

DELIVERABLE 1.1

Kickoff Meeting Minutes

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LIST OF CHANGES

Version	Date	Change Records	Author
1.0	Feb. 6, 2020	Initial draft	Bassam Abu Karaki (AHU)
1.1	Feb. 8, 2020	Integrations	Moath Alsafasfeh (AHU)
1.2	Feb. 10, 2020	Integrations	Saud Althunibat (AHU)
1.3	Feb. 12, 2020	Integrations	Ziyad Altarawneh (MU)
1.4	Feb. 14, 2020	Editing	Mohanad Alhasanat (AHU)

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1. INTRODUCTION

1.1 Summary

This document summarizes the minutes of the kickoff meeting of the IREEDER project that has been held in Al-Hussein Bin Talal University (AHU) in 3-4 February 2020. The first day has included an official ceremony, two talks given by invited speakers, and two presentations about project management given by the National Erasmus+ Office in Jordan. The second day has included technical meeting for all work packages.

In the rest of this document, the partners will be indicated by their short names as follows:

Partner	Acronym	Country
Al-Hussein Bin Talal University	AHU	Jordan
Mutah University	MU	Jordan
Università degli Studi di Trento	UNITN	Italy
Instituto de Telecomunicações	IT	Portugal
Universidade De Vigo	UVIGO	Spain
Isra University	IU	Jordan
The University of Patras	UPATRAS	Greece
Philadelphia University	PU	Jordan
Tafila Technical University	TTU	Jordan
University of Central Lancashire Cyprus	UCLAN	Cyprus

1.2 Structure of the Document

The present document is organized as follows:

- The current section describes the summary and the structure of the document
- Section 2 provides a description of minutes of the first day
- Section 3 provides a description of minutes of the second day

2. THE FIRST DAY

Date:	3 rd February 2020
Location:	Khair Eddin Al Miani Hall, Presidency Building Al Hussein Bin Talal University, Ma'an 71111, Jordan

The main participants in the first day from the partners of the projects are listed in the table below:

Participant	Institution	Role in the project
Prof Najib Abou Karaki	AHU	AHU President
Prof Ahmad Nuserat	IU	IU President
Prof Marwan Almousa	MU	MU Vice-President
Prof Ahmad Abu El-Haija	NEO /Jordan	NEO/Jordan Director
Fabrizio Granelli	UNITN	Contact Person - UNITN
Jonathan Rodrigues	IT	Contact Person - IT
Claudia Barbos	IT	Team member -IT
Andreas Kazantzidis	UPAT	Contact Person- UPAT
Athanassios Argiriou	UPAT	Team member -UPAT
Marios Raspopoulos	UCLAN	Contact Person - UCLAN
Felipe Gil-Castiñeira	UVIGO	Contact Person - UVIGO
Cristina López-Bravo	UVIGO	Team member - UVIGO
Ziyad Altarawneh	MU	Contact Person - MU
Sultan Altarawneh	MU	Team member - MU
Aser Matarneh	MU	Team member - MU
Ahmed Aljaafreh	TTU	Contact Person - TTU
Wael Adaileh	TTU	Team member - TTU
Naim Odat	TTU	Team member - TTU
Murad Alaqtash	TTU	Team member - TTU
Omar Daoud	PU	Contact Person - PU
Mohammad Bani Younis	PU	Team member - PU
Saleh Saraireh	PU	Team member - PU
Mohammad Siam	IU	Contact Person - IU
Saud Althunibat	AHU	Project Coordinator
Moath Alsafasfeh	AHU	Team member - AHU
Mohanad Alhasanat	AHU	Team member - AHU
Mohammad Alhowiti	AHU	Team member - AHU

Bassam Abu Karaki	AHU	Team member - AHU
Firas Almaani	AHU	Team member - AHU

2.1 Welcome Message (10.00am – 10.15am)

Prof Najib Abou Karaki, the president of AHU, gave a short message where he welcomed all the participants in the meeting.

2.2 Message from the Faculty of Engineering (10.00am – 10.15am)

Prof. Mohammad Alhowiti, the Dean of Engineering AHU, gave a brief overview of AHU and the Faculty of Engineering at AHU.

2.3 Tips for Better Management of Erasmus+ Project (10.15am- 10.45am)

Prof. Ahmad Abu El-Haija, the Director of the National Erasmus+ Office in Jordan, gave a talk that includes some tips to enhance the project management skills. Specifically, the speaker focused on the cooperation among the consortium to achieve the best implementation of the planned project activities. He also focused on the main requirements to ensure the success of the project activities including the commitment, visibility, dissemination and sustainability.

2.4 International Activities of AHU (10.45am – 11.10am)

Dr Bassam Abu Karaki, the Director of the International Relations Unit at AHU, gave a short overview of the international activities of AHU. Among the activities he mentioned, are the past and ongoing projects with the European partners under the program of Erasmus+ (KA1 and KA2). He described briefly the role of AHU in each project.

