

**ERASMUS+ PROGRAMME**

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

**ECO-CAR:**

**Vocational Training Diploma on Electrical and Hybrid Vehicles**

**Minutes of  
4th Online Management Meeting**

**The University of Jordan**

**Amman-Jordan**

**26<sup>th</sup> May, 2021**

**17:00 – 19:00**





## Participant List

No.	Participant Name	No.	Participant Name
<b>The University of Jordan</b>			
1.	Prof. Ahmed Al-Salaymeh	3.	Eng. Rasha Al-Beek
2.	Prof. Mohammad Ahmad Hamdan	4.	Ms. Hanan Hasan
<b>Jordan University of Science and Technology</b>			
5.	Prof. Fahmi Abu Al-Rub	6.	Eng. SalahEddin Abu Yahya
<b>Mutah University</b>			
7.	Prof. Omer Maaitah	8.	Dr. Yazeed Shbou
9.	Prof. Mohammad Almajali		
<b>Tafila Technical University</b>			
10.	Dr. Ali Alahmer	11.	Dr. Wai'l Adaileh
<b>Al-Balqa Applied University</b>			
12.	Prof. Rebhi Damseh	13.	Dr. Ma'moun Al-Smadi
<b>Al-Hussein bin Abdullah II Technical University</b>			
14.	Prof. Amjad Al Fahoum		
<b>Applied Science University</b>			
15.	Prof. Ayman AbuBaker	16.	Dr. Mohammad Bani-Khaled
<b>Al-Zaytoonah University of Jordan</b>			
17.	Dr. Loai Dabbour	18.	Eng. Eman Abdelhafez
<b>Technische Hochschule Ostwestfalen-LIPPE</b>			
19.	Prof. Salman Ajib		
<b>Rheinisch-Westfaelische Technische Hochschule Aachen</b>			
20.	Eng. Florian Ringbeck		
<b>National Technical University of Athens</b>			
21.	Prof. Dimitrios Koulocheris	22.	Dr. Clio Vossou
<b>Universita Degli Studi Dell'aquila</b>			

<b>23.</b>	Prof. Carlo Villante		
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## Minutes of the Meeting

The fourth management meeting was conducted via zoom video conferencing due to the global crisis, Corona Virus.

The meeting started by a welcome speech from the Project Coordinator and viewing the agenda of the meeting by Prof. Ahmed Al-Salaymeh.

### ECO-CAR Project in Brief

Prof. Ahmed Al-Salaymeh presented ECO-CAR Project in Brief. He outlined the project objectives, indicators, expected results of work packages and their overall plan. The overall plans will be as follow:

#### WP1: Establishing university-enterprise cooperation

**Duration: M1 to M36**

**Lead University: Jordan University of Science and Technology (JUST)**

**Co-Lead University: Mutah University (MU), Al-Hussein bin Abdullah II Technical University (HTU) & Universidad de la Iglesia de Deusto Entidad Religiosa (UD)**

#### Overall Plan:

Number	Plan	Duration
1	Proactively identify and seek out network members from different locations.	M1
2	Provide the network members with the needed information about the project aims and activities.	M1
3	Prepare a registration form.	M1
4	Creating a Network of Community Support professionals, potential funders and investors and other stakeholders. The Network members will be involved in different activities of the project.	M5
5	Conduct meetings with enterprises to include them in the design and implementation of the project, to understand stakeholders' interests, concerns and culture.	M5
6	Organise workshops and seminars to exchange information.	M6-M36
7	Sign collaboration agreements with enterprises and training centers to let the students make their internships.	M6

**Prof. Fahmi Abu AlRub and Eng. Salaheddin Abu Yahya (JUST)** presented the progress of this work package and the action plan for preparing ECO-CAR Networking since 6 Stakeholders are collected from JUST and MU and the registration form is translated to Arabic. The partners agreed on the following:

No.	Task	Responsibility	Deadline
1	Contacting stakeholders (JO and EU) partners Extend the deadline	All partners	05.06.2021
2	Send the updated registration form to JUST	Rasha	30.05.2021
3	Preparing for the Networking workshop	Wp Leader and Co-Leader	02.06.2021
-	ZUJ Should put more efforts to bring some partners to the networking member	Wp Leader and Co-Leader	05.06.2021

