



ERASMUS+ PROGRAMME
Project Number: 573927-EPP-1-2016-1-JO-EPPKA2-CBHE-JP

EGREEN:
**Development of Environmental Engineering Courses and Injection of Climate
Change Concept For Undergraduate Curriculum**

Minutes of the Kick-off Meeting

The University of Jordan

Amman-Jordan

February 20th - 22th, 2017



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EGREEN Kick-off Meeting

February 20th - 22th, 2017

Venue: The Main Library at UJ

Participants list:

No.	Participant Name	Position
National Erasmus+ office		
1.	Prof. Ahmad Abu-El-Haija	Director of National Erasmus+ Office in Jordan
The University of Jordan (UJ)		
2.	Prof. Azmi Mahafza	President of The University of Jordan
3.	Prof. Ahmed Al-Salaymeh	Chairman of Mechanical Engineering Department
4.	Prof. Omar M. Kafawin	Vice President for Scientific and Health Faculties Affairs
5.	Prof. Shaher Momani	Dean of Academic Research
6.	Prof. Ghaleb Y. S. Abbasi	Dean of School of Engineering
7.	Prof. Saleh Al-Sharaeh	Director of Computer Centre
8.	Prof. Mohammad Alshraideh	Director of Registration Unit
9.	Dr. Sliman Farajat	Director of Media, Public, culture and Relations unit
10.	Dr. Saher Manaseer	The Director of the Library
11.	Prof. Abeer Bawab	Professor at School of Science
12.	Prof. Mohammad Hamdan	Professor at Mechanical Engineering Department
13.	Prof. Ahmad AbuYaghi	Professor at Chemical Engineering Department
14.	Prof. Radwan Al-Weshah	Professor at Civil Engineering Department
15.	Prof. Fawaz Al Zaghoul	Professor at Computer Information Systems department
16.	Prof. Khader El Masri	Professor Department of Nutrition and Food Technology/ Faculty of Agriculture
17.	Dr. Zayed Al-Hamamre	Associate Professor at Chemical Engineering Department
18.	Dr. Osama Ayadi	Assistant Professor at Mechanical Engineering Department
19.	Dr. Khitam Al Zughoul	Associate Professor at Science Faculty
20.	Dr. Bashar Qawasmeh	Assistant Professor at Mechanical Engineering Department



21.	Prof. Abla Albsoul	Chair, Pharmaceutical care section
22.	Dr. Eman Daar	Assistant Professor at Department of Physics
23.	Dr. Jamil AlAsfar	Associate Professor at Mechanical Engineering Department
24.	Dr. Eman Daar	Assistant Professor at Physics Facility
25.	Mr. Saif Nsour	Head of External Projects Section at Deanship of Academic Research
26.	Mr. Mamoun Dmour	Technician at Computer Centre
27.	Ms. Heba Al Kayed	journalist -Media
28.	Eng. Inas Abu awad	Student at School of Engineering
29.	Eng. Iman Alshaer	Student at School of Engineering
30.	Eng. Ahmed Alzubaidi	Student at School of Engineering
31.	Eng. Nabil Al- Ajmi	Student at School of Engineering
32.	Eng. Ali AlKayed	Student at School of Engineering
33.	Eng. Jumana Tanbour	Lecturer at School of Engineering
34.	Eng. Leena Marashdeh	Research Assistant at School of Engineering
35.	Ms. Hanan Hasan	Research Assistant at School of Engineering
36.	Ms. Aseel Masad	Research Assistant at School of Engineering
The German-Jordanian University (GJU)		
37.	Dr. Louy Qoaidar	Assistant Professor at Energy Engineering Department
38.	Dr. Muna Hindiyeh	Associate Professor at Water and Environmental Engineering Department
39.	Eng. Haneen Saadeh	Research Assistant
Al al-Bayt University (AABU)		
40.	Prof. Dia Arafah	President of Al al-Bayt University
41.	Dr. Moayyad Shawaqfah	Dean of Engineering College
42.	Dr. Rida Al-Adamat	Dean of Earth science and environment institute
43.	Dr. Mohammad Sumiran	Head of renewable energy department



