ICT4EDU
Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries

Minutes of Meeting
2nd Management Meeting

The University of Bucharest - Romania
7th - 9th September, 2023

ICT4EDU Partners Beneficiaries:

Beneficiary number	Beneficiary name
BE 001	University of Jordan (UJ)
BE 002	Irbid National University (INU)
BE 003	Mutah University (MU)
BE 004	Al-Azhar University (AZHU)
BE 005	Suez Canal University (SCU)
BE 006	Heliopolis University (HU)
BE 007	Palestine Technical University (PTUK)
BE 008	Palestine Technical College (PTC)
BE009	Al Istiqlal University (PASS)
BE010	Frederick University (FredU)
BE011	University of Bucharest (UB)
BE012	University of Porto (IPP)
BE013	University of Padova (UniPd)

ICT4EDU Project Coordinator:

Project Coordinator	Prof. Ahmed Al-Salaymeh
Address	School of Engineering The University of Jordan Amman 11942 Jordan
Phone	+96265355000 Ext.22816
email	salaymeh@ju.edu.jo
Project Website	https://sites.ju.edu.jo/en/ict4edu/Home.aspx

About the Meeting:

Type of meeting	Management Meeting (Steering and Scientific Committee Meeting)
Meeting no.	2
Date	07-09/09/2023
Place	The University of Bucharest, Bucharest, Romania
Minutes drafted by	Eng. Maram Al-Hijaj

Table of Contents

List of Tables

Participants List

Table 1: Participants list

No.	Participant Name	Position
The University of Jordan		
1.	Prof. Ahmed Al-Salaymeh	ICT4EDU General Project Coordinator
2.	Prof. Saleh Al-Sharaeh	Dean of King Abdullah II School of Information Technology
3.	Eng. Maram Al-Hijaj	Research Assistant at the School of Engineering
4.	Eng. Dania Sreihin	Research Assistant at the School of Engineering
Irbid National University		
5.	Prof. Ahmad Al-khasawneh	President
6.	Dr. Mohammad Mhawish	Professor at the Science and information technology Faculty
7.	Eng. Yanal Almohammad	Research Assistant
Mutah University		
8.	Prof. Omer Maaith	Professor at the Civil Engineering Department
9.	Dr. Walaa Al-Smadi	Research Assistant
Al-Azhar University		
10.	Prof. Mahmoud Abd El-Naby	Vice President of the University for Postgraduate Studies and Research
11.	Prof. Mohamed Farag	Professor at the Faculty of Science
12.	Dr. Rasha Aboutaleb	Lecturer at the kindergarten Department
Suez Canal University		
13.	Prof. Nehal Lotfy	Professor at the Educational Psychology Department
Heliopolis University		
14.	Dr. Omar Ramzy	Dean of the Faculty of Business and Economics
15.	Mr. Ahmed Sameh	Teaching Assistant
Palestine Technical University - Kadoorie		
16.	Dr. Mahmoud Jazzar	Professor at the Information Technology Faculty

17.	Prof. Derar Eleyan	Professor at the Information Technology Faculty
Palestine Technical College -Deir Elbalah		
18.	Dr. Ezzeldin Edwan	Head of Scientific Research Department
19.	Dr. Mansour Alayoubi	Professor of Business Management
Al-Istiqlal University		
20.	Dr. Amer Shehadeh	Professor at the Department of Psychology
21.	Dr. Fouzia Marmash	Professor at the Department of Psychology
Frederick University		
22.	Prof. Vasileios Makrakis	Professor at the School of Education and Social Sciences
University of Bucharest		
23.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
24.	Prof. Anca Nedelcu	Vice-Dean of the faculty of Psychology and Educational Sciences
25.	Dr. Friuta Tacea	Director of the Educational Sciences Department
26.	Dr. Andreea Visan	Technician
27.	Drd. Alexandru Carțiș	Researcher
28.	Dr. Beatrice Almășan	Researcher
29.	Mihaela Gheorghe	Administrative
30.	Mihaela Nicula	Administrative
31.	Drd. Dana Manolache	Technician
32.	Cristina Gheta	Administrative, UB Erasmus Office
33.	Cosmin Georgescu	Technician
Polytechnic Institute of Porto		
34.	Prof. Carlos Vaz de Carvalho	Professor at the Computer Engineering Department
35.	Dr. Ana Barata	Professor at IPP-ISEP
University of Padova		
36.	Prof. Marco Pavin	Professor at UniPd

