

**ERASMUS+ VET PROGRAMME
COSMO Project Number: 101092496**

**COSMO:
Developing a Cosmetology vocational diploma to increase the employability for
Women**

**Minutes of
Kick-off Meeting**

**The University of Jordan, UJ
National University College of Technology, NUCT**

Amman, Jordan

**February, 27th – 28th, 2023
Monday –Tuesday**

Event type	Kick-off meeting
WP	WP1: Project Management
WP Leader	Inventage Advisory Group - International Strategic and Operational Consult
Event date	27 th – 28 th Feb, 2023
Place	1 st day: The University of Jordan. Amman, Jordan. 2 nd day: National University College of Technology. Amman, Jordan
Number of Participants	41
Total number of pages	28

Consortium	
BE 001	Inventage Advisory Group - International Strategic and Operational Consult
BE 002	National University Collage of Technology
BE 003	The University of Jordan
BE 004	Suez Canal University
BE 005	Al-Azhar University
BE 006	University of Sousse
BE 007	Monastir University
BE 008	The Josip Juraj Strossmayer University of Osijek
BE 009	University of Florence

Project Coordinator	Dr. Lamia Djoudi
Address	Inventage Advisory Group - International Strategic and Operational Consult 46 - 52 Rue Albert - 75013 Paris, France
Phone	+33 01 42 49 76 76
email	l.atma-djoudi@inventage.fr
Project Website	https://nuct.edu.jo/cosmo/

Regional Coordinator	Prof. Ahmed Al-Salaymeh
Address	The University of Jordan Amman 11942 Jordan
Phone	+96265355000 Ext. 22816
email	salaymeh@ju.edu.jo
Project Website	https://nuct.edu.jo/cosmo/

Participants List of the partners

No.	Participant Name	No.	Participant Name
Invetage Advisory Group - International Strategic and Operational Consult			
1.	Dr. Lamia Djoudi (Online)		
The National University Collage of Technology			
2.	Dr. Walaa Al-Smadi	3.	Mrs. Hala Maaqbeh
4.	Dr. Alia Al-Huniti	5.	Dr. Shatha Ali Saleh
6.	Eng. Ala' Baniissa	7.	Mr. Hisham Al-Salti
8.	Eng. Bilal Al-Salaymeh	9.	Ms. Bayan Al-Huniti
10.	Ms. Farah Al-Tawayha		
The University of Jordan			
11.	Prof. Ahmed Al-Salaymeh	12.	Prof. Nabeel Kurdi
13.	Prof. Nasser Al-Huniti	14.	Prof. Hadeel Al-Yaseen
15.	Dr. Fuad Khasawneh	16.	Dr. Hadeel Boshmaf
17.	Dr. Shatha Hammad	18.	Dr. Mais Saleh
19.	Eng. Rasha al-Baik	20.	Eng. Dania Sreihin
21.	Ms. Hanan Al-Salaymeh	22.	Eng. Dana Alamosh
23.	Eng. Sura Al-Subihi	24.	Prof. Faleh Sawair
25.	Prof. Mohammad Nassar		
Suez Canal University			
26.	Dr. Nehal Lutfi (Online)	27.	Dr. Mohammad Ali (Online)
28.	Dr. Ghada Haddad (Online)		
Al-Azhar University			
29.	Dr. Mohammed Farag (Online)	30.	Dr. Yasser Ali (Online)
31.	Dr. Said Elsayed Desouky (Online)		
University of Sousse			
32.	Dr. Wassim Jomaa	33.	Dr. Mohammad Gaied
Monastir University			
34.	Dr. Taoufik Harizi	35.	Dr. Jihan Kraiem (Online)

The Josip Juraj Strossmayer University of Osijek			
36.	Dr. Berislav Jercovic	37.	Dr. Antonija Matic
University of Florence			
38.	Prof. Antonella Trombadore (Online)		

Participants List of the Stakeholders Workshop

No.	Participant Name	Institution
39.	Ms. TINA Prihavec	EEAS - Amman
40.	Prof. Ahmad Abu-El-Haija	National Erasmus+ Office -Jordan
41.	Eng. Ayman Al-Wreikat	Technical and Vocational Skills Development Commission (TVSDC)

Minutes of Meeting

The kick-off meeting for "Developing a Cosmetology vocational diploma to increase the employability for Women (COSMO)" Project, was organized by the University of Jordan (UJ) and National University College of Technology (NUCT) during the period from 27th-28th February, 2023 in Amman, Jordan. It took place at UJ on the first day and at NUCT on the second day.

