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

ERASMUS+ PROGRAMME
Project Number: 101083078

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Organisation name(s)	University of Padova		
Deliverable No.	D20		
WP Number	WP6		
WP Leader	University of Padova		
Submission date	31 Dec 2023	Project Month	12

Contents

Abbreviations

CBHE=Capacity Building in Higher Education

EDU= Education

EU=Europe

HE= Higher Education

HEI= Higher Education Institute

ICT= Information and Communications Technology

MOM=Minutes of the meeting

QC= Quality Committee

QCMP=Quality Control Monitoring Plan

WP= Work Package

Abbreviations of partner institutions

P1 -UJ University of Jordan

P2-INU Irbid National University

P3-MU Mutah University

P4 -AZHU Al-Azhar University

P5-SCU Suez Canal University

P6 –HU Heliopolis University

P7 -PTUK Palestine Technical University - Kadoorie

P8 -PTC Palestine Technical College –Deir Elbalah

P9-PASS Al-Istiqlal University

P10 -UB University of Bucharest

P11-IPP Polytechnic Institute of Porto

P12-UniPd University of Padova

Executive summary

The current document includes the First year Quality and Monitoring Reports of the Erasmus + project *ICT4EDU: Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries.* The Quality and monitoring Plan has been planned as a deliverable output within the Work Package 6 and it has been developed by the University of Padova with the support of all the project partners.

In the Introduction section, the project will be described, including its general aims, the project target groups, the planned Work Packages (WP) and their tasks, and the partners. In a second part of the document, the results and outputs achieved during the first year of implementation (2023) are summarized and described for each WP.

A specific section has been dedicated to the report of the meetings, with the discussion of the responses of the participants at the Quality evaluation questionnaire for each meeting. The meeting has been categorized according to their nature, distinguishing between in-presence physical meeting and virtual online meetings.

A final section described the main features of the quality plan that has been developed during the first years of implementation. Finally, the minutes of each meeting has been included in the Annexes.

Introduction

The current report includes all the activities and tasks that have been performed during the year 2023 in the context of the Erasmus + project *ICT4EDU: Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries*. The document will report the current state of progress of the project activities and the results achieved so far with reference to each WP. In addition, in a specific section, the report of each project meeting (online and in presence) will be presented.

The project

In line with today's digital era, teachers need to integrate ICT into their daily teaching and integrate the traditional methods with modern tools and facilities. The proposal (ICT4EDU) aims to ensure that newly graduated student teachers are able to teach using ICT and to improve the digital literacy of university instructors and their students, as ICT plays a key role in facilitating the students' educational process. The cross-national implementation of the (ICT4EDU) project is essential for defining practices and influencing policies and curricula in schools of education and the integrating ICT teacher training to meet the needs of digitally literate youth and children. The main objective of the (ICT4EDU) project is to improve the quality of ICT competencies of early childhood teacher's educators in the (9) higher education institutions in Jordan, Palestine and Egypt in line with the advanced EU practices and thereby increase the quality of education in preschools and elementary schools in Jordan, Palestine and Egypt.

Project Target Groups
- University staff at the school of education/department of early childhood education and IT in (9) partner universities.
- University students at the (9) partner universities at the department of early childhood education or elementary education departments.
- Technical, Administrators and support staff at the new established ICT lab, regional training workshops will be organized to transfer the knowledge on how to provide guidance and technical training for university students to use ICT tools and digital methods.
- Parents, Researchers, Educational policy experts and advisers in ICT.

The following partners were involved in the project:

- o P1 -UJ University of Jordan
- o P2-INU Irbid National University
- o P3-MU Mutah University
- o P4 -AZHU Al-Azhar University
- o P5-SCU Suez Canal University
- o P6 –HU Heliopolis University
- o P7 -PTUK Palestine Technical University - Kadoorie
- o P8 -PTC Palestine Technical College –Deir Elbalah
- o P9-PASS Al-Istiqlal University
- o P10 -UB University of Bucharest

- o P11-IPP Polytechnic Institute of Porto
- o P12-UniPd University of Padova

The aims

The primary purpose of this projects is to enhance the quality of competencies of early childhood student teachers in the higher education institutions in Jordan, Palestine and Egypt in line with advance EU practices, thereby enhancing the quality of the education in pre-schools and elementary schools in Jordan, Palestine and Egypt.

- To Identify the student teachers' levels of digital competence when entering teacher education and compare across institutions.
- To develop new teaching and learning methodologies and ICT support tools in classrooms, including e-learning Educational Resources, to be able to use technology, in designing, producing and using ICT-based instructional materials.
- To identify, test and mainstream best practices and innovative methods of participation particularly in context of ECE digital competences.
- To enhance professional competences and skills of university teaching staff through train of trainers' workshops in contemporary pedagogical approaches, methodologies and educational technologies; learn from the experiences of colleagues from other countries in Europe.
- To improve the integration and interaction of the different components of the system (children, educators, researchers, families, community)
- To deliver new/updated ICT-based courses in early Childhood, psychology, pedagogy, methodology of teaching, and technology enhanced learning at the PC HEIs in line with the modern European strategies; as well as implementing the curricula through accreditation and enrolment of university students.
- To ensure access to the latest developments in ICT to provide physical infrastructure and technical support that will make ICT accessible and useful to university students, university academic staff, administrators and support staff (Establishing 9 ICT labs at the school of educational sciences in partners universities).

Dissemination of the results obtained among Jordanian, Palestinian and Egyptian HIEs and stakeholders (connected to Deliverable: Dissemination report and exchange of good practices

Share materials and teaching activities for prospective teachers through online toolkit, workshops, seminars and conferences.

Work packages

Management:

- WP1: Project Coordination.
  To ensure accurate and effective management on a daily basis, a project management team, responsible for financial, operations and day-to-day management and keeping track records of all project activities.

Preparation

- WP2: Preparation Development
  This work package aims at scoping the current situation of ICT utilization in ECE in the beneficiary partners including the extent of how the digital resources is represented in the study programmes.
  Identifying the real competences that have to be provided to teachers and students. Verify the facilities of partners to develop the existing resources.

- WP3: Curricula Development. The updated curricula will be based on the findings of WP2 to develop innovative and flexible techniques that respond to the target group educational needs, challenges and required ICT skills and competences identifiedinWP2 .
  WP3 aims at preparing detailed educational material on the basis of the surveys carried out, aligned with bologna standards for HEIs.

- WP4: Capacity Building and Training Workshops (University teaching staff/Technician Staff and Students). This WP intends for developing PC HEIs' Teaching staff innovative and technology-enhanced ICT skills and Developing Early Childhood Curricula (Design of learning and Teaching Materials).
  Back from TOT courses the trained trainers will adjust TOTs to the local needs and organize in-house teacher training(TT)courses

- WP5: Development of the ICT Lab to Support the New Curriculum. As School of EC .Education must give more attention to the interplay between the science of teaching-pedagogy and the art of teaching. The teachers must be anchored in pedagogy and blend imagination, creativity, and inspiration into the teaching learning process to ignite a passion for learning in students. ICT laboratories devoted to development and implementation of courses prepared during project realization will be established a teach partner university.

Quality Plan

- WP6: Quality Control and Monitoring (QC and M).
  Quality control and monitoring of the project implementation will oversee all the tasks necessary to ensure that the project is running within the scope, on time, and expected quality. Internal as well as external quality mechanisms will function.

Dissemination & Exploitation

- WP7: Dissemination and Exploitation. The project will use different ways to disseminate and publicize project activities and results to different target groups and stakeholders, especially to target group of early education experts and policymakers.

Achieved results during 2023

Periodically, a summary of the results achieved was shared with all project partners. They are reported in Table 1 (adapted from meeting presentations):

Table 1. Summary of the achieved results during Year 1 (2023)

No	Deliverable Name	Lead Beneficiary	Due Date	Status
1	Kick-off Meeting (Part 2)	UJ	8th-9th March 2023	Done
2	Establishing the Steering Committee	All Partners	8th-9th March 2023 Kick-off Meeting (Part 2)	Done
3	Establishing the Scientific and Technical Committee	All Partners	8th-9th March 2023 Kick-off Meeting (Part 2)	Done
4	Establishing the Quality Committee	All Partners	8th-9th March 2023 Kick-off Meeting (Part 2)	Done
5	ICT4EDU Website	UJ and AZHU	31st March 2023	Done
6	State of art of ICT in ECE. (Curriculum Verification)	PTUK	31 May 2023	Done
7	Report on Teachers and Students ICT Competences.	PTUK	31 May 2023	Done

8	Report on available facilities and resources at EC departments	PTUK	31 May 2023	Done
9	Sign Partnership Agreement	UJ	30 April 2023	Done
10	Quality and Monitoring Plan	UniPd	30 Jun 2023	Done
11	Dissemination plan	AZHU	30 Jun 2023	Done
12	Final Report on state of arts and competences	PTUK	31 Jul 2023	Done
13	Capacity Building Plan	IPP	Sep 2023	Done
14	Report on Selected courses per institution.	UB	31 Oct 2023	Done
15	First year Quality and Monitoring Reports	UniPd	31 Dec 2023	Done

The state of each WP is reported more in detail below:

WP 1

The WP 1 is mainly related to the management activities of the project. During the Year 1 of implementation:

- The kickoff meeting and the Management Meeting (1) has been planned and performed (please, see the paragraph *Reports for the in-person meeting*).
- The Management Meeting (2) and (3) has been planned for the Year 2 of the project implementation (respectively, in Cair, Egypt, on the 12th- 14th Feb 2024, and in Porto, Portugal, 11th – 12th Sep 2024;
- Monthly virtual status meetings via web-conferencing to address any issues and get feedback from partners has been performed. Meetings will be documented and minutes distributed (please, see the paragraph *Reports of the Virtual Meeting*) .
- Partnership Agreements document was approved and signed by all partners.

WP 2

The tasks of the WP2 are related to the preparation of the main activities of the project:

- Task 2.1: In-depth Survey on State of art of ICT in ECE (Curriculum Verification).
- 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.

Considering the surveys, the following tasks has been accomplished:

- Final version of the surveys submitted to be reviewed and approved by Quality Committee;
- Partners cooperated for achieving the target number of survey responses;
- Virtual meetings with stakeholders to fill the stakeholders survey;
- Virtual meetings with stakeholders to fill the stakeholders survey;
- Report on available facilities and resources at EC departments;
- Final Report on state of arts and competences.

WP3

The tasks of this WP are related to the development of the curricula, considering the main findings that have been found in the tasks of the previous WP. In the current year, the following tasks have been performed:

- Template for course description;
- Final list of Courses;
- Courses outline (syllabus)
- Courses outline for new courses

- Updated syllabus
- Detailed outline syllabus

WP4

The tasks of this WP are mainly based on developing the Capacity Building Plan and Selection Criteria and partners' (academic, technicians and students) visit to EU countries, and academic workshops. In the current year, the following tasks have been performed:

- Preparation of the draft of the Capacity Building Plan

WP5

The WP5 is related to the development of the ICT Lab to Support the New Curriculum. It includes the final list of the equipment and purchase, installation of equipment and Lab operation. In the current year, the following tasks have been performed:

- Establish Final Equipment list;
- Announce a tender;

WP6

This Wp is related to quality control and report. It includes all the activities related to the evaluation of the quality of project activities. In the current year, the following tasks have been performed:

- Quality Committee formation board;
- Quality and Monitoring Plan
- First year Quality and Monitoring Reports

WP7

The activities related to this WP are focused on the dissemination of the project goals, activities, outputs and results. In the current year, the following tasks have been performed:

- Creation of the ICT4EDU Project Website;
- Preparation of dissemination materials;
- Production of Newsletters;
- Creation of the Dissemination Committee and Dissemination plan;
- Dissemination plan.

Reports of the in-person Meetings

Kick off meeting (Amman, JOR, 8th-9th March 2023)

Report of the meeting

The physical kick-off meeting of the project has been held in Amman, Jordan, on the 8th-9th March 2023.

The general aims of this meeting were:

- To introduce each Project Partner;
- To present the ICT4EDU project discussing its objectives, indicators, expected results and impact, work packages, activities and scheduling;
- To start planning project activities

The kick off meeting was organized by the coordinator' s partnership the University of Jordan at University of Jordan Campus Prince Hussein School of International Studies – Conference Hall -Ground Floor.

All the members of the partnership were invited to attend the kick off meeting. The topic of discussion are reported in the agenda.

	Session 1 Session Chair: Prof. Ahmad Al-Khasawneh Rapporteur: Eng. Rasha Al-Baik
11:00 – 11:30	**ICT4EDU Project in Brief, by Prof. Ahmed Al-Salaymeh** ❖ Objectives ❖ Tasks ❖ Deliverables ❖ Work packages and Activities
11:30- 12:15	**WP1: Management: Project Coordination, by Prof. Ahmed Al-Salaymeh, UJ** **Action plan on the following tasks:** ➢ Kick-off Meeting ➢ Steering Committee and Technical and Scientific Committee ➢ Biannual progress reports ➢ Financial Management;
12:15- 13:00	**WP2: Preparation, by Dr. Mohmoud Jazzar, PTUK** **The Co-leaders of WP2 are: INU, MU, UTU, SCU** **Action plan on the following tasks:** ➢ In-depth Survey on State of art of ICT in ECE (Curriculum Verification) ➢ In-depth Survey on Teachers and Students Digital Competences. ➢ In-depth Survey on available facilities and resources at EC departments ➢ Discuss the Action Plan for the WP.
13:00 – 14:00	**Lunch Break**

	Session 2 **Session Chair: Prof. Mohammad Shraidah** **Rapporteur: Eng. Dania Sreihin**
14:00 – 14:45	**WP3: Development: Curricula Development, by Prof. Anisora dumitrache, UB** **The Co-leaders of WP3 are: INU, SCU, PASS** **Action plan on the following tasks:** ➢ Definitions and Selection of Courses to be designed / updated ➢ Design of new courses and restructuring of existing courses ➢ 3 National Workshops on Curricula Development (JO, EG, PS) ➢ Accreditation of the courses into study plan. ➢ Implementation of the courses into Curricula. ➢ Discuss the Action Plan for the WP.
14:45 – 15:30	**WP4: Development: Capacity Building and Training Workshops (Teacher/Technician Staff and Students), by Prof. Carlos Vaz de Carvalho, IPP** **The Co-leaders of WP4 are: HU, PTC, MU** **Action plan on the following tasks:** ➢ Elaboration of Capacity Building Plan and Selection Criteria ➢ Academic and Technician Visits to EU Partners ➢ Students Visits to EU Partners. ➢ Academic workshops for transferring know-how and skills.
15:30 – 16:00	**Coffee Break**
16:00 – 17:00	**Technical Workshop (Group Work)** ➢ **Selecting Courses** ➢ **Assign roles for each course** ➢ **Set a timeline for Accreditation and Preparing ICT4EDU courses.**
17:00 – 17:30	**Discussion**
17:30	**Closing of Day 1**

09:00	**Pick up from Hotels**
09:00 – 09:30	**Arrival to UJ**
09:30 – 9:45	**Registration**

<table>
<tr><td colspan="2" align="center">Session 3
Session Chair: Prof. Omer Al-Maaiteh
Rapporteur: Eng. Dana Al-Amoush</td></tr>
</table>

9:45 – 10:00	**Welcoming & Brief about Day 1, by Prof. Ahmed Al-Salaymeh**
10:00 – 10:45	**WP5: Development: Development of the ICT Lab to Support the New Curriculum, by Prof. Timo Halttunen, UTU** **The Co-leaders of WP5 are: UJ, AZHU and PASS** **Action plan on the following tasks:** ➢ Final List of Equipment ➢ Purchase, installation of equipment and Lab operation
10:45 – 11:30	**WP6: Quality Plan: Quality Control and Monitoring (QC and M), by Prof. Michele Biasutti, UniPd** **The Co-leaders of WP6 are: UJ, HU and PTC** **Action plan on the following tasks:** ➢ Quality Committee ➢ Quality and Monitoring Plan ➢ Quality and Monitoring Reports ➢ External Evaluation
11:30 – 12:00	**Group Photo** **Coffee Break**

	Session 4
	Session Chair: Prof. Ahmed Al-Salaymeh **Rapporteur: Eng. Rasha Al-Baik**
12:00 – 12:45	**WP7: Dissemination and Exploitation, by Prof. Mohamed Farag, AZHU** **The Co-leaders of WP7 are: PTUK, INU, UB** **Action plan on the following tasks:** ➢ Dissemination Committee and Dissemination plan ➢ Project Website ➢ Promotional Materials and Dissemination days ➢ E-Learning platform ➢ Final Conference
12:45 – 14:00	**Lunch Break**
14:00 – 15:00	**Technical Workshop (Group Work) – Part 2** ➢ Finalize the list of Equipment ➢ Justify the New/Updated equipment ➢ Set a timeline for Purchasing Equipment
15:00 – 15:15	**Coffee Break**
15:15 – 16:30	- **Assigning ICT4EDU Committees** ➢ Steering Committee ➢ Technical and Scientific Committee ➢ Quality Committee ➢ Dissemination Committee - **Next 6 month Activities Action Plan**, by **Prof Ahmed Al-Salaymeh.**
16:30 – 17:00	**Discussion**
17:00	**Closing & Heading to Hotels**

Responses to the evaluation form

As stated in the quality and monitoring plan, the Quality Committee administrates to all partners after each meeting a survey to assess the success and utility of the meeting in relation to the defined agenda and targets.

The survey was administered at the end of the meeting and all partners are invited to express their agreement to the questionnaire sentences.

The questionnaire was shared using google form and shared with the following online link:

It consists of 21 closed questions that are divided in 3 parts:

The online evaluation questionnaire included
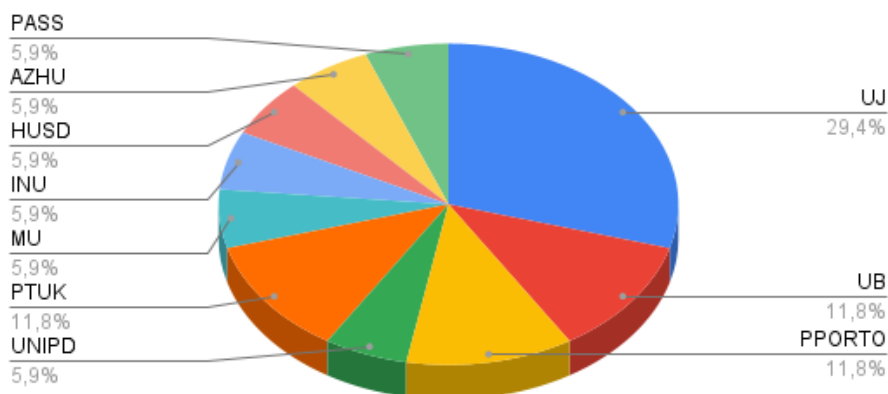1) Pre-arrangements meeting (2 questions);
2) The work sessions (13 questions);
4) After the meeting (5 questions).

The last part are two open-ended questions about further comments and further suggestions.

17 participants answered to the questionnaire. As the hosting partner, the University of Jordan has more participants attended to the project meeting. Figure 1 shows the number of participants divided per organization.

*Figure 1. the number of participants divided per organization*

Participants per Organization

1) *Pre-arrangements meeting*: Regarding the information about the pre-arrangements given by the hosting partners University of Jordan the participants reported that they have all received the travel information and the agenda with information about activities and sessions. For UJ partner the responses to the first question is not applicable. The graphic 2 reported the participants' responses about pre-arrangements information.

Figure 2. Pre-arrangements information

Before the meeting, did you receive:
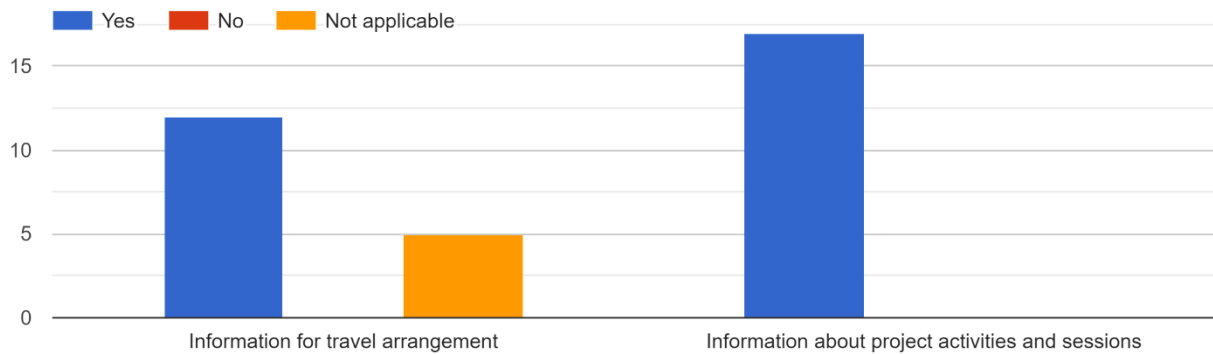
2) The work sessions: The part A of the session work questions regarding the general trend of the work session. The responses of participants underlined a good agreement regarding the respect of schedule time, the coherence of the organization and the reflection of the aim of the project and its objective.

The participants feels that the work session allowed them to develop and discuss ideas and to express their opinion. Figure 3 shows the responses of the participants about the work sessions.

Figure 3 The general session work part A
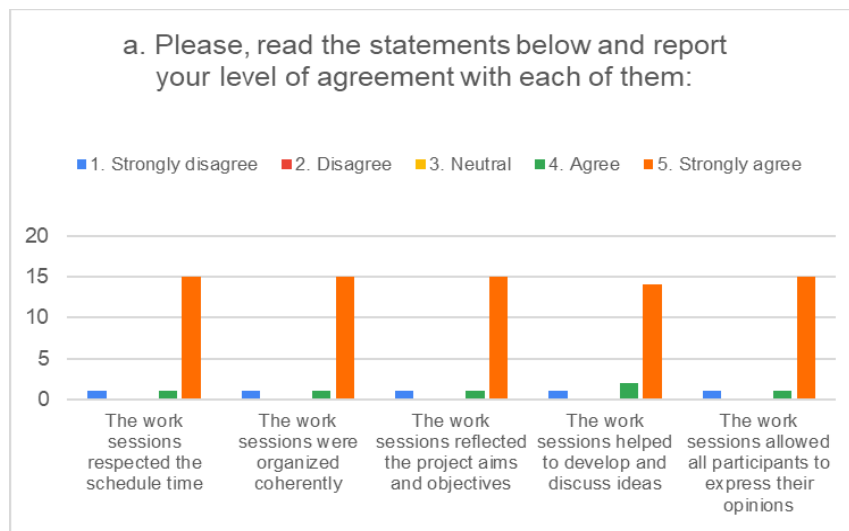
The participants reported more in detail the evaluation of the work sessions part B and they reported an overall good agreement regarding the good development of the work.

The participants gave their responses and evaluation about the balance of the agenda, the planning of the meeting, information on time and the respect of the time schedule, the quality of presentations, the relational aspects between partners. Excepted the 5,9%, All the partners gave good feedback. The percentages of the strongly good agreement are all equal or above the 76,5 %. The results one by one questions are present in Figure 4.

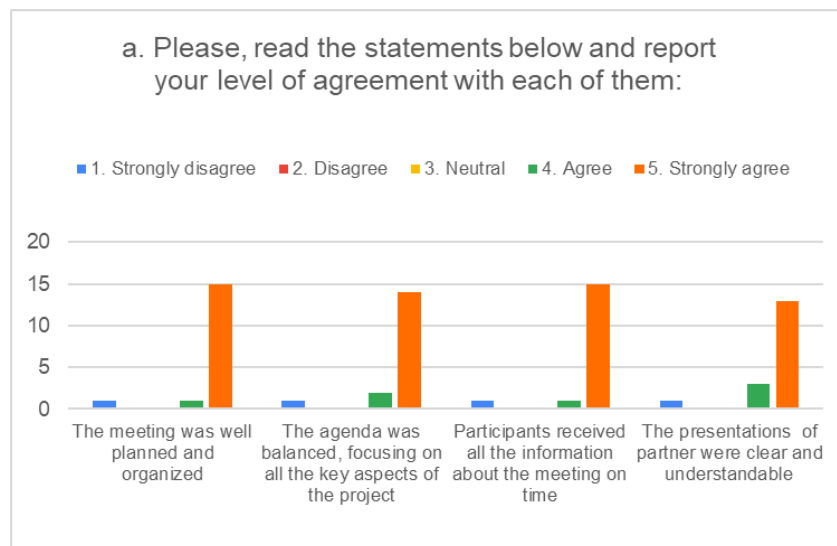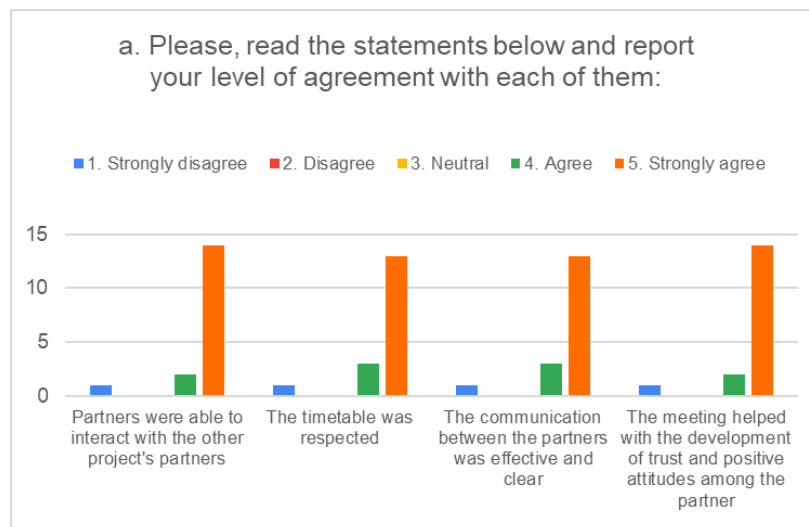*Figure 4. The part B of work session responses (part b_1)*

Figure 5. The part B of work session responses (part b_2)

3) After the meeting: The evaluation of the meeting also includes the clearness of all activities that are to be carried out in the future for the development of the project. As well, the administrative information is taking in account for the evaluation of a good implementation of the project.

Regarding these questions, the 70,6% of participants strongly agreed that all the information were clear and the 23,5% agreed that all information were clear. Only the 5,9% feel not informed.