Minutes of the Meeting

The 2nd management meeting was held during the period 7th-9th of September 2023, the meeting conducted at The University of Bucharest Rectorate Campus, the registration started at 12 pm in the first day (Bucharest Time).

Session 1

The meeting started by a visit to the Faculty of Psychology and Educational Sciences at the University of Bucharest then the rest of the meeting took place in the Faculty of Sociology at the University of Bucharest.

Welcome speeches were given as follows:

- Welcome speech by the Dean of the faculty of Psychology and Educational Sciences at the University of Bucharest, Prof. Florin Verza
- Welcome speech by Vice-Dean of the faculty of Psychology and Educational Sciences at the University of Bucharest, Prof. Anca Nedelcu
- Welcome speech by the Director of the Educational Sciences Department at the University of Bucharest, Dr. Firuta Tacea
- Welcome speech by the President of the Board of Trustees at the University of Bucharest, Prof. Romiță Lucu
- Welcome speech by the ICT4EDU Project General Coordinator, Prof. Ahmed Al-Salaymeh

Session 2

The first presentation was about the overall progress of the project and it was given by Prof. Ahmed Al-Salaymeh, the general coordinator for ICT4EDU project.

He outlined the project main and specific objectives, target groups, expected results of work packages, their overall tasks, milestones and deliverables and underlined the achievements of each WP up to date and what is expected from each WP to be achieved in the upcoming months.

Then a group photo took place for all attendees. The meeting was attended by 36 persons physically by partners from Jordan, Egypt, Palestine, Cyprus, Romania, Portugal and Italy.

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co- Coordinator	partners involved
WP2: Preparation [M2-M7]	**Task 2.1:** In-depth Survey on State Of art of ICT in ECE. (Curriculum Verification).	PTUK	INU, MU, FredU, SCU	All
	Task 2.2: In-depth Survey on Teachers and Students Digital Competences			
	Task 2.3: In-depth Survey on available facilities and resources at EC departments			
	Task 2.4: Analysis of surveys' results and elaboration of final Reports			

Dr. Mahmoud Jazzar introduced WP2, and presented analysis of the outcomes of the four conducted surveys: State of Art of ICT in Curriculum, Teachers Digital Competences, Student Digital Competences, and Facilities & Resources of ICT.

The following task was agreed on

Table 2: Tasks of WP2

Task Name	Responsibility	Due Date
Writing a paper about the conducted surveys	PTUK	15 November, 2023

Session 3

Partner University Progress in the ICT4EDU Project

In this session partners gave presentations on the progress in terms of selected courses, equipment purchasing, labs, surveys participation, dissemination, risks and challenges. All MENA partners have selected courses. Only Jordanian partners began the purchasing process, other partners are awaiting the confirmation regarding modifications of the list of equipment in the proposal from the EU project officer and will begin the process of purchasing when confirmation is received. All MENA partners took part in disseminating the surveys to the target groups from their country. Partners presented dissemination done by their university through social media, lectures, info days, etc.

Session 4

Technical Workshop

Prof. Ahmed Al-Salaymeh presented suggested distribution of courses clusters which was made by UJ (Prof. Yousef Arouri), this was done for the old suggested courses before the updating on some courses that occurred during the meeting and after it. Later on during the meeting partners found it is better for EU partners to work with 2-3 MENA partners and all the courses they suggested rather than dealing with clusters, however, the clustering which was proposed can be found in the Annex.