The official opening of the COSMO Project was launched under the patronage of H.E. the president of the University of Jordan, Prof. Nathir Obeidat, on the morning of Monday, February 27th, 2023.

The first day of the meeting was held at University of Jordan, and started with welcome speeches by; the regional project coordinator - Prof. Ahmed Al-Salaymeh, the general project coordinator from Inventage Advisory Group - International Strategic and Operational Consult Dr. Lamia Djoudi, the Director of the International Affairs Unit at UJ, Prof. Hadeel Al-Yaseen, Ms. Tina Prihavec - Programme Manager for TVET, Prof. Ahmad Abu El-Haija -Director of National Erasmus+ office in Jordan, and Prof. Nasser Al-Hunithi - the Dean of the School of Engineering at the University of Jordan on the behalf of the president of the University of Jordan.

The second day was held at the National University College of Technology, it started with a Welcoming speech and a Brief about Day 1, by the regional Project Coordinator Prof. Ahmed Al-Salaymeh.

Day 1: February 27th, 2023, 09:00 – 17:30
The University of Jordan

Session 1:

A representative of each partner introduced his organization as shown below:

Beneficiary	Presenter
Inventage Advisory Group - International Strategic and Operational Consult	Dr. Lamia Djoudi
National University Collage of Technology	Dr. Walaa Al-Smadi
The University of Jordan	Prof. Ahmed Al-Salaymeh
Suez Canal University	Dr. Nehal Lotfi
Al-Azhar University	Dr. Mohammad Farag
University of Sousse	Dr. Wassim Jomaa
Monastir University	Dr. Taoufik Harizi
The Josip Juraj Strossmayer University of Osijek	Dr. Berisavl Jercovic
University of Florence	Prof. Antonella Trombadore

Session 2:

COSMO Project in Brief

Dr. Lamia Djoudi and Mrs. Hala Maaqbeh presented COSMO project in a brief. They outlined the project objectives, indicators, work packages and their expected results. Also, they underlined what is expected from each WP to be achieved in the upcoming months. The overall plans are as follows:

WP1: Project Management

Duration: M1 to M36

Leader: Inventage Advisory Group - International Strategic and Operational Consult

Presenter: Dr. Lamia Djoudi

Task 1.1 Kick-off Meeting and other Consortium Meetings.

Task 1.2 Establishment of Management and Operational Structures and running the project.

Task 1.3 Financial Management.

Task 1.4 Reporting (Progress, Intermediate and Final Reports).

Task 1.5 Hiring Financial Auditor.

Milestone 1 Cosmetology Management Plan Approval.

Milestone 2 Cosmetology Management Progress Evaluation.

Deliverable 1.1 Management meetings.

Deliverable 1.2 Management reports.

WP2: Establishing University - Enterprise Cooperation Network

Duration: M1 to M6

Leader: Monastir University

Presenter: Dr. Jihan Kraiem

Task 2.1 Establishing Cosmetology Network.

Milestone 3 Establishing Cosmetology Network.

Deliverable 1.1 Project design and implementation plan.

Day 2: February 28th, 2023 09:00 – 18:00 National University College of Technology

Session 3:

Dr. Mais Saleh gave a lecture about cosmetology science, where she pointed out some courses to be established in this Project.

Session 4:

WP3: Baseline study

Duration: M1 to M6

Leader: Suez Canal University

Presenter: Dr. Nehal Lotfi

Task 3.1 Summary of the key competencies needed by employers in the partner countries in the field of Cosmetology.