Figure 6. After the meeting
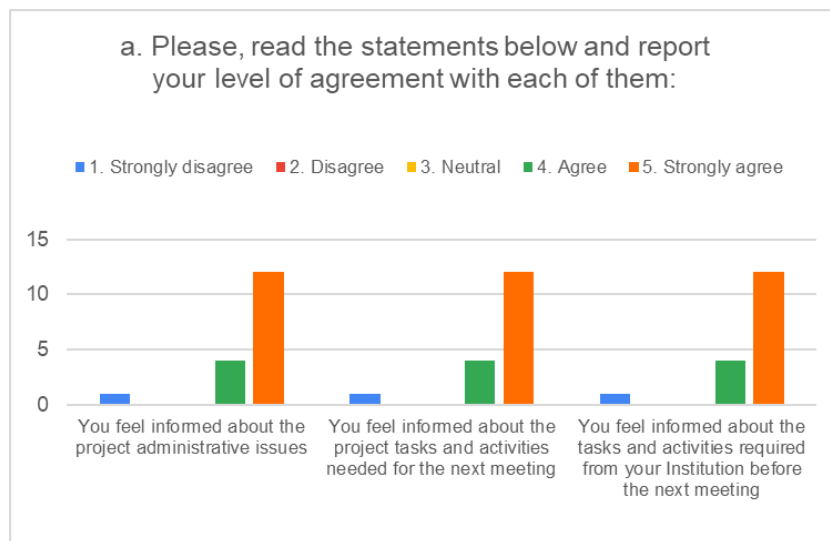
2. <u>**Conclusion and further suggestions**</u>

There is a general agreement in the well planned and organization of the meeting, the trust between partner the clearness of information about pre and post meeting activities; the percentages were all above the 70,6 % of totally strongly good agreement and were all above the 23,5% of the good agreement instead only the 5.9% expresses the disagreement with the meeting development and organization.

The partners also express their compliments in the open comments, and also, they reported their suggestions for the improvements of the project such as planning more day for the meeting "3 days instead of 2 days" and planning the meetings deadlines.

Moreover, they suggested to create a shared area for all partners to upload their materials and deliverables (google drive folder, for example). It makes sharing and updating easier and more effective.

Second in-person Management Meeting (Bucharest, RO, 7th-9th September 2023)
Report of the meeting

The second physical management Meeting of the project has been held in Bucharest, Romania, on the 7th-9th September 2023

The general aims of this project meeting were:

- To update all the project partners about the progress of the project;
- To present and discuss the preparation, development and implementation of each WP, as well as delivered results where available;

The meeting also included a workshop proposed and managed by Prof. Vasileios Makrakis, with the title *Embedding Sustainability/SDGs in Course Curricula Enabled by ICTs*

The meeting has been organized by the University of Bucharest (RO), and took place in the university spaces. All the members of the partnership were invited to attend the meeting. The topics of discussion are reported in the agenda.

Agenda

Location: https://goo.gl/maps/4DogLMVZJvdkDE2a8

12:00	**Arrival to The University Bucharest – Rectorate campus, Faculty of Psychology and Educational Sciences, Council Room, 1st floor**
12:00 -12:30	**Registration**
**Session 1** **Session Chair : Prof. univ.dr. Anca Nedelcu** **Moderator: Lect. univ.dr. Anisoara Dumitrache**
12:30 – 13:20	**Visit in the Faculty of Psychology and Educational Sciences** **Welcoming speech from the Faculty of Psychology and Educational Sciences representatives:** • **Prof. univ.dr. Florin Verza, Dean;** • **Prof. univ.dr. Anca Nedelcu, Vice-dean, responsible of quality management and international relations;** • **Conf.univ.dr. Firuta Tacea, Director of the Educational Sciences Department.**
**Session 2** **Session Chair : Prof. univ.dr. Anca Nedelcu** **Moderator: Lect. univ.dr. Anisoara Dumitrache** **Location: Faculty of Sociology and Social Work building, ICUB Room (ground floor)**
13:45 – 14:15	**Welcoming Speech :** • **Prof. univ.dr. Romiță Iucu,** President of the Board of Trustees at the University of Bucharest • **Prof. Ahmed Al-Salaymeh**, ICT4EDU General Project Coordinator at UJ
14:15 – 15:00	**ICT4EDU Project Progress, by Prof. Ahmed Al-Salaymeh** ❖ Objectives ❖ Tasks ❖ Deliverables ❖ Action Plans

15:00 – 15:15	**Coffee Break** **Group Photo**

15:15- 16:00	**WP2: Preparation, by Dr. Mohmoud Jazzar, PTUK**
	
	The Co-leaders of WP2 are: INU, MU, UTU, SCU
	
	<u>**WP Progress and Delivered Results:**</u>
	   ➢ In-depth Survey on State of art of ICT in ECE (Curriculum Verification)
	   ➢ In-depth Survey on Teachers and Students Digital Competences.
	   ➢ In-depth Survey on available facilities and resources at EC departments

<table>
<tr><td colspan="2" align="center">Session 3
Partner University Progress in the ICT4EDU Project
15 min/University
Session Chair : Prof. Ahmed Al-Salaymeh
Moderator: Eng. Dania Sreihin</td></tr>
<tr><td colspan="2" align="center"><i><u>Topics to be discussed</u></i></td></tr>
<tr><td colspan="2">
❖   Structure of the courses
❖   Status of ICT4EDU Labs and
❖   Equipement
❖   Nominee for Staff training
❖   level of the program
❖   Accreditation
❖   Team and departments involved
❖   Participation in the survey
❖   Disstimenation
❖   Challenges and Risks
</td></tr>
<tr><td>16:00 – 16:15</td><td>P1: The University of Jordan, by Eng. Maram Al-Hijaj</td></tr>
<tr><td>16:15 – 16:30</td><td>P2: Irbid National University, by Prof. Ahmed Al-Khasawneh</td></tr>
<tr><td>16:30 – 16:45</td><td>P3: Mutah University, by Prof. Omer Maaitah</td></tr>
<tr><td>16:45 – 17:00</td><td>P4: Al-Azhar University, by Prof. Mohamed Farag</td></tr>
<tr><td>17:00 – 17:15</td><td>P5: Suez Canal University, by Prof. Nehal Khalil</td></tr>
<tr><td>17:15 – 17:30</td><td>P6: Heliopolis University, by Dr. Omar Ramzy</td></tr>
<tr><td>17:30 – 18:00</td><td>P7: Palestine Techical University, by Dr. Mahmoud Jazzar</td></tr>
<tr><td>18:00 – 18:15</td><td>P8: Palestine Techical College -DEIR ELBALAH, by Dr. Ezzaldeen Edwan</td></tr>
<tr><td>18:15 – 18:30</td><td>P9: Al Istiqlal University, by Prof. Amer Shehadeh</td></tr>
<tr><td>18:30 – 19:00</td><td>Closing of day 1 & Heading to Hotels</td></tr>
</table>

09:00 – 9:30	**Registration**

<table>
<tr><td colspan="2" align="center">Session 4A
Session Chair : Prof. Vasileios Makrakis
Moderator: Dr. Walaa Al-Smadi & Eng. Dania Sreihin</td></tr>
<tr><td>9:30 – 10:30</td><td>WP3: Development: Curricula Development, by Prof. Anisora Dumitrache, UB

The Co-leaders of WP3 are: INU, SCU, PASS

<u>WP Progress and Delivered Results:</u>

➢ Definitions and Selection of Courses to be designed / updated

➢ Design of new courses and restructuring of existing courses

➢ 3 National Workshops on Curricula Development (JO, EG, PS)

➢ Accreditation of the courses into study plan.

➢ Implementation of the courses into Curricula.</td></tr>
<tr><td>10:30 – 11:15</td><td>Technical Workshop (Group Work), by Prof. Ahmed Al-Salaymeh & Dr. Walaa Al-Smadi;
➢ Distribute the courses clusters among the partners
➢ Set timeline to deliver the course
➢ Set a timeline for Accreditation and Preparing ICT4EDU courses.</td></tr>
<tr><td colspan="2" align="center">Session 5A
Session Chair : Prof. Michele Biasutti
Moderator: Dr. Sara Frate</td></tr>
<tr><td>11:15 – 11:30</td><td>Coffee Break</td></tr>
<tr><td>11:30- 13:00</td><td>Workshop part 1, Prof. Vasileios Makrakis</td></tr>
<tr><td>13:00 – 14:00</td><td>Lunch Break</td></tr>
</table>

	Session 5B Session Chair : Prof. Michele Biasutti Moderator: Dr. Sara Frate
14:00- 15:30	**Workshop part 2, Prof. Vasileios Makrakis**
15:30 – 15:45	**Coffee Break**
	Session 6 Session Chair : Prof. Ahmed Al-Khasawneh Moderator: Dr. Mohammad Mhawish
15:45 – 16:30	**WP4: Development: Capacity Building and Training Workshops (Teacher/Technician Staff and Students), by Prof. Carlos Vaz de Carvalho, IPP** **The Co-leaders of WP4 are: HU, PTC, MU** **WP Progress and Delivered Results:** ➢ Elaboration of Capacity Building Plan and Selection Criteria ➢ Academic and Technician Visits to EU Partners (determine the date of the TOT in each EU country) ➢ Students Visits to EU Partners. ➢ Academic workshops for transferring know-how and skills.
16:30 – 17:15	**WP5: Development: Development of the ICT Lab to Support the New Curriculum, by Dr. Amer Shehadeh, PASS** **The Co-leaders of WP5 are: UJ, AZHU and PASS** **WP Progress and Delivered Results:** ➢ Final List of Equipment ➢ Purchase, installation of equipment and Lab operation
17:15	**Closing of Day 2**
17:15	**City Tour**

Day 3:
Saturday 9th of September 2023

Location:
University of Bucharest
Rectorate campus, Faculty of
Psychology and Educational Sciences

CT4EDU

09:00 – 9:30	Registration

	Session 7
	Session Chair : Prof. Carlos Vaz de Carvalho
	Moderator : Dr. Ana Barata

9:30- 10:15	**WP6: Quality Plan: Quality Control and Monitoring (QC and M), by Prof. Michele Biasutti, UniPd**
	
	The Co-leaders of WP6 are: UJ, HU and PTC
	
	WP Progress and Delivered Results:
	
	  ➢ Quality Committee
	
	  ➢ Quality and Monitoring Plan
	
	  ➢ Quality and Monitoring Report
	
	  ➢ External Evaluation

10:15 – 11:00	**WP7: Dissemination and Exploitation, by Prof. Mohamed Farag, AZHU**
	
	The Co-leaders of WP7 are: PTUK, INU, UB
	
	WP Progress and Delivered Results:
	
	  ➢ Dissemination Committee and Dissemination plan
	
	  ➢ Project Website
	
	  ➢ Promotional Materials and Dissemination days
	
	  ➢ E-Learning platform
	
	  ➢ Final Conference

11:00 – 11:15	**Coffee Break**

Session 8 **Session Chair : Dr. Omar Ramzy** **Moderator : Prof. Nehal Khalil**	

11:15- 12:00	**WP1: Management: Project Coordination, by Prof. Ahmed Al-Salaymeh, UJ**
	
	WP Progress and Delivered Results:
	    ➢ Kick-off Meeting
	    ➢ Steering Committee and Technical and Scientific Committee
	    ➢ Biannual progress reports
	    ➢ Financial Management;
	    ➢ Next Management Meeting

12:00 – 13:00	➢ **Action Plan and Next 6 month Activities,** by **Prof Ahmed Al-Salaymeh.**
13:00 – 13:30	**Closing & Heading to Hotels**
13:30	**End of the Meeting**

As stated in the quality and monitoring plan, the Quality Committee administrates to all partners after each meeting a survey to assess the success and utility of the meeting in relation to the defined agenda and targets.

The survey was administered at the end of the meeting and all partners are invited to express their agreement to the questionnaire sentences. The questionnaire was shared using google form and shared with the following online link:

https://docs.google.com/forms/d/e/1FAIpQLSd0mwlbIhr71w6LQW8VjL1GgyDHQE5egcy aG15Nc9CsezVy9Q/viewform

It consists of 11 closed questions that are divided in 2 sections: work session information Part a and Part b and after meeting information. The last part are two open-ended questions about further comments and further suggestions.

Responses to the evaluation form

The online evaluation questionnaire included

1) Pre-arrangements meeting (2 questions);
2) The work sessions (13 questions);
3) Evaluation of the contents and the workshop (10 questions);
4) After the meeting (5 questions).

Twenty participants filled in the questionnaire. Figure 7 shows the number of participants divided per organization.

*Figure 7. The number of participants divided per organization.*
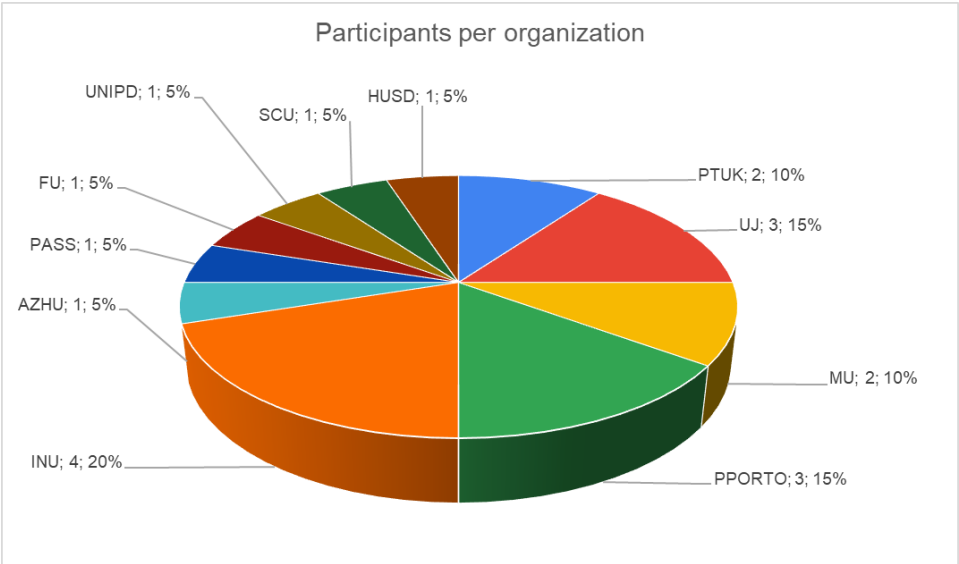
1) *Pre-meeting arrangements*: All the participants agreed that, before the meeting, they have received all the information about travel arrangement and information about project activity and sessions. Results are reported in Figure 8

Figure 8. Pre-arrangements information
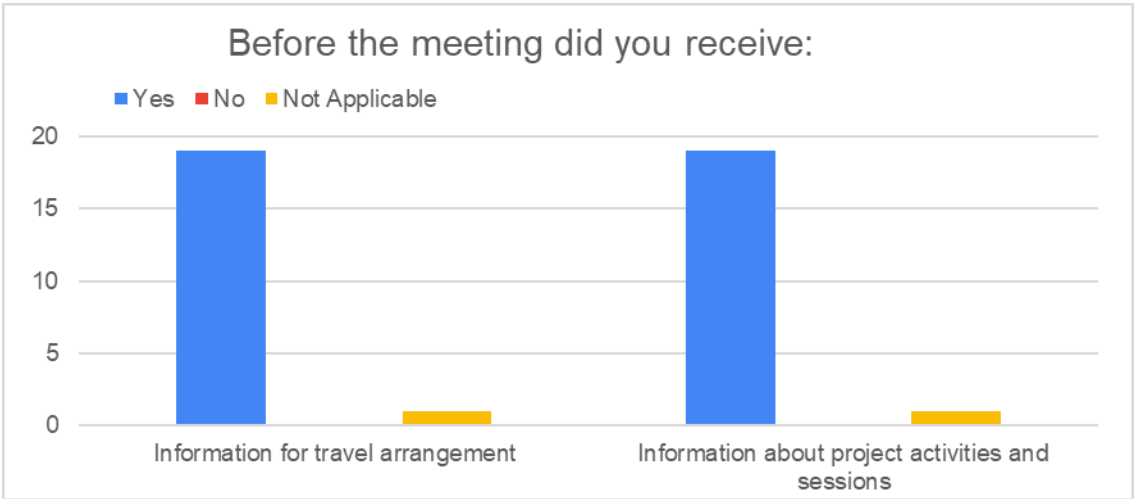
2) *The work sessions*: considering the organization and management of the work sessions participants reported a good level of satisfaction about them. They respected the schedule, were organized coherently and offered good opportunities for each participant to express their opinions and discuss them.

Figure 9. The work sessions (part A)
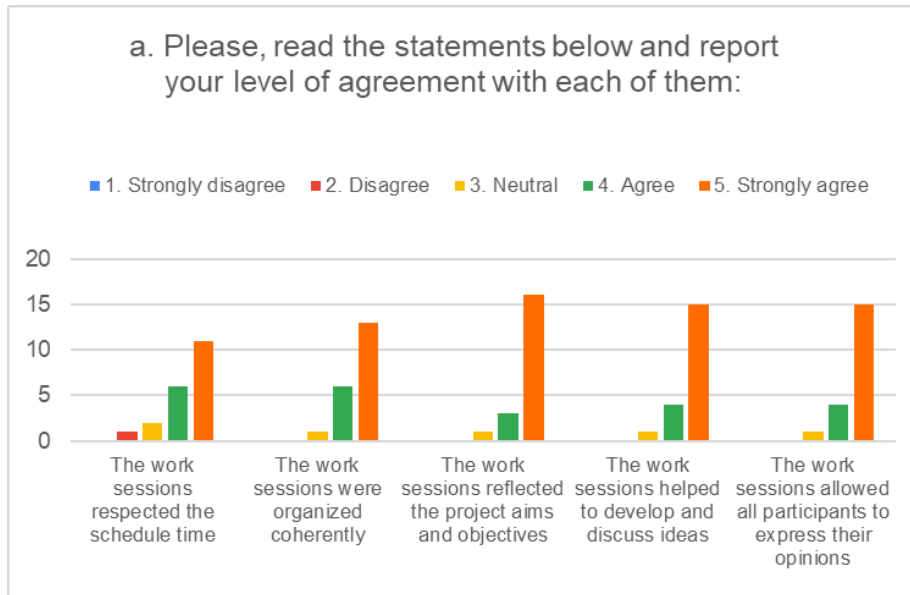
Participants also were quite satisfied with the organization of the work sessions and with the information received about the meeting. The agenda was considered well balanced, and schedule respected. Participants also has referred that the climate within partners was good and it allowed each participants to express and discuss effectively ideas and proposals emerged during the sessions. Results are reported in Figure 10 and Figure 11.
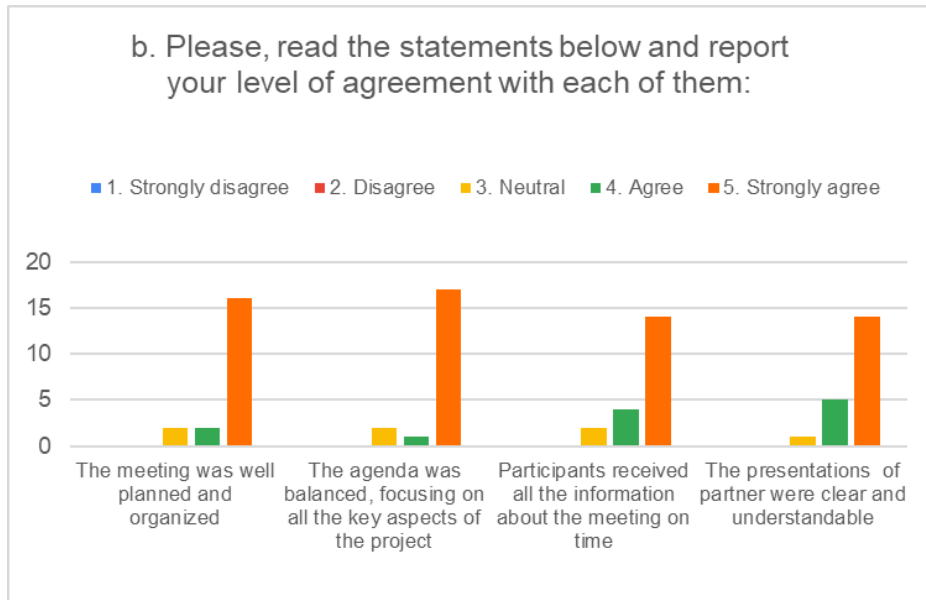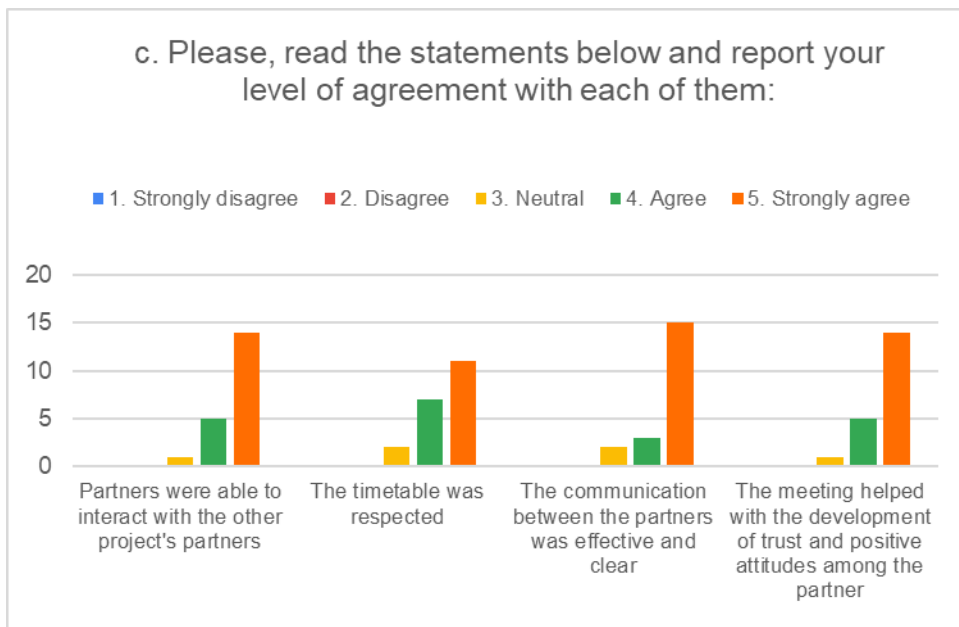
Figure 10 The work sessions (part b_1)


Figure 11 The work sessions (part b_2)

3) *Evaluation of the contents and the workshop.* In this section participants were requested to evaluate the contents proposed during the sessions and the workshops proposed. Partners has a general good opinion about the contents and the methodologies used during the sessions and the workshops, which were considered well organized and interesting. Results are summarized in Figure 12.

Figure 12. Evaluation of the contents and the workshop (part a)
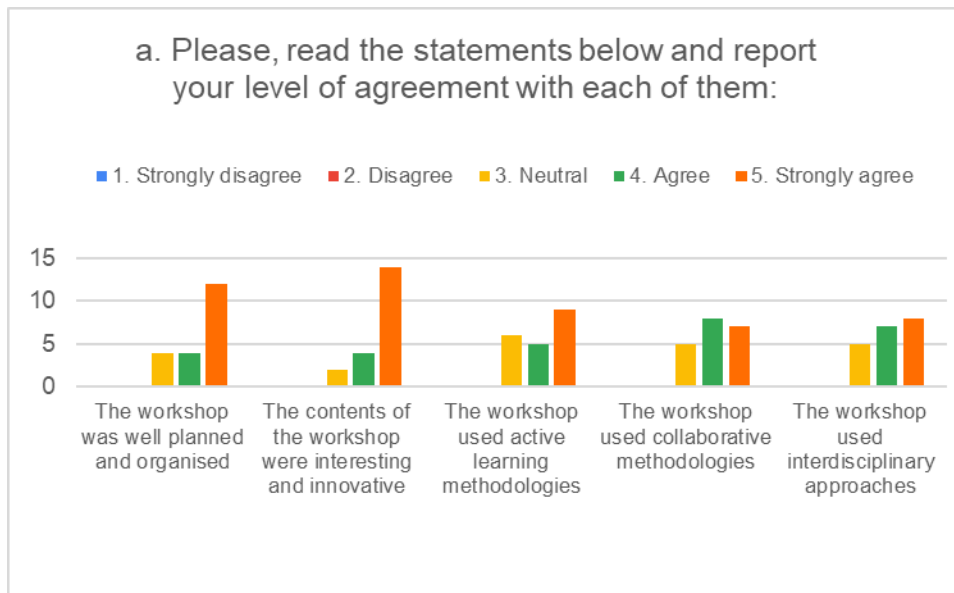

Participants also have evaluated the workshop *Embedding Sustainability/SDGs in Course Curricula Enabled by ICTs.* This has been considered as adequately consistent with the project objectives, and useful both for individual professional development and for the implementation of the project. Results are reported in Figure 13.

Figure 13. Evaluation of the contents and the workshop (part b)
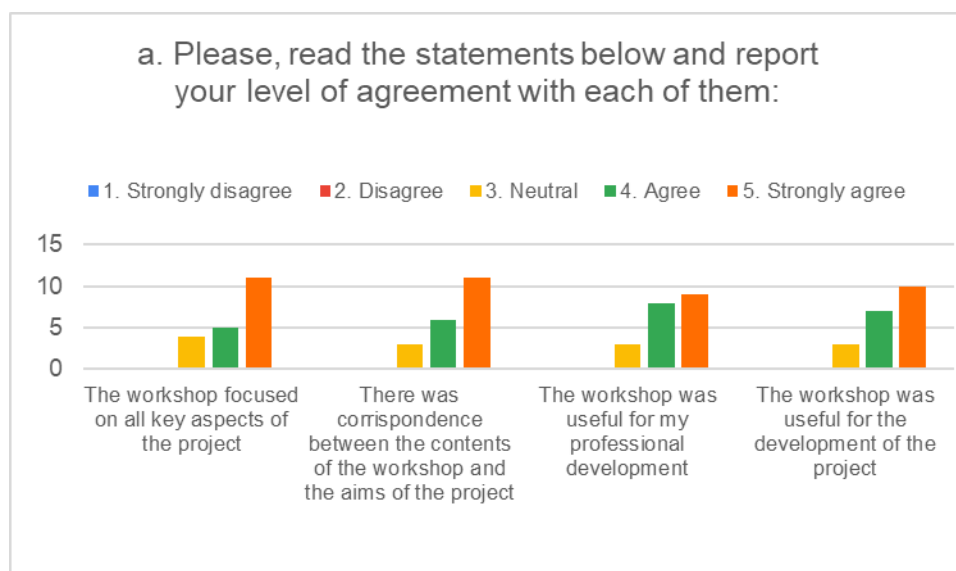
4) *After the meeting.* Participants reported that during the meeting they received quite information about the future tasks of the project, with particular references to the tasks specifically required from their institutions. Results are reported in Figure 14.

Figure 14. After the meeting
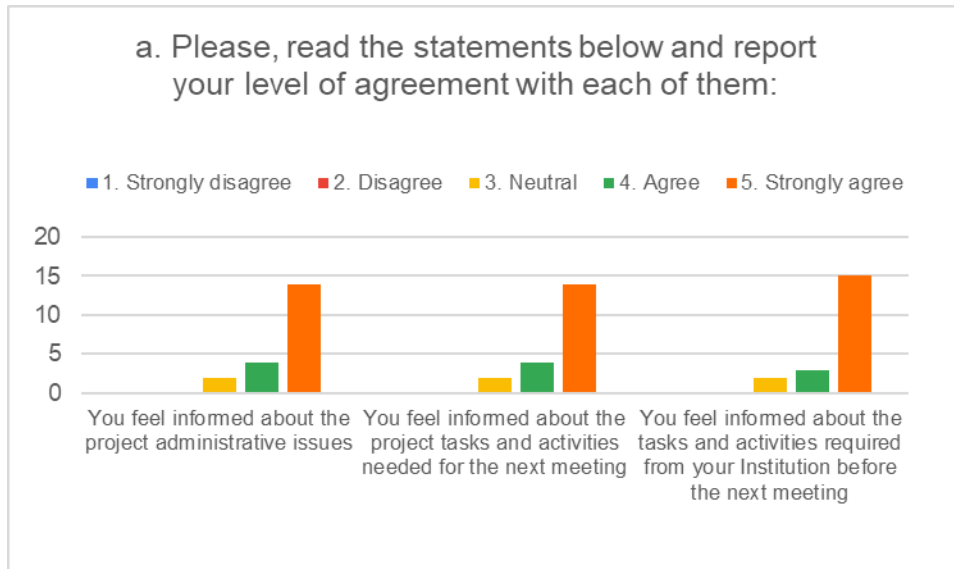
A final section of the questionnaire has been dedicated to participants' additional comments. Some of them suggested to create a common online space for collecting meeting documents and presentations. One participants asked for more practical workshops during the sessions, while another underlined the importance of the social events for promoting mutual knowledge and exchange between partners.

