

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
5th Online Management Meeting**

The University of Jordan

Amman-Jordan

Monday, July 26th, 2021

17:00 – 19:00



Participant List

No.	Participant Name	No.	Participant Name
The University of Jordan			
1.	Prof. Ahmed Al-Salaymeh	2.	Eng. Rasha Al-Beek
3.	Prof. Mohammad Ahmad Hamdan	4.	Ms. Hanan Hasan
5.	Eng. Mohammad Masad		
Jordan University of Science and Technology			
6.	Eng. SalahEddin Abu Yahya		
Mutah University			
7.	Prof. Mohammad Almajali		
Tafila Technical University			
8.	Dr. Ali Alahmer	9.	Dr. Wai'l Adaileh
10.	Dr. Ahmed Mostafa		
Al-Balqa Applied University			
11.	Prof. Rebhi Damseh		
Al-Hussein bin Abdullah II Technical University			
12.	Prof. Amjad Al Fahoum		
Applied Science University			
13.	Dr. Mohammad Bani-Khaled		
Al-Zaytoonah University of Jordan			
14.	Dr. Loai Dabbour	15.	Eng. Eman Abdelhafez
16.	Dr. Nabeel Abu Shaban		
Rheinisch-Westfaelische Technische Hochschule Aachen			
17.	Eng. Florian Ringbeck		
Universidad de la Iglesia de Deusto Entidad Religiosa			
18.	Ivan Dyukarev		

National Technical University of Athens			
19.	Prof. Dimitrios Koulocheris	20.	Dr. Clio Vossou
Universita Degli Studi Dell'aquila			
21.	Prof. Carlo Villante	22.	Prof. Anna Tozzi

Minutes of the Meeting

The fifth 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, progress of work packages and their expected results. Prof. Al-Salaymeh has underlined the achievements of each WP up to date and what is expected from each WP to be achieved in the upcoming months. The overall plans are 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 centres to let the students make their internships.	M6

Eng. Salaheddin Abu Yahya (JUST) presented the progress of this work package, registration form as two versions are prepared (Arabic and English) to accommodate with the mother language of the target sector, and the number of registered members in the network since the collected responses are stated below:

Jordanian Partners	Number of network members registered	Remained number of network members to be registered	European Partners	Number of network members registered	Remained number of network members to be registered
UJ	13	0	TH-OWL	1	3
JUST	10	0	UD	3	1
TTU	10	0	NTUA	4	0
BAU	8	2	RWTH-Aachen	0	4
MU	6	4	UNIVAQ	0	4
HTU	6	4	BME	0	4
ASU	3	7	Total	<u>8 members</u>	<u>16 members</u>
ZUJ	2	8			
Total	<u>58 members</u>	<u>25 members</u>			

And agreed on the following:

No.	Task	Responsibility	Deadline
1	More stakeholders are needed from Jordanian partners: ZUJ, ASU, HTU, MU, BAU	ZUJ, ASU, HTU, MU, BAU	Last deadline 20.08.2021
	More stakeholders are needed from EU partners: BME, UNIVAQ, Aachen, TH-OWL, UD	BME, UNIVAQ, Aachen, TH-OWL, UD	Last deadline 20.08.2021



2	Submit the updated progress report	Wp Leader and Co-Leader	05.08.2021
3	Schedule the 3rd networking workshop (to approve the selected courses)	Wp Leader and Co-Leader	After selecting the courses
4	Sign collaboration agreements with enterprises and training centres for internships, hiring graduates, lecturing in university etc. to achieve the benefit for both parties.	All partners	Before the end of the 1st year
5.	Collect feedback on the “Networking Report”	Wp Leader and Co-Leader	19.08.2021

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 report of WP2 has been prepared and it is now under revision by the scientific committee. And agreed on the following:

No.	Task	Responsibility	Deadline
1.	Final version of the report will be submitted after getting the responses from the scientific committee selected members:	WP leader and scientific committee	05.08.2021



	Prof. Mohammed Al-Majali, Dr. Ali Alahmer, Dr. Clio Vossou		
2.	A workshop with enterprises in Jordan, will be conducted to review the report and agree on the final list of 8 courses. (Merged with WP1 3 rd networking workshop)	WP1 and WP2	After selecting the courses
3.	Submit the progress report	Wp Leader and Co-Leader	05.08.2021
4.	Start for preparing the scientific paper based on the survey analysis results. The WP leader will send an email asking partners who would like to participate in.	WP leader	Starting by August and to be submitted by December

