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EGREEN:
Development of Environmental Engineering Courses and Injection of Climate Change Concept For Undergraduate Curriculum

Minutes of the Second Local Meeting (2)

The University of Jordan

Amman-Jordan

May 18, 2017



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EGREEN Second Local Meeting (2)

May 19, 2017

Venue: School of Engineering

Participants list:

No.	Participant Name	Position
The University of Jordan (UJ)		
1.	Prof. Ahmed Al-Salaymeh	EGREEN Project Coordinator
2.	Prof. Mohammad Hamdan	Professor at Mechanical Engineering Department
3.	Dr. Osama Ayadi	Assistant Professor at Mechanical Engineering Department
4.	Eng. Leena Marashdeh	Research Assistant at School of Engineering
5.	Ms. Hanan Hasan	Research Assistant at School of Engineering
6.	Mr. Mamoon Dmour	Computer Programmer at Computer Center
The German-Jordanian University (GJU)		
7.	Dr. Louy Qoaidar	Assistant Professor at Energy Engineering Department
8.	Dr. Muna Hindiye	Associate Professor, Exchange Coordinator
Al al-Bayt University (AABU)		
9.	Dr. Moayyad Shawaqfah	Dean of Engineering College
10.	Dr. Ali Nouh AlQudah	Al al-Bayt University
11.	Eng. Ibtehal AlQudah	Research Assistant
Al-Zaytoonah University of Jordan (ZUJ)		
12.	Dr. Loai Dabbour	Vice Dean for Faculty of Engineering/ Assistant Professor at Department of Architecture
13.	Eng. Eman Abdelhafez	Dean Assistant for quality assurance at the engineering Faculty/ Lecturer in Alternative energy technology department
Mutah University (MUTAH)		
14.	Prof Omer Maaitah	Dean of the Faculty of Engineering
15.	Prof. Mohammad Almajali	Chairman of the Mechanical Engineering Department
Jordan University of Science and Technology (JUST)		



16.	Prof. Fahmi Abu Al-Rub	Professor at Chemical Engineering Department
17.	Prof. Suhil Kiwan	Jordan University of Science and Technology

Introduction

Prof. Ahmed Al-Salaymeh welcomed the partners, and reminded the participants about the distribution of responsibilities among them as follow:

Number	Title	Coordination			Estimated Start\ End Date
		Coordinator	Co- Coordinator	Other partners involved	
WP1	Networking	JUST	P&B	All	15/10/2016 To 14/10/2019
WP2	Scoping and training needs	UIBK	TU, AABU	All	1/1/2017 To 1/7/2017
WP3	Development of Study Plan and Curricula	HS-OWL	ZUJ, MUTAH,TU	All	1/8/2017 To 1/4/2018
WP4	Development of Online Content and Competencies	UCP	JUST, AU	All	1/12/2017 To 1/4/2018
WP5	Capacity Building	TUHH	GJU, ABU	All	1/1/2018 To 1/10/2018
WP6	Monitoring and Evaluation	GJU	TUHH	All	1/11/2016 To 1/10/2019
WP7	Dissemination and Sustainability	ABU	ZUJ, P&B	All	1/11/2016 To 1/10/2019
WP8	Management	UJ	-	All	15/10/2016 To 14/10/2019

Prof. Al-Salyameh asked the partners to improve the level of the communication and coordination between the WP leaders and the co-leaders, in order to stick to the proposed action plans and achieve the needed outcomes.

WP1- Networking

1. WP1: Networking

Title	Major Activities	Coordination			Estimated Start\END Date
		Coordinator	Co-Coordinator	Other partners involved	
WP1: Networking	Task 1.1 : Elaboration of Agreement, Members List and Statute	JUST	P&B	All	15/10/2016 To 14/10/2019

The partners discussed the action plan of the WP 1 as it was agreed on at the kick off meeting, and presented the achieved progress and the deviations in the WP1.

The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Previous Due Date	Status	New Due Date
1.	To identify a list of potential stakeholders to be approached by EGREEN	All partners	27/03/2017	Achieved	-
2.	The list will be approved and some new stakeholders to be added including the public authorities	JUST	16/4/2017	On going It is the same list for WP2	May 25, 2017
3.	Addressing the public authorities by a formal letters to invite them join the network	UJ	-	Ongoing	June, 2017
4.	To start the first round of contacts with potential stakeholders	JUST (Leader) All Partners	30/03/2017 to 30/06/2017	On going	June 30, 2017
5.	To create/publish the first list of stakeholders in EGREEN website	Project Coordinator (UJ)	28/07/2017	On going	July 28, 2017
6.	Continuous up-dating of the stakeholders database	All partners/WP Leaser	31/07/2019	Not yet	July 31, 2019