44.	Dr. Amer Al-omary	Vice-Dean of Scientific Research
45.	Dr. Amjad Shatanawi	Head of Applied Geology Department
46.	Eng. Ibtehal Qudah	
Al-Zaytoonah University of Jordan (ZUJ)		
47.	Dr. Loai Dabbour	Vice Dean for Faculty of Engineering/ Assistant Professor at Department of Architecture
48.	Eng. Eman Abdelhafez	Dean Assistant for quality assurance at the engineering Faculty/ Lecturer in Alternative energy technology department
Mutah University (MUTAH)		
49.	Prof. Thafer Assaraira	President of Mutah University
50.	Prof Omer Maaitah	Dean of the Faculty of Engineering
51.	Prof. Mohammed Majali	Chairman of Mechanical Engineering Department
Jordan University of Science and Technology (JUST)		
52.	Prof. Fahmi Abu Al-Rub	Professor at Chemical Engineering Department
53.	Prof. Suhil Kiwan	Jordan University of Science and Technology
54.	Dr. Nezar H. Samarah	Jordan University of Science and Technology
55.	Prof. Saeb A. Khresat	Jordan University of Science and Technology
Al-Baath University (ABU)		
56.	Prof. Bassam Kseibi	Vice-President for scientific research and higher studies Professor at the Faculty of Sciences
57.	Prof. Chehada Moussa	Professor at Mechanical and Electrical Engineering Department
58.	Prof. Adnan Ghata	Professor at Chemical Engineering Department
Aleppo University (AU)		
59.	Prof. Khalaf AL-Abdullah	Professor at the faculty of Electrical and Electronic Engineering
60.	Prof. Taha JABBAN	Professor at the faculty of Electrical and Electronic Engineering
Tishreen University (TU)		
61.	Prof. Moussa Al Samara	The Dean of the higher Institute for Environmental



		Research
62.	Dr. Boushra Neameh	Professor at Science Faculty
63.	Prof. Bassam Hasan	Professor at the Department of Construction and Engineering Management
Hamburg University of Technology (TUHH)		
64.	Prof. Martin Kaltschmitt	Director of Institute of Environmental Technology and Energy Economics (IUE)
65.	Daniel Christ	Research Assistant
66.	Mr. Marvin Scherzinger;	Research Assistant
67.	Ms. Annika Magdowski;	Research Assistant
Hochschule Ostwestfalen-Lippe (OWL-UAS)		
68.	Prof. Salman Ajib	Head of the department renewable energies & decentralized energy supplying
69.	Prof. Burkhard Wrenger	Vice president Teaching and Internationalisation/Full professor in IT systems
University of Innsbruck (UIBK)		
70.	Prof. Wolfgang Streicher	Professor of Energy Efficient Buildings and Renewable Energies
71.	Mr. Martin Hauer	Research Assistant
Catholic University of Portugal (UCP)		
72.	Dr. Eduardo Cardoso	Assistant Professor and Scientific Officer for Knowledge Transfer, Entrepreneurship and Partnerships at Faculty of Biotechnology
Paulo & Beatriz – Consultores Associados (P&B)		
73.	Mr. Paulo Baptista	Director of P&B/ Chemical Engineer



Day 1
Monday, February 20, 2017

The Opening Ceremony

The opening ceremony of the EGREEN Kick-off meeting was conducted under the patronage of **H.E. Prof. Azmi Mahafzah**, President of The University of Jordan, the ceremony included welcome speeches of the representative of the partners.

Prof. Ahmed Al-Salaymeh, The General Coordinator of EGREEN Project, welcomed the all the guests of honor, and thanked all the participants. Also; he introduced the EGREEN project and mentioned it's aims. In addition, he cleared The idea behind "EGREEN" which is based on the achievements of the previous Tempus project "MAPEC" which aimed to develop a curriculum for a Master Program in the field of the Environmental engineering and Climate change in the Jordanian and Syrian partner universities, and how the success of "MAPEC" encouraged the team to apply for a second phase of the project targeting the undergraduate curriculum.

H.E. Prof. Dia Arafah, President of Al-Albait University, delivered a speech on behalf of the Jordanian Partners, and thanked the efforts of the University of Jordan represented by the administration and Prof. Al-Salaymeh who achieved such a successful proposal.

Prof. Moussa Samara, Dean of the Higher Institute for Environmental Research at Tishreen University, delivered his welcome speech as a representative of the Syrian Partners. **Prof. Samara** Highlighted the importance of the environmental issues, climate change, regionally and in Syria in particular because of desertification, encroachment on the environment, the problems of climate change, and the increasing demand on energy. In addition, he mentioned the Syrian crisis and that they are in a reconstruction phase because of large scale destruction, and how this requires the integration of all necessary capabilities.

Prof. Wolfgang Streicher, the Coordinator of Energy Efficient Building Dept. in UIBK, delivered his speech on behalf of the European partners, in which he thanked all the partners for their collaborative work that led to a successful project.

