



**ERASMUS+ PROGRAMME**

**Project Number: 573927-EPP-1-2016-1-JO-EPPKA2-CBHE-JP**

**EGREEN:**

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

**Minutes  
of**

**The Third Steering Committee Meeting**

**Universidade Católica Portuguesa (ESB-UCP)  
Porto-Portugal**

**January 18 - 20, 2018**



Co-funded by the  
Erasmus+ Programme  
of the European Union

This Project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

## EGREEN Third Steering Committee

January 18 - 20, 2018

### Participants list:

No.	Participant Name	Position
<b>The University of Jordan (UJ)</b>		
1.	Prof. Ahmed Al-Salaymeh	EGREEN Project Coordinator
2.	Prof. Mohammad Hamdan	Professor at Mechanical Engineering Department
3.	Eng. Leena Marashdeh	Research Assistant at School of Engineering
<b>The German-Jordanian University (GJU)</b>		
4.	Dr. Louy Qoaidar	Assistant Professor at Energy Engineering Department
5.	Dr. Muna Hindiyyeh	Assistant Professor
6.	Eng. Haneen Sa'deh	Research Assistant
<b>Al al-Bayt University (AABU)</b>		
7.	Dr. Mohammad Al-Smairan	Faculty member
8.	Dr. Amjed Shatnawi	Faculty member
<b>Al-Zaytoonah University of Jordan (ZUJ)</b>		
9.	Eng. Eman Abdelhafez	Lecturer in Alternative energy technology department
<b>Mutah University (MUTAH)</b>		
10.	Prof. Omer Maaitah	Dean of the Faculty of Engineering
11.	Dr. Hmoud Mubaydeen	Faculty member at Agriculture Faculty
<b>Jordan University of Science and Technology (JUST)</b>		
12.	Prof. Fahmi Abu Al-Rub	Professor at Chemical Engineering Department
13.	Prof. Suhil Kiwan	Professor at Mechanical Engineering Department
14.	Prof. Saeb A. Khresat	Faculty member at Agriculture Faculty
15.	Eng. Qatada Damra	Research Assistant
<b>Al-Baath University (ABU)</b>		



16.	Prof. Bassam Kseibi	Vice-President for scientific research and higher studies
17.	Prof. Adnan Ghata	Professor at Chemical Engineering Department
<b>Tishreen University (TU)</b>		
18.	Prof. Moussa Al Samara	The Dean of the higher Institute for Environmental Research
<b>Hamburg University of Technology (TUHH)</b>		
19.	Mr. Marvin Scherzinger	Research Assistant
<b>Hochschule Ostwestfalen-Lippe (OWL-UAS)</b>		
20.	Prof. Salman Ajib	Head of the department renewable energies & decentralized energy supplying
21.	Prof. Burkhard Wrenger	Vice president Teaching and Internationalisation/Full Professor in IT systems
22.	Prof. Klaus Maßmeyer	Faculty Member at OWL-UAS
23.	Prof. Joachim Fettig	Faculty Member at OWL-UAS
<b>University of Innsbruck (UIBK)</b>		
24.	Prof. Wolfgang Streicher	Professor of Energy Efficient Buildings and Renewable Energies
25.	Mr. Martin Hauer	Research Assistant
<b>Catholic University of Portugal (UCP)</b>		
26.	Dr. Eduardo Cardoso	Assistant Professor and Scientific Officer for Knowledge Transfer, Entrepreneurship and Partnerships at Faculty of Biotechnology
<b>Paulo &amp; Beatriz – Consultores Associados (P&amp;B)</b>		
27.	Mr. Paulo Baptista	Director of P&B/ Chemical Engineer



## Day 1

Thursday, January 18, 2018

### The Opening session

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The opening session of the EGREEN Third steering committee meeting included welcome speeches from the representative of the hosting partners, as follow:

- Welcome speech by UCP – ESB Member of the Board, Prof. Paula Castro
- Welcome speech by P&B- Dr. Paulo Baptista
- Meeting presentation by the local Coordinator of EGREEN Project, Prof. Eduardo Cardoso

After the welcome speech, a presentation about the progress in EGREEN project was delivered by **Prof. Ahmed Al-Salaymeh, Egreen General Coordinator.**

A workshop to discuss the contents of the 15 typical courses was conducted. The partners were divided into groups according to relevant speciality. Then leaders of different work packages presented the progress and the needed action plan for each work package during the sessions.