## WP 2: Baseline Study

**Duration: M1 to M6**

**Lead University: Applied Science University (ASU)**

**Co-Lead University: Tafila Technical University (TTU), Al-Balqa Applied University (BAU) & Universita Degli Studi Dell'Aquila (UNIVAQ)**

### Overall Plan:

Number	Plan	Duration
1	WP leader will set a detailed plan for the WP.	M1
2	WP leader will design the four surveys in coordination with WP5 leader and submit them to be approved by Technical Committee.	M2
3	Partners will circulate the surveys to the target groups.	M2
4	Co-leaders will analyze the responses under the leader supervision and generate one report.	M4
5	Other WP's will be based on generated results of this surveys.	M5
6	Progress report to be provided by WP leader every 6 months based on collected feedback from Co-Leaders.	M6

**Dr. Mohammad Bani Khaled (ASU)** presented the progress of this work package and the action plan for the prepared surveys as the needed responses from each JO partner will requested to be as the following:

- **Partner survey, DL 20.03.2021 (1 response/each)**
- **Faculty survey, DL 20.03.2021 (15 responses/each)**



- Stakeholders survey (10 responses/each)
- Organization & maintenance (25 responses/each)
- Students from different levels (100 responses/each)

and agreed on the following:

No.	Task	Responsibility	Deadline
1.	Review the 1st draft of survey analysis report	JO partners	20.04.2021
2.	Update from ASU about the status of collecting responses.	ASU	Continuously

### WP 3: Capacity Building

**Duration: M5 to M33**

**Lead University: National Technical University of Athens (NTUA)**

**Co-Lead University: Applied Science University (ASU), Rheinisch-Westfaelische Technische Hochschule Aachen (RWTH Aachen) & Budapesti Muszaki es Gazdasagtudományi Egyetem (BME)**

**Overall Plan:**

Number	Plan	Duration
1	WP leader will set a detailed plan for the WP.	M5
2	WP leader will set selection criteria for the workshops.	M5
3	Workshop topics will be matching the hosting university expertise (Topics in electrical and hybrid vehicles and how to prepare and teach e-courses): <ol style="list-style-type: none"> <li>(6) Training workshops in 5 EU countries for (90) academic and technical staff, (M7, M10, M13, M16, M19, M21).</li> <li>(1 or 2) Training workshop in 3 or 4 EU countries for (24) students in Europe, (M30-M33).</li> <li>(8) Technology-enhanced (In-house) teacher training for (600) staff member.</li> </ol>	M7-M33
4	Progress report to be provided by WP leader every 6 months based on collected feedback from Co-Leaders.	

**Dr. Clio Vossou (NTUA)** presented the progress of Capacity Building Plan work package and the action plan for the next stages is to held Virtual Training of trainers On (July and October, 2021 for Academic staff), and following were agreed on:

No.	Task
1.	Collecting expertise of EU partners and scientific Background from Partner countries.
2.	Determine the Topics of the online workshops (M7, M10)
3.	Conduct the 1 <sup>st</sup> workshop on 23.06.2021, 4 pm German time

#### WP 4: Establishment of EV/HEV labs

**Duration: M6 to M21**

**Lead University: Al-Balqa Applied University (BAU)**

**Co-Lead University: The University of Jordan (UJ), Jordan University of Science and Technology (JUST)& National Technical University of Athens (NTUA)**

#### Overall Plan:

Number	Plan	Duration
1	WP leader will set a detailed plan for the WP.	M2
2	Prepare a list of main components in ECO-CAR centers.	M2
3	WP leader and co-leaders will set the list of needed equipment based on WP2.	M4
4	Central Tender is published.	M10
5	Center is fully equipped and operational.	M18
6	Center establishment.	M21
7	Progress report to be provided by WP leader every 6 months based on collected feedback from Co-Leaders.	