The Agenda and the minutes of the meeting are reported in Appendix

Reports of the Virtual meeting

In ICT4EDU project, the WP6 is committed to quality control and monitoring of the project's progress to providing high quality training, materials and deliverables as well as properly equipping of teachers, students, and Higher Education (HE) staffs. The task activities, standards, indicators, and measurements are constantly monitored and will be improved and adapted based on the course of the project and its progress.

The coordination meetings will be held constantly (once a month), with all the project partners. These meetings have the purpose of:

• Informing about possible problems that may have arisen.

• Update the progress made by all partners regarding the tasks of the WPs and deliverables.

• Take decisions about possible issues.

• Evaluate the progresses of the entire project.

As stated in the QCMP (Quality Control Monitoring Plan) every meeting is evaluated using a questionnaire and a report is developed according to the responses of partners. Through this report some improvements and suggestions will be implemented to ensure the quality of the project.

Minutes of the Meetings

After each coordination meeting the minutes of the meeting (MOM) were sent to each project partner, where are reported the following information:

• List of participants

• ICT4EDU Progress in Brief

• Discussions and decision taken

• Annex

The MOM were attached at the end of each evaluation report.

During the year 2023 several virtual coordination meetings have been held, approximately one per month. The overall list of the meeting is presented below:

- Coordination meeting, 12th April 2023;
- Coordination meeting 15th May 2023;
- Management meeting 29th May 2023;
- Management meeting 13th June 2023;
- Coordination meeting 26th October 2023;
- Technical and scientific committee meeting 9th November 2023;
- Coordination meeting 23rd November 2023
- Coordination meeting 21st December 2023 (??)

In addition, a Technical and Scientific Committee Meeting has been held to a restricted number of participants on the 9th November 2023.

Coordination meeting 12th April 2023

The first coordination meeting was held on 12 April 2023 at 2:00 PM (Amman Time) and it was conducted via Zoom video conferencing for the Erasmus+ project Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries co-founded by the European Union.

The meeting was organized by the coordinator' s partnership the University of Jordan and all the members of the partnership were invited to attend. A total of 19 members participates to the meeting and 4 members responded to the online google form questionnaire. It consists of 11 closed questions that are divided in 2 sections: work session information Part a and Part b and after meeting information. The last part are two open-ended questions about further comments and further suggestions.

There is a general agreement in the well planned and organization of the meeting, and what are the further steps to take for the progress of the project and deliverables. The communication and space for discussions between partners could be more improved.

The partners also express their opinion in the open comments, also reporting their suggestions for the improvements of the project such as: having more time and open space to accepting difference opinions and respecting differences.

As stated in the quality and monitoring plan, the Quality Committee administrates to all partners after each meeting a survey to assess the success and utility of the meeting in relation to the defined agenda and targets.

The survey was administered at the end of the meeting and all partners are invited to express their agreement to the questionnaire sentences. The questionnaire was shared using google form and shared with the following online link:

https://docs.google.com/forms/d/1DEg6rscFVoibZa7P_fJ3g_0v6XThqG4NgRFHWcMIAVQ/edit

It counts 11 closed questions that are divided in 2 sections: work session information Part a and Part b and after meeting information. The last part are two open-ended questions about further comments and further suggestions.

Responses to the evaluation form

4 participants answered to the questionnaire. The Figure 15 shows the number of participants divided per organization.
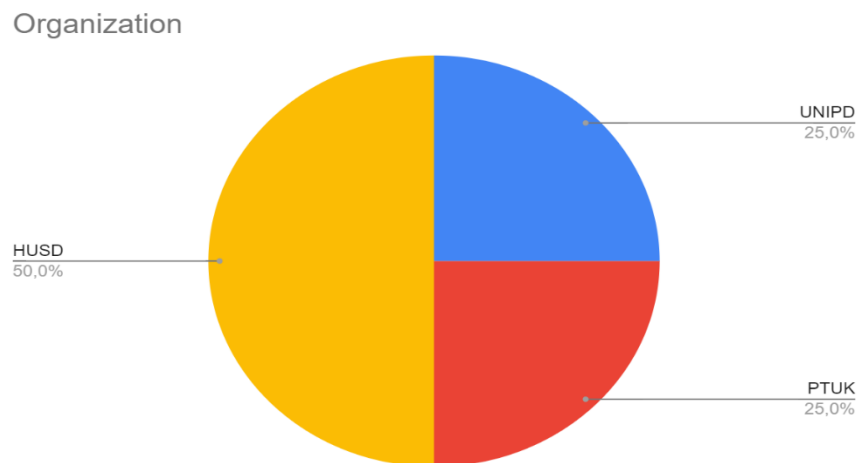

Figure 15. the number of respondents divided per organization.

The part A of the session work questions regarding the general organization of work session. The responses of participants underlined a good agreement on the information about the meeting the general organization of the meeting, the focus on the project aims and the respect of schedule time. The Figure 16 shows the responses of the participants about the session work

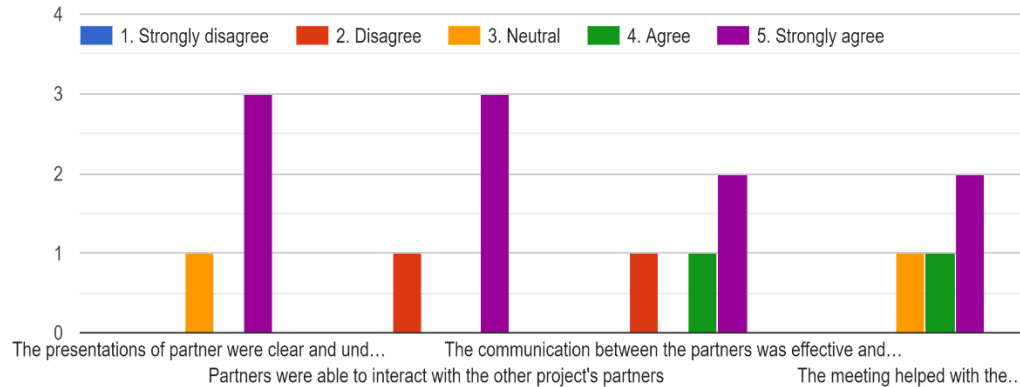*Figure 16. The general session work part A*

a. Please, read the statements below and report your level of agreement with each of them:
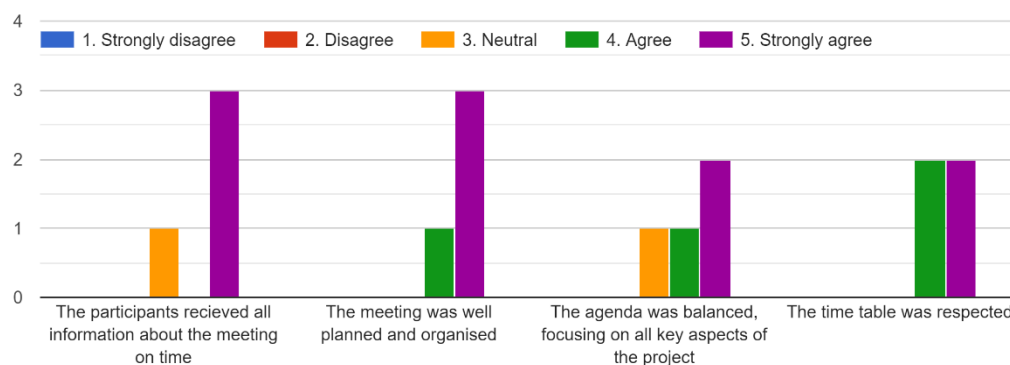
The participants reported more in detail the evaluation of the work sessions part B and they reported an overall good agreement regarding the good development of the work. The participants gave their responses and evaluation about the quality of presentations, the relational aspects between partners. Excepted the 25%%, that gives some negative responses about communication and interaction with partners, all the partners gave good or neutral feedback. The percentages of the strongly good agreement are all equal or above the 75%. The results one by one questions are present in Figure 17.

Figure 17. The part B of work session responses

b. Please, read the statements below and report your level of agreement with each of them:

The evaluation of the meeting also includes the clearness of all activities that are to be carried out in the future for the development of the project and for the requested tasked to each partner. As well, the administrative information is taking in account for the evaluation of a good implementation of the project. Regarding these questions, all the participants agreed or strongly agreed that all the information were clear as showed in Figure 18 below.

Figure 18. The after meetings responses

a. Please, read the statements below and report your level of agreement with each of them:
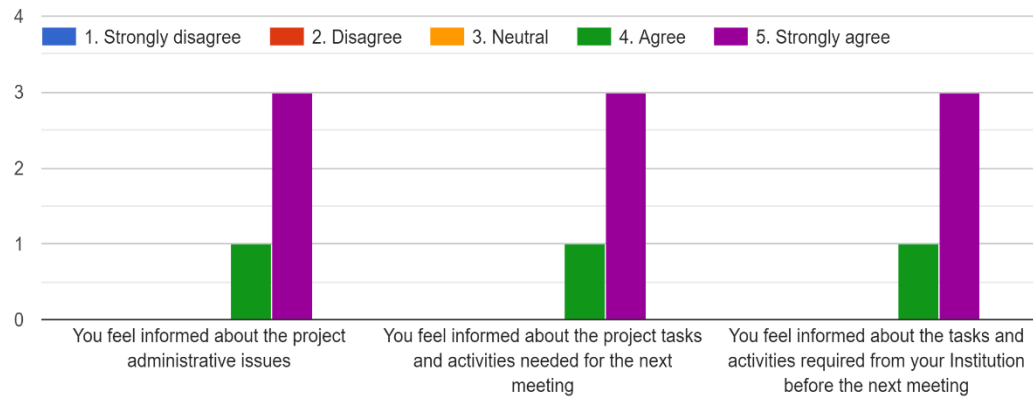
Conclusion and further suggestions

There is a general agreement in the well planned and organization of the meeting, and also what are the further steps to take for the progress of the project and deliverables. The communication and space for discussions between partners could be more improved.

The partners express their suggestions for the improvements of the project such as: having more time and open space to accepting difference opinions and respecting differences.

Coordination meeting 15th May 2023

The second coordination meeting was held on 15 May 2023 at 2:00 PM (Amman Time) conducted via Zoom video conferencing for the Erasmus+ project Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries co-founded by the European Union.

The coordination meeting was organized by University of Jordan and all the members of the partnership were invited to attend. A total of 23 members participate to the meeting and 16 members responded to the online google form evaluation. It consists of 11 closed questions that are divided in 2 sections: work session information Part a and Part b and after meeting information. The last part are two open-ended questions about further comments and further suggestions.

The survey was administered at the end of the meeting and all partners are invited to express their agreement to the questionnaire sentences. The questionnaire was shared using Google Form and shared with the following online link:

Responses to the evaluation form

16 participants answered to the questionnaire. Figure 19 shows the number of participants divided per organization.

Figure 19. The number of respondents divided per organization.
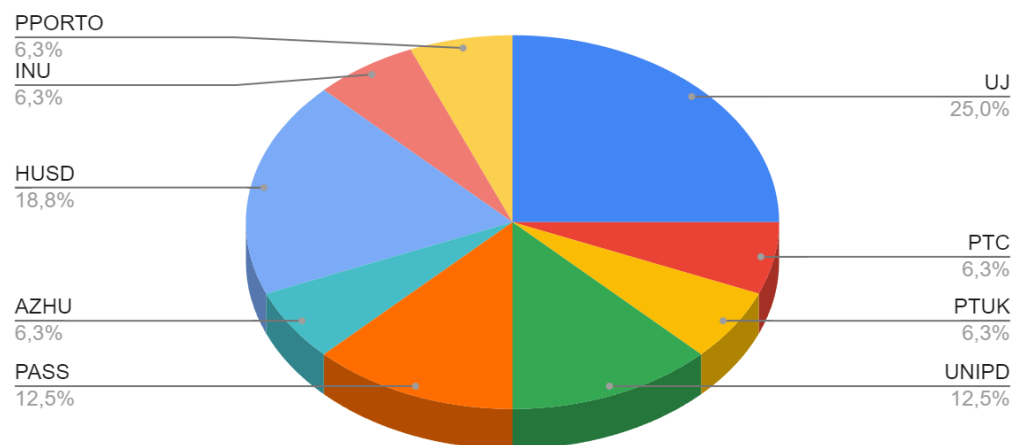
The part A of the session work questions regards the general organization of work session. The responses of participants underlined a good agreement on the information about the meeting the general organization of the meeting, the focus on the project aims . While regarding the respect of time table, the agreements is on 62,5 %. Figure 20 shows the responses of the participants about the session work

Figure 20 The general session work part A

a. Please, read the statements below and report your level of agreement with each of them:
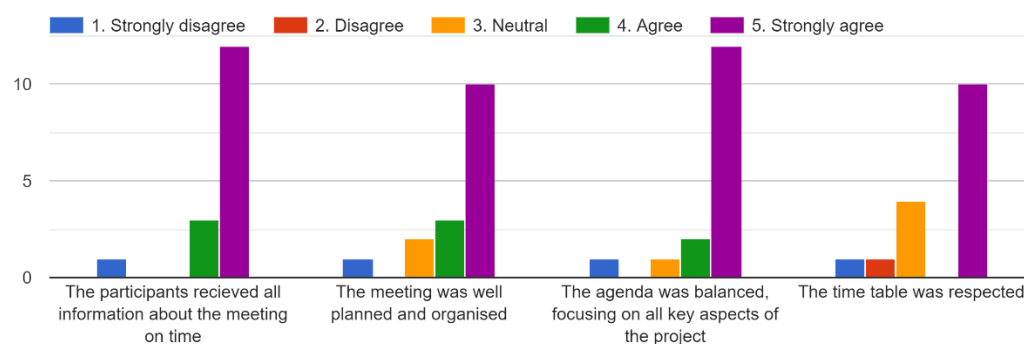
The participants reported more in detail the evaluation of the work session part B and they reported an overall good agreement regarding the good development of the work. The participants gave their responses and evaluation about the quality of presentations, the relational aspects between partners. Regarding the partners presentation, some participants gave some negative or neutral responses (18.9 %). The results one by one questions are present in Figure 21.

Figure 21. The part B of work session responses

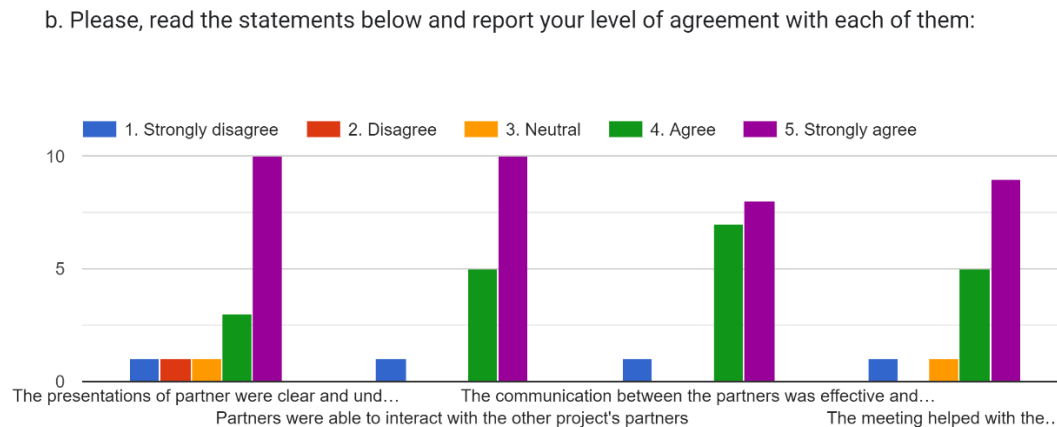b. Please, read the statements below and report your level of agreement with each of them:

The evaluation of the meeting also includes the clearness of all activities that are to be carried out in the future for the development of the project and for the requested task to each partner. As well, the administrative information is taking in account for the evaluation of a good implementation of the project. Regarding these questions, all the participants, except one, agreed or strongly agreed that all the information were clear as showed in Figure 22 below.

Figure 22. The after meetings responses

a. Please, read the statements below and report your level of agreement with each of them:
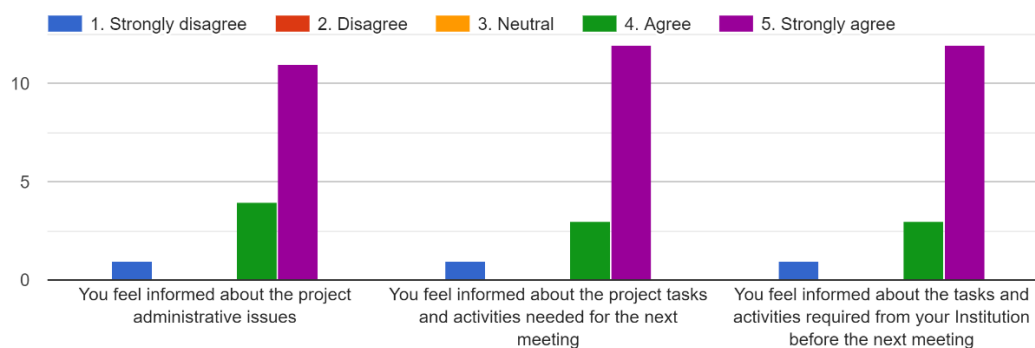
There is a general agreement in the well planned and organization of the meeting, and also what are the further steps to take for the progress of the project and deliverables. The respect of timetable and the clearness of the partners' presentation could be more improved.

The partners express their requests and suggestions for the improvements of the project such as:

- Having more Informative meeting and/or much time
- Sending the meetings' notifications with much more time before to schedule the agenda and to avoid short notice
- Providing the recordings and reports for each meeting separately.

Management meeting 29th May 2023

The third coordination meeting was held on 29th May 2023 at 4:00 PM (Amman Time) conducted via Zoom video conferencing for the Erasmus+ project Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries co-founded by the European Union.

The coordination meeting was organized by University of Jordan and all the members of the partnership were invited to attend. A total of 24 members participate to the meeting and 14 members responded to the online google form evaluation. It consists of 11 closed questions that are divided in 2 sections: work session information Part a and Part b and after meeting information. The last part are two open-ended questions about further comments and further suggestions.

The survey was administered at the end of the meeting and all partners are invited to express their agreement to the questionnaire sentences. The questionnaire was shared using Google Form and shared with the following online link:

https://docs.google.com/forms/d/e/1FAIpQLSd6MgE8IZjV0gQkzDrsDNPNpJTPpCP84KZq_LaBZKMBbRo9XQ/viewform

Responses to the evaluation form

Fourteen participants answered to the questionnaire. Figure 23 shows the number of participants divided per organization.

Figure 23. The number of respondents divided per organization
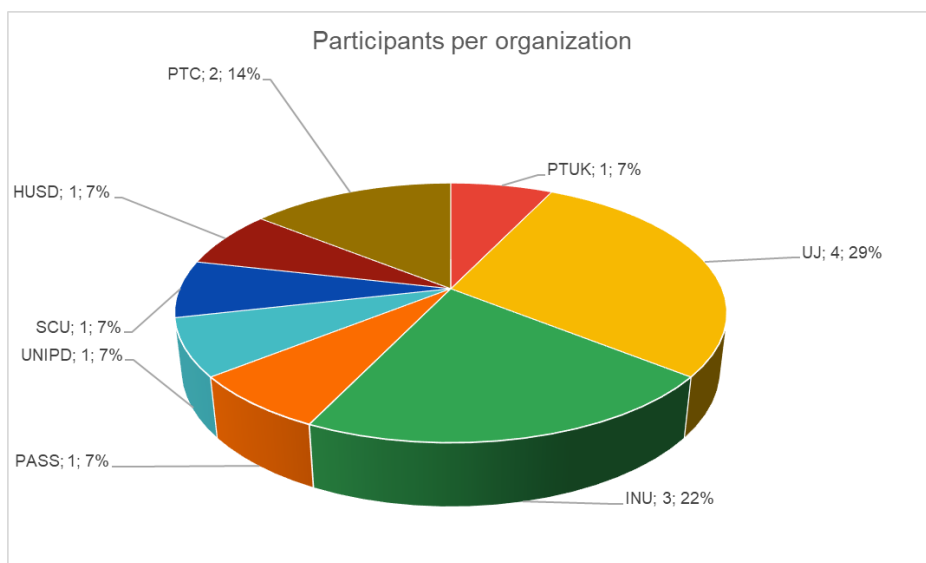
The part A of the session work questions regards the general organization of work session. The responses of participants underlined a good agreement on the information about the meeting the general organization of the meeting, the focus on the project aims, the timetable. Results are reported in Figure 24.

Figure 24. The general session work part A

The participants reported more in detail the evaluation of the work session part B and they reported an overall good agreement regarding the good development of the work. The participants gave their responses and evaluation about the quality of presentations, the relational aspects between partners; all these aspects are generally evaluated as good or more than good. Responses are reported in Figure 25

Figure 25. The part B of work session responses
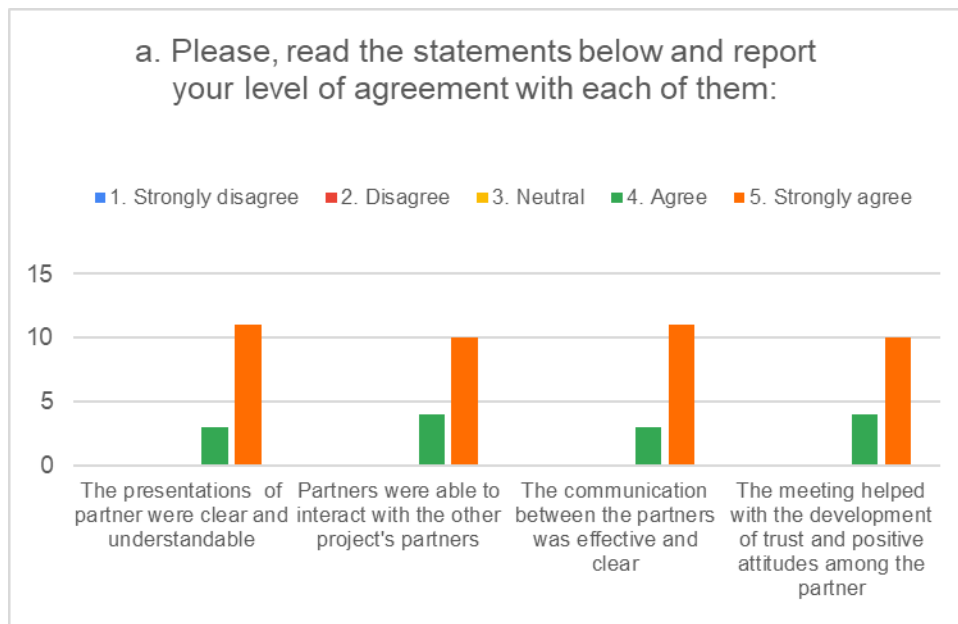
There is a general agreement in the well planned and organization of the meeting, and also what are the further steps to take for the progress of the project and deliverables. The respect of timetable and the clearness of the partners' presentation could be more improved. Results are reported in Figure 25

Figure 25. The after meetings responses
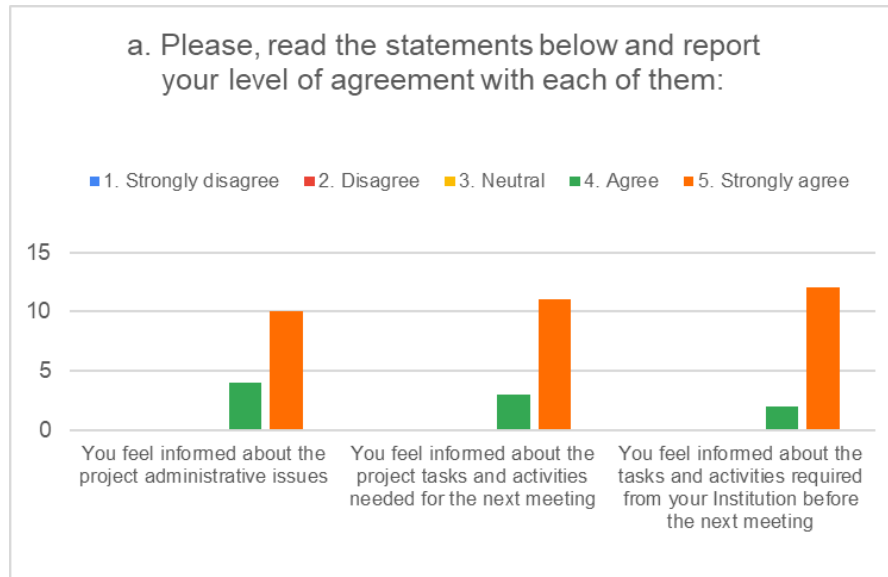
The partners express their requests and suggestions for the improvements of the project, mainly focused on the suggestion to plan the meetings in advance, for giving the partners sufficient time for organizing and attending them.

Management meeting 13th June 2023

The fourth coordination meeting was held on 13th June 2023 at 4:00 PM (Amman Time) conducted via Zoom video conferencing for the Erasmus+ project Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries co-founded by the European Union.

The coordination meeting was organized by University of Jordan and all the members of the partnership were invited to attend. A total of 19 members participate to the meeting and 11 members responded to the online google form evaluation. It consists of 11 closed questions that are divided in 2 sections: work session information Part a and Part b and after meeting information. The last part are two open-ended questions about further comments and further suggestions.

The survey was administered at the end of the meeting and all partners are invited to express their agreement to the questionnaire sentences. The questionnaire was shared using Google Form and shared with the following online link:

https://docs.google.com/forms/d/e/1FAIpQLSdVVSF-sqqacKexiST77gEA3ZEDtqZCwTCfCPYo3SSRxYQK4Q/viewform
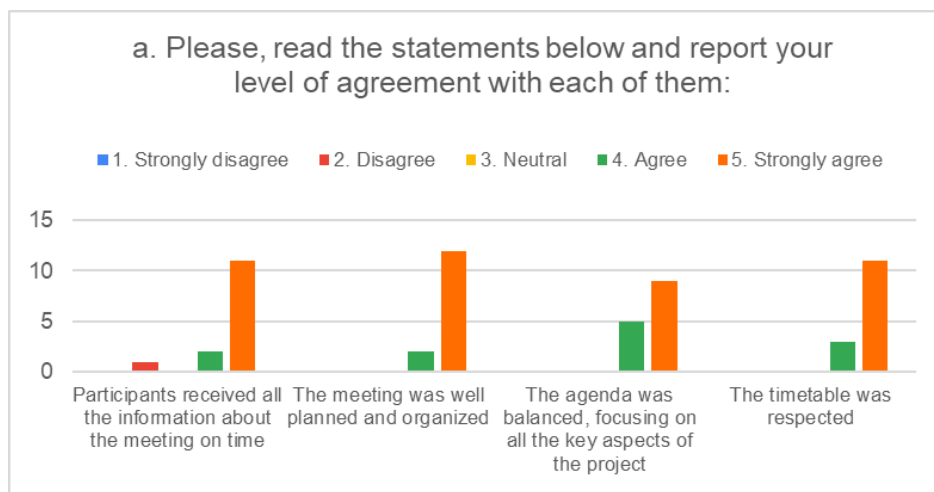
Responses to the evaluation form

Eleven participants answered to the questionnaire. Figure 26 shows the number of participants divided per organization.