WP2- Scoping and training needs

Title	Major Activities	Coordination			Estimated Start\End Date	
		Coordinator	Co-Coordinator	partners involved		
WP2: Scoping and training needs	Task 2.1: Scoping and Market Needs Analysis <i>(To investigate the current status in the field of environmental and climate change issues, actual market demands, trends and needs as well government policies and regulations)</i>	UIBK	TU, AABU	All	1.4.2017	1.1.2017 To 1.7.2017
	Task 2.2: Scoping and Market Needs Analysis <i>(To investigate the structure for Jordanian and Syrian partner universities)</i>				1.5.2017	
	Task 2.3: Planning and Methodologies				1.7.2017	

The partners discussed the action plan of the WP2 as it was agreed on at the kick off meeting, and presented the achieved progress and the deviations in the WP2.

The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Due Date	Status	New Due Date
1.	List of targeted stakeholder from Jordan	AABU (Leader)	April 16, 2017	On going it will be the same for networking	May 25, 2017
2.	A complimentary survey will be generated to prioritize the different concepts in the field of environment and energy according to the market needs to clarify the vision about the needed development in the different courses. The concepts will be drafted by the	AABU JUST	-	Ongoing	May 20, 2017



	partners.				
3.	The complimentary survey will be online and it will distributed with the previous one	AABU JUST	-	Ongoing	May 25, 2017
4.	A committee was formalized to follow up the work in the complimentary survey.	AABU (Dr. Moayyad) JUST (Dr. Suhil) UJ (Eng. Leena)	-	Achieved	May 18, 2017
5.	The survey results will be collected <ul style="list-style-type: none"> AABU is contacting stakeholders in the field of environment and water (About 40 entity) JUST will contact stakeholders in the field of Energy (about 20 entity) MUTAH will contact some stakeholders in south Jordan. UJ has already contacted many stakeholders 	AABU JUST MUTAH UJ	April 30, 2017	On going	May 25, 2017
6.	Prepare three pages report about the government policies and regulations in each country	Co-chairs TU AABU	May 31, 2017	On going	May 31, 2017
7.	The surveys will be analyzed, and the final report including the two surveys analysis will be prepared	UIBK	May 31, 2017	Not yet	May 31, 2017

WP3-Development of Study Plan and Curricula

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP3: Development of Study Plan and Curricula	Task 3.1: Workshop on Curricula Updating	HS-OWL	ZUJ, MUTAH,TU	All	1/9/2017	1.8.2017 To 1/4/2018
	Task 3.2: Selection of Pilot Courses and Labs				1/11/2017	
	Task 3.3: Detailed Design of Pilot Courses				1/2/2018	
	Task 3.4: Accreditation of New Curricula				1/6/2018	
	Task 3.5: New Curricula for environment Courses				15/9/2018	
	Task 3.6: Establishment of Environmental lab				15/4/2018	
	Task 3.7: Monitoring and Feedback Methodology and Reports				1/10/2018	

The partners discussed the action plan of the WP3, and presented the achieved progress and the deviations in the WP3. Partners overviewed the potential courses for development and discussed them with some new suggestions.

The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Due Date	Status	New Due Date
1.	The Jordanian partners agreed to prepare a complimentary survey as indicated in the previous table that relating to WP2 to help in determine the needed topic to be introduced	JO Partners	-	Ongoing	May 20, 2017



2.	Based on the results of the conducted surveys the topics that have to be introduced in the developed and created courses will be identified.	JO Partners	-	Ongoing	June 15, 2017
3.	The selected courses will be approved and sent to Prof. Salman	JO Partners	Mid-March, 2017	Ongoing	June, 2017
4.	Prof. Salman will send the summary/feedback for the partners	OWL-UAS	Mid-April, 2017	Not yet	Mid-May, 2017
5.	The chairmen of Energy, Water, Environment groups (Prof. Wolfgang, Mr. Baptista, Prof. Kaltschmitt), will determine the contents of the courses and send them to Prof. Salman	TUHH UIBK P&B	Mid-May, 2017	Not yet	Mid-June, 2017
6.	Prof. Salman will Prepare the proposal summary	OWL-UAS	One month after receiving the content	Not yet	One month after receiving the content
7.	Each partner has to confirm the selected courses by the department and/or Administration (Accreditation)	JO Partners SY Partners	May, 2017	Not yet	??
8.	The selected courses will be defined and specified so they will be viewed in the next meeting in Hoxster on Sep 13-15, 2017	OWL-UAS	End of August, 2017	Not yet	End of August, 2017