2.5 IREEDER Overview (11.10am – 11.30am)

Dr Saud Althunibat, the Project Manager, gave an overview of IREEDER project. In his talk, he mentioned the main motivation behind the project was the need for introducing the recent technologies in electrical engineering into the undergraduate programs in order to equip students by the necessary skills for the labor market. He also described the need of the labor market to improve the skills of fresh engineers by teaching them the basics and training them on educational platforms.

He also described how the project consortium has been built and how carefully the partners have been selected. He went through the different work packages and described the main activities of each work packages.

2.6 [Missive from the Jordanian partners \(11.30am – 11.45am\)](#)

Dr Omar Daoud, the contact person of PU, gave a short message in behalf of the Jordanian partners. He briefly introduced the role of the Jordanian partners in the project. Also, he described the expected impact of the outcomes/outputs of the project on each Jordanian partner.

2.7 [Missive from the European partners \(11.45am -12.00pm\)](#)

Prof Andreas Kazantzidis, the contact person of UPAT (Greece), gave a message in behalf of the European partners in the project. He highlighted the main role of each European partner in each work package. He also showed the facilities of the involved partners in the project.

2.8 [Missive from the associated partners \(12.00pm -12.30pm\)](#)

Eng. Mohammad Alkhudari, the CEO of Green Circle Company, gave a talk in behalf of the associated partners in IREEDER project. He showed the desire and willing to help in achieving the project objectives and aims. Based on his background, he explored the labor market of the cyber security in Jordan, where highlighted the need to update the undergraduate curriculum to include cyber security fundamentals.

He also explored the activities of his company in the field of cyber security in Jordan and the region.

2.9 [The Labor Market of Internet of Things in Jordan \(12.30pm – 1.00pm\)](#)

Eng. Amer Alrwad gave a talk in the Internet of Things and their wide applications in the several daily life fields. He focused in recent applications that are distributed in Jordan, especially those related to agricultural fields, monitoring and medical applications.

He also highlighted the need for skilled engineers in the Jordanian labor market especially for the Internet of Things applications.

2.10 [Erasmus+ CBHE Projects: Sound Contractual and Financial Management \(2.30pm – 3.30pm\)](#)

Prof Ahmed Abu El-haija, the Director of National Erasmus+ Office at Jordan, gave a detailed presentation about the financial rules must be followed in the financial management of CBHE projects.

He explained the different heading costs and the procedure to transfer budget from heading to another one. He focused on some actions that require a prior approval from the EACEA Officer. He explained the eligibility conditions of the costs with proper examples. He explained the tender procedure based on EACEA rules, and the required supporting documents for each spent cost.

All the management documents including time sheets, joint declaration and travel report have been explained by Prof Abu El-Haija.

Among the most important issues, he highlighted the visibility issue and explained which and how to put the funding stickers on the purchased equipment and the acknowledgement on the published documents.

2.11 [Reviewing the agreement and forming Committees \(3.45pm – 5.00pm\)](#)

The project coordinator, Saud Althunibat, reviewed the partnership agreement with all partners. Specifically, he stressed that the unit cost will be adopted in travel cost and cost of stay for all partners. He highlighted that the subcontracting costs should be minimized and avoided as much as possible.

Regarding the first payment to the partners, he mentioned that, according to the partnership agreements, the European partners will receive the first payment (50% of the total budget of each partner) within 30 days of signing the partnership agreement. However, according to the agreements, he reminded that 20% of the staff costs will be reserved by the coordinator until the final report is approved by Executive Agency.

Partners rose up the question that how the reserved staff costs will be distributed among the three payments. The project coordinator suggested that to schedule the reserved staff costs among the three payments as follows:

- 10% of the staff costs deduced from the first payment.
- 8% of the staff costs deduced from the second payment.
- 2% of the staff costs deduced from the third payment.
- The payment of the reserved 20% of the staff cost will be made within 30 days of the approval of the final report by the EACEA.

All partners agreed on this schedule.

Another issue has been discussed is that the approved stay of cost in the project budget cannot cover all the stay of costs due to not counting the travel days in the budget at the time of submitting the project proposal. Dr Althunibat suggested reducing the number of participants in the

management meetings to compensate the difference in the costs, and all partners agreed.

Also, Dr Althunibat has mentioned that in calculating the stay of cost for the Jordanian partners, no travel days will be considered. This is due to the fact that all locations of the activities are reachable in less than three hours.