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 Gazdasagtudomanyi 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"> (6) Training workshops in 5 EU countries for (90) academic and technical staff, (M7, M10, M13, M16, M19, M21). (1 or 2) Training workshop in 3 or 4 EU countries for (24) students in Europe, (M30-M33). (8) Technology-enhanced (In-house) teacher training for (600) staff member. 	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. New dates were selected for the training workshops by EU partners for the academic staff starting

by January 2022. Also, the selection of online workshops (conducted by EU) dates and subjects were presented. Following were agreed on:

No.	Task	Deadline
1.	Waiting final response from UD regarding the workshop date. No answer from UNIVAQ. Dr. Clio will sent an email regarding the workshops for UD and UNIVAQ.	27.07.2021
2.	Next online workshop will be by UNIVAQ	September 2021
3.	Submit "Capacity Building Plan" report	15.08.2021
4.	Submit progress report	05.08.2021

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. He assure the importance of purchasing equipment process as the tendering process will be published within a week. And was agreed on:

No.	Task	Responsibility	Due Date
1.	The tendering process is now in the level of announcement (publishing in newspapers)	UJ	02.08.2021 and the deadline is 23.08.2021

2.	Prof. Rebhi asked from the partners to provide him with the location of centers to host the equipment.	All partners	31.08.2021
3.	Submit the updated progress report	WP leader	05.08.2021

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 discussed the progress of this work package and the action plan for the courses selections based on the last meeting (SC Meeting) outputs, as 3 focus groups were established to set the courses for the diplomas. And followed were agreed on:

#	Task	Responsibility	Due Date
1.	Report of a detailed work plan to develop diploma study plan and course description based on baseline study deliverables.	WP leader and co-leaders	The deadline was 14.07.2021 it will be extended till 31.08.2021.
2.	Focus Group #1 has to submit the final list of the courses. In addition to 1 st draft of the short description of the courses.	Focus group 1	20.08.2021

3.	Focus Group #2 will submit the 1 st draft of the short description of the courses	Focus group 2	20.08.2021
4.	Focus Group #3 will submit the final list of the courses with the 1 st draft of the short description of the courses	Focus group 3	20.08.2021
5.	Accreditation of the diploma/courses will be done during the first year to avoid the delays and risks	All partners	Deadline is 14.01.2022
6.	A workshop will be conducting with the focus groups to set the final lists of the courses based on WP2 results with their description, courses outlines, outcomes.	Local partners	An email will be sent with the date and location for partners after getting an approval from the project officer.
7.	WP leader will prepare a study plan template with learning outcomes	WP leader and co-leaders	14.09.2021
8.	Preparing a course outline template include ECTS component and learning outcomes	WP leader and co-leaders	14.09.2021
9.	Submit the progress report	WP leader	05.08.2021

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, **Dr. Ivan Dyukarev** 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	UJ	During the meeting
2.	Conduct online meeting with the quality committee for the purpose of Hiring External Evaluator.	UD, UJ, Quality committee	05.08.2021
3.	Collect feedback on the Quality Assurance and Evaluation Plan	co-leaders, Quality and Scientific Committee	30.08.2021

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. Ahmed Al- Salaymeh discussed 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	Extended to 14.08.2021
2.	Collect feedback on the Dissemination and Sustainability plan	Co-leaders, Quality and Scientific Committee	20.08.2021
3.	Submit the progress report	WP Leader	19.08.2021

WP8: Project Management

Duration: M1 to M36

Lead University: The University of Jordan (UJ)

Overall Plan:

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

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.	The progress report has to be submitted by each WP leader.	All partners	05.08.2021
2.	Regulations will be established for each committee.	UJ	31.08.2021
3.	Schedule the 6th online management meeting.	UJ	08.09.2021 5 pm Amman time



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

Meeting Recording:

https://zoom.us/rec/share/XJb4MrDHJ19nhYOeJ7ZcxvrHmPh9p10U8uNaf-UcCW4r79SiTYsJHijCYkwWLP7O.jve_VBOOqnOWINy6

Access Passcode: 1^N!H8az

Meeting Evaluation Link:

https://docs.google.com/forms/d/e/1FAIpQLSdb23L7_Z2twAT5XzdKWNEOspIW23tt0LGOjB0s2TIbijabyg/viewform?usp=sf_link

Group Photo