*Figure 26. The number of respondents divided per organization*
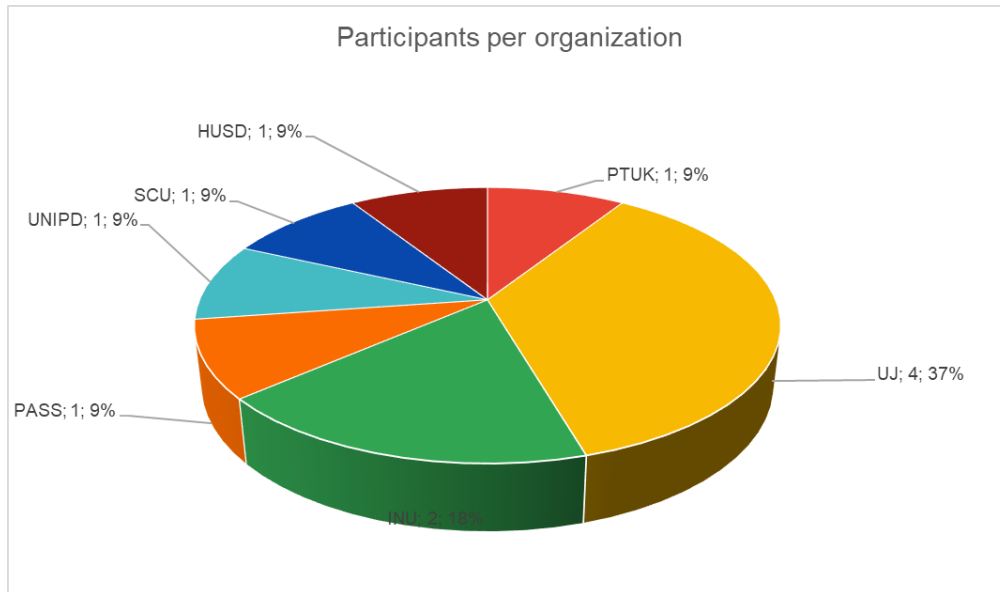
Participants per organization

HUSD; 1; 9%
PTUK; 1; 9%
SCU; 1; 9%
UNIPD; 1; 9%
UJ; 4; 37%
PASS; 1; 9%
INU; 2; 18%

The part A of the session work questions regards the general organization of work session. The responses of participants underlined a general agreement on the information about the meeting the general organization of the meeting, the focus on the project aims, the timetable. Results are reported in Figure 27

Figure 27 The general session work part A

a. Please, read the statements below and report your level of agreement with each of them:

■ 1. Strongly disagree   ■ 2. Disagree   ■ 3. Neutral   ■ 4. Agree   ■ 5. Strongly agree

Participants received all the information about the meeting on time | The meeting was well planned and organized | The agenda was balanced, focusing on all the key aspects of the project | The timetable was respected

The participants reported more in detail the evaluation of the work session part B and they reported an overall good agreement regarding the good development of the work. The participants gave their responses and evaluation about the quality of presentations, the relational aspects between partners; all these aspects are generally evaluated as good or more than good. Responses are reported in Figure 28.

Figure 28. The part B of work session responses
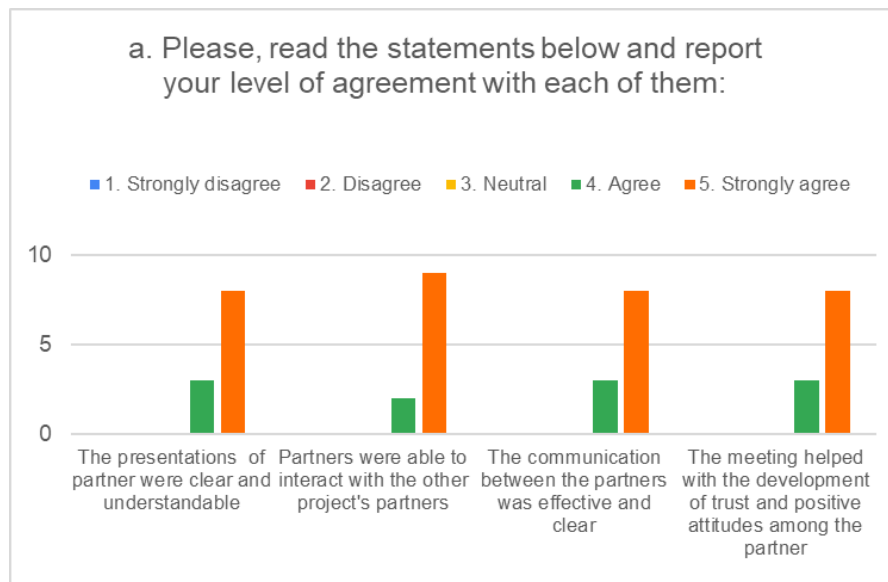
Considering the after-meeting phase, in general the level of information has been rated as quite good. However, few participants referred a not satisfactory level of information related to the next steps, activities, and tasks of the project. Responses are reported in Figure 29

Figure 29. The after meetings responses
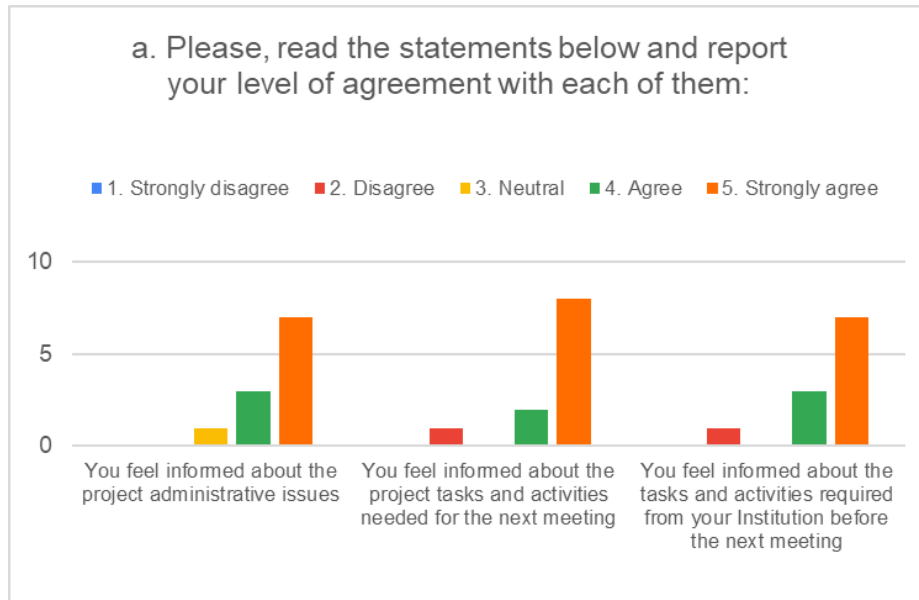
The partners express their requests and suggestions for the improvements of the project such as:

- The need for more face-to-face meetings;
- The need to schedule these online meetings in advance;
- The suggestion to shorten these meetings.

Coordination meeting 26th October 2023

The fifth coordination meeting was held on the 26th of October 2023 at 12:00 PM (Amman Time) conducted via Zoom video conferencing for the Erasmus+ project Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries co-founded by the European Union.

The coordination meeting was organized by University of Jordan and all the members of the partnership were invited to attend. A total of 16 members participate to the meeting and 9 members responded to the online google form evaluation. It consists of 11 closed questions that are divided in 2 sections: work session information Part a and Part b and after meeting information. The last part are two open-ended questions about further comments and further suggestions.

The survey was administered at the end of the meeting and all partners are invited to express their agreement to the questionnaire sentences. The questionnaire was shared using Google Form and shared with the following online link:

https://docs.google.com/forms/d/e/1FAIpQLSexC8VSggrD3Ggrl5I-ULM1c6rzfQcDXHhbP3Envd71wkaNdw/viewform
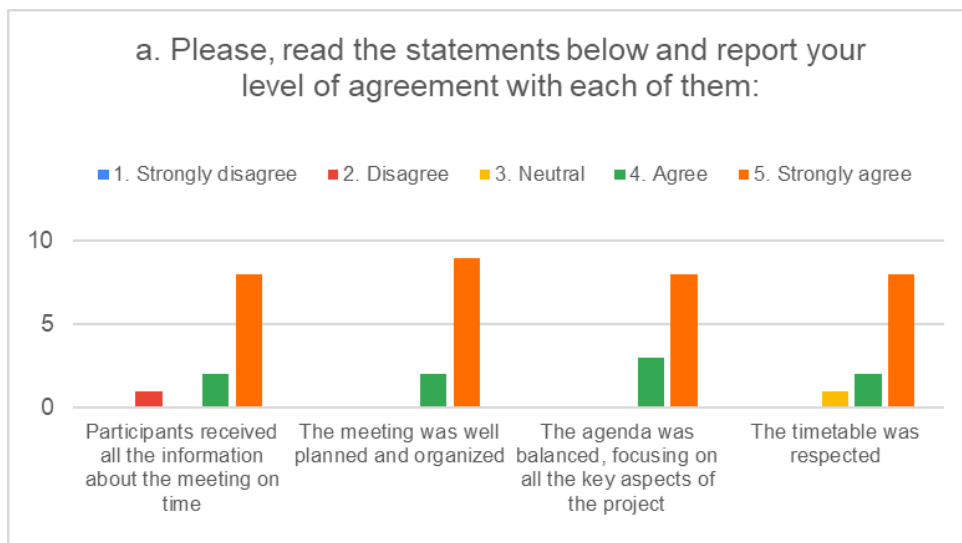
Responses to the evaluation form

Nine participants answered to the questionnaire. Figure 30 shows the number of participants divided per organization.

*Figure 30. The number of respondents divided per organization*
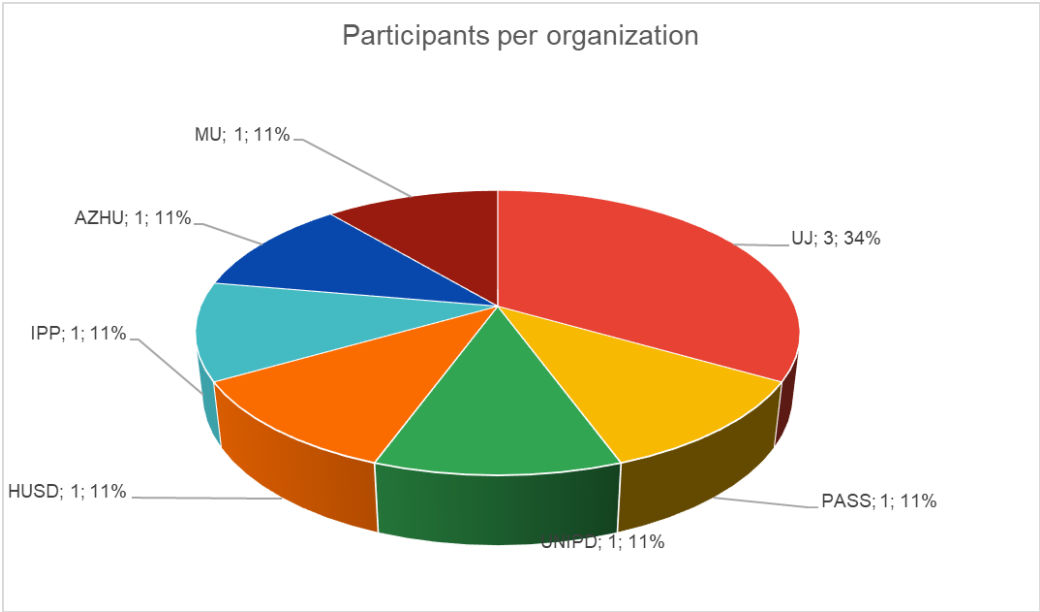
The part A of the session work questions regards the general organization of work session. Although the evaluation was generally quite good, some of the participants' responses underlined few critical point related to the organization of the meeting, the respect of the timetable and the agenda. Responses are reported in Figure 31.

Figure 31 The general session work part A
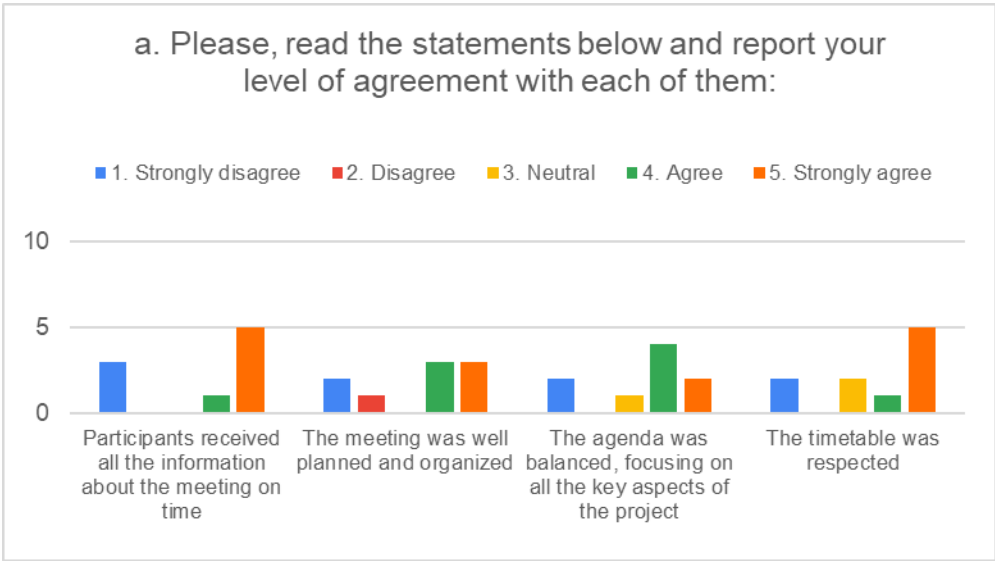
The participants reported more in detail the evaluation of the work session part B and they reported mixed feedbacks. Some participants referred a positive evaluation of the work sessions and social climate, while a few of them underlined some critical aspects related to these dimensions. Responses are reported in Figure 32

Figure 32. The part B of work session responses

a. Please, read the statements below and report your level of agreement with each of them:

■ 1. Strongly disagree   ■ 2. Disagree   ■ 3. Neutral   ■ 4. Agree   ■ 5. Strongly agree

Considering the after-meeting phase, in general the level of information has been rated as quite good. However, few participants referred a not satisfactory level of information related to the next steps, activities, and tasks of the project. Responses are reported in Figure 33.

Figure 33. The after meetings responses
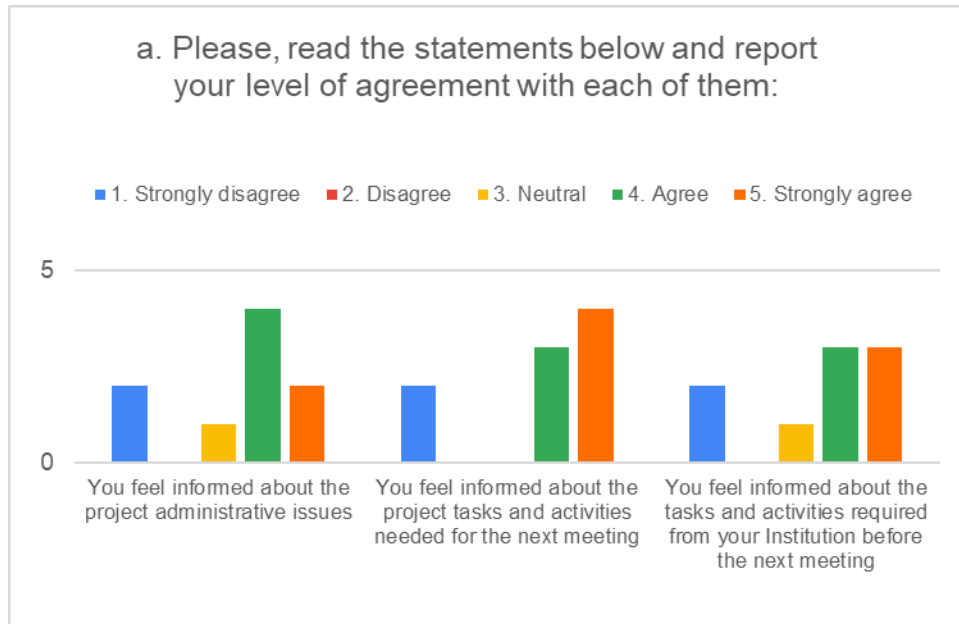
The partners express their requests and suggestions for the improvements of the project such as:

- The need to provide a short agenda before each virtual meeting;

Technical and scientific committee meeting 9th November 2023

The Technical and scientific committee meeting was held on the 9th of November 2023 at 12:00 PM (Amman Time) conducted via Zoom video conferencing for the Erasmus+ project Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries co-founded by the European Union.

The Technical and scientific committee meeting was organized by University of Jordan and all the members of the partnership were invited to attend. A total of 24 members participate to the meeting and 7 members responded to the online google form evaluation. It consists of 11 closed questions that are divided in 2 sections: work session information Part a and Part b and after meeting information. The last part are two open-ended questions about further comments and further suggestions.

The survey was administered at the end of the meeting and all partners are invited to express their agreement to the questionnaire sentences. The questionnaire was shared using Google Form and shared with the following online link:

https://docs.google.com/forms/d/e/1FAIpQLScDeDqu3QTcd2N0DeT-SmKyyrHs_05lYFcSJiqp4N6yPzgTcg/viewform

Responses to the evaluation form

Seven participants answered to the questionnaire. Figure 34 shows the number of participants divided per organization.

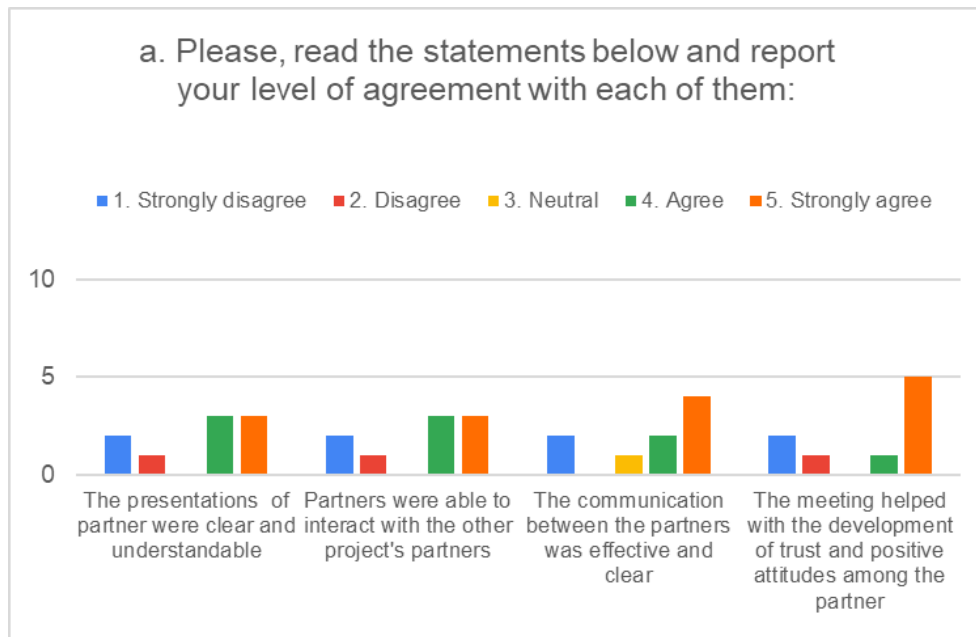*Figure 34. The number of respondents divided per organization*
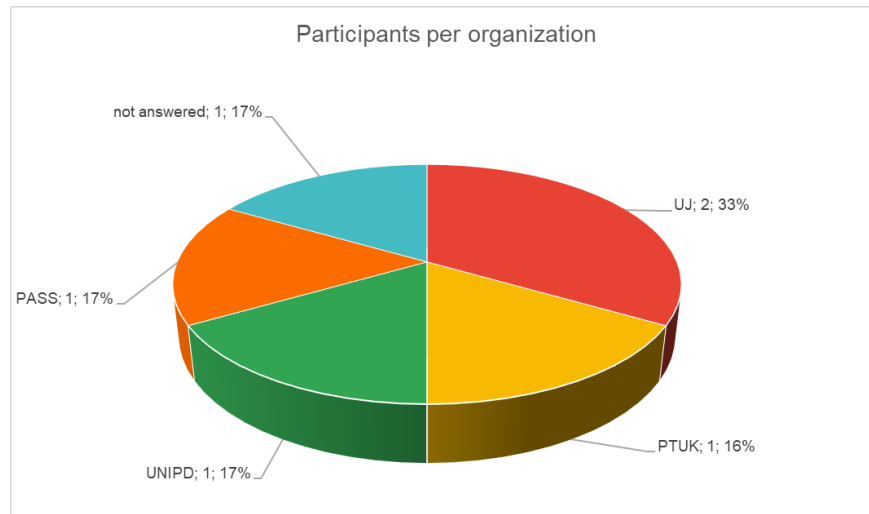
The part A of the session work questions regards the general organization of work session. The responses of participants underlined some critical point related to the organization of the meeting, the respect of the timetable and the agenda. Responses are reported in Figure 35.

Figure 35 The general session work part A
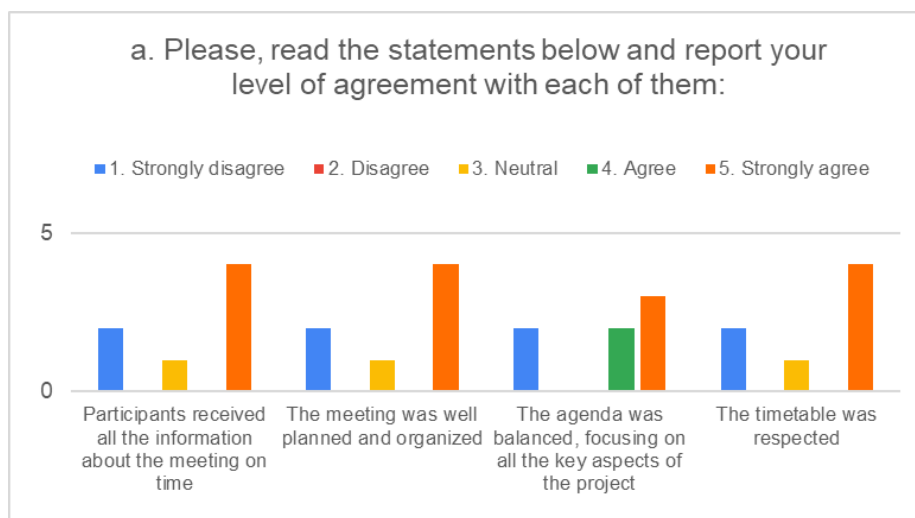
The participants reported more in detail the evaluation of the work session part B and they reported mixed feedback. Some participants referred a positive evaluation of the work sessions and social climate, while a few of them underlined some critical aspects related to these dimensions. Responses are reported in Figure 36

Figure 36. The part B of work session responses
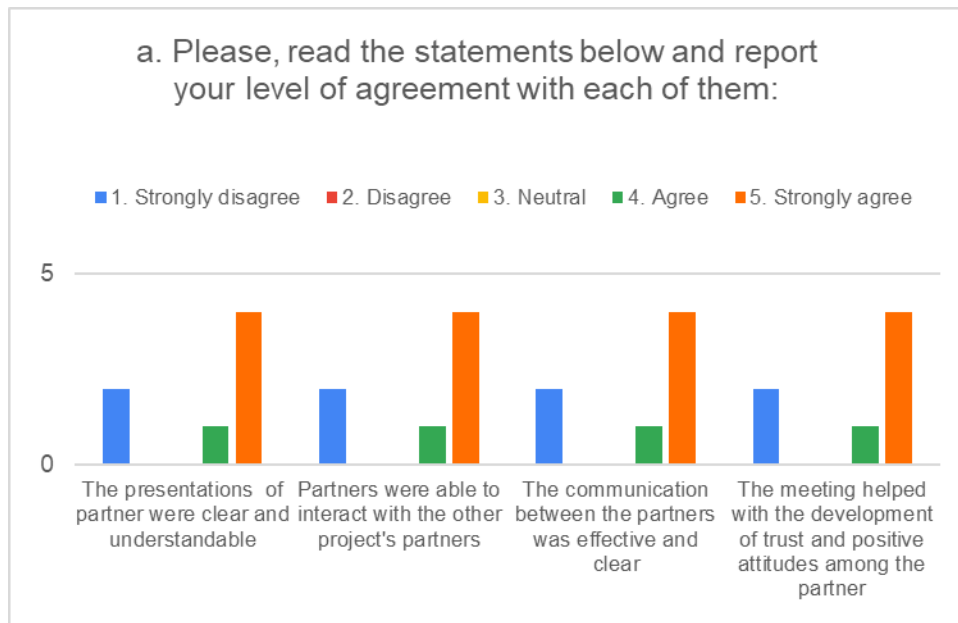
Considering the after-meeting phase, in general the level of information has been rated as quite good. However, few participants referred a not satisfactory level of information related to the next steps, activities, and tasks of the project. Responses are reported in Figure 37.

Figure 37. The after meetings responses
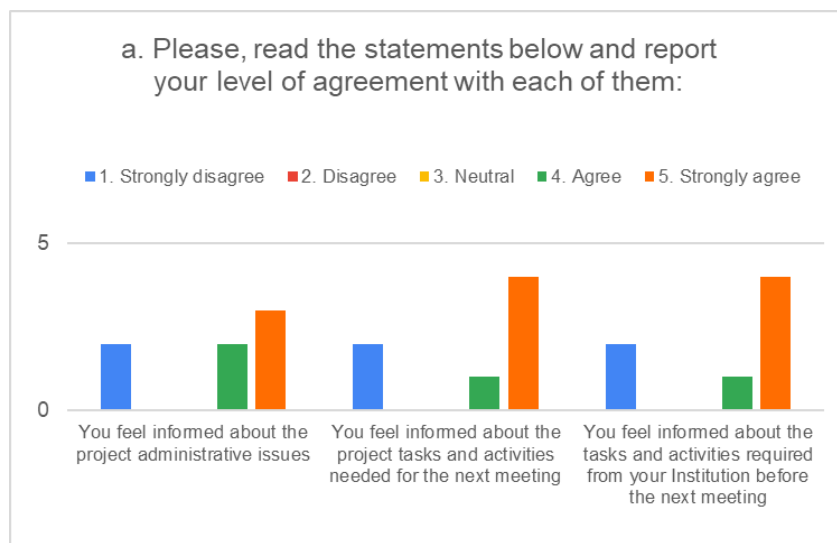
No other comments were added by the participants

Coordination meeting 23rd November 2023

The fifth coordination meeting was held on the 23th of November 2023 at 12:00 PM (Amman Time) conducted via Zoom video conferencing for the Erasmus+ project Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries co-founded by the European Union.