Prof. Ahmad Abu-El-Haija, the Director of National Erasmus+ Office in Jordan, welcomed all partners. He spoke about ERASMUS+ projects situation in Jordan and their great impact, also he wished all the partners a successful implementation of the project.

H. E. Prof. Thafer Assraira, the President of Mutah university, draw the attention to the embedded nice meaning of the project title “EGREEN” which is connected to the green color the color of life, renewal, nature, and energy, associated with meanings of growth, harmony, freshness, safety, and environment. In addition, he thanked the university of Jordan and Prof. Al-Salaymeh for their great efforts in preparing for the proposal.

H. E. Prof. Azmi Mahafzah President of the University of Jordan, welcomed all of the attendees. He assured on the primary objective of The University of Jordan (UJ), which is to graduate outstanding students who can excel in public competitions, job markets and postgraduate programs, in light of pluralism and the change of environmental and technological requirements. He announced the launching of the EU-funded EGREEN project, and pointed out that the EGREEN project is coherent of the project objectives with the mission and vision of the university.

Session (1): Chaired by Prof. Burkhard Wrenger (OWL-UAS)

1. Introduction about Partners (Organization, staff, role in the project)

Each partner has presented a short presentation about his university: organization, staff, and role in the project, according to the following sequence:

- ❖ P1: The University of Jordan, by **Prof. Ahmed Al-Salaymeh**
- ❖ P2: German Jordanian University by **Dr. Louy Qoaidar**
- ❖ P3: Al Albayt University by **Dr. Mo’ayyad Shawaqfah**

- ❖ P4: Al-Zaytoonah University of Jordan by **Dr. Loai Dabbour**
- ❖ P5: Mutah University by **Prof. Omer Nawaf Maaitah**
- ❖ P6: Jordan University of Science and Technology, by **Prof. Fahmi Abu Al-Rub**
- ❖ P7: Al-Baath University, by **Prof. Adnan Ghata**
- ❖ P8: University of Aleppo, by **Prof. Khalaf Alabdullah**
- ❖ P9: Tishreen University, by **Prof. Moussa Al-Samara**
- ❖ P10: Hamburg University of Technology Hamburg, by **Ms. Annika Magdowski**
- ❖ P11: University of Applied Sciences, by **Prof. Salman Ajib**
- ❖ P12: University of Innsbruck by **Prof. Wolfgang Streicher**
- ❖ P13: Portuguese Catholic University, by **Dr. Eduardo Luís Cardoso**
- ❖ P14: Paulo & Beatriz – Consultores Associados, Lda, by **Dr. Paulo Baptista**

2. EGREEN in Brief

Prof. Ahmed Al-Salaymeh gave a presentation on the whole project including the objectives, expected results and impacts, activities and scheduling deliverables and lead partner of each package. The activities of EGREEN Project were organized and modified and the co-leaders have been added to all WPs', as follows:

Table (1): Classification according to WP

Number	Title	Coordination			Estimated Start\ End Date
		Coordinator	Co- Coordinator	Other partners involved	
WP1	Networking	JUST	P&B	All	15/10/2016 To 14/10/2019
WP2	Scoping and training needs	UIBK	TU, AABU	All	1/1/2017 To 1/7/2017
WP3	Development of Study Plan and Curricula	HS-OWL	ZUJ, MUTAH,TU	All	1/8/2017 To 1/4/2018
WP4	Development of Online Content and Competencies	UCP	JUST, AU	All	1/12/2017 To 1/4/2018
WP5	Capacity Building	TUHH	GJU, ABU	All	1/1/2018 To 1/10/2018
WP6	Monitoring and Evaluation	GJU	TUHH	All	1/11/2016 To 1/10/2019

WP7	Dissemination and Sustainability	ABU	ZUJ, P&B	All	1/11/2016 To 1/10/2019
WP8	Management	UJ	-	All	15/10/2016 To 14/10/2019

Session (2): Chaired by Prof. Wolfgang Streicher (UIBK)

WP1, WP2, WP4, WP5, WP6 & WP7

1. WP1: Networking

Title	Major Activities	Coordination			Estimated Start\END Date
		Coordinator	Co-Coordinator	Other partners involved	
WP1: Networking	Task 1.1 : Elaboration of Agreement, Members List and Statute	JUST	P&B	All	15/10/2016 To 14/10/2019

Mr. Paulo (P&B) presented the tasks and activities of this work package and the action plan for the implementation. He summarized the objectives of involvement of stakeholders, . The partners agreed on the following:

No.	Task	Responsibility	Due Date
1.	To elaborate the model of agreement between the Stakeholders and EGREEN project (including the description of the network objectives, rights and obligations of partners and procedures)	WP Leader/Co-leader	03/03/2017
2.	To circulate the model of agreement between the Stakeholders and EGREEN project between the partner for comments/opportunities for improvements	All partners	17/03/2017
3.	To consolidate the comments from partners in a final version of model of agreement between the Stakeholders and EGREEN project	WP Leader/Co-leader	20/03/2017
4.	To approve the proposed version of model of agreement between the Stakeholders and EGREEN project	Project Coordinator	27/03/2017
5.	To identify a list of potential stakeholders to be approached by EGREEN	All partners	27/03/2017
6.	The list will be approved	AU JUST	

7.	To start the first round of contacts with potential stakeholders	All partners	30/03/2017 to 30/06/2017
8.	To create/publish the first list of stakeholders in EGREEN website	Project Coordinator (UJ)	28/07/2017
9.	Continuous up-dating of the stakeholders database	All partners/WP Leaser	31/07/2019

2. WP2: Scoping and training needs

Title	Major Activities	Coordination			Estimated Start\End Date	
		Coordinator	Co-Coordinator	partners involved		
WP2: Scoping and training needs	Task 2.1: Scoping and Market Needs Analysis	UIBK	TU, AABU	All	1.4.2017	1.1.2017 To 1.7.2017
	Task 2.2: Scoping and Market Needs Analysis				1.5.2017	
	Task 2.3: Planning and Methodologies				1.7.2017	

Prof. Wolfgang Streicher, UIBK, presented the tasks and activities of this work package and the action plan for the implementation. The partners agreed on the following:

No.	Task	Responsibility	Due Date
1.	Prepare the first drafts of both surveys: 1. Stakeholder Survey 2. Survey on teaching and management facilities and on the structure of the partner universities	UIBK	Feb 22, 2017
2.	Reviewe the surveys by the quality committee and send comments	Quality Committee	Feb 28, 2017
3.	The surveys will be translated to Arabic	AABU TU	March 31, 2017
4.	List of targeted stakeholder from Syria and Jordan	AABU (Leader) TU AU	March 31, 2017



5.	Prepare three pages report about the government policies and regulations in each country	Co-chairs TU AABU	May 31, 2017
6.	The survey results will be collected	JO partners SY partners	April, 2017
7.	The surveys will be analyzed, and the final report including the two surveys analysis will be prepared	UIBK	May 31, 2017

3. WP4: Development of Online Content and Competencies

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP4: Development of Online Content and Competencies	Task 4.1: Development of e-Learning Environment.	UCP	JUST, AU	All	1/1/2018	1.12.2017 To 1/4/2018
	Task 4.2: Adaptation of e-learning Courses Content into curricula				1/4/2018	
	Task 4.3: Personalization of e-learning.				1/4/2018	

Dr. Eduardo Cardoso, UCP, presented the tasks and activities of this work package and the action plan for the implementation. The partners agreed on the following:

No.	Task	Responsibility	Due Date
1.	Decision about the type of the E-learning system will be taken in the next steering committee meeting	StC	Sep, 2017
2.	Prepare the proposal of terms of reference for a blended learning course for evaluation: Course Specification Key concepts: CLE's, Mode 2 Education, TEL	UCP	1/1/2018
3.	Prepare the proposal of VLE selection for evaluation: Moodle Partners Experiences: Black Board, Moodle, ...	UCP	1/1/2018
4.	Proposal for VLE adoption by EGREEN Project	JO partners SY partners	June 2017

5.	Proposal for training and course design, construction and operations	UCP	December 2017
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6. WP6: Monitoring and Evaluation

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP6: Monitoring and Evaluation	Task 6.1: Quality Committee	GJU	TUHH	All	1/2/2017	1.11.2016 To 1/10/2019
	Task 6.2: External Evaluation				1/8/2019	
	Task 6.3: Monitoring and Evaluation Plan				1/9/2019	
	Task 6.4: Mid-Term Evaluation Report				1/4/2018	
	Task 6.5: Final Evaluation Report				1/9/2019	

Dr. Louy Qoaidar, GJU, presented the tasks and activities of this work package and the action plan for the implementation. The partners agreed on the following:

