

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

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

**9<sup>th</sup> Online Management Meeting**

**Agenda**

**The University of Jordan**

**Wednesday, December 15th, 2021**

**16:00 – 18:00**  
**(Amman time)**





**Wednesday, December 15th, 2021**  
**16:00 – 18:00**

**15:45** Registration

-

**16:00**

**16:00** Welcoming Speech, by:

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

**16:10**

### *Work Packages Discussion*

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

**16:10** **WP1:** Establishing university-enterprise cooperation plan, by Prof. Fahmi Abu Al-Rub and Eng. Salaheddin Abuyahya, JUST

-

**16:15** 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                                                                                                                    | 31.12.2021<br>(final date)                                        | ASU still need more members.                                                                                                            |
| Status of collecting networking registration forms from EU partners                                                                                                          | 31.12.2021<br>(final date)                                        | Partners still need more members                                                                                                        |
| Sign collaboration agreements with enterprises and training centers for internships, hiring graduates, lecturing in university etc. to achieve the benefit for both parties. |                                                                   | 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 - submit the updated by 31.12.2021 | Continuous process - a new updated report has to be submitted by WP leader after the last two workshops                                 |



**16:15–16:20 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                                                   |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------|
| A workshop with enterprises in Jordan will be conducted to review the report and agree on the final list of 8 courses. |                                                     | Accomplished by 2 <sup>nd</sup> 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 paper is finalized and in the process of publishing. |

**16:20 –16:35 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                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------|
| <b>Preparing capacity-building plan.</b><br>The plan will include:<br>- a programme for the proposed trainings in European partner's institutions,<br>- a quality and impact assessment prepared in cooperation with the Quality committee. |          | Submitted                                                                                                            |
| <b>Training Workshops in Europe for staff and students</b>                                                                                                                                                                                  |          | Online workshops are mostly done, as the last workshop is on 20/12/21.<br><br>Physical workshops have been selected. |



|                                           |                   |                                                                                                                                       |
|-------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Developing Training Materials</b>      | <b>14.08.2022</b> | 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 TH-OWL | <b>20.12.2021</b> | The workshop subject is: Charge Transport in Batteries and Hydrogen Vehicles                                                          |

- 16:35–16:40** **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                                                                                                                                                          | <b>15.01.2022</b>            | The tendering process is now in the level of purchasing.           |
| 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. | <b>15.12.2021</b>            | A template will be sent by BAU to select the center/labs locations |
| Start preparing the manual for experiments                                                                                                                                                    |                              | <b>Upcoming task</b>                                               |
| A server will be acquired by the university of Joran to host the project website and virtual learning platform.                                                                               | <b>Started by 14.09.2021</b> | The process has already started                                    |

- 16:40–17:30** **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                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------|
| Follow up with the latest updates for the diplomas courses selection with the responsible committees                                                                                                                                                                                                                                                                                           | Continuous process |                                                                                                                      |
| Courses selection based on WP2 report results                                                                                                                                                                                                                                                                                                                                                  | 14.07.2021         | Accomplished                                                                                                         |
| <b>Accreditation of the diploma/courses</b><br>-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                                                                                                                                                                                                                                                                                                                                         |                    | Upcoming task                                                                                                        |
| Preparing a course outline template include ECTS component and learning outcomes                                                                                                                                                                                                                                                                                                               | 14.09.2021         | accomplished                                                                                                         |
| <b>Develop diploma courses content</b><br>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         | To be discussed                                                                                                      |
| <b>Tuning Workshop</b><br>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                                                                                                      |
| <b>Create Virtual Learning Portal</b><br>- The Portal will be in English with at least 100 users<br>- This platform could also be used for distance learning<br>-Different roles will be allocated to different type of users (lecturers, students, visitors)<br>-New pedagogical tools will be used to be more interactive that will include many pictures, videos and interactive activities |                    | 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](https://docs.google.com/spreadsheets/d/1JDJ4ox4911dxQ_GF7DD75UINwTEBC5_v/edit?usp=sharing&ouid=103480218674595258682&rtpof=true&sd=true)

- 17:30** **WP6:** Quality and Impact Evaluation Plan, by Dr. Ivan Dyukarev, UD  
 – The co-leaders of WP6 are: TTU, ZUJ, BME
- 17:35**
- **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                                                                      |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Applying Quality Assurance Tools</b><br>-Impact of first five meetings (analysis report)<br>-Lab design checklist | <b>Continuous process during the project life</b> | <b>Continuous task</b>                                                      |
| <b>Hiring EE</b>                                                                                                     | <b>During the end of the first year</b>           | <b>An email has been sent to the project officer (waiting for response)</b> |
| <b>Quality Assurance and Evaluation Plan</b>                                                                         | <b>14.04.2021</b>                                 | <b>submitted</b>                                                            |

**17:35** **WP7: Dissemination and Sustainability Plan, by Dr. Tarek Tutunji & Dr. Feras.Kafiah, HTU**

**– The co-leaders of WP7 are: MU, ZUJ, TH-OWL**

**17:40**

- **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                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dissemination and Sustainability plan</b>                                                                                                                                  | <b>14.04.2021</b>                   | <b>Final version to be submitted</b>                                                                                                                                          |
| <b>Design roll-up and brochure</b><br><b>Disseminate ECO-CAR info through partners' official websites</b>                                                                     |                                     | <b>Accomplished</b>                                                                                                                                                           |
| <b>Collecting partners info (website)</b>                                                                                                                                     |                                     | <b>Accomplished by UJ</b>                                                                                                                                                     |
| <b>Project Website and Social Networks</b>                                                                                                                                    |                                     | <b>Need to be followed by the WP leaders</b>                                                                                                                                  |
| <b>Newsletter</b>                                                                                                                                                             | <b>Every 6 months</b>               | - <b>1<sup>st</sup> issue is now designed by HTU. Final version is received and will be published this week.</b><br><br>- <b>Start preparing for the 2<sup>nd</sup> issue</b> |
| <b>Based on National Erasmus+ feedback, a marketing plan has to be prepared</b>                                                                                               | <b>15.01.2022</b>                   | <b>Collecting reviews from partners</b>                                                                                                                                       |
| <b>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)</b> | <b>Over project life</b>            |                                                                                                                                                                               |
| <b>Dissemination activities (i.e. Publication in scientific journals, and documentary film)</b>                                                                               | <b>By the end of the first year</b> | <b>WP2 report results will be published in scientific journals</b>                                                                                                            |



**17:40** **WP8: Project Management Plan, by Prof. Ahmed Al-Salaymeh, UJ**

–

**18:00**

- **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) | 15.01.2022    | The template will be sent to the partners  |
| Select the date of the next steering committee meeting in Greece.                    | February.2022 | To be discussed in the meeting             |
| Summary of the meeting                                                               |               | Submitted within one week from the meeting |
| Schedule the 10 <sup>th</sup> meeting                                                |               | After one month                            |

**18:00** **Wrap up & End of the meeting**