**Session (1)**  
**Chaired by Prof. Wolfgang Streicher (UIBK)**

**WP2: Scoping and training needs**

Title	Major Activities	Coordination			Estimated Start\End Date	
		Coordinator	Co-Coordinator	partners involved		
WP2: Scoping and training needs	<b>Task 2.1:</b> Scoping and Market Needs Analysis	UIBK	TU, AABU	All	1.4.2017	1.1.2017 To 1.7.2017
	<b>Task 2.2:</b> Scoping and Market Needs Analysis				1.5.2017	
	<b>Task 2.3:</b> Planning and Methodologies				1.7.2017	

Mr. Martin Hauer, UIBK, presented the results of different surveys (Online Complementary questionnaire, Stakeholder, and institution surveys) in order to benefit from these results and recommendations in the following courses workshop.

No.	Task	Responsibility	Due Date
1.	According to the monitoring feedback reports recommendations, an online student survey will be prepared to take the students' needs into consideration during within the developed courses.	GJU UIBK OWL-UAS	February 2018

**WP3: Development of Study Plan and Curricula**

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
<b>WP3: Development of Study Plan and Curricula</b>	<b>Task 3.1:</b> Workshop on Curricula Updating	HS-OWL	ZUJ, MUTAH,TU	All	1/9/2017	1.8.2017 To 1/4/2018

	<b>Task 3.2:</b> Selection of Pilot Courses and Labs				1/11/2017	
	<b>Task 3.3:</b> Detailed Design of Pilot Courses				1/2/2018	
	<b>Task 3.4:</b> Accreditation of New Curricula				1/6/2018	
	<b>Task 3.5:</b> New Curricula for environment Courses				15/9/2018	
	<b>Task 3.6:</b> Establishment of Environmental lab				15/4/2018	
	<b>Task 3.7:</b> Monitoring and Feedback Methodology and Reports				1/10/2018	

**Prof. Salman Ajib, OWL-UAS,** presented the tasks and activities of this work package and the action plan for the implementation. The steps and time frame to prepare the needed teaching material were presented.

Groups were formed from participants according to their field of specialty to discuss the outline of different courses in Energy, Water, and Environment. Parallel sessions were dedicated to present, discuss, and finalize the courses outlines. Among the 14 courses in environmental engineering and climate change, two of them will be elaborated in e-learning courses, also ECTS will be taken into consideration for these courses.

Partners will be responsible to adapt at least 7 courses in their curriculum and follow the needed internal accreditation steps. They will responsible to provide the coordinator by a letter indicating the approval to include these selected courses in their curriculum.

Also, the lab equipment list was identified for each Jordanian and Syrian partner universities and authorization from EACEA was obtained.

It was obvious that progress in this work package is within the timeline of the proposal. The agreed-on tasks were as follow:

No.	Task	Responsibility	Due Date
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1.	Submit the final course outline	Courses leaders	January, 2018
2.	Prepare ECTS Course outline template	HS-OWL	January 2019
3.	Detailed Design of Pilot Courses according to ECTS Template	Courses committees	Mid of February 2018
4.	Internal accreditation of New Curricula	JO Partners SY Partners	Mid of April 2018
5.	Finalization of preparing the teaching materials of the selected Courses	Courses committees	End of August 2018
6.	Establishment of Environmental lab	JO Partners SY Partners	August 2018
7.	Intensive workshops on the contents of the developed courses at the EU Universities according to the time frame of the capacity building plan	EU partners JO Partners SY Partners	Summer 2018
8.	Coordinate the assessment and the feedback exercise which will be carried out to evaluate the learning outcomes of the delivered courses, labs, e-Learning courses and ECTS course.	HS-OWL	September 2018
9.	Courses material translation to Arabic Language	SY Partners	September 2018
10.	Monitoring and Feedback Methodology and Reports	JO Partners SY Partners	September 2018
11.	Courses piloting (Lectures and practices)	JO Partners SY Partners	October 2018 till August 2019
12.	Evaluation questionnaires will be prepared and distributed to students during the piloting phase	JO Partners SY Partners	October 2018 till August 2019
13.	Analyses and Evaluation of the questionnaires	JO Partners SY Partners	Over third year of the project

