

ERASMUS+ PROGRAMME
Project Number: 618509-EPP-1-2020-1-JO-EPPKA2-CBHE-JP

ECO-CAR:
Vocational Training Diploma on Electrical and Hybrid Vehicles

7th Online Management Meeting

Agenda

The University of Jordan

Monday, October 4th, 2021

17:00 – 19:00
(Amman time)





Monday, October 4th, 2021
17:00 – 19:00

16:45 - 17:00

Registration

17:00 - 17:10

Welcoming Speech, by:

Prof. Ahmed Al-Salaymeh, General Project Coordinator at the University of Jordan.

Work Packages Discussion

Moderator of the sessions Eng. Rasha Albaik & Eng. Sara Tweissi

17:10 - 17:15

WP1: Establishing university-enterprise cooperation Plan, by Prof. Fahmi Abu Al-Rub and Eng. Salaheddin Abuyahya, JUST

The co-leaders of the WP1 are: MU, HTU, UD

- **Task 1.1: Establishing EV/HEV Vehicles Network.**
- ❖ **Discussion of Wp1**

Progress

Task	Due Date	Status
Collecting networking registration forms from JO partners	24.10.2021 (final date)	ZUJ did not submit and some partners still need more members.
Status of collecting networking registration forms from EU partners	01.11.2021 (final date)	Partners still need more members
Schedule the 3rd networking workshop (the registered network members will be invited to a workshop in the beginning of the project to agree on the courses list and content).	July 2021	Accomplished on 2 nd of September.
Policy-makers will be invited to join project activities	14.07.2021	TVSD has joined the project activities.
Sign collaboration agreements with enterprises and training centers for internships, hiring graduates, lecturing in university etc. to achieve the benefit for both parties.	14.07.2021	UJ signed agreement with VTC. Other JO partners have to start with this task. UJ will contact VTC to start the process for JO partners.
Preparing networking report	Updated by each event/workshop	Continuous process - a new updated report has to be submitted by WP leader after the last two workshops

17:15– 17:20

WP2: Baseline Study Plan, by Dr. Mohammad Bani Khaled & Prof. Ayman Abu baker, ASU
The co-leaders of WP2 are: TTU, BAU, UNIVAQ

- **Task 2.1:** Summary of the key competencies needed by employers in Jordan in the field of EV/HEV.
- **Task 2.2:** Workshop with Enterprises and Vocational training centres.
- ❖ **Discussion of Wp2**

Progress

Task	Due Date	Status
Review and approve the final version of survey analysis report	14.05.2021	Accomplished and approved by partners and stakeholders.
A workshop with enterprises in Jordan will be conducted to review the report and agree on the final list of 8 courses.	July, 2021	Accomplished by 2 nd of September.
Start for preparing the scientific paper based on the survey analysis results	Has to be published before the end of the 1st year.	The first draft will be discussed in 20.10.21 By: UJ, ASU, BAU, TTU, HTU

17:20 – 17:35

WP3: Capacity Building Plan, by Prof. Dimitrios Koulocheris, NTUA
The co-leaders of WP3 are: ASU, RWTH Aachen, BME

- **Task 3.1:** Capacity Building Plan
- **Task 3.2:** Developing Training Materials
- **Task 3.3:** Training Workshops in Europe for staff and students
- ❖ **Discussion of Wp3**

Progress

Task	Due Date	Status
Preparing capacity-building plan. The plan will include: - a programme for the proposed trainings in European partner's institutions, - a quality and impact assessment prepared in cooperation with the Quality committee.	14.07.2021	1 st draft is under revision from scientific and quality committees members
Training Workshops in Europe for staff and students		Select training material subject for each EU university and dates of the workshops.
Developing Training Materials	14.08.2022	Start preparing for the teaching material for staff and students workshops. (Set outlines, objectives, goals, teaching methods, etc.)

An online workshop will be held by NTUA	05.11.2021	The workshop subject is: Dynamics of vehicle, active and passive safety
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17:35 – 17:40

WP4: Establishment of EV/HEV labs plan, by **Prof. Rebhi Damseh, BAU**
The co-leaders of WP4 are: UJ, JUST, NTUA

- **Task 4.1:** Lab design and equipment list
- **Task 4.2:** Implementation of labs and prepare manuals
- ❖ **Discussion of Wp4**

Progress

Task	Due Date	Status
Purchasing equipment for JO partners	14.09.2021	The tendering process is now in the level of studying the received offers.
Implementation of labs and location of ECO-CAR center at each university. In addition to Smart Classrooms equipped with Smart Board will be established for students in partner universities.	14.10.2021	Pending (each university has to supply us with the location of their centers to deliver the equipment)
Start preparing the manual for experiments	14.09.2021	Upcoming task
A server will be acquired by the university of Joran to host the project website and virtual learning platform.	14.09.2021	The process has already started

17:40 – 18:30

WP5: Developing ECO-CAR Professional Diploma Plan, by **Dr. Máté Zöldy, BMU**
The co-leaders of WP5 are: UJ, TH-OWL, RWTH Aachen, UNIVAQ

- **Task 5.1:** Develop Diploma Study Plan and course description
- **Task 5.2:** Virtual Learning Portal
- **Task 5.3:** Accreditation of the diploma/courses
- **Task 5.4:** Develop courses content
- **Task 5.5:** Tuning Workshop
- **Task 5.6:** Piloting and implementation of ECO-CAR Professional Diploma
- **Task 5.7:** Integrating some new modules in existing programmes
- ❖ **Discussion of Wp5**