Task 3.2 Workshop with Enterprises and Vocational training centers.

Milestone 4 Cosmetology Requirement Review.

Deliverable 4.1 Program specification guideline report.

WP4: Capacity building

Duration: M5 to M33

Leader: National University Collage of Technology

Presenter: Mrs. Hala Maaqbeh

Task 4.1 Capacity Building Plan.

Task 4.2 Developing Training Materials for training workshops.

Task 4.3 Training Workshops in Europe for staff.

Milestone 5 Cosmetology Capacity Building Plan Approval.

Milestone 6 Cosmetology Development Phase

- Deliverable 4.1** Capacity Building Plan.
- Deliverable 4.2** Training Material for the training workshops.
- Deliverable 4.3** Training workshops.

WP5: Establishment of cosmetology labs

Duration: M6 to M16
Leader: University of Sousse
Presenter: Dr. Wassim Jomaa

- Task 5.1** Lab design and equipment list.
- Task 5.2** Implementation of labs and prepare Manuals.

Milestone 7 Cosmetology Development Phase2 Lab Manuals.

Deliverable 5.1 Lab Manuals.

WP6: Developing Cosmetology Professional Diploma

Duration: M4 to M34
Leader: University of Florence
Presenter: Prof. Antonella Trombadore

- Task 6.1** Develop Diploma Study Plan and course description.
- Task 6.2** Virtual Learning Portal.
- Task 6.3** Accreditation of the diploma/courses.
- Task 6.4** Develop courses content.
- Task 6.5** Joint Workshop.
- Task 6.6** Piloting and implementation of COSMETOLOGY Professional Diploma.

Milestone 8 Cosmetology Development Phase 3 Course Piloting.

Milestone 9 Cosmetology Development Phase 3 Teaching Content Approval.

Deliverable 6.1 Diploma Implementation.
Deliverable 6.2 Curriculum Development.
Deliverable 6.3 Assessment report.

WP7: Quality and Impact Evaluation

Duration: M1 to M36
Leader: The Josip Juraj Strossmayer University of Osijek
Presenter: Dr. Antonija Matic

- Task 7.1** Quality Assurance and Evaluation Plan.
- Task 7.2** Applying Quality Assurance Tools.
- Task 7.3** Impact Evaluation Reporting.
- Task 7.4** External Evaluation.

Milestone 10 Quality Assurance Plan.

Deliverable 7.1 Quality Assurance and Evaluation Plan.

Deliverable 7.2 Impact evaluation.

WP8: Dissemination and Sustainability

Duration: M1 to M36

Leader: The University of Jordan

Presenter: Prof. Ahmed Al-Salaymeh and Eng. Dania Sreihin

Task 8.1 Dissemination and sustainability plan.

Task 8.2 Project Website and Social Networks.

Task 8.3 Printed and Electronic dissemination material.

Task 8.4 Dissemination channels and tools.

Task 8.5 Tester course workshops.

Task 8.6 Final Conference.

Milestone 11 Dissemination Plan.

Deliverable 8.1 Dissemination and sustainability plan.

Deliverable 8.2 Dissemination activities, channels, and tools.

Conclusion

At the end of the meeting, Prof. Ahmed Al-Salymeh presented the conclusion of the 2 days meeting and got the final confirmation for the decisions as summarized in the following tables:

1. Regarding **WP1**, the partners agreed on the following:

Establishing Steering Committee

Partners nominated the names of the Steering Committee Members as shown in the table below:

Partner Name	Representative
Inventage Advisory Group - International Strategic and Operational Consult	Dr. Lamia ATMA
National University Collage of Technology	Dr. Walaa Al-Smadi
The University of Jordan	Prof. Ahmed Al-Salaymeh
Suez Canal University	Dr. Nehal Lutfi