Day 2

Friday, January 19, 2018

Session (3)

Chaired by Prof. Klaus Maßmeyer

**WP1: Networking**

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

**Prof. Saeb A. Khresat (JUST)** presented the status and activities of this work package and the action plan for the implementation.

The partners agreed on the following:

No.	Task	Responsibility	Due Date
1.	Organize networking workshops and dissemination workshop in Jordan and Syria First one was in Mar, 2018 for Jordan Second one to be in Oct/Nov, 2018 Third one to be during GCREEDER 2018 conference Fourth to be before final conference	JO SY	One workshop yearly
2.	Produce Dissemination material	JO SY	Oct, 2018
3.	Activation the role of stakeholders in the project and make it with clear effect on the project	Networking Committee	Over the project life
4.	Collect the mail addresses of the network members	JUST	January, 2018



## WP6: Monitoring and Evaluation

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

Dr. Louy Qaider, GJU, presented the tasks and activities of this work package and the action plan for the implementation.

The received External evaluator proposals from potential evaluators were presented and discussed.

The evaluation result of the two-last steering committee meeting was presented.

The Challenges of the project progress was discussed, and the needed actions were suggested.

The partners agreed on the following:

No.	Task	Responsibility	Due Date
1.	Mid-Term Evaluation Report	UJ GJU	April, 2018
2.	Send more invitations for external evaluator vacancy	UJ GJU	January, 2018

## WP7: Dissemination and Sustainability

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

Dr. Adnan Ghata, ABU, presented the prepare dissemination plan, tasks and activities of this work package and the action plan for the implementation. The partners agreed on the following:

No.	Task	Responsibility	Due Date
1.	Next issue of Newsletter	UCP	April 15, 2018
2.	Conduct Info-days (open door days-Environment and Climate Change) in each partner university for faculty member and students	JO SY	Once yearly
3.	Circulate the news letter to the mailing lists	JO SY EU	Over project life

**Session (4)**  
**Chaired by Prof. Suhil Kiwan**

**WP4: Development of Online Content and Competencies**

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP4: Development of Online Content and Competencies	<b>Task 4.1:</b> Development of e-Learning Environment.	UCP	JUST, AU	All	1/1/2018	1.12.2017 To 1/4/2018
	<b>Task 4.2:</b> Adaptation of e-learning Courses Content into curricula				1/4/2018	
	<b>Task 4.3:</b> Personalization of e-learning.				1/4/2018	

**Dr. Eduardo Cardoso, UCP**, presented the tasks and activities of this work package and the action plan for the implementation.

The two e-learning courses were selected to be **Course#6**: Introduction to Environment and Climate Change (**New course**) and **Course#8**: Design of Renewable Energy Systems.

Moodle website was established and linked to the project official website.

The partners agreed on the following:

No.	Task	Responsibility	Due Date
1.	The selected two e-learning courses will be prepared by the following committee:  <b>Course#6:</b> Introduction to Environment and Climate Change (New course) <b>Committee</b> (Prof. Cardoso, Prof. Kaltschmitt, Prof. Ajib, Prof. Salaymeh, Prof. Samara, and Prof. Ghata)  <b>Course#8:</b> Design of Renewable Energy Systems <b>Committee</b> (Prof. Cardoso, Prof. Khrisat, Prof. Hindyeh, Prof. Samara, and Prof. Ghata)	eLearning courses committees	September, 2018

2.	Select the learning modalities that will be applied to the two courses : PBL, CBL, MOODLE , Flipped classroom, etc..	Courses Committees	April, 2018
3.	Translate the courses to Arabic language	Syrian Partners	September, 2018

### WP5: Capacity Building

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

Mr. Marvin Scherzinger (TUHH), presented the tasks and activities of this work package and the action plan for the implementation.