Progress

Task	Due Date	Status
Prepare a detailed work plan to develop diploma study plan and course description based on baseline study deliverables	14.07.2021	It has been submitted by each focus group.
Follow up with the latest updates for the diplomas courses selection with the responsible committees	Continuous process.	Focus groups have selected the courses with their brief description.
Courses selection based on WP2 report results	14.07.2021	Accomplished



Accreditation of the diploma/courses -The accreditation application will be done during the first year to avoid the delays and risks	14.01.2022	UJ has already started in the accreditation process. Other JO Universities have to start the action of accreditation.
Courses mapping - Clustering	Continuous process	To be discussed
Some modules will be integrated in the existing courses of bachelor and master programmes in Mechanical, Mechatronics and Electrical Engineering.	14.01.2022	To be discussed
Preparing a study plan template with learning outcomes	14.09.2021	Upcoming task
Preparing a course outline template include ECTS component and learning outcomes	14.09.2021	Upcoming task
Develop diploma courses content The courses will be prepared as online courses (i.e. power point videos, quizzes) and uploaded on a virtual learning platform created specifically for the project purposes, so the partners will have a full access to its content.	14.04.2022	This process starts once the courses are selected
Tuning Workshop Professors from each university will meet in Jordan to agree on the teaching methods, assessment procedures and delivery methods so that a consistent quality is achieved among partners. WP Leader and representatives from European partners will attend the workshop.	14.04.2022	To be discussed
Create Virtual Learning Portal - The Portal will be in English with at least 100 users - This platform could also be used for distance learning -Different roles will be allocated to different type of users (lecturers, students, visitors) -New pedagogical tools will be used to be more interactive that will include many pictures, videos and interactive activities	14.10.2021	Upcoming task

The link of the courses clusters:

https://docs.google.com/spreadsheets/d/1JDJ4ox4911dxQ_GF7DD75UINwTEBC5_v/edit?usp=sharing&ouid=103480218674595258682&rtpof=true&sd=true

18:30 – 18:35

WP6: Quality and Impact Evaluation Plan, by Dr. Ivan Dyukarev, UD

The co-leaders of WP6 are: TTU, ZUJ, BME

- **Task 6.1:** Quality Assurance and Evaluation Plan
- **Task 6.2:** Applying Quality Assurance Tools
- **Task 6.3:** Impact Evaluation Reporting
- **Task 6.4:** External Evaluation.
- ❖ **Discussion of Wp6**

Progress

Task	Due Date	Status
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Applying Quality Assurance Tools -Impact of first five meetings (analysis report) -Lab design checklist	Continuous process during the project life	Continuous task
Hiring EE	During the end of the first year	An email has been sent to the project officer
Quality Assurance and Evaluation Plan	14.04.2021	The scientific and quality committees members have collected feedback. A final version has to be submitted.

18:35 – 18:40

WP7: Dissemination and Sustainability Plan, by Prof. Amjad Fahoum & Dr. Feras.Kafiah, HTU
The co-leaders of WP7 are: MU, ZUJ, TH-OWL

- **Task 7.1:** Dissemination and sustainability plan
- **Task 7.2:** Project Website and Social Networks
- **Task 7.3:** Printed and Electronic dissemination material.
- **Task 7.4:** Seminars, Workshops, and info days
- **Task 7.5:** Tester course workshop
- **Task 7.6:** Final Conference on Sustainable technologies in transportation
- ❖ **Discussion of Wp7**

Progress

Task	Due Date	Status
Dissemination and Sustainability plan	14.04.2021	Submitted. To be revised by Dissemination Committee
Design roll-up and brochure Disseminate ECO-CAR info through partners' official websites		Accomplished
Collecting partners info (website)		Accomplished by UJ
Project Website and Social Networks Newsletter	Every 6 months	Need to be followed by the WP leaders 1 st issue is now designed by HTU. Pre-final version is received.
Based on National Erasmus+ feedback, a marketing plan has to be prepared	15.01.2022	Collecting reviews from partners
Workshops, seminars, and info days for staff and students will be conducted in each partner university (at least one annual activity per partner university in Jordan)	Over project life	
Dissemination activities (i.e. Publication in scientific journals, and documentary film)	By the end of the first year	WP2 report results to be published in scientific journals

18:40 – 19:00

WP8: Project Management Plan, by Prof. Ahmed Al-Salaymeh, UJ

- **Task 8.1:** Kick-off Meeting and other Consortium Meetings.
- **Task 8.2:** Establishment of Management and Operational Structures and running the project



- **Task 8.3:** Financial Management.
- **Task 8.4:** Reporting (Progress, Intermediate and Final Reports)
- **Task 8.5:** Hiring Financial Auditor
- ❖ **Discussion of Wp8**

Progress

Task	Due Date	Status
The progress report has to be submitted by each WP leader. (Submitted each 6 months)	15.07.2021	Submitted by all WP leaders except HTU
As stated in the proposal that the second meeting will be during M7 with a training workshop in Europe, the third meeting will be during M13 with a training workshop in Europe	Next August and February	To be discussed in the meeting if it can be in Greece. As it was planned to be in Budapest. Meetings will be separated from trainings.
Regulations will be established for each committee	01.09.2021	UJ has submitted the regulations to be signed.
Summary of the meeting		Submitted within one week from the meeting
Schedule the 8 th meeting		After one month

19:00 Wrap up & End of the meeting