Al-Azhar University	Dr. Mohammed Mansour
University of Sousse	Dr. Wassim Jomaa
Monastir University	Dr. Jihen Kraiem
The Josip Juraj Strossmayer University of Osijek	Dr. Berisavl Jercovic
University of Florence	Prof. Antonella Trombadore

Steering Committee Meetings

Task	LOCATION	Deadline
2nd Management Meeting 1 participant for each	GSMC- France	(20-21) July 2023

2. Regarding **WP3**, Suez Canal University will be responsible for the following:

Task	Date
Design the surveys	10-March-2023
Receive the feedback	17-March-2023
Last version of the surveys	20-March-2023
Filled surveys	15-April-2023
Surveys analysis	30-April-2023
Report	31-May-2023
National workshop	June-2023

3. Regarding **WP5**, the partners agreed on the following:

Establishing Technical Committee

Partners nominated the names of the technical Committee Members as shown in the table below:

Partner Name	Representative
Inventage Advisory Group - International Strategic and Operational Consult	Dr. Lamia ATMA
National University Collage of Technology	Mrs. Hala Maaqbeh
The University of Jordan	Dr. Mais Saleh
Suez Canal University	Dr. Ghada Haddad
Al-Azhar University	Dr. Ahmed shafea
University of Sousse	Dr. Mohammed Gaied
Monastir University	Dr. Taoufik Harizi
The Josip Juraj Strossmayer University of Osijek	Dr. Antonija Matic
University of Florence	

4. Regarding **WP7**, the partners agreed on the following:

Partners nominated the names of the quality Committee Members as shown in the table below:

Partner Name	Representative
Inventage Advisory Group - International Strategic and Operational Consult	Dr. William
National University Collage of Technology	Dr. Alia Al-Huniti

The University of Jordan	Dr. Hadeel Boshmaf
Suez Canal University	Dr. Mohammad Abdalshakour
Al-Azhar University	Dr. Mahmoud Seddiq
University of Sousse	Dr. Moaez khenissi
Monastir University	
The Josip Juraj Strossmayer University of Osijek	Dr. Snjezana Baric Selmic
University of Florence	

5. Regarding **WP8**, the partners agreed on the following:

Partners nominated the names of the Dissemination and sustainability Committee Members as shown in the table below:

Partner Name	Representative
Inventage Advisory Group - International Strategic and Operational Consult	Dr. Lamia ATMA
National University Collage of Technology	Dr. Shatha Saleh Mr. Hisham ALSalti
The University of Jordan	Eng. Dania Sreihin
Suez Canal University	Dr. Basim
Al-Azhar University	Dr. Yaser helmy
University of Sousse	Dr. Haifa
Monastir University	

The Josip Juraj Strossmayer University of Osijek	Kristina Vinkovic
University of florence	

In summary: Dr. Lamia Djoudi presented COSMO project. She outlined the project objectives, work packages and expected results. Dr. Lamia has underlined what is expected from each WP to be achieved in the upcoming months. Work package leaders presented their work packages and the action plans for the next stages. Decisions regarding the main issues were made. Also, the Steering Committee, the Quality Committee and the Dissemination and sustainability Committee members were established. Finally, the next management meetings were identified, where the second management meeting has been scheduled to be on the period (20-21) of July, 2023 in France.

Annexes

Agenda

https://fisjo-my.sharepoint.com/:b:/g/personal/eco-car_ju_edu_jo/Ed5yQH_gvUxHpcsJzgYjMcoBR57zhrGW_7YERc-fO_syQ?e=Sr9jCw

Attendance Sheet

https://fisjo-my.sharepoint.com/:f:/g/personal/eco-car_ju_edu_jo/ErtSivdGZ6xOk3VMMCKeB_0BKI_5e6pMOFphY6BebSRk6w?e=ddUcon

Photos

https://fisjo-my.sharepoint.com/:f:/g/personal/eco-car_ju_edu_jo/ErmLPUv00RZAqYVUH7PKG44BBGAcxz4IS5FKRRF9ISTRpw?e=q7Dpza