The capacity building plan was elaborated, and the selection criteria was prepared. Also; the proposed agenda for different workshops were presented and discussed.

The partners agreed on the following tasks:

No.	Task	Responsibility	Due Date
1.	Conduct the training workshops during summer 2018.  The first suggested dates are as follow: <ul style="list-style-type: none"> <li>➤ Training in OWL-UAS, Jun 26-29, 2018,</li> <li>➤ Training in UCP and P&amp;B, Jul 23-27, 2018</li> <li>➤ Training in TUHH, Jul 9-13, 2018</li> </ul>	EU JO SY	2018

	<ul style="list-style-type: none"> <li>➤ Training in UIBK, Jul 16-20, 2018</li> </ul> <p>The second (alternate) dates are as follow:</p> <ul style="list-style-type: none"> <li>➤ Training in OWL-UAS Sep 10-14, 2018,</li> <li>➤ Training in UCP and P&amp;B, Sep 3-7, 2018</li> <li>➤ Training in TUHH, Aug 27-31, 2018</li> <li>➤ Training in UIBK, Aug 27-31, 2018</li> </ul>		
2.	The training workshops should include training on EGREEN main topics (Environment, Energy, Water, and e-learning) and EGREEN courses development.	EU JO SY	2018
3.	Apply Selection Criteria to visit Europe for faculty members, technical assistants and students.	EU JO SY	2018
4.	Trained staff will be responsible to hold regular multiple effect workshops at their own institutions	Trained persons	2018
5.	Provide the potential list of participants	JO SY	April, 2018

### Session (5)

Chaired by Prof. Salman Ajib (OWL-UAS)

### WP8: Management

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

Prof. Ahmed Al-Salaymeh, General Manager of Egreen Project, presented the monitoring feedback reports for the recent two monitoring visits in Jordan and Syria discussed. The partners were encouraged to take the recommendation and apply them.

The financial management guides were presented.

The action plan for the management is as follow:

No.	Task	Responsibility	Due Date
2.	According to the monitoring feedback reports recommendations, an online student survey will be prepared to take the students' needs into consideration during within the developed courses.	GJU UIBK OWL-UAS	February 2018
3.	According to the monitoring feedback reports recommendations, new course outline template that considers the ECTS will be prepared	OWL-UAS	January, 2018
4.	According to the monitoring feedback reports recommendations, a plan to engage networking members in EGREEN activities to be prepared	JUST	February, 2018
5.	All universities have to purchase the equipment before April 2018	JO SY	Before April 2018
6.	European universities have to provide the coordinator with the needed financial statement and copies of supporting documents.	EU	April 2018
7.	Update the website continuously	UJ	Over the project life
8.	If any partner didn't fulfill a needed task, the allocated budget for this task will be deducted from them and transferred to other partner	UJ	Over the project life
9.	Fourth Management Meeting will be conducted within a GCREEDER Conference	JO SY EU	April 3-5, 2018
10.	Fifth Steering committee meeting will be conducted in Innsbruck University	UIBK UJ	July 19-20, 2018 Or September 3-4, 2018



**Day 3**  
**Saturday, January 20, 2018**

**Closing Session, Chaired by Prof. Ahmed Al-Salaymeh (UJ)**

Prof. Al-Salaymeh summarized the action plans for all the work packages and thanked all partners for the fruitful meeting and wished all success for EGREEN project.

**Briefing**

Prof. Ahmed Al-Salaymeh, EGREEN Project Coordinator, presented a brief about the conclusions of the meetings.

Meetings with the Jordanian partners were conducted to discuss the different financial issues.

Meetings with the Syrian partners were conducted to discuss the different financial issues.