Work Package 3

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co- Coordinator	partners involved
WP3: Curricula Development [M7-M36]	**Task 3.1:** Definitions and Selection of Courses to be designed / Updated.	UB	INU, PASS, SCU	All
	Task 3.2: Design of new courses and restructuring of existing courses.			
	Task 3.3: Regional Workshop on Curricula Development			
	Task 3.4: Accreditation of the courses into study plan.			
	Task 3.5: Implementation of the courses into Curricula.			

Dr. Anisoara Dumitrache introduced WP3, The aim is to update existing and create new courses that respond to the target group's educational needs, with focus on ICT in ECE. Syllabus for the new and adapted courses will be defined, lecture material will be collected and put together and adapted into study plan.

Dr. Anisoara presented the selection criteria. Some of the courses which were selected by the partners are very well described, however some need modification. The partners previously selected a total of 46 courses; 18 related to early childhood education, 15 related to IC, and 13 to other disciplines. Discussion about the need for courses to address target groups took place and partners agreed that enlarging the target group could be an **extra** benefit to the project.

Accordingly the selected courses have been modified during the meeting, and an EU partner was assigned to each university as follows

Table 3: Courses selected by partners - Updated list

#	University	Faculty	Study program	Discipline	Year of Study	Type	European Partner
1	AZHU		Humanities & Education	Educational Technology & Digital Transformation skills	II	Mandatory	UB
2	AZHU		Humanities & Education	Graphic design in Education for sustainability	III	Optional	UB
3	AZHU		Humanities & Education	ICDL for ECE	I	Mandatory	UB
4	AZHU		Humanities & Education	Instructional Design and Gamification	IV	Optional	UB
5	AZHU		Humanities & Education	2D Animation for Education	III	Optional	UB
6	HU		Business Administration	Computer Skills for education for sustainability	I		FU
7	HU		Business Administration	ICT and CSR for sustainability	II		FU
8	HU		Business Administration	E-Marketing and responsible consumption and production	III		FU
9	HU		Business Administration	Teachers as researchers	II		FU

#	University	Faculty	Study program	Discipline	Year of Study	Type	European Partner
10	HU		Business Administration	Statistical Software and data handling in teaching and learning	III		FU
11	INU	Educational Sciences	Class Teachers	Chemistry and Biology and Their Teaching Methods	2	Mandatory	FU
12	INU	Educational Sciences	Class Teachers	Educational Applications in Educational Computing	3	Mandatory	FU
13	INU	Educational Sciences	Class Teachers	Numbers Structure and Its Teaching Methods	1	Mandatory	FU
14	INU	Educational Sciences	Class Teachers	Writing Skills and their Teaching Methods	2	Mandatory	FU
15	INU	Science and technology	BSc (Bachelor of Science) in Computer Science	Introduction to Information Technology	1	Mandatory	FU
16	MU	Education		Educational Technology	I	Mandatory	IPP
17	MU	Education		Educational Computer	II	Mandatory	IPP
18	MU	Education		Design and production of educational aids	II/III	Mandatory	IPP

#	Uni-versity	Faculty	Study program	Discipline	Year of Study	Type	European Partner
19	MU	Education		Computerized children's programmes	II/III	Mandatory	IPP
20	MU	Education		Education technology and electronic content design		Mandatory	IPP
21	PASS	Faculty of Humanities	Psychology	Cognitive psychology	IV	Mandatory	UB
22	PASS	Faculty of Humanities	Psychology	Computer Concepts	I	Mandatory	UB
23	PASS	Faculty of Humanities	Psychology	Developmental psychology	I	Mandatory	UB
24	PASS	Faculty of Humanities	Psychology	Educational Psychology	I	Mandatory	UB
25	PASS	Faculty of Humanities	Psychology	Motivations and Emotions	I	Mandatory	UB
26	PASS	Faculty of Humanities	Psychology	Principles of psychology	I	Mandatory	UB
27	PTC	Computer Department	Technology Education	2D Animation	III	Mandatory	IPP
28	PTC	Computer Department	Technology Education	Education Technology	III		IPP
29	PTC	Computer Department	Technology Education	Maker spaces	IV	elective	IPP
30	PTC	Computer Department	Technology Education	Methods of teaching science and technology	II	mandatory	IPP
31	PTC	Computer Department	Technology Education	Multimedia in Education	I		IPP

