

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
The Online Kick-off Meeting
Online Meeting/Part 2**

The University of Jordan

Amman-Jordan

17th Feb, 2021

09:45 - 16:50



Participant List

No.	Participant Name	No.	Participant Name
The University of Jordan			
1.	Prof. Ahmed Al-Salaymeh	9.	Eng. Otba Al-Oran
2.	Prof. Mohammad Ahmad Hamdan	10.	Eng. Mohamad Mas'ad
3.	Dr. Hussam Khasawneh	11.	Ms. Reham Dannoun
4.	Prof. Mahmoud Irshidat	12.	Ms. Hanan Hasan
5.	Prof. Dia'a Abu AlNadi	13.	Eng. Rasha Al-Beek
6.	Dr. Mohammad Rbai	14.	Eng. Tahani Adi
7.	Dr. Osama Ayadi	15.	Eng. Marwa Al-Esseili
8.	Dr. Bashar Qawasmeh		
Jordan University of Science and Technology			
16.	Prof. Fahmi Abu Al-Rub	18.	Eng. Ruba Hasan
17.	Eng. SalahEddin Abu Yahya		
Mutah University			
19.	Prof. Omer Maaitah	21.	Dr. Yazeed Shbou
20.	Prof. Mohammad Almajali		
Tafila Technical University			
22.	Dr. Ali Alahmer	24.	Dr. Ahmad Mostafa
23.	Dr. Wai'l Adaileh		
Al-Balqa Applied University			
25.	Prof. Rebhi Damseh	26.	Dr. Ma'moun Al-Smadi
Al-Hussein bin Abdullah II Technical University			
27.	Prof. Amjad Al Fahoum	28.	Dr. Feras Kafiah
Applied Science University			
29.	Prof. Ayman AbuBaker	31.	Eng. Alaa Daamseh
30.	Dr. Mohammad Bani-Khaled		



Al-Zaytoonah University of Jordan			
31.	Dr. Nabeel Abu Shaban	33.	Dr. Loai Dabbour
32.	Eng. Eman Abdelhafez		
Technische Hochschule Ostwestfalen-LIPPE			
34.	Prof. Salman Ajib		
Rheinisch-Westfaelische Technische Hochschule Aachen			
35.	Eng. Florian Ringbeck		
Universidad de la Iglesia de Deusto Entidad Religiosa			
36.	Dr. Ivan Dyukarev	37.	Mrs. Marian Aláez
Budapesti Muszaki es Gazdasagtudomanyi Egyetem			
38.	Dr. Máté Zöldy		
National Technical University of Athens			
39.	Prof. Dimitrios Koulocheris	40.	Dr. Clio Vossou
Universita Degli Studi Dell'aquila			
41.	Prof. Anna Tozzi	42.	Prof. Carlo Villante
National Erasmus+ Office, Jordan			
43.	Mrs. Asma Smadi		

Minutes of the Meeting

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

Session (1)

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

Then, he presented the evaluation report received for ECO-CAR project and discussed with the partners the relevance of the project, Quality of the project design and implementation and Impact and sustainability. After that, Mrs. Asma Smadi from National Erasmus+ Office in Jordan presented about the Financial Management in CBHE projects. She explained the main points in managing the financial issues in the project such as: Travel, Staff costs, Equipment cost and subcontract costs and showed the updated rules and instructions from EACEA.

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 tasks and activities of this work package and the action plan for preparing ECO-CAR Networking. The partners agreed on the following:

No.	Task	Responsibility	Due Date
1.	JO partners should contact 8-10 enterprises, training centers, authorizations and organizations.	JO Partners	15.03.2021
2.	EU partners should contact 3-4 enterprises, training centers, authorizations and organizations.	EU Partners	15.03.2021
3.	Prepare a summary (ECOCAR in brief)	JUST+UJ	28.02.2021

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 tasks and activities of this work package and the action plan for preparing needed surveys and agreed on the following:

No.	Task	Responsibility	Due Date
1.	Preparing draft surveys (5 surveys).	ASU	22.02.2021
2.	Collaborate with Wp1 leader to connect collected stakeholders and involve them in surveys.	ASU + JUST	
3.	Conduct meeting next week between (UJ and ASU) to prepare target numbers of responses per each survey. (21th-25th.02.2021)	ASU+UJ	22.02.2021

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 tasks and activities of Capacity Building Plan work package and the action plan for the next stages, and following were agreed on:

No.	Task	Responsibility	Due Date
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1.	Preparing Capacity building plan (A) for Tots in EU countries.	NTUA	M5
2.	Preparing Capacity building plan (B) for Virtually training workshops.	NTUA	M5

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 tasks and activities 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.

No.	Task	Responsibility	Due Date
1.	Prepare the specification of equipment list.	BAU	28.02.2021
	WP leader will set a detailed plan for the WP.	BAU	14.03.2021
	Prepare a list of main components in ECO-CAR centers.	BAU	14.03.2021
	WP leader and co-leaders will set the list of needed equipment based on WP2.	BAU	15.04.2021
	Central Tender is published.	UJ and BAU	1.06.2021
	Center is fully equipped and operational.		15.12.2021
	Center establishment.		31.12.2021



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.	

Dr. Máté Zöldy (BMU) presented the tasks and activities 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
Task 5.1: Develop Diploma Study Plan and course description	M9-M12, 8 committees based on topics, each min. 1 Jordan + 1 European university
Task 5.2: Virtual Learning Portal	Available already and the platform should be conducted. http://sites.ju.edu.jo/en/ECO-CAR/Home.aspx

Task 5.3: Accreditation of the diploma/courses	Up to M12 at 8 Jordan Uni according to local uni accreditation procedure
Task 5.4: Develop courses content	M13-M20, based on accredited study plans
Task 5.5: Tuning Workshop	M15
Task 5.6: Piloting and implementation of ECO-CAR Professional Diploma	M16-M34 mainly at Jordan universities
Task 5.7: Integrating some new modules in existing programmes	Up to M34, at Jordan universities

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.	

Dr. Ivan Dyukarev (UD) presented the tasks and activities 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.	Start with External Evaluation Hiring Process.	UD	----

2.	Start processing in this Wp earlier than proposed dates.	UD	-----
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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 tasks and activities 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.	All partners	12.03.2021
3.	Prepare design of dissemination and promotional materials	HTU	M2

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 tasks and activities of Project Management work package and the action plan for the next stages, Then ECO-CAR 4 committees were assigned (Steering Committee, Scientific Committee, Quality Committee and Dissemination Committee) and was agreed on:



No.	Task	Responsibility	Due Date
1.	Send the committee file to all partners to double check on names and emails Deadline 23.02.2021	UJ	25.02.2021

Finally, Prof. Ahmed Al-Salaymeh thanked all participants in the conducted online meeting and scheduled the second online management meeting that will be on **12th of March, 2021** between (14:00 – 16:00)

Meeting Recording:

https://zoom.us/rec/share/9Vc02cllhJrbRq5Lj8saQ-nBMFcllguQ0hTeunzWtkOtWzlnkDP-oFNTbKksdp9_.MXOwz0r2KCqCXeCk

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