WP5- Capacity Building

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP5: Capacity Building	Task 5.1: Development a Capacity Building Programme	TUHH	GJU, ABU	All	1/3/2018	1.1.2018 To 1/10/2018
	Task 5.2: Academic Visits to EU Partners				1/7/2018	
	Task 5.3: Students Visits to EU Partners				1/7/2018	
	Task 5.4: Training Workshops in environment in Jordan and Syria				1/10/2018	

The partners discussed the action plan of the WP5, and presented the achieved progress and the deviations in it. Partners overviewed the potential courses for development and discussed them. The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Due Date	Status	New Due Date
1.	Prepare the capacity building plan including the aims, the training time table and destinations, the suggested agenda, and the selection criteria for staff and students Communicate with European partner to check the availability for hosting the workshops	TUHH GJU ABU	May, 2017	First draft was submitted	May, 2017
2.	Review the plan and send feedback	Quality Committee	-	Ongoing	May 31, 2017



WP6- Monitoring and Evaluation

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP6: Monitoring and Evaluation	Task 6.1: Quality Committee	GJU	TUHH	All	1/2/2017	1.11.2016 To 1/10/2019
	Task 6.2: External Evaluation				1/8/2019	
	Task 6.3: Monitoring, Evaluation Plan, and reports				15/4/2017	
	Task 6.4: Mid-Term Evaluation Report				1/4/2018	
	Task 6.5: Final Evaluation Report				1/9/2019	

The partners discussed progress in the WP6, and presented the achieved progress and the deviations in the WP6. The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Due Date	Status	New Due Date
1.	The kick off meeting evaluation form will be ready and distribute to the participants	GJU	Feb 28, 2017	Achieved, and the results was released	-
2.	Prepare Quality plan	Quality Committee	April 30, 2017	On going	June 15, 2017
3.	Prepare templates for the reports and dissemination material checklists for different outputs	Quality Committee	March 31, 2017	On going	May 31, 2017
4.	Prepare template for the monitoring or progress report and produce the first issue for the first six months.	Quality Committee	April 30, 2017	On going	May 31, 2017

WP7-Dissemination and Sustainability

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP7: Dissemination and Sustainability	Task 7.1: Communication Plan to Disseminate Activities	ABU	ZUJ, P&B	All	1/3/2017	1.11.2016 To 1/10/2019
	Task 7.2: Info- Days "Environments and Climate Change"				1/6/2018	

The partners discussed the action plan of the WP7 as it was agreed on at the kick off meeting, and presented the achieved progress and the deviations in the WP7. The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Due Date	Status	New Due Date
1.	Activate the EGREEN website and posting the publication on it.	JO partners SY partners EU partners	April, 2017	Achieved	April, 2017
2.	Conduct annual national stakeholder workshops	JO partners	April 2017	Achieved for first year	March 5-6, 2017 for Jordan
3.	First issue of newsletter	UJ	-	Achieved	April, 2017
4.	Circulate of the newsletter to the a large number of contacts	All partners	-	Ongoing	April, 2017
5.	Prepare dissemination Strategy/ plan (report)	ABU ZUJ	March, 2017	Ongoing	May, 2017
6.	Conduct Info-days (open door days- Environment and Climate Change)	JO partners SY partners EU partners	June, 2017	Ongoing	April-June, 2017
7.	First poster about EGREEN project Arabic /English June 2017	ABU ZUJ	June, 2017	Ongoing	June, 2017
8.	Prepare the sustainability plan	P&B ABU ZUJ	August 2017	Ongoing	August 2017
9.	Conduct a two seminars in Jordan and Syria to publicize developments and	JO partners SY partners	November, 2017	Not yet	November, 2017



	encourage participation of students from all over Jordan and Syria.				
10.	Second flyers and posters will also be distributed to all stakeholders to show the progress in project.	JO partners SY partners	July, 2018	Not yet	July, 2018
11.	Multilingual Video which will promote EGREEN program through the witness of teachers and the trained professionals.	JO partners SY partners	August 2018	Not yet	August 2018
12.	The results will be disseminated through publications in international research journals and presentations in conferences	JO partners SY partners EU partners	April 2019	Not yet	April 2019
13.	Final conference for all EU, JO & SY partners in addition to students and Egreen Stakeholders to disseminate and exploit the project results,	UJ	August 2019	Not yet	August 2019



3. WP8: Management

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP8: Management	Task 8.1: Scientific committee	UJ	-	All	1/2/2017	15.10.2016 To 14/10/2019
	Task 8.2: Steering Committee				1/2/2017	
	Task 8.3: Operational management				14/10/2019	
	Task 8.4: EGREEN Website				1/4/2017	

No.	Task	Responsibility	Due Date
1.	Next JO local partners meeting	JO Partners	July 5, 2017 2:00 PM