**Prof. Rebhi Damseh (BAU)** presented the progress of this work package and the action plan for preparing needed list of equipment for partners and its specifications and agreed on starting the procedure of purchasing the equipment as early as possible after receiving the feedback and comment from JO partners and was agreed on:

No.	Task	Responsibility	Due Date
1.	Schedule a visit at ASU 12.04.2021 12 pm	UJ	12.04.2021
2.	Schedule a visit to LTUC	UJ	To be determined
3.	Locate ECO-CAR center at each university		

## WP5: Developing ECO-CAR Professional Diploma

**Duration: M4 to M34**

**Lead University: Budapesti Muszaki es Gazdasagtudomanyi Egyetem (BME)**

**Co-Lead University: The University of Jordan (UJ), Technische Hochschule Ostwestfalen-LIPPE (TH-OWL), Rheinisch-Westfaelische Technische Hochschule Aachen (RWTH Aachen) & Universita Degli Studi Dell'aquila (UNIVAQ)**

### Overall Plan:

Number	Plan	Duration
1	WP leader will set a detailed plan for the WP with due dates.	M4-M6
2	Courses selection based on WP2 results.	M7
3	WP leader will prepare a course outline template with learning outcomes.	M8
4	Creation of committees responsible to develop the selected courses.	M9
5	Diploma accreditation.	M12
6	Tuning Workshop.	M15
7	Courses are developed.	M20
8	Piloting phase.	M16-M34
9	Progress report to be provided by WP leader every 6 months based on collected feedback from Co-Leaders.	

**Prof. Ahmed Al- Salaymeh** briefly presented the progress of this work package and the action plan for preparing and agreed on starting the procedure of purchasing the equipment as early as possible since the accreditation process may take long time per each partner.

Task #	Plan and duration
<b>Task 5.1:</b> Develop Diploma Study Plan and course description	M9-M12, 8 committees based on topics, each min. 1 Jordan + 1 European university
<b>Task 5.2:</b> Virtual Learning Portal	Available already and the platform should be conducted. <a href="http://sites.ju.edu.jo/en/ECO-CAR/Home.aspx">http://sites.ju.edu.jo/en/ECO-CAR/Home.aspx</a>
<b>Task 5.3:</b> Accreditation of the diploma/courses	Up to M12 at 8 Jordan Uni according to local uni accreditation procedure
<b>Task 5.4:</b> Develop courses content	M13-M20, based on accredited study plans
<b>Task 5.5:</b> Tuning Workshop	M15
<b>Task 5.6:</b> Piloting and implementation of ECO-CAR Professional Diploma	M16-M34 mainly at Jordan universities

<b>Task 5.7:</b> Integrating some new modules in existing programmes	Up to M34, at Jordan universities
Collect information about the current and existing curriculum in the market	

## WP6: Quality and Impact Evaluation

**Duration:** M1 to M36

**Lead University:** Universidad de la Iglesia de Deusto Entidad Religiosa (UD)

**Co-Lead University:** Tafila Technical University (TTU), Al-Zaytoonah University of Jordan (ZUJ) & Budapesti Muszaki es Gazdasagtudomanyi Egyetem (BME)

### Overall Plan:

Number	Plan	Duration
1	Quality committee will be formed during the kick off meeting.	M1
2	WP leader will set a detailed plan for the WP with due dates.	M2
3	WP leader will prepare online evaluation links for all meetings, workshops and circulate them to partners after each event, and the results will be analyzed by the co-leaders.	M2
4	WP leader will prepare the Quality assurance tools.	M5
5	WP leader will prepare online evaluation links for all piloted courses, and circulate them to partners, and the results will be analyzed by the partners.	M10
6	Courses will be peer reviewed against a developed checklist.	M12
7	External evaluator will be appointed by WP leader.	M12
8	Progress report to be provided by WP leader every 6 months based on collected feedback from Co-Leaders.	