No.	Task	Responsibility	Due Date
1.	The kick off meeting evaluation form will be ready and distribute to the participants	GJU	Feb 28, 2017
2.	Quality committee will be formalized	All partners	Feb 21, 2017
3.	Prepare Quality plan	Quality committee	March 31, 2017
4.	Prepare templates for the reports, dissemination material	Quality committee	March 31, 2017

7. WP7: Dissemination and Sustainability

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP7: Dissemination and Sustainability	Task 7.1: Communication Plan to Disseminate Activities	ABU	ZUJ, P&B	All	1/3/2017	1.11.2016 To 1/10/2019
	Task 7.2: Info- Days "Environments and Climate Change"				1/6/2018	

Dr. Adnan Ghata, ABU, presented the tasks and activities of this work package and the action plan for the implementation. The partners agreed on the following:

No.	Task	Responsibility	Due Date
1.	Prepare dissemination plan (report)	ABU	March, 2017
2.	Conduct national stakeholder workshops	JO partners SY partners	April 2017
3.	Conduct Info-days (open door days-Environment and Climate Change)	JO partners SY partners EU partners	June, 2017
4.	First poster about EGreen project Arabic /English June 2017	JO partners SY partners	June, 2017
5.	Prepare the sustainability plan	P&B ABU ZUJ	August 2017
6.	Conduct a two seminars in Jordan and Syria to publicize developments and encourage participation of students from all over Jordan and Syria.	JO partners SY partners	November, 2017
7.	Second flyers and posters will also be distributed to all stakeholders to show progress.	JO partners SY partners	July, 2018
8.	Multilingual Video which will promote EGREEN program through the witness of teachers and the trained professionals.	JO partners SY partners	August 2018
9.	Activate the EGreen website and posting the publication on it.	JO partners SY partners EU partners	April, 2019
10.	The results will be disseminated through publications in international research journals and presentations in	JO partners SY partners	April 2019



	conferences	EU partners	
11.	Final conference for all EU, JO & SY partners in addition to students and Egreen Stakeholders to disseminate and exploit the project results,	UJ	August 2019



Day 2

Tuesday, February 21, 2017

Meeting For Syrian Partners with President of UJ

The Syrian delegation met the president of The University of Jordan, and discussed the cooperation ways through the lifetime of the project in order to facilitate the project running.

Session (3): Chaired by Prof. Martin Kaltschmitt (TUHH)

WP3

1. WP3: Development of Study Plan and Curricula

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP3: Development of Study Plan and Curricula	Task 3.1: Workshop on Curricula Updating	HS-OWL	ZUJ, MUTAH,TU	All	1/9/2017	1.8.2017 To 1/4/2018
	Task 3.2: Selection of Pilot Courses and Labs				1/11/2017	
	Task 3.3: Detailed Design of Pilot Courses				1/2/2018	
	Task 3.4: Accreditation of New Curricula				1/6/2018	
	Task 3.5: New Curricula for environment Courses				15/9/2018	
	Task 3.6: Establishment of Environmental lab				15/4/2018	
	Task 3.7: Monitoring and Feedback Methodology and Reports				1/10/2018	

Prof. Salman Ajib, OWL-UAS, presented the tasks and activities of this work package and the action plan for the implementation. The partners agreed on the following:

No.	Task	Responsibility	Due Date
1.	Each partner university has to send Prof. Salman the list of courses to be developed/created based on the workshop result	JO Partners SY Partners	Mid-March, 2017
2.	Prof. Salman will send the summary/feedback for the partners	OWL-UAS	Mid-April, 2017
3.	The chairmen of Energy, Water, Environment groups (Prof. Wolfgang, Mr. Baptista, Prof. Kaltschmitt), will determine the contents of the courses and send them to Prof. Salman	TUHH UIBK P&B	Mid-May, 2017
4.	Prof. Salman will Prepare the proposal summary	OWL-UAS	One month after receiving the content
5.	Each partner has to confirm the selected courses by the department and/or Administration (Accreditation)	JO Partners SY Partners	One and a half month
6.	The selected courses will be defined and specified so they will be viewed in the next meeting in Hoxster on Sep 13-15, 2017	OWL-UAS	End of August, 2017

2. Courses Selection Workshop

The participants were grouped into three groups Energy, Water and Environment according to their speciality, and the groups were chaired by **Prof. Wolfgang Streicher (UIBK)**, **Dr. Paulo Baptista (P&B)**, **Prof. Martin Kaltschmitt (TUHH)** respectively.