The coordination meeting was organized by University of Jordan and all the members of the partnership were invited to attend. A total of 19 members participate to the meeting and 11 members responded to the online google form evaluation. It consists of 7 closed questions that are divided in 2 sections: work session information and after meeting information. The last part are two open-ended questions about further comments and further suggestions.

The survey was administered at the end of the meeting and all partners are invited to express their agreement to the questionnaire sentences. The questionnaire was shared using Google Form and shared with the following online link:

https://docs.google.com/forms/d/e/1FAIpQLSdd7JlbsYMILnOatfj6Yzw_s8TkMg43UIFnyPSPGobZOwjCqQ/viewform

### Responses to the evaluation form

Eleven participants answered to the questionnaire. Figure 38 shows the number of participants divided per organization.

*Figure 38. The number of respondents divided per organization*
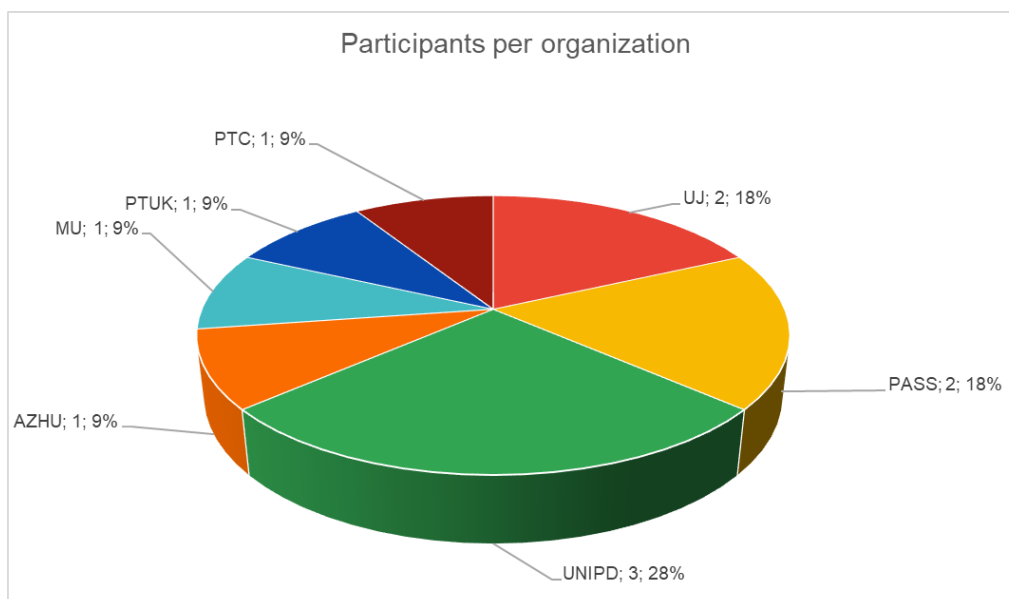
The participants reported more in detail the evaluation of the work session part B and they reported an overall good agreement regarding the good development of the work. The participants gave their responses and evaluation about the quality of presentations, the relational aspects between partners; all these aspects are generally evaluated as good or more than good, only one participants showed some concerns about them. Responses are reported in Figure 39

Figure 39. The part B of work session responses
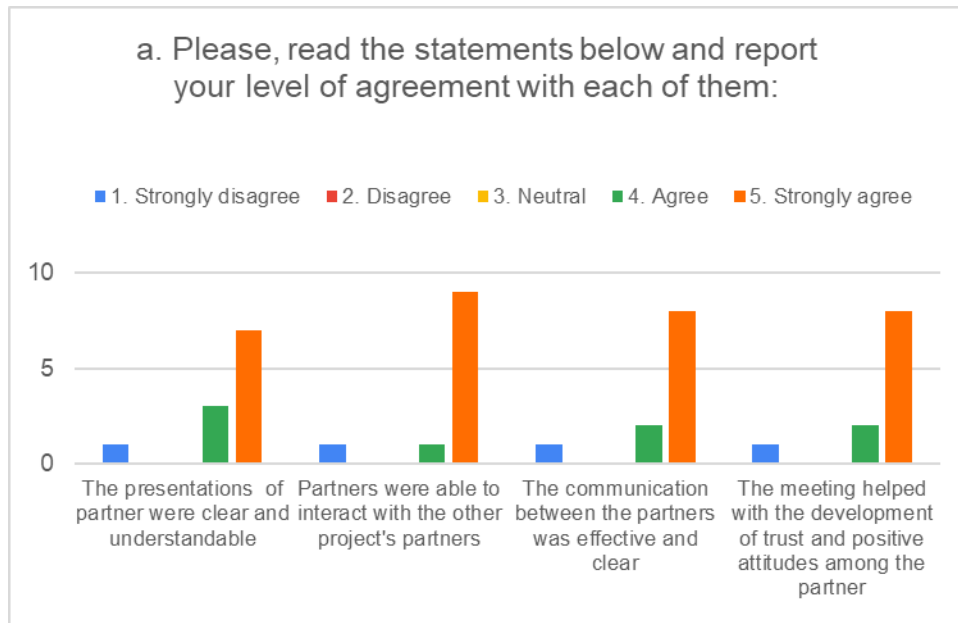
Considering the after-meeting phase, in general the level of information has been rated as quite good. However, few participants referred a not satisfactory level of information related to the next steps, activities, and tasks of the project. Responses are reported in Figure 40.

*Figure 40. The after meetings responses*
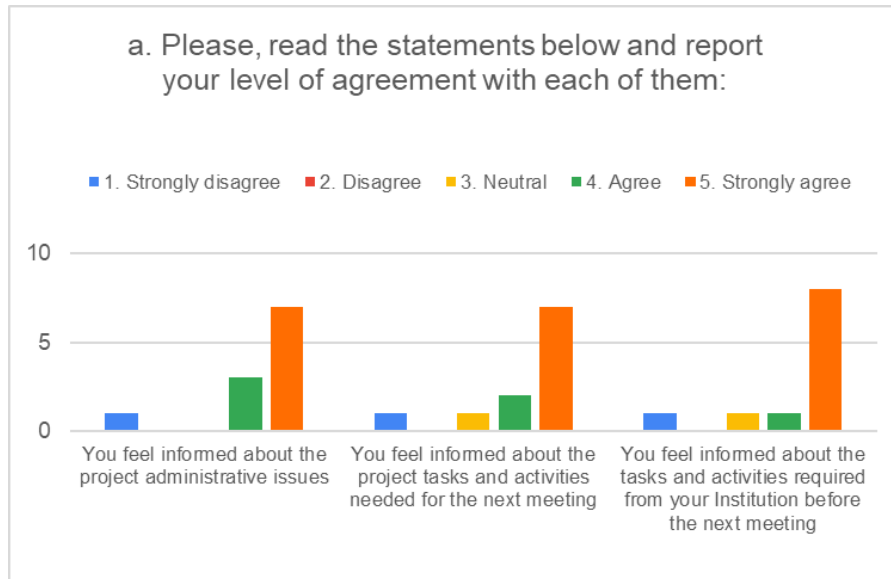
The participants reported more in detail the evaluation of the work session part B and they reported mixed feedback. Some participants referred a positive evaluation of the work sessions and social climate, while a few of them underlined some critical aspects related to these dimensions. Responses are reported in Figure 41

Figure 41. The part B of work session responses

The partners express their requests and suggestions for the improvements of the project such as:

- Meeting should be planned with dynamic dates and time, not only every Thursday, for allowing a larger number of participants to attend;
- Variations of time should be communicated in advance

Coordination meeting 21st December 2023

The sixth coordination meeting was held on the 21st of December 2023 at 12:00 PM (Amman Time) conducted via Zoom video conferencing for the Erasmus+ project Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries co-founded by the European Union.

The coordination meeting was organized by University of Jordan and all the members of the partnership were invited to attend. A total of xx members participate to the meeting and 10 members responded to the online google form evaluation. It consists of 11 closed questions that are divided in 2 sections: work session information Part a and Part b and after meeting information. The last part are two open-ended questions about further comments and further suggestions.

The survey was administered at the end of the meeting and all partners are invited to express their agreement to the questionnaire sentences. The questionnaire was shared using Google Form and shared with the following online link:

https://docs.google.com/forms/d/e/1FAIpQLSeqr-4tMlIuTCEJZBaObXPZPM_uc11wjKXmPWmG6vWUQMkSpA/viewform

Responses to the evaluation form

Ten participants answered to the questionnaire. Figure 42 shows the number of participants divided per organization.

*Figure 42. The number of respondents divided per organization*
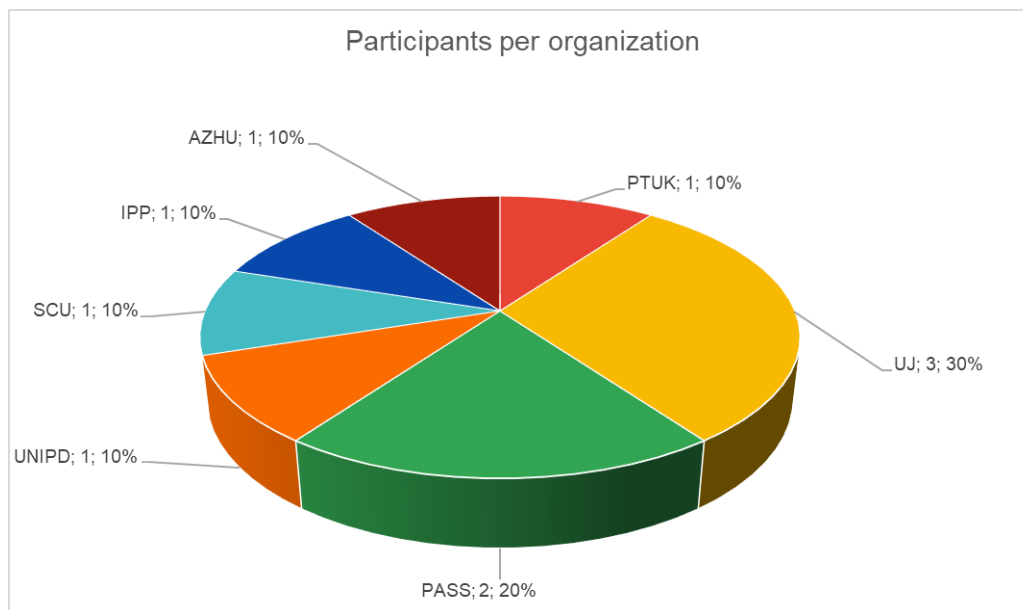
The part A of the session work questions regards the general organization of work session. Although the evaluation was generally quite good, some of the participants' responses underlined few critical points related to the organization of the meeting, the respect of the timetable and the agenda. Responses are reported in Figure 43.

Figure 43 The general session work part A
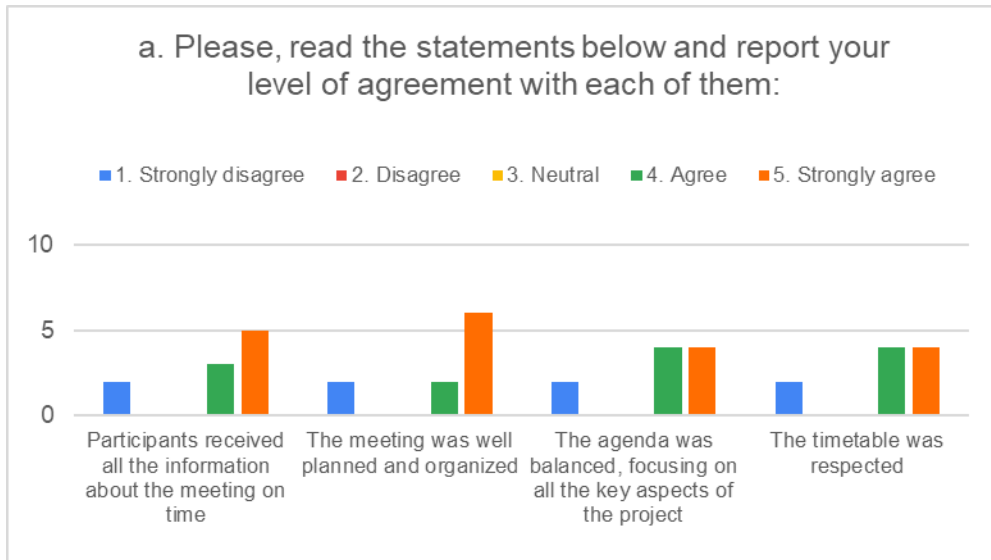
The participants reported more in detail the evaluation of the work session part B and they reported mixed feedback. Some participants referred a positive evaluation of the work sessions and social climate, while a few of them underlined some critical aspects related to these dimensions. Responses are reported in Figure 44

Figure 45. The part B of work session responses
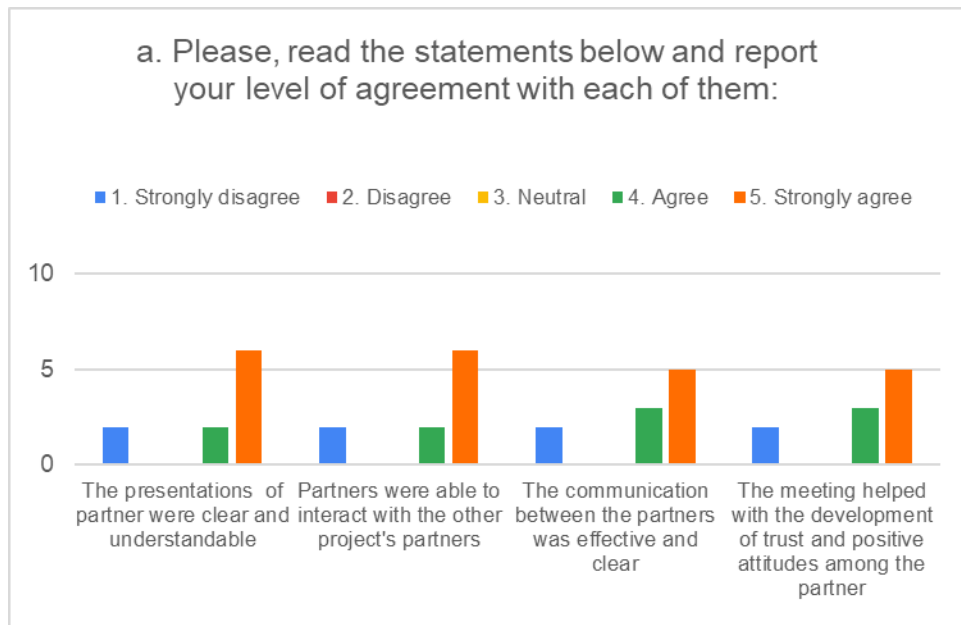
Considering the after-meeting phase, in general the level of information has been rated as quite good. However, few participants referred a not satisfactory level of information related to the next steps, activities, and tasks of the project. Responses are reported in Figure 46.

Figure 46. The after meetings responses
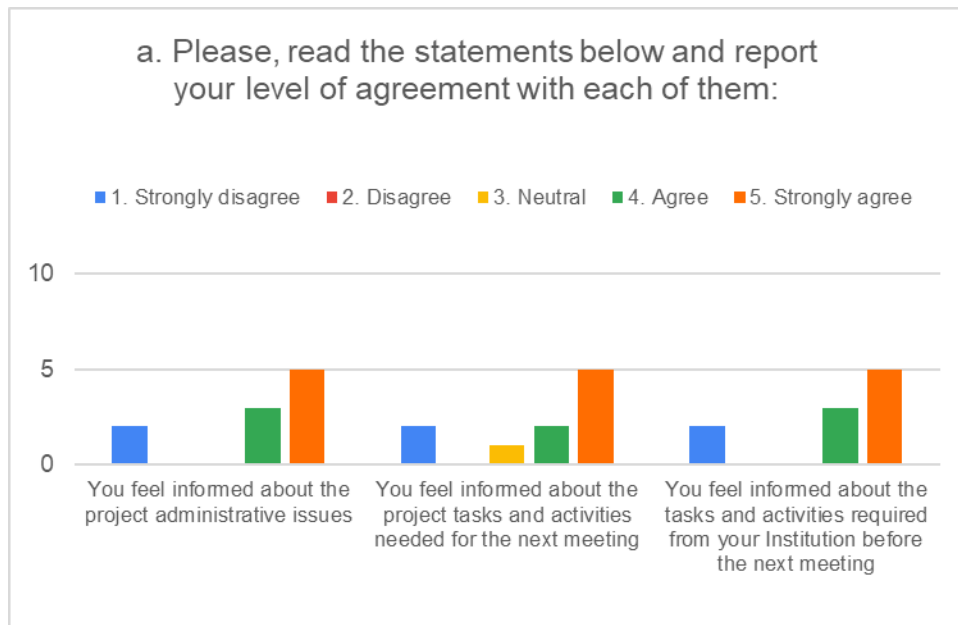
Participants also added some extra comments, asking for an email reminder 3 days before the scheduled meeting.

Quality plan

A document containing the quality and monitoring for the Erasmus+ project Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries co-founded by the European Union has been produced during this year.

The monitoring and quality plan is an important output of the WP6 where the quality control and monitoring of the project's progress is reported to providing high quality training, materials and deliverables as well as properly equipping of teachers, students and Higher Education (HE) staffs.

The document is divided into 10 sections:

- The first and second section develops the description of the project and all information about the project itself.
- The third section regards the quality management strategy with the description and explanation of the quality criteria, description of Work packages and their quality, quality control mechanisms, progress indicators, and quality committee.
- The fourth section regards the monitoring plan and the monitoring mechanisms.
- The firth section regards review process.
- The sixth sections the risks of the project and their managements.
- The seventh section describes the hiring of the external expert.
- The eight section regards the financial assessment.
- The nineth and last section consist of the assessment of dissemination and the sustainability respectively of all parts of the project.
- The quality and monitoring plan has the aim to monitor, improve and adapt all the activities, tasks and deliverables based on the project and its progresses.

The quality and monitoring plan is flexible and adaptable to the needs of the project. It will be reviewed regularly and updated as necessary to ensure that project activities are carried out to a high standard and that progress is tracked effectively.

In June 2023 the first draft of the document has been shared through emails among all the partner and their comments, feedbacks, and suggestions has been collected in order to improve the document and prepare the final version. After the revision, the final version has been released and accepted by all the partner. The Quality Plan document should be revised during all the project, and modified if necessary.

Quality assurance strategy

The goals presented for this project for quality strategy are to assure:

- The monitoring of the implementation of the Quality and Monitoring Plan and make action to alarm or give improvements for the achievements of the projects objectives.

- Assist in the designing of the tools that will be delivered to the partner HEIs and stakeholders especially after each major activity or event to assess the impact of the project.
- Monitor and evaluate the quality of the deliverables according to the indicators specified.
- Provide guidelines and suggestions for the improvement of the quality of the deliverables.
- The development of a risk management plan, which outlines the strategies that will be used to mitigate risks associated with project activities.
- Plan and apply, if necessary, the remedial actions for correct deviation on project outcomes

Conclusions

The current document has reported all the activities that has been implemented during the first year of the project ICT4EDU. The reported activities are related to the tasks planned for each WP and the management meetings made during all the period. In general, the current situation and achievements are in line with the results planned for the end of the first year of the implementation of the project. The project schedule seems respected and no specific delay has to be signaled and the partner are working for implementing the activities planned for the second year (2024).

ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
Physical Kick-off Meeting
(Kick-off Meeting - Part 2)

The University of Jordan

Amman-Jordan
8th and 9th of March, 2023

Participant List

No.	Participant Name	No.	Participant Name
The University of Jordan			
1.	Prof. Nathir Obeidat	2.	Prof. Ahmed Al-Salaymeh
3.	Prof. Mohammad Al-Shraideh	4.	Prof. Hadeel Al-Yaseen
5.	Prof. Saleh Al-Sharaeh	6.	Dr. Diala Hamaidi
7.	Dr. Hamad Al-Sawalqeh	8.	Dr. Yousef Arouri
9.	Dr. Bilal Abu Salih	10.	Eng. Dana Al-Amoush
11.	Eng. Rasha Al-Baik	12.	Eng. Dania Sreihin
13.	Ms. Hanan Hasan	14.	Ms. Hiba Abu khader
15.	Ms. Aya Al-Hasanat		
Erasmus+ Office in Jordan			
16.	Dr. Ines Alves	17.	Prof. Ahmed Abu Elhaija
Irbid National University			
18.	Prof. Ahmad Al-khasawneh	19.	Dr. Hussam Ananzeh
20.	Dr. Khalid Bataineh	21.	Dr. Khalid Amayreh
Mutah University			
22.	Prof. Omer Maaitah	23.	Prof. Mohammad Almajali
24.	Dr. Mohammad Dawood		
Heliopolis University			
25.	Dr. Omar Ramzy	26.	Dr. Ahmed Elshazly
Palestine Technical University - Kadoorie			
27.	Dr. Mahmoud Jazzar	28.	Prof. Derar Eleyan
Palestine Technical College -Deir Elbalah			
29.	Dr. Ezzeldin Edwan	30.	Dr. Hussam Abushawish
Al-Istiqlal University			
31.	Dr. Amer Shehadeh	32.	Dr. Fouzia Marmash
University of Bucharest			
33.	Prof. Anisoara Dumitrache	34.	Dr. Anca Nedelcu

Polytechnic Institute of Porto			
35.	Prof. Carlos Vaz de Carvalho	**36.**	Dr. Ana Barata
University of Padova			
37.	Prof. Michele Biasutti		

Online Participation:

Al-Azhar University			
1.	Prof. Mohamed Farag	**2.**	Dr. Rasha Abu Talep
3.	Prof. Shaimaa Abouzaid		
Suez Canal University			
4.	Dr. Nehal Khalil	**5.**	Dr. Hadya Adel
6.	Dr. Basem Abdelghany		
Heliopolis University			
7.	Mr. Ahmed Sameh	**8.**	Dr. Sherif El-Kabbani
9.	Dr. Menna Abd Elhamid		
Irbid National University			
10.	Dr. Mohammad Mhawish	**11.**	Dr. Walaa Al-Smadi
Al-Istiqlal University			
12.	Dr. Anwar Abu Hanoud		

Minutes of the Meeting

The physical kick-off meeting was held on 8th and 9th of March 2023, the meeting conducted at The University of Jordan Campus, the registration started at 9:30 AM (Amman Time). In addition to the physical participation there was online participation via zoom video conferencing.

Opening Session

The meeting started by a welcome speech and brief about the project from the project general coordinator, Prof. Ahmed Al-Salaymeh, followed by Dr. Ines Alves, Programme Manager – Education and ERASMUS+, Delegation of the European Union to the Hashemite Kingdom of Jordan, then Prof. Ahmed Abu ElHaija, Director of Erasmus+ office in Jordan, introduced a presentation about The European Digital Competence Framework for Citizens (DIGCOMP), followed by a speech by Prof. Omer Maaith President of Tafila Technical University and ICT4EDU Project Coordinator at MU, and finally Prof. Nathir Obeidat President of the University of Jordan welcomed the partners at the University of Jordan and congratulate them on the selection of ICT4EDU project.

Then a group photo took place for all attendees, the meeting was attended by 49 persons (Physically and virtually) from the University of Jordan and partner universities in Jordan, Egypt, Palestine, Romania, Portugal and Italy.

Session (1)

Moderator: Prof. Omer Maaith   **Rapporteur: Eng. Dana Al-Amoush**

The first session started by a presentation from 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 and their overall tasks, milestones and deliverables. As well as, the WPs leaders and co-leaders have been shown with the timeline of each WP.

Work Package 1:

WP (1) Type: Management
Duration: M1 – M36
Lead University: The University of Jordan (UJ) – P1

Prof. Ahmed Al-Salaymeh introduced the first work package for the project, the WP aims to ensure an accurate and effective management on a daily basis, a project management team, responsible for financial, operational and day-to-day management and keeping track records of all project activities.

Overall Plan:

Number	Plan	Due Date
1.	Partnership Agreements to be signed and stamped	31st of March 2023
2.	Establishing Project Committees	9th of March 2023
3.	Schedule the next internal technical virtual meeting at 12:00 PM (Amman Time)	6th of April 2023
4.	Develop Management Plan	30th Jun 2023
5.	The next management meeting will be in Bucharest, Romania	8th – 9th of Sep 2023
6.	Report Management Meetings (MOM)	31st Dec 2025

Work Package 2:

WP (2) Type: Preparation
Duration: M2 –M7
Lead University: Palestine Technical University -Kadoorie (PTUK) – P7
Co-Lead University: Irbid National University (INU)-P2, Mutah University Ltd (MU)-P3,
University of Turku (Turun Yliopisto) (UTU)-P10 & Suez Canal University (SCU)-P5

Dr. Mahmoud Jazzar introduced WP2, the surveys which are the main task in this WP was discussed. The Surveys are: State of Art of ICT in Curriculum, Student Digital Competences, Facilities & Resources of ICT, Teachers Digital Competences.
The discussion on the surveys included that they need to be updated, the logo for the project and EU should be added, the equipment list also should be included in the facilities and resources of ICT surveys, update state of art of ICT in curriculum survey depending on the departments involved in project and addressed from each partner and finally the surveys need to be approved by the committees.

Also, it is suggested to have stakeholders survey to get community feedback and this survey should be targeted just for specialists in the fields related to the project domain.
The surveys should be targeted to partners specifically, so the surveys should be identified by institution not as a person.

Dr. Mahmoud stated that each survey will take between 5 – 10 minutes to be filled.

Session (2)

| Moderator: Prof. Mohammad Al-Shridah | Rapporteur: Eng. Dana Al-Amoush |

Work Package 3:

WP (3) Type: Development
Duration: M7 – M36
Lead University: University of Bucharest (UB)- P11
Co-Lead University: Irbid National University (INU)-P4, Al-Istiqlal University (PASS)- P9 & Suez Canal University (SCU)-P5

Dr. Anisoara Dumitrache introduced WP3, The aim is to update existing and create new courses that respond to the target group's educational needs, with focus on ICT in ECE. Syllabus for the new and adapted courses will be defined, lecture material will be collected and put together and adapted into study plan.

The updated curricula in this WP will be based on the findings of WP2 to develop innovative and flexible techniques that respond to the target group's educational needs, challenges and required ICT skills and competences identified in WP2.

Dr. Anisoara suggested to have template for course description to be used for the selected courses Contain information about:
- Institution: University/Faculty/Department
- Study program
- Course content/teaching methods
- Evaluation

This template will be sent to all partners to choose and define the courses that will be involved in the project.

Also, it is suggested to have online meetings with the stakeholders to receive the feedback from them.

Work Package 4:

WP (4) Type: Development
Duration: M12 – M36
Lead University: Polytechnic Institute of Porto (IPP)
Co-Lead University: Heliopolis University (HU) –P6, Palestine Technical College -Deir Elbalah (PTC)-P8 & Mutah University (MU)- P3

Prof. Carlos Vaz de Carvalho introduced this WP, the draft capacity building plan is discussed which defines the aims, roles and responsibilities as well as the processes to implement the ICT4EDU project mobilities and workshops related to Capacity Building.