#	University	Faculty	Study program	Discipline	Year of Study	Type	European Partner
32	PTUK	Arts and Educational Sciences	English Language and Applied Linguistics	English Grammar	I	mandatory	UniPD
33	PTUK	Arts and Educational Sciences	Technology Education	Educational technology	III		UniPD
34	PTUK	Arts and Educational Sciences	English Language and Applied Linguistics	Introduction to Linguistics	I		UniPD
35	PTUK	Arts and Educational Sciences	English Language and Applied Linguistics	Introduction to Writing	I		UniPD
36	PTUK	College of IT	Computer Science and Information Systems	Principles of Problem-Solving Skills			UniPD
37	SCU	Faculty of Education	Kindergarten Education	Education Technology in Kindergarten	III	Mandatory	FU
38	SCU	Faculty of Education	Kindergarten Education	Using of Computers in Education	III	Mandatory	FU
39	SCU	Faculty of Education	Kindergarten Education	Kindergarten teacher preparation	IV	Mandatory	FU
40	SCU	Faculty of Education	Kindergarten Education	Play Psychology	III	Mandatory	FU
41	SCU	Faculty of Education	Kindergarten Education	Arts and crafts in ECE	I	Mandatory	FU

#	University	Faculty	Study program	Discipline	Year of Study	Type	European Partner
42	SCU	Faculty of Education	Kindergarten Education	Math and sciences in ECE enabled by ICT	III	Mandatory	FU
43	UJ	Faculty of Educational Sciences	Child Education Classroom Teacher	Child Computerized Program	III	Optional	UniPD
44	UJ	King Abdullah II school for Information Technology	Computer Information Systems	Digital skills	All years	Optional	UniPD
45	UJ	Faculty of Educational Sciences	Child Education Classroom Teacher	Design and using instructional materials	III	mandatory	UniPD
46	UJ	King Abdullah II school for Information Technology	Business Information Technology	Social Media	All years	Optional	UniPD
47	UJ	Faculty of Educational Sciences	Child Education Classroom Teacher	Using Computer in Education	III	Optional	UniPD

All partners agreed on the following milestones and decisions regarding WP3:

Table 4: Tasks and milestones of WP3

Task/Milestone Name	Lead Beneficiary	Responsibility	Due Date
Check the title of the disciplines	UB	All Partners	ASAP
The syllabi of selected courses	UB	All Partners	20 Sep. 2023
Selection criteria applicable to each course	UB	All Partners	20 Sep. 2023
Background information on educational systems in MENA countries	UB	SCU, PASS, INU (WP3 co-coordinators)	30 Sep. 2023
Updated Courses outline	UB	All Partners	30 Sep. 2023
Detailed outline	UB	All Partners	31 Oct. 2023
Teaching materials	UB	All Partners	10th Feb. 2024
Accreditation of New Curricula	UB	All Partners	June 2024

ERASMUS+ Programme - ICT4EDU Project Number: 101083078

Upcoming deliverables and their deadlines are shown below:

Table 5: Deliverables of WP3

Deliverable Name	Lead Beneficiary	Due Date
Report on Selected courses per institution.	UB	31 Oct 2023
3 National Workshops on Curricula Development (JO, EG, PS)	UB	30 Jun 2024
Study Plans and Syllabus	UB	31 Aug 2024
Implementation of New and Developed Courses - Teaching material	UB	31 Aug 2024
Internal/ External Accreditation Approval	UB	30 Sep 2024

National Training Workshop will be conducted in Jordan, Egypt and Palestine with the attendance of Technical and Scientific Committee from each partner University to review and approve as well as to carry out all the final work for the validation of the courses, the agreed dates by the partners are shown below:

Table 6: National training workshops

Workshop	Location	Date
National Workshop (1)	Cairo	12 Feb. 2024
National Workshop (2)	Palestine	April-May 2024
National Workshop (3)	Amman	April-May 2024

Session 5

Workshop: Revising courses to embed ICT-enabled Education for Sustainability applying the DeCoRe plus methodology

This workshop was given by Prof. Vasileios Makrakis. It started with a lecture which included topics such as Text and Context, Contextualisation Versus Decontextualisation and Embedding Sustainability Issues in Course Curricula.

