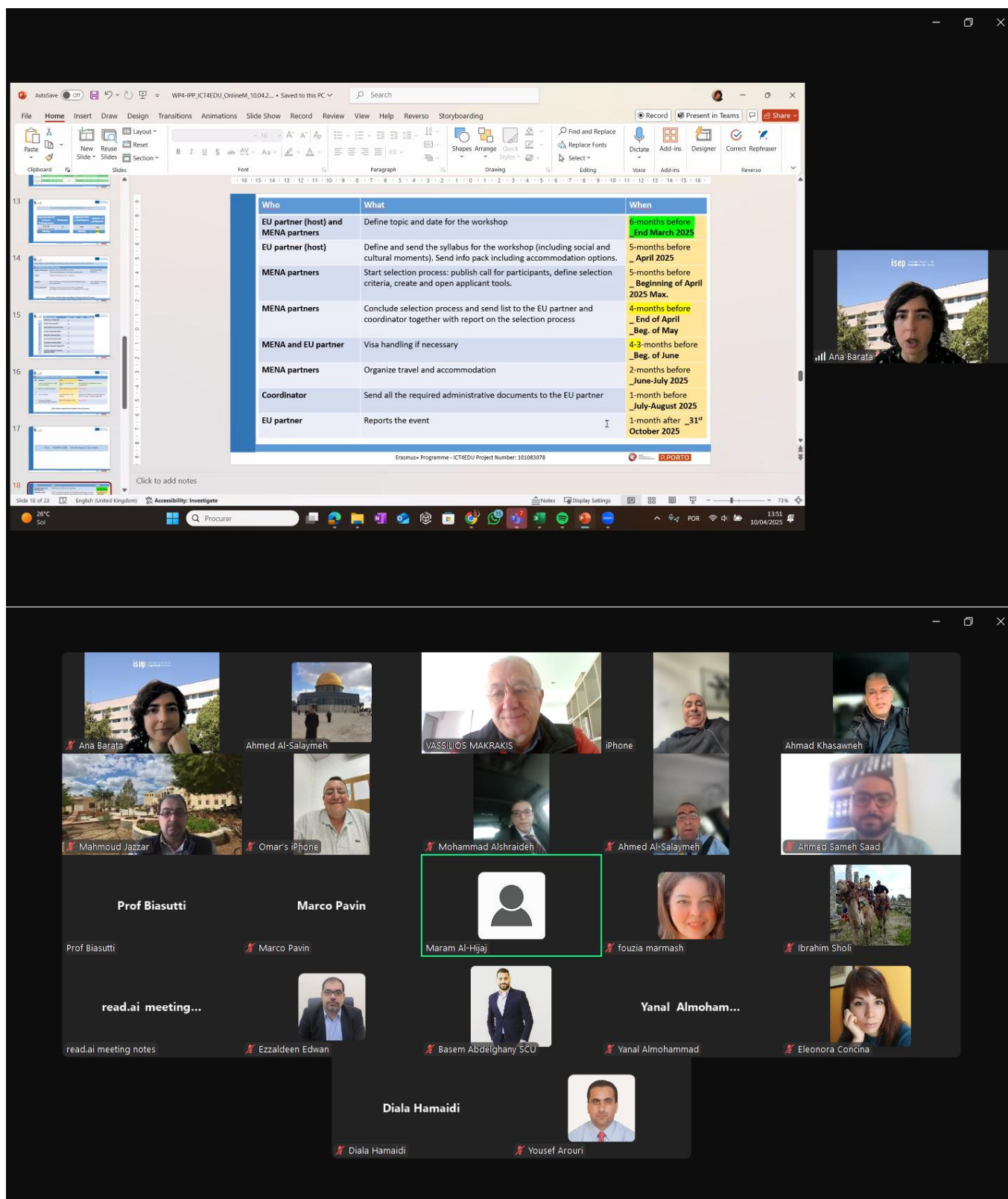
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Anisoara Dumitrache, University of Buchare...



Who	What	When
EU partner (host) and MENA partners	Define topic and date for the workshop	6-months before End March 2025
EU partner (host)	Define and send the syllabus for the workshop (including social and cultural moments). Send info pack including accommodation options.	5-months before April 2025
MENA partners	Start selection process: publish call for participants, define selection criteria, create and open applicant tools.	5-months before Beginning of April 2025 Max.
MENA partners	Conclude selection process and send list to the EU partner and coordinator together with report on the selection process	4-months before End of April Beg. of May
MENA and EU partner	Visa handling if necessary	4-3-months before Beg. of June
MENA partners	Organize travel and accommodation	2-months before June-July 2025
Coordinator	Send all the required administrative documents to the EU partner	1-month before July-August 2025
EU partner	Reports the event	1-month after October 2025

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Video call participants: Ana Barata, Ahmed Al-Salaymeh, VASSILIOS MAKRAKIS, iPhone, Ahmad Khasawneh, Mahmoud Jazzar, Omar's iPhone, Mohammad Alshraideh, Ahmed Al-Salaymeh, Ahmed Sameh Saad, Prof Biasutti, Marco Pavin, Maram Al-Hijaj, fouzia marmash, Ibrahim Sholi, read.ai meeting..., Ezzaldeen Edwan, Basem Abdelghany SCU, Yanal Almohammad, Eleonora Concina, Diala Hamaidi, Yousef Arouri.