6

The first workshop will be discussed to be earlier than M18, each workshop for staff will be for 5 days and for students will be for 14 days. Also there will be transferring know-how skills workshops in each partner university.

It is suggested to have instead of 9 workshops, to be 36 workshops for the nine partner universities and with total number of participants in the 4 WS per each country is 80.

Also, it was suggested to reduce the logistic work for students workshops, it could be instead of 2 weeks in the same country, to be each week in different country. As well as, the materials should be prepared for each workshop. This can be done if the project officer in Brussel approves this suggestion.

Technical Workshop (Group Work)

At the end of the first day a technical workshop had took place, the partners who participated are divided into 3 groups:
Group A: UJ, MU, UB
Group B: PASS, PTC, UniPd
Group C: HU, INU, PTUK, IPP

The discussion goes out with the following:
- Any process of curriculum restructuration should start with redefining its main goals; curriculum should provide students with learning opportunities for acquiring relevant skills for effective functioning in nowadays world As digital skills have become foundational in many contexts (see European Competence Framework), the curriculum should be revised accordingly to answer to this significant learning need
- Regarding the contents: digital skills can be developed through:
  - Individual ICT focused courses (existing or designed from scratch), update and revised (for example to include topics like gamification or AI approaches)
  - Infusion model (weaving concepts of a subject into another, meaning adding a new ICT focused topic on different courses)
  - New courses proposed and designed in order to accelerate mainstreaming digital literacy in curriculum
- The selection if courses can be made in three dimensions:
  - Update the ICT existing courses with new topics adapted to current ICT development: digital citizenship, digital competences, GBL (Game Based learning), gamification etc
  - Add new topic ICT related in courses (ex: designing learning material course)
  - Update existing courses with ICT based learning and teaching methods.
- The new courses will be used as a base for content to support the update therefore the syllabus must be designed in a close relation to the update process.
- To focus on the teaching methodology
- ICT based Coursework should be the foster and main highlight of the change
- Course update may not necessary go through full accreditation exercise

Session (3)

| Moderator: Prof. Ahmed Al-Salaymeh | Rapporteur: Eng. Dana Al-Amoush |

Prof. Ahmed Al-Salaymeh started the second day by welcoming the attendees and introduce a brief about the first day.

Work Package 5:

WP (5) Type: Development
Duration: M12 – M24
Lead University: University of Turku (UTU) – P10
Co-Lead University: Al-Azhar University (AZHU) –P4, Al-Istiqlal University (PASS)- P9 & The University of Jordan (UJ)- P1

Dr. Amer Shehadeh introduced about WP5, in this WP the ICT Laboratories will be dedicated to the development and implementation of the courses prepared during the realization of the project, they will be established in each partner university, during the discussion the list of equipment that is suggested in the project was introduced.

It was agreed that the final list of equipment should be prepared by the end of April 2023, and if any partner need to modify on the list suggested in the proposal should send a justification for this modifying.

Since the final list of equipment is determined then, a tender should be announced from each partner university and it is suggested to be at 1st of May 2023.

Work Package 6:

WP (6) Type: Quality Plan
Duration: M2 – M36
Lead University: University of Padova (UniPd) – P13
Co-Lead University: The University of Jordan (UJ) – P1, Heliopolis University (HU) –P6 & Palestine Technical College -Deir Elbalah (PTC)-P8

Prof. Michele Biasutti introduced about WP6, Prof. Michele defines the quality assessment, progress indicators, about the quality committee, monitoring activity in addition to the review process and the external evaluator.

Draft quality plan will be sent to all partners to give there feedback about it.
Also, an evaluation form has been prepared by the work package leader was distributed on the participants to evaluate the kick-off meeting.

Work Package 7:

WP (7) Type: Dissemination and Exploitation
Duration: M1 – M36
Lead University: Al-Azhar University (AZHU) – P4
Co-Lead University: Palestine Technical University – Kadoorie (PTUK) – P7, Irbid National University (INU)-P2 & University of Bucharest (UB)- P11

Prof. Mohamed Farag introduced WP7 via zoom conference, the dissemination work package will help the project to become sustainable after the funding has finished and to achieve a wider and more long-term impact, both during and after the funding period. Also, Prof. Mohamed introduced about the dissemination types, objectives of dissemination, tasks in this WP and deliverables.

Although, Prof. Mohamed introduced the draft dissemination plan, it's activities, objectives, target groups, resources and expected results.

As well as, some material designs was introduced that was designed by Al-Azhar University for ICT4EDU project, in addition to dissemination achievements.

Action Plan and Next Activities

The partners agreed on the committees to be assigned with the participants as following:

Steering Committee

Partner Name	Representative	Substitute
The University of Jordan	Prof. Ahmed Al-Salaymeh	Prof. Mohammad Al-Shridah
Irbid National University	Prof. Ahmad Khasawneh	Dr. Mohammad Mhawish
Mutah University Ltd	Prof. Omer Maaith	Dr. Mohammed Al-Majali
Al-Azhar University	Prof. Mohamed Farag	Dr. Mahmoud Abd El Naby
Suez Canal University	Prof. Nehal lotfy	Dr. Alaa Noureldin
Heliopolis University	Prof. Omar Ramzy	Ms. Elham Abd Elaal
Palestine Technical University - Kadoorie	Dr. Mahmoud Jazzar	Prof. Derar Elayan
Palestine Technical College - Deir Elbalah	Dr. Ezzaldeen Edwan	Dr. Hussam Abushawish
Al-Istiqlal University	Dr.Amer Shehadeh	Dr. Fouzia Marmash
University of Turku	--	--
University of Bucharest	Dr. Anca Nedelcu	Dr. Alexandru Carțis
Polytechnic Institute of Porto	Prof. Carlos Vaz de Carvalho	Dr. Ana Barata
University of Padova	Prof. Michele Biasutti	Dr. Concina Eleonora

Technical and Scientific Committee Members

Partner Name	Representative	Substitute
The University of Jordan	Prof. Mohammad Al-Shridah	Dr. Yousef Arouri
Irbid National University	Dr. Mohammad Mhawish	Prof. Ahmad Khasawneh
Mutah University	Dr. Mohammad Dawood	Dr. Mohammed Rajab Al-Majali
Al-Azhar University	Dr. Yasser Helmy Ali	Dr. Shimaa Abd El Aziz Abo Zaid Dr. Rasha Ali Abo Talib
Suez Canal University	Dr. Hadya Adel	Prof. Nehal Lotfi
Heliopolis University	Prof. Omar Ramzy	Mr. Ahmed Bahrawy
Palestine Technical University - Kadoorie	Dr. Nadia Hamad	Dr. Montaser Owda
Palestine Technical College - Deir Elbalah	Dr. Lubna Elostath	Dr. Suheir Harb
Al-Istiqlal University	Dr.Mohammad Salah	Dr. Anwar Abuhanod
University of Turku	--	--
University of Bucharest	Dr. Anisoara Dumitrache	Dr. Andreea Vișan
Polytechnic Institute of Porto	Dr. Ana Barata	Prof. Carlos Vaz de Carvalho
University of Padova	Dr. Concina Eleonora	Prof. Michele Biasutti

Quality Committee Members

Partner Name	Representative	Substitute
The University of Jordan	Dr. Diala Hmaidi	Prof. Saleh Al-Sharaeh
Irbid National University	Dr. Mohammad Mhawish	Prof. Ahmad Khasawneh
Mutah University Ltd	Dr. Mohammad Rajab	Dr. Omer Maaith
Al-Azhar University	Prof. Mohamed Farag	Dr. Said Sayed Desouky
Suez Canal University	Dr. Hussein Abdalfatah	Prof. Nehal Lotfi
Heliopolis University	Dr. Menna Mohamed	Mr. Ahmed Sameh
Palestine Technical University - Kadoorie	Dr. Jaafar Abu Saa	Dr. Mahmoud Jazzar
Palestine Technical College - Deir Elbalah	Mr. Fuad Abuowaimer	Dr. Ibrahim Shaheen
Al-Istiqlal University	Dr. Amer Shehadeh	Dr. Fouzia Marmash
University of Turku	--	--
University of Bucharest	Dr. Romiță Iucu	Dr. Beatrice Almășan

Polytechnic Institute of Porto	Prof. Carlos Vaz de Carvalho	Dr. Paula Escudeiro
University of Padova	Prof. Michele Biasutti	Dr. Sara Frate

Dissemination Committee Members

Partner Name	Representative	Substitute
The University of Jordan	Prof. Saleh Al-Sharaeh	Eng. Dana Al-Amoush
Irbid National University	Dr. Mohammad Mhawish	Prof. Ahmad Khasawneh
Mutah University	Prof. Saif Alnawaiseh	Dr. Abdullah AlJarah
Al-Azhar University	Prof. Mohamed Farag	Dr. Reda Abd El Aziz suief
Suez Canal University	Dr. Nehal Lotfi	Dr. Bassem Abdelgany
Heliopolis University	Dr. Menna Mohamed	Ms. Zeinab Ahmed
Palestine Technical University - Kadoorie	Ms. Yasmeen Abuhasera	Dr. Reham Salhab
Palestine Technical College - Deir Elbalah	Dr. Ezzaldeen Edwan	Dr. Yasser Radwan
Al-Istiqlal University	Dr. Fouzia Marmash	Dr. Anwar Abuhannoud
University of Turku	--	--
University of Bucharest	Dr. Firuța Tacea	Dr. Andreea Vișan
Polytechnic Institute of Porto	Dr. Ana Barata	Dr. Márcia Gouveia
University of Padova	Prof. Michele Biasutti	Dr. Sara Frate

All participants agreed on the following activities:

Table (2): Next Activities

No.	Activity	Due Date
1.	Update state of art of ICT in curriculum survey depending on the departments involved in project and addressed from each partner	15th of March 2023
2.	Update the facilities Survey depending on the equipment list proposed in the project	15th of March 2023
3.	Stakeholders Survey	15th of March 2023
4.	Final version of the surveys submitted to be reviewed by Technical and Scientific Committee	16th of March 2023
5.	Final version of the surveys submitted to be reviewed and approved by Quality Committee	23rd of March 2023
6.	Recieve Signed and stamped partnership agreement	31st of March 2023
7.	Template for course description	31st March 2023
8.	In the mid of each month an online meeting will be conducted, the next technical coordination online meeting will be in 6th of April 2023, at 12:00 PM (Amman Time)	6th of April 2023
9.	Achieve the target number of survey responses	30th of April 2023
10.	Establish Final Equipment list	30th of April 2023
11.	Announce a tender	1st of May 2023
12.	Virtual meetings with stakeholders to fill the stakeholders survey	May 2023
13.	Dissemination plan	31st May – 30th June 2023
14.	Final list of Courses	June 2023
15.	Quality and Monitoring Plan	30th of June 2023
16.	Production of Newsletters	30th of June 2023
17.	Courses outline	July 2023
18.	The next management meeting will be in Bucharest, Romania	8th – 9th of Sep 2023
19.	Capacity Building plan prepared	Sep 2023
20.	Impact evaluation questionnaires	During Project Life Time

❖ Meeting Agenda:

  Link: **Click- Here**

❖ Pictures:

  Link: **Click- Here**

❖ Media Coverage:
  Link: **Click- Here**

❖ Attendance Sheet:
  Link: **Click- Here**

ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
2nd Management Meeting

The University of Bucharest - Romania
7th - 9th September, 2023

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.	2
Date	07-09/09/2023
Place	The University of Bucharest, Bucharest, Romania
Minutes drafted by	Eng. Maram Al-Hijaj

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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. Saleh Al-Sharaeh	Dean of King Abdullah II School of Information Technology
3.	Eng. Maram Al-Hijaj	Research Assistant at the School of Engineering
4.	Eng. Dania Sreihin	Research Assistant at the School of Engineering
Irbid National University		
5.	Prof. Ahmad Al-khasawneh	President
6.	Dr. Mohammad Mhawish	Professor at the Science and information technology Faculty
7.	Eng. Yanal Almohammad	Research Assistant
Mutah University		
8.	Prof. Omer Maaith	Professor at the Civil Engineering Department
9.	Dr. Walaa Al-Smadi	Research Assistant
Al-Azhar University		
10.	Prof. Mahmoud Abd El-Naby	Vice President of the University for Postgraduate Studies and Research
11.	Prof. Mohamed Farag	Professor at the Faculty of Science
12.	Dr. Rasha Aboutaleb	Lecturer at the kindergarten Department
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

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17.	Prof. Derar Eleyan	Professor at the Information Technology Faculty
Palestine Technical College -Deir Elbalah		
18.	Dr. Ezzeldin Edwan	Head of Scientific Research Department
19.	Dr. Mansour Alayoubi	Professor of Business Management
Al-Istiqlal University		
20.	Dr. Amer Shehadeh	Professor at the Department of Psychology
21.	Dr. Fouzia Marmash	Professor at the Department of Psychology
Frederick University		
22.	Prof. Vasileios Makrakis	Professor at the School of Education and Social Sciences
University of Bucharest		
23.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
24.	Prof. Anca Nedelcu	Vice-Dean of the faculty of Psychology and Educational Sciences
25.	Dr. Friuta Tacea	Director of the Educational Sciences Department
26.	Dr. Andreea Visan	Technician
27.	Drd. Alexandru Carțiș	Researcher
28.	Dr. Beatrice Almășan	Researcher
29.	Mihaela Gheorghe	Administrative
30.	Mihaela Nicula	Administrative
31.	Drd. Dana Manolache	Technician
32.	Cristina Gheta	Administrative, UB Erasmus Office
33.	Cosmin Georgescu	Technician
Polytechnic Institute of Porto		
34.	Prof. Carlos Vaz de Carvalho	Professor at the Computer Engineering Department
35.	Dr. Ana Barata	Professor at IPP-ISEP
University of Padova		
36.	Prof. Marco Pavin	Professor at UniPd

Minutes of the Meeting

The 2nd management meeting was held during the period 7th-9th of September 2023, the meeting conducted at The University of Bucharest Rectorate Campus, the registration started at 12 pm in the first day (Bucharest Time).

Session 1

The meeting started by a visit to the Faculty of Psychology and Educational Sciences at the University of Bucharest then the rest of the meeting took place in the Faculty of Sociology at the University of Bucharest.

Welcome speeches were given as follows:

➢ Welcome speech by the Dean of the faculty of Psychology and Educational Sciences at the University of Bucharest, Prof. Florin Verza
➢ Welcome speech by Vice-Dean of the faculty of Psychology and Educational Sciences at the University of Bucharest, Prof. Anca Nedelcu
➢ Welcome speech by the Director of the Educational Sciences Department at the University of Bucharest, Dr. Firuta Tacea
➢ Welcome speech by the President of the Board of Trustees at the University of Bucharest, Prof. Romiță Lucu
➢ Welcome speech by the ICT4EDU Project General Coordinator, Prof. Ahmed Al-Salaymeh

Session 2

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 36 persons physically by partners from Jordan, Egypt, Palestine, Cyprus, Romania, Portugal and Italy.

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			

Dr. Mahmoud Jazzar introduced WP2, and presented analysis of the outcomes of the four conducted surveys: State of Art of ICT in Curriculum, Teachers Digital Competences, Student Digital Competences, and Facilities & Resources of ICT.

The following task was agreed on

Table 2: Tasks of WP2

Task Name	Responsibility	Due Date
Writing a paper about the conducted surveys	PTUK	15 November, 2023

Session 3

Partner University Progress in the ICT4EDU Project

In this session partners gave presentations on the progress in terms of selected courses, equipment purchasing, labs, surveys participation, dissemination, risks and challenges. All MENA partners have selected courses. Only Jordanian partners began the purchasing process, other partners are awaiting the confirmation regarding modifications of the list of equipment in the proposal from the EU project officer and will begin the process of purchasing when confirmation is received. All MENA partners took part in disseminating the surveys to the target groups from their country. Partners presented dissemination done by their university through social media, lectures, info days, etc.

Session 4

Technical Workshop

Prof. Ahmed Al-Salaymeh presented suggested distribution of courses clusters which was made by UJ (Prof. Yousef Arouri), this was done for the old suggested courses before the updating on some courses that occurred during the meeting and after it. Later on during the meeting partners found it is better for EU partners to work with 2-3 MENA partners and all the courses they suggested rather than dealing with clusters, however, the clustering which was proposed can be found in the Annex.

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.			

Dr. Anisoara Dumitrache introduced WP3, The aim is to update existing and create new courses that respond to the target group's educational needs, with focus on ICT in ECE. Syllabus for the new and adapted courses will be defined, lecture material will be collected and put together and adapted into study plan.

Dr. Anisoara presented the selection criteria. Some of the courses which were selected by the partners are very well described, however some need modification. The partners previously selected a total of 46 courses; 18 related to early childhood education, 15 related to IC, and 13 to other disciplines. Discussion about the need for courses to address target groups took place and partners agreed that enlarging the target group could be an **extra** benefit to the project.

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Accordingly the selected courses have been modified during the meeting, and an EU partner was assigned to each university as follows

Table 3: Courses selected by partners - Updated list

#	Uni-versity	Faculty	Study program	Discipline	Year of Study	Type	European Partner
1	AZHU		Humanities & Education	Educational Technology & Digital Transformation skills	II	Mandatory	UB
2	AZHU		Humanities & Education	Graphic design in Education for sustainability	III	Optional	UB
3	AZHU		Humanities & Education	ICDL for ECE	I	Mandatory	UB
4	AZHU		Humanities & Education	Instructional Design and Gamification	IV	Optional	UB
5	AZHU		Humanities & Education	2D Animation for Education	III	Optional	UB
6	HU		Business Administration	Computer Skills for education for sustainability	I		FU
7	HU		Business Administration	ICT and CSR for sustainability	II		FU
8	HU		Business Administration	E-Marketing and responsible consumption and production	III		FU
9	HU		Business Administration	Teachers as researchers	II		FU

#	Uni-versity	Faculty	Study program	Discipline	Year of Study	Type	European Partner
10	HU		Business Administration	Statistical Software and data handling in teaching and learning	III		FU
11	INU	Educational Sciences	Class Teachers	Chemistry and Biology and Their Teaching Methods	2	Mandatory	FU
12	INU	Educational Sciences	Class Teachers	Educational Applications in Educational Computing	3	Mandatory	FU
13	INU	Educational Sciences	Class Teachers	Numbers Structure and Its Teaching Methods	1	Mandatory	FU
14	INU	Educational Sciences	Class Teachers	Writing Skills and their Teaching Methods	2	Mandatory	FU
15	INU	Science and technology	BSc (Bachelor of Science) in Computer Science	Introduction to Information Technology	1	Mandatory	FU
16	MU	Education		Educational Technology	I	Mandatory	IPP
17	MU	Education		Educational Computer	II	Mandatory	IPP
18	MU	Education		Design and production of educational aids	II/III	Mandatory	IPP

#	University	Faculty	Study program	Discipline	Year of Study	Type	European Partner
19	MU	Education		Computerized children's programmes	II/III	Mandatory	IPP
20	MU	Education		Education technology and electronic content design		Mandatory	IPP
21	PASS	Faculty of Humanities	Psychology	Cognitive psychology	IV	Mandatory	UB
22	PASS	Faculty of Humanities	Psychology	Computer Concepts	I	Mandatory	UB
23	PASS	Faculty of Humanities	Psychology	Developmental psychology	I	Mandatory	UB
24	PASS	Faculty of Humanities	Psychology	Educational Psychology	I	Mandatory	UB
25	PASS	Faculty of Humanities	Psychology	Motivations and Emotions	I	Mandatory	UB
26	PASS	Faculty of Humanities	Psychology	Principles of psychology	I	Mandatory	UB
27	PTC	Computer Department	Technology Education	2D Animation	III	Mandatory	IPP
28	PTC	Computer Department	Technology Education	Education Technology	III		IPP
29	PTC	Computer Department	Technology Education	Maker spaces	IV	elective	IPP
30	PTC	Computer Department	Technology Education	Methods of teaching science and technology	II	mandatory	IPP
31	PTC	Computer Department	Technology Education	Multimedia in Education	I		IPP

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#	Uni-versity	Faculty	Study program	Discipline	Year of Study	Type	European Partner
32	PTUK	Arts and Educational Sciences	English Language and Applied Linguistics	English Grammar	I	mandatory	UniPD
33	PTUK	Arts and Educational Sciences	Technology Education	Educational technology	III		UniPD
34	PTUK	Arts and Educational Sciences	English Language and Applied Linguistics	Introduction to Linguistics	I		UniPD
35	PTUK	Arts and Educational Sciences	English Language and Applied Linguistics	Introduction to Writing	I		UniPD
36	PTUK	College of IT	Computer Science and Information Systems	Principles of Problem-Solving Skills			UniPD
37	SCU	Faculty of Education	Kindergarten Education	Education Technology in Kindergarten	III	Mandatory	FU
38	SCU	Faculty of Education	Kindergarten Education	Using of Computers in Education	III	Mandatory	FU
39	SCU	Faculty of Education	Kindergarten Education	Kindergarten teacher preparation	IV	Mandatory	FU
40	SCU	Faculty of Education	Kindergarten Education	Play Psychology	III	Mandatory	FU
41	SCU	Faculty of Education	Kindergarten Education	Arts and crafts in ECE	I	Mandatory	FU

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#	University	Faculty	Study program	Discipline	Year of Study	Type	European Partner
42	SCU	Faculty of Education	Kindergarten Education	Math and sciences in ECE enabled by ICT	III	Mandatory	FU
43	UJ	Faculty of Educational Sciences	Child Education Classroom Teacher	Child Computerized Program	III	Optional	UniPD
44	UJ	King Abdullah II school for Information Technology	Computer Information Systems	Digital skills	All years	Optional	UniPD
45	UJ	Faculty of Educational Sciences	Child Education Classroom Teacher	Design and using instructional materials	III	mandatory	UniPD
46	UJ	King Abdullah II school for Information Technology	Business Information Technology	Social Media	All years	Optional	UniPD
47	UJ	Faculty of Educational Sciences	Child Education Classroom Teacher	Using Computer in Education	III	Optional	UniPD

All partners agreed on the following milestones and decisions regarding WP3:

Table 4: Tasks and milestones of WP3

Task/Milestone Name	Lead Beneficiary	Responsibility	Due Date
Check the title of the disciplines	UB	All Partners	ASAP
The syllabi of selected courses	UB	All Partners	20 Sep. 2023
Selection criteria applicable to each course	UB	All Partners	20 Sep. 2023
Background information on educational systems in MENA countries	UB	SCU, PASS, INU (WP3 co-coordinators)	30 Sep. 2023
Updated Courses outline	UB	All Partners	30 Sep. 2023
Detailed outline	UB	All Partners	31 Oct. 2023
Teaching materials	UB	All Partners	10th Feb. 2024
Accreditation of New Curricula	UB	All Partners	June 2024

Upcoming deliverables and their deadlines are shown below:

Table 5: Deliverables of WP3

Deliverable Name	Lead Beneficiary	Due Date
Report on Selected courses per institution.	UB	31 Oct 2023
3 National Workshops on Curricula Development (JO, EG, PS)	UB	30 Jun 2024
Study Plans and Syllabus	UB	31 Aug 2024
Implementation of New and Developed Courses - Teaching material	UB	31 Aug 2024
Internal/ External Accreditation Approval	UB	30 Sep 2024

National Training Workshop will be conducted in Jordan, Egypt and Palestine with the attendance of Technical and Scientific Committee from each partner University to review and approve as well as to carry out all the final work for the validation of the courses, the agreed dates by the partners are shown below:

Table 6: National training workshops

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

Session 5

Workshop: Revising courses to embed ICT-enabled Education for Sustainability applying the DeCoRe plus methodology

This workshop was given by Prof. Vasileios Makrakis. It started with a lecture which included topics such as Text and Context, Contextualisation Versus Decontextualisation and Embedding Sustainability Issues in Course Curricula.

Then the Decore plus Template for Embedding Sustainability/SDGs in Course Curricula Enabled by ICTs was discussed along with its processes. The method's processes include; Diagnostic Evaluation, Deconstruction, Construction, Reconstruction, Implementation and Summative Evaluation.

Then an example of an undergraduate course applying ICT-enabled theme-based education for sustainability was discussed.

Session 6
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			

Prof. Carlos Vaz de Carvalho introduced this WP, gave brief description and responsibilities of this WP, and presented timetables for the academic's visits, the student's visits and the in-house training workshops. 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 7: Timetable for academics' visits to EU partners

Workshop	Location	Expected Date
Development Workshop (1)	Padova, Italy (UniPd)	Month 16: April 2024 _22nd to 26th _defined
Development Workshop (2)	Porto, Portugal (IPP)	Month 19: July 2024 (?) still to be decided
Development Workshop (3)	Nicosia, Cyprus (FredU)	Month 21: September(?) 2024 still to be decided
Development Workshop (4)	Bucharest, Romania (UB)	Month 24: December 2024 (?) still to be decided

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

Table 8: Timetable for students' visits to EU partners

Workshop	Location	Expected Date
Students Workshop (1)	Nicosia, Cyprus	3rd Year
Students Workshop (2)	Bucharest, Romania	3rd Year
Students Workshop (3)	Padova, Italy	3rd Year
Students Workshop (4)	Porto, Portugal	3rd Year

In—house training workshops
9 workshops after each academics' visits to EU partners.