**Also, Prof. Ahmed Al- Salaymeh** presented the progress of Quality and Impact Evaluation Plan work package and the action plan for the next stages, and following were agreed on:

No.	Task	Responsibility	Due Date
1.	Evaluate the meeting	Rasha , UJ	During the meeting
2.	Start announce about Hiring External Evaluator	UD and UJ	-----
3.	Analysis Report of the first 3 meetings		



## WP7: Dissemination and Sustainability

**Duration: M1 to M36**

**Lead University: Al-Hussein bin Abdullah II Technical University (HTU)**

**Co-Lead University: Mutah University (MU), Al-Zaytoonah University of Jordan (ZUJ) & Technische Hochschule Ostwestfalen-LIPPE (TH-OWL)**

### Overall Plan:

Number	Plan	Duration
1	Dissemination committee will be formed during the kick off meeting.	M1
2	Project website will be designed, hosted and managed by University of Jordan.	M1
3	Facebook page will be created and managed by University of Jordan.	M1
4	Promotional Materials will be designed by Work Package leader.	M2
5	WP leader will set a detailed plan it will include plans for Dissemination, Sustainability and Networking.	M3
6	E-Learning platform will be created and managed by University of Jordan.	M12
7	Tester courses workshops and will be organized in Jordan.	M18
8	A three-day Final dissemination conference will be held at University of Jordan.	M35
9	Progress report to be provided by WP leader every 6 months based on collected feedback from Co-Leaders, the report will cover all Work packages.	

**Prof. Amjad Fahoum (HTU)** presented the progress of Dissemination and Sustainability Plan work package and the action plan for the next stages, and following were agreed on:

No.	Task	Responsibility	Due Date
1.	HTU is responsible for 1st newsletter.	HTU	15.07.2021
2.	All partners asked to include ECOCAR info through their official websites. <b>Collecting ECO-CAR info dissemination through partners official websites?</b>	All partners	19.05.2021
3.	Prepare design of dissemination and promotional materials	HTU	M2
4.	Start design (Roll up, brochure, E-newsletter and promotional)	HTU	03.06.2021
5.	Present all the dissemination materials in the next meeting.	HTU	
6.	Present final version of the dissemination plan in the next meeting after discuss it with the co-leaders	WP leader and co-leaders	



## WP8: Project Management

**Duration: M1 to M36**

**Lead University: The University of Jordan (UJ)**

Number	Plan	Duration
1	A Steering Committee (SC) will be established during the kick-off meeting part 2 with 1 representative from each partner.	M1-M36
2	A Technical and Scientific Committee (TSC) will be established during the kick-off meeting part 2.	M1-M36
3	6 coordination meetings will be conducted in Amman (KOM), Budapest, Aachen, Athens, Deusto and Amman (FC).	M1-M36
4	Monthly virtual status meetings via web-conferencing.	M1-M36
5	Regular communication will be conducted by e-mail and shared electronic database.	M1-M36
6	Progress report will be prepared every six months.	M1-M36

### Action Plan:

Number	Plan	Duration
1	A Steering Committee (SC) has been established during the kick-off meeting part 2 with 1 representative from each partner.	17.02.2021- 25.02.2021
2	A Technical and Scientific Committee (TSC) has been established during the kick-off meeting part 2.	17.02.2021- 25.02.2021
3	6 coordination meetings will be conducted in Amman (KOM), Budapest, Aachen, Athens, Deusto and Amman (FC).	M1-M36
4	Monthly virtual status meetings via web-conferencing.	Next meeting 12.03.2021
5	Progress report will be prepared every six months.	M1-M36



**Prof. Ahmed Al-Salaymeh** presented the progress of each work package and what is needed from partners, as tasks and activities of Project Management work package and the action plan for the next stages, and was agreed on:

No.	Task	Responsibility	Due Date
1.	Transfer 25% from Budget to EU partners	UJ	20.04.2021
2.	Schedule the 5th management meeting	UJ	24.06.2021 5 pm
3.	Bank copy of the money transaction will be sent during the next week ( the 1st pre-financing of the EU partners)	UJ	During the next week (03.06.2021)
4.	Conduct a local workshop next month (either it will be in Dead sea or UJ)	UJ	Depends on the approval.
5.	Proceeding with financial issues for purchasing the equipment from UJ		

Finally, Prof. Ahmed Al-Salaymeh thanked all participants in the conducted online meeting.

#### Meeting Recording:

<https://zoom.us/rec/share/1moJpT4myyQDuBodLRuvxfmhCNbojEqtqI-JAIRNq8pm1B5EcrXmLNVT4BHqe8dm.M0LGVeWy70rfjzX>

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#### Group Photo