Each group viewed the available courses at each partner university related to the group theme, and discussed the potential courses that will developed or created at their university,

The participant list in each group is as follow:

Energy Group	Water Group	Environment Group
1. Prof Wolfgang Streicher (Chairman)	1. Mr. Paulo Baptista (Chairman)	1. Prof. Martin Kaltschmitt (Chairman)
2. Prof. Ahmed Al-Salaymeh	2. Prof. Radwan Al-Weshah	2. Eng. Ibtehal Wudah
3. Dr. Bashar Qawasmeh	3. Dr. Muna Hindiyeh	3. Dr. Khitam Al Zughoul
4. Prof. Mohammad Hamdan	4. Dr. Amjad Shatanawi	4. Prof. Ahmad Abu Yaghi
5. Dr. Mohammad Al-Smairan	5. Mr. Eduardo Cardoso	5. Mr. Daniel Christ

6. Dr. Mohammed Al Majali	6. Dr. Bassam Hasan	6. Mr. Marvin Scherzinger
7. Dr. Chehada Moussa	7. Prof. Adnan Ghata	7. Ms. Annika Magdowski
8. Dr. Bushra Naemeh		8. Prof. Omar Maaitah
9. Dr. Louy Qoaidar		9. Dr. Moayyad Shawaqfah
10. Dr. Zayed Al-Hamamre		10. Dr. Khalaf Al- Abdullah
11. Mr. Martin Hauer		11. Dr. Nezar Samarah
12. Prof. Taha Jabban		
13. Dr. Osama Ayadi		

Wrap up

These group summarized their lists of potential courses and present them in the meeting, and they were as follow:

Energy Group courses	Water Group courses	Environment Group courses
<p>Course 1: Energy Efficiency and sustainability (intelligent energy service)</p> <p>Part 1: how to integrate sustainability and ecology aspects (in an overall point of view) Part 2: Buildings Part 3: Mobility Part 4: Industry Part 5: Energy Rankings and Certificates</p> <p>Course 2: Energy efficient building services</p> <ul style="list-style-type: none"> • HVAC • Refrigeration • Heating systems • electricity <p>Course 3: Electricity: Energy economics, management and distribution</p> <ul style="list-style-type: none"> • Energy distribution systems (electric networks) 	<p>Course 1: Waste water treatment – new approaches and technologies</p> <p>Course 2: Water resources engineering (management, protection and economics)</p> <p>Course 3: Non-conventional water resources (reuse, harvesting, desalinization, ...)</p>	<p>Course 1: Waste Management Contents which have to included:</p> <ul style="list-style-type: none"> • Recycling, Energy Recovery • Solid Waste (e. g. Electronic and electric waste) • Liquid Waste • Waste Water • Hazardous Waste <p>Existing courses / University:</p> <ul style="list-style-type: none"> • Solid Waste Management • Waste Resource Management (TUHH) • Recycling of Construction and Demolition Wastes • Bioenergy and Waste Management • Hazardous Waste <p>Course 2: Climate Change & Sustainability</p>



<ul style="list-style-type: none"> • Change of networks characteristics with increased decentralized el. producers • Storage of electricity • Energy tariff system and management • Policies and regulations, local subsidies and fundings, Economics <p>Course 4: Heat/Fuel: Energy economics, management and distribution</p> <ul style="list-style-type: none"> • Energy distribution systems (fuel distribution, cooling networks ?) • Storage of heat and cold • Tariff system for fuels • Policies and regulations, local subsidies and funding's, Economics <p>Course 5: Conventional efficient Energy Supply</p> <ul style="list-style-type: none"> • Applied Thermodynamics • Gas combined cycle, Gas Turbine, Rakine Cycles,...) • Increased Efficiency power stations (CHP) <p>Course 6: Renewable energy Supply Energy Supply</p> <ul style="list-style-type: none"> • Photovoltaics • Solar Thermal • Wind • Biogas 		<p>Contents which have to included:</p> <ul style="list-style-type: none"> • Global Climate Change Aims • Renewable Resources • Sources of Emission Impact • Social, Technical, Economic <p>Course 3: Environmental Policies, Regulations & Laws</p> <p>Contents which have to included: Global Climate Change Aims, Regulations</p> <ul style="list-style-type: none"> • Management <p>Course 4: (Methods of) Environmental Assessment</p> <p>Contents which have to included:</p> <ul style="list-style-type: none"> • Life Cycle Assessments • EMAS (European environmental auditing system) • Technology assessment • REACH (Chemical Certification) • Environmental Engineering (incl. measurement technologies and laboratory) <p>Contents which have to included:</p> <ul style="list-style-type: none"> • Air Quality Management • Laboratory <p>Course 5: Clean Production and Green Marketing / Industrial Ecology</p> <p>Contents which have to included:</p> <ul style="list-style-type: none"> • Sustainability Monitoring
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Session (4): Chaired by Prof. Salman Ajib