Then the Decore plus Template for Embedding Sustainability/SDGs in Course Curricula Enabled by ICTs was discussed along with its processes. The method's processes include; Diagnostic Evaluation, Deconstruction, Construction, Reconstruction, Implementation and Summative Evaluation.

Then an example of an undergraduate course applying ICT-enabled theme-based education for sustainability was discussed.

Session 6
Work Package 4

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP4: Capacity Building and Training Workshops (Teacher/Technician Staff and Students) [M12-M36]	**Task 4.1:** Elaboration of Capacity Building Plan and Selection Criteria.	IPP	HU, PTC, MU	All
	Task 4.2: Academic and Technician Visits to EU Partners			
	Task 4.3: Students Visits to EU Partners			
	Task 4.4: Academic workshops for transferring knowhow and skills			

Prof. Carlos Vaz de Carvalho introduced this WP, gave brief description and responsibilities of this WP, and presented timetables for the academic's visits, the student's visits and the in-house training workshops. The outcomes are presented below.

Academics' visits to EU partners:
- 4 workshops, one for each EU partner
- 5 working days long
- To be attended by 2 participants from each MENA institution (Total 18)

17

- The timetable is as follows:

Table 7: Timetable for academics' visits to EU partners

Workshop	Location	Expected Date
Development Workshop (1)	Padova, Italy (UniPd)	Month 16: April 2024 _22nd to 26th _defined
Development Workshop (2)	Porto, Portugal (IPP)	Month 19: July 2024 (?) still to be decided
Development Workshop (3)	Nicosia, Cyprus (FredU)	Month 21: September(?) 2024 still to be decided
Development Workshop (4)	Bucharest, Romania (UB)	Month 24: December 2024 (?) still to be decided

Students' visits to EU partners:
- 4 workshops, one for each EU partner
- 14 working days long
- To be attended by 1 student from each MENA institution (Total 9)
- The timetable is as follows:

Table 8: Timetable for students' visits to EU partners

Workshop	Location	Expected Date
Students Workshop (1)	Nicosia, Cyprus	3rd Year
Students Workshop (2)	Bucharest, Romania	3rd Year
Students Workshop (3)	Padova, Italy	3rd Year
Students Workshop (4)	Porto, Portugal	3rd Year

In—house training workshops
9 workshops after each academics' visits to EU partners.

Upcoming milestones for this WP:

Table 9: Milestones for WP4

Milestone	Lead Beneficiary	Due Date
Capacity Building plan prepared	IPP	Sep 2023
Activities Report for the Academic and Technician Visits to EU	IPP	--
Activities Report for the Students Visits to EU Partners	IPP	--

Upcoming deliverables for this WP:

Table 10: Deliverables for WP4

Deliverable Name	Lead Beneficiary	Due Date
Capacity Building plan	IPP	30 Apr 2024
Study visit reports for Staff and Students	IPP	31 Oct 2025
Report on Academic workshops for transferring know-how and skills	IPP	31 Oct 2025

Work Package 5

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP5: Development of the ICT Lab to Support the New Curriculum [M12-M24]	**Task 5.1:** Final List of Equipment	FredU	AZHU, PASS, UJ	All
	Task 5.2: Purchase, installation of equipment and Lab operation			

Dr. Amer Shehadeh, who was responsible for this WP before FredU (the current WP leader) joined the project, introduced WP5, in this WP the ICT Laboratories will be dedicated to the development and implementation of the courses prepared during the realization of the project, and they will be established in each partner university. The following points were discussed:

- The final list of equipment is ready and sent to EU officer awaiting his confirmation.
- As mentioned previously in the progress sessions, only Jordanian partners began the purchasing process, other partners are awaiting the confirmation regarding modifications of the list of equipment in the proposal from the project officer and will begin the process of purchasing when confirmation is received.
- Each partner needs to have an action plan on how the equipment will be used, and how it serves target groups. Also how the equipment will be used after the project ends (sustainability), <u>Prof. Makrakis will send a template on this</u>

The tasks and deliverables that were agreed upon:

Table 11: Deliverables for WP5

Task/Deliverable Name	Lead Beneficiary	Responsibility	Due Date
Template to be Submitted	FredU	FredU	31st Oct. 2023
Template to be filled by the partners	FredU	MENA partners	31st Dec. 2023
Purchase, installation of equipment and Lab operation	FredU	MENA partners	31 Dec 2023
Official inauguration of ICT4EDU labs	FredU	MENA partners	30th April 2024

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP6: Quality Control and Monitoring [M2-M36]	**Task 6.1:** Quality Committee	UniPd	UJ, HU, PTC	All
	Task 6.2: Quality and Monitoring Plan			
	Task 6.3: Quality and Monitoring Reports			
	Task 6.4: External Evaluation			

Prof. Marco Pavin introduced about WP6 where he defined the quality assessment, progress indicators, monitoring activity in addition to the review process and the external evaluator. The following points were discussed:

- The Quality and Monitoring Plan is done and submitted.
- External experts need to be decided, <u>a draft will be provided by UniPd</u> for selection criteria and this will be discussed next QC meeting.
- A 2-3 pages annual report on results of project activities needs to be submitted to UniPd by partners.
- Evaluation questionnaires that need to be completed:

1. Online management 29 may https://docs.google.com/forms/d/1V7iu7I85uArKC8pgM4GS6JRrqDVEib4D6AmffwKchcE/edit
2. Online management 13 June https://docs.google.com/forms/d/1Tu9Pu6bL4c0mIR6Q1mu-4GkH3aVzZ9lSD1IJqFhl8y8/edit
3. Meetings in presence 6-9 September https://docs.google.com/forms/d/1J_PV__FqrHiv3VMXOM_iPaoqZ4tCdLv6M29erXd_-y0/edit

All partners agreed on the following deliverables and milestones regarding WP6:

Table 12: Deliverables and milestones of WP6

Deliverable/milestone Name	Responsibility	Due Date
Impact evaluation questionnaires	UniPd	During project lifetime
Quality Committee formation board	UniPd	First established on 9th of March 2023, **Needs updating for Fredrick University** (FredU needs to nominate a representative and a substitute).
Predating TOR	UniPd	30 Sep. 2023
Announcement of TOR	UniPd	31 Oct 2023
Hire the External evaluator	UniPd + UJ	31 Dec 2023
First year Quality and Monitoring Reports.	UniPd	31 Dec 2023
Second and Third Year Quality and Monitoring Reports.	UniPd	31 Dec 2025
External Evaluator reports on the Progress of ICT.	UniPd	31 Dec 2025

Work Package 7

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP7: Dissemination and Exploitation [M1-M36]	**Task 7.1:** Dissemination Committee and Dissemination plan	AZHU	PTUK, INU, UB	All
	Task 7.2: Project Website			
	Task 7.3: Promotional Materials and Dissemination days			
	Task 7.4: E-Learning platform			
	Task 7.5: Final Conference			

Prof. Mohamed Farag introduced WP7, the dissemination work package will help the project to become sustainable after the funding has finished and to achieve a wider and more long-term impact, both during and after the funding period. Also, Prof. Mohamed introduced about the dissemination types, objectives of dissemination, tasks in this WP and deliverables. The following points were discussed:

- Dissemination plan is done and submitted.
- Partners suggested updating the newspaper for the first 6 months done by AZHU and making it simpler.
- Publishing papers and case studies about the project is proposed, starting with writing a paper about the conducted surveys in WP2 is proposed.
- Any dissemination material needs approval from EU officer.
- UJ already got approval for some designs and will send them to partners.