Upcoming milestones for this WP:

Table 9: Milestones for WP4

Milestone	Lead Beneficiary	Due Date
Capacity Building plan prepared	IPP	Sep 2023
Activities Report for the Academic and Technician Visits to EU	IPP	--
Activities Report for the Students Visits to EU Partners	IPP	--

Upcoming deliverables for this WP:

Table 10: Deliverables for WP4

Deliverable Name	Lead Beneficiary	Due Date
Capacity Building plan	IPP	30 Apr 2024
Study visit reports for Staff and Students	IPP	31 Oct 2025
Report on Academic workshops for transferring know-how and skills	IPP	31 Oct 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			

Dr. Amer Shehadeh, who was responsible for this WP before FredU (the current WP leader) joined the project, introduced WP5, in this WP the ICT Laboratories will be dedicated to the development and implementation of the courses prepared during the realization of the project, and they will be established in each partner university. The following points were discussed:

- The final list of equipment is ready and sent to EU officer awaiting his confirmation.
- As mentioned previously in the progress sessions, only Jordanian partners began the purchasing process, other partners are awaiting the confirmation regarding modifications of the list of equipment in the proposal from the project officer and will begin the process of purchasing when confirmation is received.
- Each partner needs to have an action plan on how the equipment will be used, and how it serves target groups. Also how the equipment will be used after the project ends (sustainability), Prof. Makrakis will send a template on this

The tasks and deliverables that were agreed upon:

Table 11: Deliverables for WP5

Task/Deliverable Name	Lead Beneficiary	Responsibility	Due Date
Template to be Submitted	FredU	FredU	31st Oct. 2023
Template to be filled by the partners	FredU	MENA partners	31st Dec. 2023
Purchase, installation of equipment and Lab operation	FredU	MENA partners	31 Dec 2023
Official inauguration of ICT4EDU labs	FredU	MENA partners	30th April 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			

Prof. Marco Pavin introduced about WP6 where he defined the quality assessment, progress indicators, monitoring activity in addition to the review process and the external evaluator. The following points were discussed:

- The Quality and Monitoring Plan is done and submitted.
- External experts need to be decided, a draft will be provided by UniPd for selection criteria and this will be discussed next QC meeting.
- A 2-3 pages annual report on results of project activities needs to be submitted to UniPd by partners.
- Evaluation questionnaires that need to be completed:

1. Online management 29 may https://docs.google.com/forms/d/1V7iu7l85uArKC8pgM4GS6JRrqDVEib4D6AmffwKchcE/edit
2. Online management 13 June https://docs.google.com/forms/d/1Tu9Pu6bL4c0mIR6Q1mu-4GkH3aVzZ9lSD1IJqFhl8y8/edit
3. Meetings in presence 6-9 September https://docs.google.com/forms/d/1J_PV__FqrHiv3VMXOM_iPaoqZ4tCdLv6M29erXd_-y0/edit

All partners agreed on the following deliverables and milestones regarding WP6:

Table 12: Deliverables and milestones of WP6

Deliverable/milestone Name	Responsibility	Due Date
Impact evaluation questionnaires	UniPd	During project lifetime
Quality Committee formation board	UniPd	First established on 9th of March 2023, **Needs updating for Fredrick University** (FredU needs to nominate a representative and a substitute).
Predating TOR	UniPd	30 Sep. 2023
Announcement of TOR	UniPd	31 Oct 2023
Hire the External evaluator	UniPd + UJ	31 Dec 2023
First year Quality and Monitoring Reports.	UniPd	31 Dec 2023
Second and Third Year Quality and Monitoring Reports.	UniPd	31 Dec 2025
External Evaluator reports on the Progress of ICT.	UniPd	31 Dec 2025

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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			

Prof. Mohamed Farag introduced WP7, the dissemination work package will help the project to become sustainable after the funding has finished and to achieve a wider and more long-term impact, both during and after the funding period. Also, Prof. Mohamed introduced about the dissemination types, objectives of dissemination, tasks in this WP and deliverables. The following points were discussed:

- Dissemination plan is done and submitted.
- Partners suggested updating the newspaper for the first 6 months done by AZHU and making it simpler.
- Publishing papers and case studies about the project is proposed, starting with writing a paper about the conducted surveys in WP2 is proposed.
- Any dissemination material needs approval from EU officer.
- UJ already got approval for some designs and will send them to partners.

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/Comments
Production of Newsletters	AZHU	Issue for the first 6 months: 15 October 2023
Dissemination Committee and Dissemination plan	AZHU	First established on 31st May – 30th June 2023, Committee Needs updating for Fredrick University (FredU needs to nominate a representative and a substitute).
Promotional Materials and Dissemination days	AZHU	-
E-Learning platform	AZHU	-
Sustainability Plan	AZHU	30 Jun 2025
Project Website	AZHU	31 Dec 2025
Reports about Dissemination – events and Networking	AZHU	31 Dec 2025
Report about Final Conference Event	AZHU	31 Dec 2025

Session 8
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)			

Prof. Ahmed Al-Salaymeh introduced the first work package for the project, the WP aims to ensure an accurate and effective management on a daily basis, a project management team, responsible for financial, operational and day-to-day management and keeping track records of all project activities.

In-person Management Meetings have been discussed as shown below, for the meeting in Cairo the first day is for the national workshop and the two other days are for the management meeting.

Table 14: Timetables for in-person management meetings

Meeting	Location	Date	No. of Participants
Kick-off Meeting	Amman, Jordan	8th -9th Mar. 2023 (Done)	Each Partner: 2
Management Meeting (2)	Bucharest, Romania	7th -9th Sep. 2023 (Done)	Each Partner: 2
Management Meeting (3)	Cairo, Egypt	12th- 14th Feb 2024	Each Partner: 2
Management Meeting (4)	Porto, Portugal	11th – 12th Sep 2024	Each Partner: 2
Management Meeting (5)	Padova, Italy	TBD	Each Partner: 2
Management Meeting (6)	Nicosia, Cyprus	TBD	Each Partner: 2

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Monthly Virtual Coordination Meetings via web-conferencing to address any issues and get feedback from partners have been decided to be held **every 4 weeks** on **Thursday** starting from **19 October 2023 (11:00 CET/12:00 Jordan time).**

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

Table 15: Tasks and deliverables of WP1

Task/Deliverable Name	Lead Beneficiary	Due Date/Comments
Steering Committee Members	UJ	Was first established in Mar 2023, Committee Needs updating for Fredrick University (FredU needs to nominate a representative and a substitute).
Technical And Scientific Committee	UJ	Was first established in Mar 2023, Committee Needs updating for Fredrick University (FredU needs to nominate a representative and a substitute).
STC and TSC regulations	UJ	-STC and TSC regulations need to be sent to FredU -STC regulations needs to be signed by MU, PASS, AZHU, SCU, FredU, UB, IPP and UniPd by the Steering Committee Representative. -TSC regulations needs to be signed by INU, MU, PTC, AZHU, SCU, FredU and UB by the Technical and Scientific Committee Representative.
Partnership Agreements	UJ	Done for most partners in 30 Jun 2023, PA for new partner FredU needs to be signed.
First transfer of budget	UJ	Done for most partners, needs to be done for SCU and FredU
Management Plan	UJ	30 Jun 2024
Report about 3 In person Management Meetings and online management meetings till the Mid-life of the project	UJ	31 Jul 2024
Report about 3 In person Management Meetings and online management meetings till the end of the project.	UJ	31 Dec 2025

Annex

1. Action Plan

2. Agenda

3. Participant List

4. Photos Folder

5. Proposed clustering for previously suggested courses.

All above mentioned documents are available on the following link:

https://drive.google.com/drive/folders/1fO1Gsd8lCG_isYkjvIjjkb8_E7rZ5sad?usp=sharing

ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
1st Online Coordination Meeting

The University of Jordan

12th of April, 2023

Participant List

No.	Participant Name	No.	Participant Name
The University of Jordan			
1.	Prof. Ahmed Al-Salaymeh	2.	Dr. Yousef Arouri
3.	Dr. Diala Hamaidi	4.	Eng. Dana Al-Amoush
Irbid National University			
5.	Dr. Mohammad Mhawish	6.	Dr. Walaa Al-Smadi
Mutah University			
7.	Prof. Omer Maaitah	8.	Prof. Mohammad Almajali
Al-Azhar University			
9.	Prof. Mohamed Farag	10.	Dr. Rasha Abu Talep
11.	Prof. Shaimaa Abouzaid		
Heliopolis University			
12.	Dr. Omar Ramzy	13.	Mr. Ahmed Sameh
Palestine Technical University - Kadoorie			
14.	Dr. Mahmoud Jazzar		
Palestine Technical College -Deir Elbalah			
15.	Dr. Ezzeldin Edwan		
Al-Istiqlal University			
16.	Dr. Amer Shehadeh		
University of Padova			
17.	Prof. Michele Biasutti	18.	Dr. Eleonora Concina
19.	Dr. Sara Frate		

Minutes of the Meeting

The online coordination meeting was held on 12th of April 2023, at 2:00 PM (Amman Time) and it was conducted via Zoom video conferencing.

ICT4EDU Progress in Brief

The meeting started by Prof. Ahmed Al-Salaymeh, he mentioned the main tasks the are currently working on in the project and it's progress.

The main tasks highlighted are as following:

- Firstly, the partnership agreement sent to all partners to be signed and stamped from the legal representative and it is received from most of the partners, except SCU and IPP.
- The project website is being updated with the partners teams and brief about each partner University by the University of Jordan.
- The final English version of the surveys received from Palestine Technical University – Kadoorie, and distributed on the partners to start collect responses, also, the Arabic version prepared and has been distributed on partners to start collect responses.
- The template for course description will be distributed on partners to be filled with the courses that will be involved in the project since the final version received from University of Bucharest.
- The final list of equipment will be shared to start a tender from partner's universities.
- The final version of the evaluation report will be distributed on partners and uploaded to Google Drive and be available with all upcoming evaluation reports.
- The withdrawal of University of Turku (UTU) from Finland, and the reason for their discontinuity. In addition, to the contact with the project officer and the requirements that the University of Jordan has been informed with.

Discussion

The discussion included participation from all partners in the meeting, the main discussion points are mentioned in the table below:

No.	Action	Due Date
1.	PTC will send the bank account information in 13th of April 2023 to the Coordinator.	13th of April 2023
2.	The Coordinator will send a detailed travel Budget to all partners	30th of April 2023
3.	The Facilities & Resources of ICT survey is to check the exact available resources in each university and the available facitilies in each department.	30th of April 2023
4.	The General project coordinator Prof. Ahmed, mentioned three options on the partners regarding the withdrawal of University of Turku (UTU): 1st Option: Include new partner from Copenhagen, Denmark (The University of Copenhagen) 2nd Option: Include new partner from Rethymno, Greece (University of Crete) 3rd option: To distribute thr tasks and budget allocated for UTU on the current consortium and don't replace them with a new partner	15th of May 2023
5.	Dr. Mahmoud introduce the numbers that each university collect on the surveys	30th of April 2023
6.	WP2 leader will provide us with update on the number of responses for each partner Weekly	Every Week during April
7.	Achieve the target number of survey responses	30th of April 2023
8.	Establish Final Equipment list	30th of April 2023
9.	Collect the information from partners for the management meeting in Bucharest, Romania	20th of April 2023
10.	The Partners voted on the options of the withdrawal between The University of Copenhagen and University of Crete.	--
11.	Next Coordination Meeting (2nd Coordination Meeting) will be on May at 3:00 PM (Amman Time)	15th of May 2023

❖ Surveys:

Links for the Form:

English Version:

University Staff Digital Competences: https://forms.office.com/r/66xBbUuK12
University Students Digital Competences: https://forms.office.com/r/8iMHVhPY8w
Facilities & Resources of ICT: https://forms.office.com/r/Y2hsDeHH2N
State of the Art of ICT in Curriculum: https://forms.office.com/r/hesrAR19JG
Stakeholders Digital Competences: https://forms.office.com/r/uMbK89nuff

Arabic Version:

University Staff Digital Competences: https://forms.office.com/r/uv4ncmMchm
University Students Digital Competences: https://forms.office.com/r/FujtVMJktj
Facilities & Resources of ICT: https://forms.office.com/r/LApgNHaQVQ
State of the Art of ICT in Curriculum: https://forms.office.com/r/QqHqgPbmWN
Stakeholders Digital Competences: https://forms.office.com/r/5iGN8JZrej

❖ Pictures:

Link: **Click- Here**

ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
2nd Online Management Meeting

The University of Jordan

15th of May, 2023

Participant List

No.	Participant Name	No.	Participant Name
The University of Jordan			
1.	Prof. Ahmed Al-Salaymeh	**2.**	Dr. Yousef Arouri
3.	Dr. Diala Hamaidi	**4.**	Dr. Yazan Alshamalleh
5.	Dr. Hamad Al-Sawalqeh	**6.**	Eng. Dana Al-Amoush
Irbid National University			
7.	Dr. Mohammad Mhawish	**8.**	Dr. Walaa Al-Smadi
Mutah University			
9.	Dr. Mohammad Almajali		
Al-Azhar University			
10.	Prof. Mohamed Farag	**11.**	Dr. Rasha Abu Talep
Heliopolis University			
12.	Dr. Omar Ramzy	**13.**	Mr. Ahmed Sameh
14.	Dr. Ahmed Bahrawy		
Palestine Technical University - Kadoorie			
15.	Dr. Mahmoud Jazzar		
Palestine Technical College -Deir Elbalah			
16.	Dr. Hussam Abushawish		
Al-Istiqlal University			
17.	Dr. Fouzia Marmash	**18.**	Dr. Anwar Abu Hannoud
University of Bucharest			
19.	Dr. Anișoara Dumitrache		
Polytechnic Institute of Porto			
20.	Prof. Carlos Vaz de Carvalho	**21.**	Prof. Ana Barata
University of Padova			
22.	Prof. Michele Biasutti	**23.**	Dr. Sara Frate

Minutes of the Meeting

The 2nd online management meeting was held on 15th of May 2023, at 3:00 PM (Amman Time) and it was conducted via Zoom video conferencing.

ICT4EDU Progress in Brief

The meeting started by Prof. Ahmed Al-Salaymeh, he mentioned the main tasks that are currently working on, the tasks that is needed to focus on it from partners and the progress of the project.

The main tasks highlighted are as following:

- Firstly, the partnership agreement received from almost all of the partners, except SCU.
- Management meeting in Bucharest, Romania
- Transfer the first payment to partners who signed the partnership agreement, as follows:
    - 40% of the budget for Egypt and Palestinian partners.
    - 25% of the budget for the European partners.
- The portal deliverables should be submitted on time.
- The progress of the distribution of the surveys and the reports that need to be prepared by the end of May.
- The template for course description distributed on partners to be filled with the courses that will be involved in the project.
- Any partner have a modification on the equipment list should send the modification with the justification for it.
- The final list of equipment should be prepared and send to the project officer to approve on it with the modifications and justification for this modification from partners.
- The final version of the evaluation report will be distributed on partners and uploaded to Google Drive and be available with all upcoming evaluation reports.
- A meeting will be scheduled to discuss the Quality and Dissemination plan with all partners to get the final version of the plans.
- The project website is being updated by the University of Jordan with the activities and workshops that ICT4EDU project participated in.
- The withdrawal of University of Turku (UTU) from Finland, and the addition of the new partner.
- Description of the new partner (Fredrick University), and the updates on the requirements of the project officer to proceed in the withdrawal and the addition of the new partner.

Discussion

The discussion included participation from all partners in the meeting, the main discussion points are mentioned in the table below:

No.	Action	Due Date
1.	The evaluation form will be sent to partners for the 2nd management meeting.	15th of May 2023
2.	The form for the modifications of the final list of equipment will be sent to partners.	17th of May 2023
3.	The first payment for partners will be received to them within a week.	25th of May 2023
4.	The deadline for distribute the surveys is on 3:00PM at 16th of May 2023.	16th of May 2023
5.	PTUK university will start to prepare the analysis reports for the surveys	16th of May 2023
6.	The deadline to receive the modification and justification on the equipment list is at the end of May.	25th of May 2023
7.	Next Management Meeting (3rd Management Meeting) will be on Monday - 29th of May to discuss the reports for WP2	29th of May 2023
8.	The information of the partners for the management meeting in Bucharest, Romania in September is being collected to have to the participants the invitation letter.	31th of May 2023
9.	The first deliverables that should be uploaded on the portal are the reports for the surveys prepared in WP2.	31th of May 2023
10.	Schedule a meeting to discuss the Quality and Dissemination plan with all partners.	May/June 2023
11.	The deadline to fill the template for course description is on 15th of June 2023.	15th of June 2023
12.	The deadline for uploading the partnership agreements on the EU portal is at the end of June.	30th of June 2023
13.	The management meeting in Bucharest, Romania will be from 7th – 9th of September 2023	7th – 9th of Sep 2023
14.	The Coordinator will send a detailed travel Budget to all partners	When the transfer of the first payment done

Annex

❖ Evaluation Form Link:

Link: **Click- Here**

ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
3rd Online Management Meeting

The University of Jordan

29th of May, 2023

Participant List

No.	Participant Name	No.	Participant Name
The University of Jordan			
1.	Prof. Ahmed Al-Salaymeh	2.	Prof. Mohammad Al-Shridah
3.	Dr. Yousef Arouri	4.	Dr. Diala Hamaidi
5.	Dr. Hamad Al-Sawalqeh	6.	Eng. Dana Al-Amoush
Irbid National University			
7.	Dr. Mohammad Mhawish	8.	Dr. Walaa Al-Smadi
Mutah University			
9.	Prof. Omar Maaitah	10.	Dr. Mohammad Almajali
Al-Azhar University			
11.	Prof. Mohamed Farag	12.	Dr. Rasha Abu Talep
13.	Prof Shaimaa Abouzaid		
Heliopolis University			
14.	Dr. Omar Ramzy	15.	Mr. Ahmed Sameh
16.	Dr. Ahmed Bahrawy		
Palestine Technical University - Kadoorie			
17.	Dr. Mahmoud Jazzar		
Palestine Technical College -Deir Elbalah			
18.	Dr. Ezzaldeen Edwan		
Al-Istiqlal University			
19.	Dr. Amer Shehadeh	20.	Dr. Fouzia Marmash
21.	Dr. Anwar Abu Hannoud		
University of Bucharest			
22.	Dr. Anișoara Dumitrache		
Polytechnic Institute of Porto			
23.	Prof. Ana Barata		
University of Padova			
24.	Dr. Sara Frate		

Minutes of the Meeting

The 3rd online management meeting was held on 29th of May 2023, at 4:00 PM (Amman Time) and it was conducted via Zoom video conferencing.

ICT4EDU Progress in Brief

The meeting started by Prof. Ahmed Al-Salaymeh, he mentioned the main tasks that are needed to be discussed during the meeting.

The main task highlighted are as following:

- The reports of the surveys:

- **1st report: Report on Teachers and Students ICT Competencies**
  The main purpose of this report is to investigate and summarize current ICT competencies and the needs to enhance the current ICT competences at university staff and students' level in partner countries. In addition, to define the current needs and establish clear road map to enhance and adopted ICT competencies among ECE educators and students at HEIs in partner countries.

- **2nd report: Report on State of the Art of ICT in ECE (Curriculum Verification)**
  The main purpose of this report is to summarize accurately and identify the actual status of the ICT in ECE (curriculum verification) for further enhancement and improvement on courses and curriculum development. In addition, to define the current needs and establish clear road map to enhance and adopt ICT competencies among ECE curriculum.

- **3rd report: Report on available facilities and resources at EC departments**
  The main purpose of this report is to summarize the current ICT available facilities and resources at EC departments as well as to define the current ICT needs and establish clear road map to enhance an adopted ICT facilities such as computer labs, specialized software, data shows, and interactive technologies in HEIs in partner countries.

- **4th report: Report on stakeholders ICT competencies**
  The main purpose of this report is to investigate and summarize current stakeholder's digital and ICT competencies to establish the needs to enhance the current ICT competencies at university students' level in partner countries. In addition, to define the current needs and establish clear road map to enhance and adopted ICT competencies among ECE educators and students at HEIs in partner countries.

- Management meeting in Bucharest, Romania
- Transfer the first payment to partners who signed the partnership agreement
- The portal deliverables should be submitted on time.
  - The reports of the surveys (Deliverables of WP2) should be submitted in the 31st of May 2023.
- The template for course description distributed on partners to be filled with the courses that will be involved in the project.
- Any partner have a modification on the equipment list should send the modification with the justification for it.
- The final list of equipment should be prepared and send to the project officer to approve on it with the modifications and justification for this modification from partners.
- A meeting will be scheduled to discuss the list of courses with all partners to approve the final list.
- The addition of Fredrick University on behalf of University of Turku.

Discussion

The discussion included participation from all partners in the meeting, the main discussion points are mentioned in the table below:

No.	Action	Due Date
1.	The survey should be updated to highlight the differences and similarity between ECE answers and other samples answers	29th of May 2023
2.	PTUK university will send the final version of surveys on 30th of May 2023.	30th of May 2023
3.	The first deliverables that should be uploaded on the portal are the reports for the surveys prepared in WP2.	31th of May 2023
4.	The list of courses suggested from each partner should be sent to be discussed during the next meeting	8th of June 2023
5.	The first payment for partners will be received to them within a week.	8th of June 2023
6.	Next Meeting will be on Tuesday - 13th of June to discuss the list of courses	13th of June 2023
7.	The deadline for uploading the partnership agreements on the EU portal is at the end of June.	30th of June 2023
8.	The management meeting in Bucharest, Romania will be from 7th – 9th of September 2023	7th – 9th of Sep 2023
9.	The Coordinator will send a detailed travel Budget to all partners	When the transfer of the first payment done

Annex

❖ Group Photo Link:

Link: **Click-Here**

ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
4th Online Management Meeting

The University of Jordan

13th of June, 2023

Participant List

No.	Participant Name	No.	Participant Name
The University of Jordan			
1.	Prof. Ahmed Al-Salaymeh	2.	Prof. Saleh Al-Shraeh
3.	Dr. Yousef Arouri	4.	Dr. Diala Hamaidi
5.	Eng. Dana Al-Amoush		
Mutah University			
6.	Dr. Mohammad Almajali		
Al-Azhar University			
7.	Prof. Mohamed Farag	8.	Dr. Rasha Abu Talep
9.	Prof Shaimaa Abouzaid		
Heliopolis University			
10.	Dr. Omar Ramzy	11.	Mr. Ahmed Sameh
Palestine Technical University - Kadoorie			
12.	Dr. Mahmoud Jazzar		
Palestine Technical College -Deir Elbalah			
13.	Dr. Ezzaldeen Edwan		
Al-Istiqlal University			
14.	Dr. Amer Shehadeh	15.	Dr. Fouzia Marmash
16.	Dr. Anwar Abu Hannoud		
University of Bucharest			
17.	Dr. Anișoara Dumitrache		
Polytechnic Institute of Porto			
18.	Prof. Ana Barata		
University of Padova			
19.	Prof. Michele Biasutti		

Minutes of the Meeting

The 4th online management meeting was held on 13th of June 2023, at 4:00 PM (Amman Time) and it was conducted via Zoom video conferencing.

ICT4EDU Progress in Brief

The meeting started by Prof. Ahmed Al-Salaymeh, he mentioned the main tasks that are needed to be discussed during the meeting.

The main task highlighted are as following:

WP1:
- Transfer the first payment to partners who signed the partnership agreement
- A meeting will be scheduled to discuss the quality and dissemination plan with all partners to approve the final version of the reports.

WP3:
- The courses provided from each partner.
- Prof. Al-Salaymeh suggested two options for updating courses during the project:
  - Specify the courses as clusters (each group of courses with the same topic/description collected together to be updated).
  - Or update the courses separately by choose 4-5 courses from each partner with total 36-40 courses to be updated.
- After having the course outline from partners, committees will be established to start developing and injecting ICT in courses.
- Each cluster needs to have a committee to work on updating it.
- The template for course description distributed on partners to be filled with the courses that will be involved in the project.

WP6
- The quality plan should be submitted on the portal before the end of June.

WP7
- The dissemination plan should be submitted on the portal before the end of June.

Discussion

The discussion included participation from all partners in the meeting, the main discussion points are mentioned in the table below:

No.	Action	Due Date
1.	Nearly all partners approved on updating courses as clusters	13th of June 2023
2.	The outlines of courses should be received from partners to the coordinator.	6th of July 2023
3.	The template for selected courses should be filled by partners with the required information for the courses they select.	6th of July 2023
4.	The detailed transferred budget document have been sent to partners	13th of June 2023
5.	UB team sent a travel guide for the management meeting in Bucharest and it will be sent to partners.	14th of June 2023
6.	**Next Meeting** will be on Tuesday - 20th of June to discuss the final version of the quality and dissemination plans.	20th of June 2023
7.	The reservation in hotels for the second management meeting will be done by UB team depending on partner request and the deadline for this is on 30th of June.	30th of June 2023
8.	The quality and dissemination plan should be uploaded on the portal before the end of June.	30th of June 2023
9.	The deadline for uploading the partnership agreements on the EU portal is at the end of June.	30th of June 2023

ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
5th Online Management Meeting

26th October, 2023

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	Online Management Meeting
Meeting no.	5
Date	26/10/2023
Place	Zoom video conferencing
Minutes drafted by	Eng. Maram Al-Hijaj

Table of Contents

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. Saleh Al-Sharaeh	Dean of King Abdullah II School of Information Technology
3.	Dr. Diala Hamaidi	Associate Professor in Early Childhood Education
4.	Dr. Yousef Arouri	Associate Professor in Educational Learning Technologies
5.	Eng. Maram Al-Hijaj	Research Assistant at the School of Engineering
Irbid National University		
Mutah University		
6.	Prof. Omer Maaith	Professor at the Civil Engineering Department
Al-Azhar University		
7.	Prof. Mohamed Farag	Professor at the Faculty of Science
Suez Canal University		
Heliopolis University		
8.	Mr. Ahmed Sameh	Teaching Assistant
Palestine Technical University - Kadoorie		
Palestine Technical College -Deir Elbalah		
9.	Dr. Ezzeldin Edwan	Head of Scientific Research Department
Al-Istiqlal University		
10.	Dr. Fouzia Marmash	Professor at the Department of Psychology
11.	Dr. Anwar Abu Hannoud	Lecturer at the Department of Psychology

	Frederick University	
12.	Prof. Vasileios Makrakis	Professor at the School of Education and Social Sciences
	University of Bucharest	
13.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
	Polytechnic Institute of Porto	
14.	Dr. Ana Barata	Professor at IPP-ISEP
	University of Padova	
15.	Prof. Michele Biasutti	Professor at FISPPA Department
16.	Prof. Marco Pavin	Professor at UniPd

Minutes of the Meeting

The 5th online management meeting was held on 26th of October 2023, at 12:00 PM (Amman Time) and it was conducted via Zoom video conferencing.

Upcoming tasks were discussed as follows:

Work Package 1

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP1: Project Coordination [M1-M36]	**Task 1.1:** Kick-off Meeting **Task 1.2:** Steering Committee **Task 1.3:** Biannual progress reports **Task 1.4:** Operational Staff (Financial Management)	UJ	-	All

- Physical copy of PA to be sent by SCU.
- STC and TSC regulations to be signed by partners from the Steering Committee and Technical and Scientific Committee Representatives as follows:

FredU	Both STC and TSC Regulations
MU	Both STC and TSC Regulations
AZHU	Both STC and TSC Regulations
SCU	Both STC and TSC Regulations
UB	Both STC and TSC Regulations
PASS	STC Regulations
IPP	STC Regulations
PTC	TSC Regulations

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.			

- Dr. Anisoara presented **report on selected courses per institution**
  - The report is almost finished, with some missing data from partners.
  - Partners need to send missing data ASAP as follows:

Partner	Missing data
HU	Year of study and type (mandatory, optional, elective, other) of courses.
MU	Missing section in the provided syllabi
AZHU	Syllabi of new courses and information about the courses: name of the faculty, year of study for each course and the type of the discipline

- Dr. Anisoara is working on the course outline which will go together with the syllabi for developing the courses.
  - A meeting will be scheduled for the Technical and Scientific Committee to discuss the course outline.
- Accreditation was discussed and how revising more than 10-15% of the courses content needs approval. Prof. Makrakis raised how this can be overcame by focusing on student activities.

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			

- Dr. Ana is preparing the capacity building plan and will circulate it to partners for feedback

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			

- Some MENA started the equipment purchasing process.
- Partners from PTC is unable to proceed due to Zionist aggression on Gaza.
- ICT4EDU Action Plan for ICT Labs Monitoring has been sent by Prof. Makrakis and will be given to partners to fill.

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 **Task 6.2:** Quality and Monitoring Plan **Task 6.3:** Quality and Monitoring Reports **Task 6.4:** External Evaluation	UniPd	UJ, HU, PTC	All

- Prof. Michele has prepared the subcontracting proposal for hiring and external expert.
- The possibility of hiring two external experts depending on the budget was discussed.
- A meeting will be scheduled with ICT4EDU Project Coordinator Prof. Ahmed Al-Salaymeh, Prof. Makrakis and Prof. Michele to discuss this.