WP5, WP8

1. WP5: Capacity Building

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP5: Capacity Building	Task 5.1: Development a Capacity Building Programme	TUHH	GJU, ABU	All	1/3/2018	1.1.2018 To 1/10/2018
	Task 5.2: Academic Visits to EU Partners				1/7/2018	
	Task 5.3: Students Visits to EU Partners				1/7/2018	
	Task 5.4: Training Workshops in environment in Jordan and Syria				1/10/2018	

Prof. Martin Kaltschmitt, TUHH, presented the tasks and activities of this work package and the action plan for the implementation. The partners agreed on the following:

No.	Task	Responsibility	Due Date
1.	Prepare the capacity building plan including the aims, the training time table and destinations, the suggested agenda, and the selection criteria for staff and students	TUHH	May, 2017
	Communicate with European partner to check the availability for hosting the workshops		



2. WP8: Management

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP8: Management	Task 8.1: Scientific committee	UJ	-	All	1/2/2017	15.10.2016 To 14/10/2019
	Task 8.2: Steering Committee				1/2/2017	
	Task 8.3: Operational management				14/10/2019	
	Task 8.4: EGREEN Website				1/4/2017	

Prof. Ahmed Al-Salaymeh, UJ, presented the tasks and activities of this work package and the action plan for the implementation. Prof. Ahmed assured that The University of Jordan will be the project manager (PM) responsible for the overall operation of the project and its smooth running, financial and administrative management, and it will make strategic decisions about the development of the project and ensure that activities are well organised and completed on schedule and that all deadlines are met and objectives are achieved. Moreover; he mentioned that the project will be managed in such a way to promote a sense of ownership and motivation for each of the partners.

Mr. Mamoun Dmour, Technician at UJ computer center, presented the EGREEN website and the information that was uploaded on the website as was provided from different universities. In addition he presented the financial website of the project (the intranet), that will be used to record the expenses and save the financial documents.



a) Steering Committee, StC

Prof. Ahmed Al-Salaymeh, UJ, presented the regulation and tasks of the steering committee and also the committee was formed, the summary of the presentation was as follow:

No.	Task	Responsibility	Due Date
1.	Tasks of StC: <ul style="list-style-type: none"> • Coordination of the Project's general activities; • Identification of the general strategies and guidelines for the operations; • Follow-up of the activities of the Project and of the results; • Decision on any intervention for the improvement of activities. • Preparing the project meeting agendas and minutes of meetings. 	Steering committee	During the project life
2.	The steering committee was formed, and it is composed by the contact persons from each partner university, and a substitute upon the nomination of the contact person by email.	Steering committee	During the project life
3.	The next steering committee meeting was agreed on to be conducted on Hoxster	Steering committee	Sept 13-15, 2017
4.	A provisional time table was agreed on for all the steering committee meeting along the project life: <ul style="list-style-type: none"> • Second Management Meeting in Portugal- January, 2018 • Third Management Meeting in Innsbruck-July, 2018 • Fourth Management Meeting in Jordan (ZUJ)- Feb, 2019 • Fifth Management Meeting, in Hamburg- June/July, 2019 • Final Conference in Jordan-September, 2019 	Steering committee	-

The steering committee members:

The Steering Committee Members	
University	Representative
P1: The University of Jordan	Prof. Ahmed Al-Salaymeh (Chairman)
P2: German Jordanian University	Dr. Louy Qoaidar
P3: Al Albayt University	Dr. Mo'ayyad Shawaqfah
P4: Al-Zaytoonah University of Jordan	Dr. Loai Dabbour
P5: Mutah University	Prof. Omer Nawaf Maaitah
P6: Jordan University of Science and Technology	Prof. Fahmi Abu Al-Rub

P7: Al-Baath University	Prof. Adnan Ghata
P8: University of Aleppo	Prof. Khalaf Alabdullah
P9: Tishreen University	Prof. Moussa Al-Samara
P10: Hamburg University of Technology Hamburg	Prof. Martin Kaltschmitt
P11: University of Applied Sciences	Prof. Salman Ajib
P12: University of Innsbruck	Prof. Wolfgang Streicher
P13: Portuguese Catholic University	Dr. Eduardo Luís Cardoso
P14: Paulo & Beatriz	Dr. Paulo Baptista

b) Scientific Committee

Prof. Ahmed Al-Salaymeh, UJ, presented the regulation and tasks of the Scientific Committee and also the committee was formed, the summary of the presentation was as follow:

No.	Task	Responsibility	Due Date
1.	Tasks of the Scientific committee: <ul style="list-style-type: none"> monitor and evaluate the progress of the project ensure that all its activities are carried out properly according to European Standards and Guidelines for Quality Assurance proper execution of the project to achieve its objective. 	Scientific committee	During the project life
2.	The Scientific Committee to be formed by nomination of the contact persons via email	All partners	Feb 28, 2017

c) Quality Committee

Dr. Louy Qoaidar, GJU, presented the regulation and tasks of the Scientific Committee and also the committee was formed, the summary of the presentation was as follow:

No.	Task	Responsibility	Due Date
1.	Tasks of the Quality committee: <ul style="list-style-type: none"> monitor and evaluate the progress of the project ensure that all its activities are carried out properly according to European Standards and Guidelines for Quality Assurance ensure proper execution of the project to achieve its objective Provides project management and partners with 	Quality committee	During the project life

	<p>information</p> <ul style="list-style-type: none"> Enables to identify and overcome potential issues within project lifetime 		
2.	The quality committee was formed during the meeting as shown in the table below	All partners	

The quality committee members are as follow:

Quality Committee Members	
University	Representative
P2: German Jordanian University	Dr. Louy Qoaidar (Chairman)
P10: Hamburg University of Technology	Prof. Martin Kaltschmitt (Co-Leader)
P1: The University of Jordan	Prof. Mohammad Hamdan
P9: Tishreen University	Dr. Bassam Hasan & Dr. Boushra Neemeh
P12: University of Innsbruck	Prof. Wolfgang Streicher

d) Dissemination Committee

Dr. Adnan Ghata, ABU, presented the tasks of the Dissemination Committee and also the committee was formed as shown below:

The dissemination committee members are as follow:

The Dissemination Committee Members	
University	Representative
P7: Al-Baath University	Prof. Adnan Ghata (Chairman)
P14: Paulo & Beatriz	Dr. Paulo Baptista (Co-leader)
P4: Al-Zaytoonah University of Jordan	Eng. Eman Abdelhafez (Co-leader)
P2: German Jordanian University	Dr. Louy Qoaidar
P1: The University of Jordan	Eng. Leena Marashdeh
P3: Al Albayt University	Dr. Mo'ayyad Shawaqfah
P5: Mutah University	Prof. Omer Nawaf Maaitah
P6: Jordan University of Science and Technology	Prof. Fahmi Abu Al-Rub
P8: University of Aleppo	Dr. Taha Jabban
P9: Tishreen University	Prof. Moussa Al-Samara

e) Financial Management

Prof. Ahmed Al-Salaymeh, UJ, presented the rules of how to use and manage the grant, also he explained the rules of different budget headings for both the Actual costs and Unit costs, and also How to report, and what kind of supporting documents to keep for different expenses. In addition; he presented the Intranet which will be used to upload the financial. Moreover; he informed the partners about the Intermediate & Final reports and their dates. Also; he introduced a naming system to be used for the different documents to facilitate the documents keeping.

The action plan for the financial management is as follow:

No.	Task	Responsibility	Due Date
1.	The user friendly Intranet is now available on EGREEN website on: http://sites.ju.edu.iq/en/egreen/Home.aspx It will be used to record the expenses and to upload the supporting document for all budget heading. Each partner university will have a user name and password	UJ All Partners	During project life
2.	Partners have to record all their expenses and upload the supporting documents frequently on the intranet for the period from 15/10/2015 to now.	All Partners	During project life
3.	For the supporting documents: <ul style="list-style-type: none"> The originals must kept by beneficiaries. Copies kept by coordinator Partners must refer to the guidelines in order to prepare the needed supporting document for each budget heading category. Partners should add some translation for documents written in language other than English. 	All Partners	During project life
4.	The intermediate report will be submitted before 15 April 2018 to EACEA.	UJ All Partners	March 31, 2018



Day 3

Wednesday, February 22, 2017

Briefing and Road Map for the Next Six Months

Prof. Al-Salaymeh summarized the action plans for all the work packages, and thanked all partners for the fruitful meeting and wished all success for EGREEN project.

During the meeting the Syrian partners discussed the financial management with the project coordinator for their budget along the project and the reimbursement ways.

Partners agreed to organize the next Steering committee meeting during the period from 13th to 15th of September, 2017 at Hoxter in Germany.