All partners agreed on the following deliverables and milestones regarding WP7:

Table 13: Deliverables and milestones of WP7

Deliverable/milestone Name	Lead Beneficiary	Due Date/Comments
Production of Newsletters	AZHU	Issue for the first 6 months: 15 October 2023
Dissemination Committee and Dissemination plan	AZHU	First established on 31st May – 30th June 2023, Committee **Needs updating for Fredrick University** (FredU needs to nominate a representative and a substitute).
Promotional Materials and Dissemination days	AZHU	-
E-Learning platform	AZHU	-
Sustainability Plan	AZHU	30 Jun 2025
Project Website	AZHU	31 Dec 2025
Reports about Dissemination – events and Networking	AZHU	31 Dec 2025
Report about Final Conference Event	AZHU	31 Dec 2025

24

Session 8
Work Package 1

Title [Duration]	Major Activities		Coordination		
			Coordinator	Co-Coordinator	partners involved
WP1: Project Coordination [M1-M36]	**Task 1.1:** Kick-off Meeting		UJ	-	All
	Task 1.2: Steering Committee				
	Task 1.3: Biannual progress reports				
	Task 1.4: Operational Staff (Financial Management)				

Prof. Ahmed Al-Salaymeh introduced the first work package for the project, the WP aims to ensure an accurate and effective management on a daily basis, a project management team, responsible for financial, operational and day-to-day management and keeping track records of all project activities.

In-person Management Meetings have been discussed as shown below, for the meeting in Cairo the first day is for the national workshop and the two other days are for the management meeting.

Table 14: Timetables for in-person management meetings

Meeting	Location	Date	No. of Participants
Kick-off Meeting	Amman, Jordan	8th -9th Mar. 2023 (Done)	Each Partner: 2
Management Meeting (2)	Bucharest, Romania	7th -9th Sep. 2023 (Done)	Each Partner: 2
Management Meeting (3)	Cairo, Egypt	12th- 14th Feb 2024	Each Partner: 2
Management Meeting (4)	Porto, Portugal	11th – 12th Sep 2024	Each Partner: 2
Management Meeting (5)	Padova, Italy	TBD	Each Partner: 2
Management Meeting (6)	Nicosia, Cyprus	TBD	Each Partner: 2

> *Monthly Virtual Coordination Meetings* via web-conferencing to address any issues and get feedback from partners have been decided to be held **every 4 weeks** on **Thursday** starting from **19 October 2023 (11:00 CET/12:00 Jordan time).**

All partners agreed on the following tasks and deliverables regarding WP1:

Table 15: Tasks and deliverables of WP1

Task/Deliverable Name	Lead Beneficiary	Due Date/Comments
Steering Committee Members	UJ	Was first established in Mar 2023, Committee **Needs updating for Fredrick University** (FredU needs to nominate a representative and a substitute).
Technical And Scientific Committee	UJ	Was first established in Mar 2023, Committee **Needs updating for Fredrick University** (FredU needs to nominate a representative and a substitute).
STC and TSC regulations	UJ	-STC and TSC regulations need to be sent to FredU -STC regulations needs to be signed by MU, PASS, AZHU, SCU, FredU, UB, IPP and UniPd by the Steering Committee Representative. -TSC regulations needs to be signed by INU, MU, PTC, AZHU, SCU, FredU and UB by the Technical and Scientific Committee Representative.
Partnership Agreements	UJ	Done for most partners in 30 Jun 2023, **PA for new partner FredU needs to be signed.**
First transfer of budget	UJ	Done for most partners, **needs to be done for SCU and FredU**
Management Plan	UJ	30 Jun 2024
Report about 3 In person Management Meetings and online management meetings till the Mid-life of the project	UJ	31 Jul 2024
Report about 3 In person Management Meetings and online management meetings till the end of the project.	UJ	31 Dec 2025

Annex

1. Action Plan

2. Agenda

3. Participant List

4. Photos Folder

5. Proposed clustering for previously suggested courses.

All above mentioned documents are available on the following link:

https://drive.google.com/drive/folders/1fO1Gsd8lCG_isYkjvIjjkb8_E7rZ5sad?usp=sharing