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 **Task 7.2:** Project Website **Task 7.3:** Promotional Materials and Dissemination days **Task 7.4:** E-Learning platform **Task 7.5:** Final Conference	AZHU	PTUK, INU, UB	All

- Prof. Mohamed will send the updated first issue of the newsletter in 1-2 weeks.
- The old version of the newsletter will be circulated to partners.
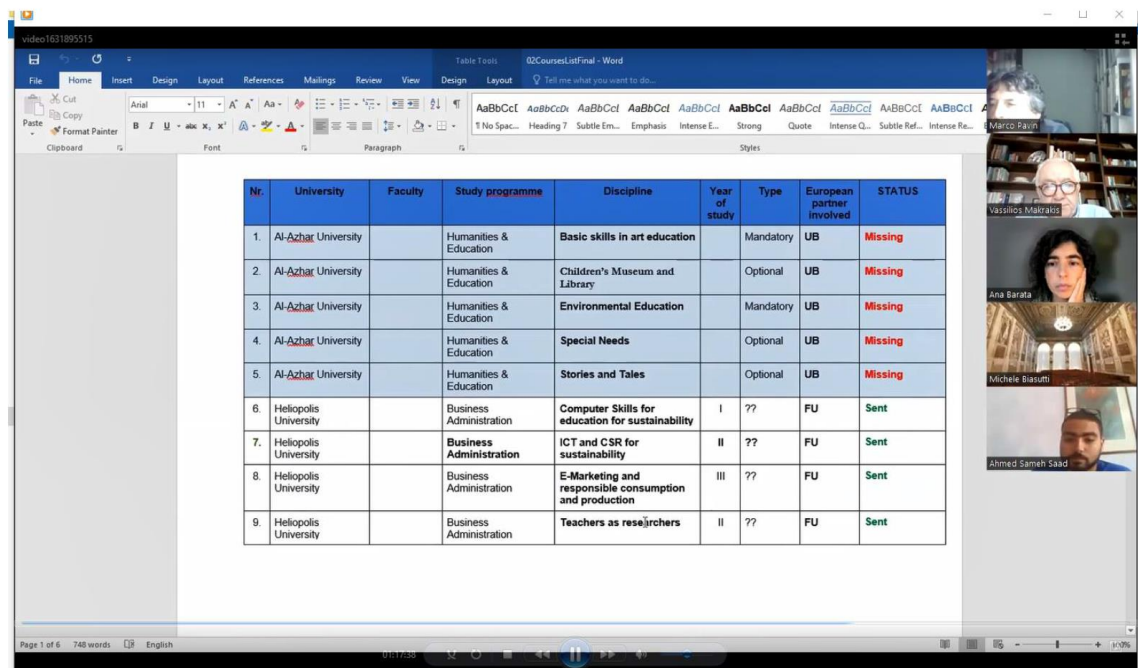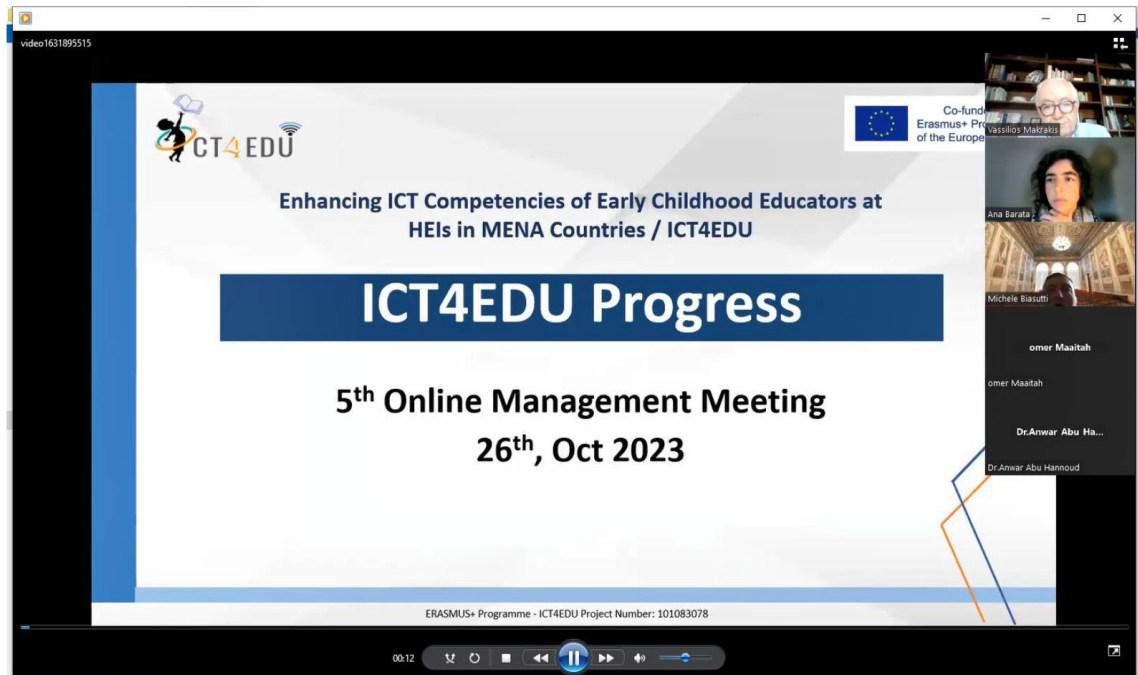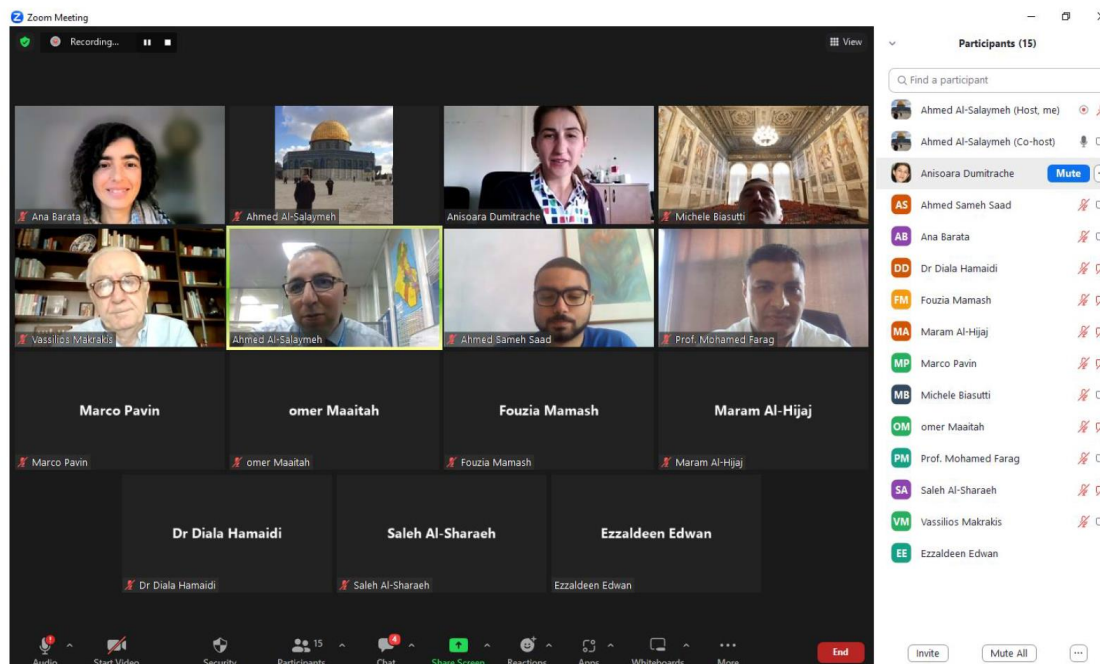
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ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
Technical and Scientific Committee Meeting

9th November, 2023

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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About the Meeting:

Type of meeting	Technical and Scientific Committee Meeting
Date	09/11/2023
Place	Zoom video conferencing
Minutes drafted by	Eng. Maram Al-Hijaj

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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 Al-Shraideh	Professor of Computer Science
3.	Dr. Yousef Arouri	Associate Professor in Educational Learning Technologies
4.	Dr. Hamad Alawalqah	Assistant Professor in the Department of Computer Information Systems
5.	Dr. Yazan Alshamaileh	Assistant Professor at King Abdullah II School for Information Technology
6.	Eng. Maram Al-Hijaj	Research Assistant at the School of Engineering
Irbid National University		
Mutah University		
7.	Prof. Omer Maaith	Professor at the Civil Engineering Department
Al-Azhar University		
8.	Prof. Mohamed Farag	Professor at the Faculty of Science
9.	Dr. Shaimaa Abu Zaid	Associate Professor at the Kindergarten Department
10.	Dr. Rasha Abo Talep	Lecturer in the Kindergarten Department
Suez Canal University		
11.	Prof. Nehal Lotfy	Professor at the Educational Psychology Department
12.	Dr. Hadya Adel	Lecturer of Educational Psychology
Heliopolis University		
13.	Mr. Ahmed Sameh	Teaching Assistant
14.	Mr. Ahmed Bahrawy	Teaching Assistant
Palestine Technical University - Kadoorie		
15.	Dr. Mahmoud Jazzar	Professor at the Information Technology Faculty

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16.	Dr. Nadia Hamad	Team member
Palestine Technical College -Deir Elbalah		
Al-Istiqlal University		
17.	Dr. Fouzia Marmash	Professor at the Department of Psychology
18.	Dr. Amer Shehadeh	Professor at the Department of Psychology
19.	Dr. Anwar Abu Hannoud	Lecturer 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
22.	Prof. Anca Nedelcu	Vice-Dean of the faculty of Psychology and Educational Sciences
23.	Dr. Andreea Visan	Technician
Polytechnic Institute of Porto		
24.	Dr. Ana Barata	Professor at IPP-ISEP
University of Padova		
25.	Dr. Concina Eleonora	Researcher at UNIPD
26.	Prof. Marco Pavin	Professor at UNIPD

Minutes of the Meeting
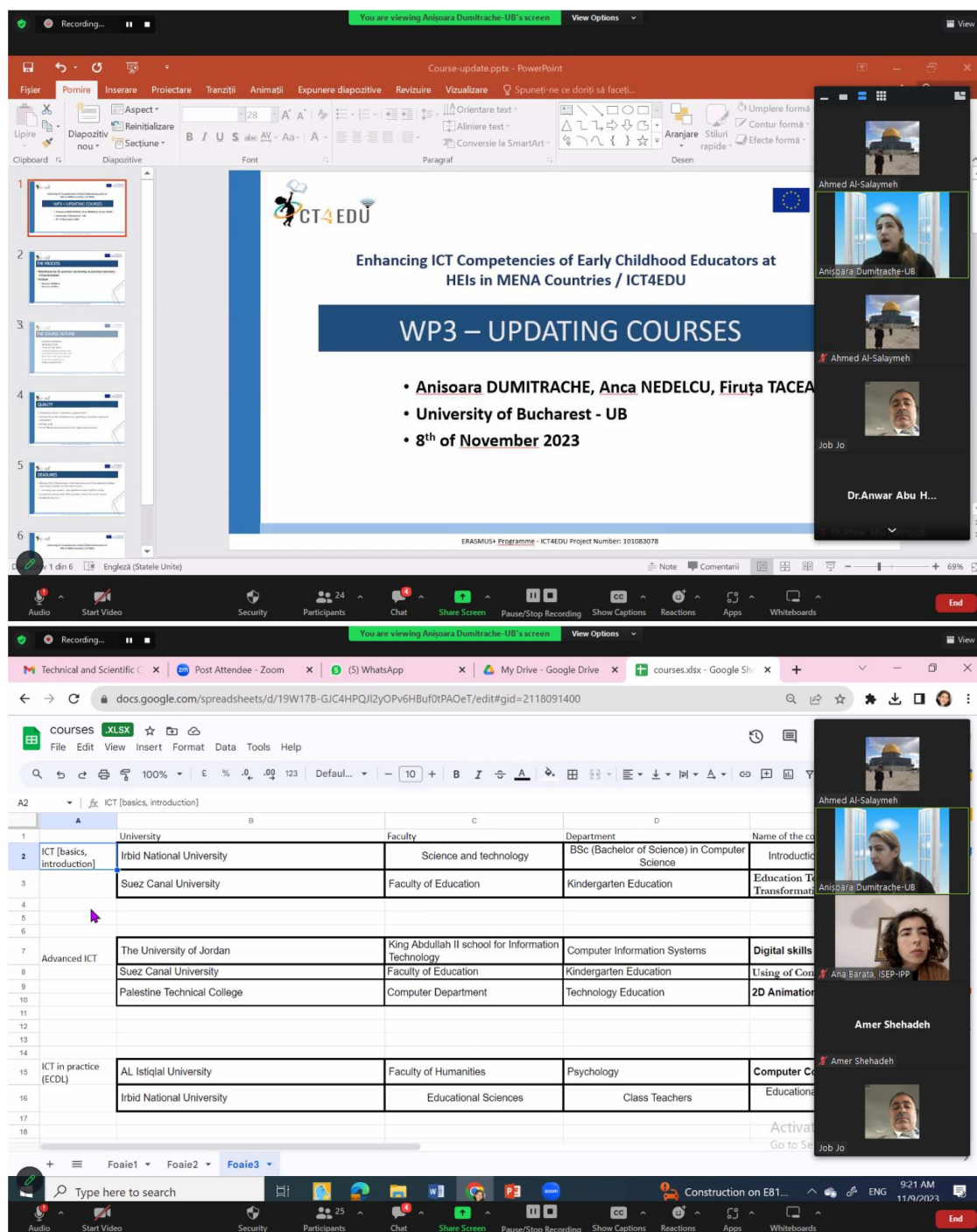
The Technical and Scientific Committee meeting was held on 9th of November 2023, at 10:00 AM (Amman Time) and it was conducted via Zoom video conferencing.

The process of updating the courses was discussed as follows:

Discussion

- Clustering for the courses based on similarity of their content was proposed by UB. It was later agreed that this will be used for the sake of peer reviewing and exchange of knowledge between partners from the same area of expertise.
- 2 documents will be used in the updating process of the courses:
    1- The course syllabus
        o We had a template for this and it was used by partners to suggest the courses.
    2- The course outline
        o The template for this was prepared by UB and was presented in the meeting.
        o It is important to focus on assignments when developing the course outline.
- The templates were sent to UniPd for quality review.
- The updated templates for both these documents will be sent for the partners to be used in the updating process.
- These documents will be updated every 2 weeks by each MENA university in close collaboration with their partner EU University.
- The first update should be submitted by **November 24th, 2023**. And after 2 weeks the new update should be submitted and so on.
- The updated courses will be evaluated in 3 different aspects:
    1- Based on a criteria that sets the minimum requirements and which is derived from the guidelines on updating curriculum.
        - The evaluation will use a rating scale.
        - A unified evaluation sheet will be developed and sent to EU universities to evaluate each course from their partner MENA universities.
    2- An ESD and SDG evaluation sheet will also be provided by Prof. Makrakis.
    3- Peer reviewing will also be used for the updating process to evaluate the subjects of the courses by partners from similar area of expertise.
        - Partners are asked to provide contact info for people responsible for each course to facilitate the process of peer reviewing.
        - The proposed clustering can be used for peer reviewing and enriching the experiences in the updating process.

Photos

ERASMUS+ Programme - ICT4EDU Project Number: 101083078

ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
6th Online Management Meeting

23rd November, 2023

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)
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ICT4EDU Project Coordinator:

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About the Meeting:

Type of meeting	Online Management Meeting
Meeting no.	6
Date	23/11/2023
Place	Zoom video conferencing
Minutes drafted by	Eng. Maram Al-Hijaj

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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.	Dr. Hamad Alawalqah	Assistant Professor in the Department of Computer Information Systems
5.	Dr. Yazan Alshamaileh	Assistant Professor at King Abdullah II School for Information Technology
6.	Eng. Maram Al-Hijaj	Research Assistant at the School of Engineering
Irbid National University		
7.	Dr. Mohammad Mhawish	Professor at the Science and information technology Faculty
Mutah University		
8.	Prof. Omer Maaith	Professor at the Civil Engineering Department
Al-Azhar University		
9.	Prof. Mohamed Farag	Professor at the Faculty of Science
Suez Canal University		
Heliopolis University		
10.	Mr. Ahmed Sameh	Teaching Assistant
Palestine Technical University - Kadoorie		
11.	Dr. Mahmoud Jazzar	Professor at the Information Technology Faculty
Palestine Technical College -Deir Elbalah		
12.	Dr. Ezzeldin Edwan	Head of Scientific Research Department
Al-Istiqlal University		
13.	Dr. Fouzia Marmash	Professor at the Department of Psychology

14.	Dr. Amer Shehadeh	Professor at the Department of Psychology
15.	Dr. Ibrahim Sholi	Assistant Professor of Information System
Frederick University		
University of Bucharest		
16.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
Polytechnic Institute of Porto		
University of Padova		
17.	Prof. Michele Biasutti	Professor at FISPPA Department
18.	Prof. Marco Pavin	Professor at UniPd
19.	Dr. Concina Eleonora	Researcher at UNIPD

Minutes of the Meeting

The 6th online management meeting was held on 23rd of November 2023, at 12:00 PM (Amman Time) and it was conducted via Zoom video conferencing.

Upcoming tasks were discussed as follows:

Work Package 1

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP1: Project Coordination [M1-M36]	**Task 1.1:** Kick-off Meeting **Task 1.2:** Steering Committee **Task 1.3:** Biannual progress reports **Task 1.4:** Operational Staff (Financial Management)	UJ	-	All

o STC and TSC regulations to be signed by partners from the Steering Committee and Technical and Scientific Committee Representatives who did no sign them yet.
o The first transfer for SCU and FredU is being processed by UJ.
o PTC is currently closed due to the Zionist aggression on Gaza, How to proceed will be discussed with EU.
o Regarding the 3rd Management meeting at AZHU in Egypt, Dr. Mohamed confirmed it still can be held on the previously agreed date which is 12th-14th Feb, 2023 (First day is for the national workshop). We need the following:
   o Participants for Invitation letters.
   o Passports from partners for security approval.

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). **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	PTUK	INU, MU, FredU, SCU	All

Task 2.4: Analysis of surveys' results and elaboration of final Reports				

- PTUK is currently writing a paper about the conducted surveys.
- Partners who want to participate in the paper should contact Dr. Mahmoud Jazzar.

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. **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.	UB	INU, PASS, SCU	All

- It was agreed that the updated course documents (outline and syllabi) will be submitted every 2 weeks for one course only from each university.
- Evaluation template by UB was submitted for feedback.
  - Deadline to receive feedback was Friday at Noon (24th of November) or **Monday (27th of November)** at noon at the latest.
  - Updated template will be circulated to EU universities, this template will be used by EU universities to evaluate the updated courses from their partner MENA universities as such:

University	EU Partner
Heliopolis University	FU
Irbid National University	FU
Suez Canal University	FU
Mutah University	IPP
Palestine Technical College	IPP
Al-Azhar University	UB
AL Istiqlal University	UB
Palestine Technical University Kadoorie	UniPD
The University of Jordan	UniPD

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o The timeline for updating courses suggested by UB and agreed on by partners is as follows:

	November	December	January	February
1st pack of courses	24-Nov			
Evaluation by EU partners	29-Nov			
Evaluation by FU for ESD and SDG		7-Dec		
Revision of 1st pack		**14-Dec**		
2nd pack of courses		8-Dec		
Evaluation by EU partners		13-Dec		
Evaluation by FU for ESD and SDG		22-Dec		
Revision of 2nd pack			**5-Jan**	
3rd pack of courses		22-Dec		
Evaluation by EUpartners			5-Jan	
Evaluation by FU for ESD and SDG			12-Jan	
Revision of 3nd pack			**19-Jan**	
4th pack of courses			10-Jan	
Evaluation by EU partners			15-Jan	
Evaluation by FU for ESD and SDG			24-Jan	
Revision of 4th pack			**29-Jan**	
5th pack of courses			24-Jan	
Evaluation by partners			29-Jan	
Evaluation by FU for ESD and SDG				7-Feb
Revision of 5th pack				**14-Feb**

o Contact info is still missing from some partners for peer reviewing:
https://docs.google.com/spreadsheets/d/19W17B-GJC4HPQJl2yOPv6HBuf0tPAOeT/edit#gid=1984560588

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			

- Jordanian partners purchased the equipment.
- UJ found a suitable lab.

- Palestinian partners (beside PTC) are in the process of purchasing but experiencing difficulties due to higher prices and electricity/network cut-off due to the circumstances in the region.
- Non-attending Egyptian partners need to update about this.
- The 1st ICT Lab biannual report template prepared by FredU which was previously sent to partners must be submitted by the **15th of December, 2023** at the latest to Prof. Makrakis.

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 **Task 6.2:** Quality and Monitoring Plan **Task 6.3:** Quality and Monitoring Reports **Task 6.4:** External Evaluation	UniPd	UJ, HU, PTC	All

- Prof. Michele has prepared the first draft for the call for external evaluator after previously having a meeting with Prof. Ahmed Al-Salaymeh and Prof. Makrakis to discuss this.
- First draft for the call was circulated for feedback along the draft of the subcontracting proposal. Deadline for receiving comments is on **Monday (27th of November).**
- UNIPD is preparing the quality report for the first year

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 **Task 7.2:** Project Website **Task 7.3:** Promotional Materials and Dissemination days **Task 7.4:** E-Learning platform **Task 7.5:** Final Conference	AZHU	PTUK, INU, UB	All

- Prof. Mohamed has circulated the updated 1st issue of the newsletter for feedback.

Photos

Sixth online coordination meeting (21st December 2023)

ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
7th Online Management Meeting

21st December, 2023

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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About the Meeting:

Type of meeting	Online Management Meeting
Meeting no.	7
Date	21/12/2023
Place	Zoom video conferencing
Minutes drafted by	Eng. Maram Al-Hijaj

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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
Irbid National University		
5.	Dr. Mohammad Mhawish	Professor at the Science and information technology Faculty
Mutah University		
6.	Dr. Walaa Smadi	Research Assistant
Al-Azhar University		
7.	Prof. Mohamed Farag	Professor at the Faculty of Science
8.	Prof. Shaimaa Anouzaid	Associate Professor
Suez Canal University		
9.	Prof. Nehal Lotfy	Professor at the Educational Psychology Department
Heliopolis University		
10.	Mr. Ahmed Sameh	Teaching Assistant
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
Palestine Technical College -Deir Elbalah		
13.	Dr. Ezzeldin Edwan	Head of Scientific Research Department
Al-Istiqlal University		
14.	Dr. Fouzia Marmash	Professor at the Department of Psychology

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15.	Dr. Amer Shehadeh	Professor at the Department of Psychology
16.	Dr. Ibrahim Sholi	Assistant Professor of Information System
17.	Dr. Anwar Abu Hannoud	Dean of the Faculty of Humanities
Frederick University		
University of Bucharest		
18.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
19.	Dr. Andreea Visan	Technician
Polytechnic Institute of Porto		
15.	Dr. Ana Barata	Professor at IPP-ISEP
University of Padova		
20.	Prof. Michele Biasutti	Professor at FISPPA Department
21.	Prof. Marco Pavin	Professor at UniPd

Minutes of the Meeting

The 7th online management meeting was held on 21st of December 2023, at 12:00 PM (Amman Time) and it was conducted via Zoom video conferencing.

Upcoming tasks were discussed as follows:

Work Package 1

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP1: Project Coordination [M1-M36]	**Task 1.1:** Kick-off Meeting **Task 1.2:** Steering Committee **Task 1.3:** Biannual progress reports **Task 1.4:** Operational Staff (Financial Management)	UJ	-	All

- o STC and TSC regulations still need to be signed by UB.
- o The first transfer for SCU and FredU is being processed by UJ.
- o All partners except UB confirmed ability to attend the 3rd Management meeting at AZHU in Egypt to be held on 13th-14th Feb, 2023, with the national workshop being on 12th Feb. The following is required to be send by attending partners:
  - o Participants for Invitation letters.
  - o Passports from partners for security approval.

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). **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	PTUK	INU, MU, FredU, SCU	All

Task 2.4: Analysis of surveys' results and elaboration of final Reports			

- The paper about the conducted surveys is being prepared.
- PTUK have developed background on instructors' perspectives toward digital skills infusion in the curriculum, statistical differences in instructors' perspectives based on gender, and ECE program enrolment.
- The draft will be sent to the partners who are interested in working on the paper and can contribute to the research outcome.

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 progress in the updating process is shown below

University	EU Partner	1st course				2nd course			
		sent	EU evaluation	ESD & SDG evaluation	Reviewed	sent	EU evaluation	ESD & SDG evaluation	Reviewed
Heliopolis University	FU	Yes	Done	Done	Done	Yes	Done	Done	Done
Irbid National University	FU	Yes	Done	Done					
Suez Canal University	FU	Yes				Yes			
Mutah University	IPP	Yes	Done			Yes			
Palestine Technical College	IPP								
Al-Azhar University	UB	Yes	Done	Done		Yes			
AL Istiqlal University	UB	Yes	Done	Done		Yes	Done		
Palestine Technical University Kadoorie	UniPD	Yes	Done			Yes	Done		
The University of Jordan	UniPD	Yes	Done			Yes	Done		

- Discussion about the target group of chosen courses occurred, it was confirmed that 4 out of the 9 MENA universities do not have ECE or educational science programs (HU, PASS, PTUK, PTC). Proper adjustments need to be made for courses from other programs.
- Contact info is still missing from some partners for peer reviewing:
  - https://docs.google.com/spreadsheets/d/19W17B-GJC4HPQJl2yOPv6HBuf0tPAOeT/edit#gid=1984560588

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			

- Status of purchasing the equipment process by MENA partners:
  - Jordanian universities purchased the equipment and in the process of installing and setting up the labs.
  - SCU is waiting for the first transfer.
  - AZHU will post the tender soon.
  - HU: the process will be finalized by the end of the month
  - PTUK has their lab setup already.
  - PASS is having a delay due to the situation in the region and will finalize it before the end of the year.
  - PTC is closed down due to the Zionist aggression on Gaza.
- The original deadline for the 1st ICT Lab biannual report was on **15th of December, 2023** but was extended to **22th of December, 2023.**
  - So far only **PASS, PTUK and AZHU** submitted the report.
  - Other MENA partners need to submit the report ASAP.

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 **Task 6.2:** Quality and Monitoring Plan **Task 6.3:** Quality and Monitoring Reports **Task 6.4:** External Evaluation	UniPd	UJ, HU, PTC	All

- The first draft of the First year Quality and Monitoring Reports was circulated amongst partners for feedback.
- The ToR for the external evaluator will be finalized and sent to partners to announce on their websites.
- External Evaluator should be hired by mid-January.

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 **Task 7.2:** Project Website **Task 7.3:** Promotional Materials and Dissemination days **Task 7.4:** E-Learning platform **Task 7.5:** Final Conference	AZHU	PTUK, INU, UB	All

- The 1st newsletter is available on the project website.
- The 2nd newsletter issue (Jul-Dec) should be ready by the beginning of the next year.