The Steering Committee (StC) has been formed and it included one member from each partner (the contact person) and one more member from AHU. As such, the table below lists the members of the StC

Steering Committee	
Person	Partner
Saud Althunibat	Coordinator
Moath Alsafasfeh	AHU
Ziyad Altarawneh	MU
Fabrizio Granelli	UNITN
Jonathan Rodrigues	IT
Felipe Gil-Castiñeira	UVIGO
Mohammad Siam	IU
Andreas Kazantzidis	UPAT
Omar Daoud	PU
Ahmad Aljafreh	TTU
Marios Raspopoulos	UCLAN

The Scientific Committee (SC) has also been formed to include two representatives from each partner as shown in the table below

Scientific Committee	
Person	Partner
Saud Althunibat	Coordinator
Moath Alsafasfeh	AHU
Aser Al Matarneh	MU
Khaled Alawasa	MU
Fabrizio Granelli	UNITN
Claudio Sacchi	UNITN
Jonathan Rodrigues	IT
Georgios Mantas	IT
Felipe Gil-Castiñeira	UVIGO
Cristina López-Bravo	UVIGO
Mohammad Siam	IU
Jamal Zraqou	IU

Andreas Kazantzidis	UPAT
Athanassios Argiriou	UPAT
Omar Daoud	PU
Mohammad Bani Younis	PU
Wael Adaileh	TTU
Naim Oudat	TTU
Marios Raspopoulos	UCLAN
Stelios Ioannou	UCLAN

3. THE SECOND DAY

Date:	4 th February nd 2020
Location:	Old Village Resort, Wadi Musa, Ma'an 71111, Jordan

The main participants in the first day from the partners of the projects are listed in the table below:

Participant	Institution	Role in the project
Fabrizio Granelli	UNITN	Contact Person - UNITN
Jonathan Rodrigues	IT	Contact Person - IT
Claudia Barbos	IT	Team member -IT
Andreas Kazantzidis	UPAT	Contact Person- UPAT
Athanassios Argiriou	UPAT	Team member -UPAT
Marios Raspopoulos	UCLAN	Contact Person - UCLAN
Felipe Gil-Castañeira	UVIGO	Contact Person - UVIGO
Cristina López-Bravo	UVIGO	Team member - UVIGO
Ziyad Altarawneh	MU	Contact Person - MU
Khaled Alawasa	MU	Team member - MU
Ahmed Aljaafreh	TTU	Contact Person - TTU
Wael Adaileh	TTU	Team member - TTU
Omar Daoud	PU	Contact Person - PU
Mohammad Bani Younis	PU	Team member - PU
Saleh Saraireh	PU	Team member - PU
Mohammad Siam	IU	Contact Person - IU
Saud Althunibat	AHU	Project Coordinator
Moath Alsafasfeh	AHU	Team member - AHU

Mohanad Alhasanat	AHU	Team member - AHU
Mohammad Alhowiti	AHU	Team member - AHU
Bassam Abu Karaki	AHU	Team member - AHU
Firas Almaani	AHU	Team member - AHU
Ousama Kraishan	AHU	Team member - AHU

Dr. Moath Alsafasfeh was starting the day by giving a brief about what have been done in the first day and what should be done in second day of the meeting. The following show in detail all the activities in the second day:

3.1 Work progress of WP1 (9.00am – 10.00am)

Fabrizio Granelli, WP1 Leader, presented the main activities of WP1. Specifically, he presented the results of the survey “Partners’ Facilities” which has been completed by the all the partners. He said that the results show that the partners have the necessary facilities and staff to achieve the project objectives in preparing the teaching and training materials.

He also explored the second survey about the “Teaching and Training Needs in Jordan”, which includes three different questionnaires in the three different topics (Internet of Things, Cyber Security, and Renewable Energy). The questionnaires were still running among the different stakeholders in Jordan, and the results up to date Feb 4th were discussed by all the partners. In addition, the partners discussed with WP1 leader the main concepts of analyzing the results. Discussions about the relation between the results of these surveys and the upcoming WPs were initiated. It is concluded that the results of these surveys should be the base of the main activities in WP2 and WP3 especially in preparing the teaching/ training materials and holding the training workshops. However, based the experience of the European partners, the materials outlines might be adapted to better fit the undergraduate curriculum in Jordanian partners.

WP1 Leader committed to deliver the reports on the results (D1.2 and D1.3) on time.

3.2 Work plan of WP4 (10.00am – 11.00am)

Felipe Gil Castineira, WP4 Leader, presented the work plan of WP4 which last for the whole period of the project. He showed the main strategies of the quality assuring and assessment that should be followed to maintain the outcomes/outputs of the project within the desired quality level. He suggested setting a Quality Committee (QC) that includes representatives from each partner. The task of the QC is to help the WP4 leader to monitor all project activities and results. Members of the QC should report the activities that would take place in their institutions to the WP4 leader.

Saud Althunibat suggested that the monitoring should not cover only the results (deliverables, materials and events) of the project but also all the project activities including the project meetings.

3.3 Work plan of WP2 (11.30am – 12.30am)

Marios Raspopoulos, WP2 leader, gave an overview of the main activities of WP2 which should start soon (15 Feb 2020). WP2 includes preparing the teaching materials for the three courses IoT, CS, RE. A discussion regarding the courses and their credits in the Jordanian universities was initiated. It has been agreed that each course represents 3 credits and is covered by 48 hours per semester. As followed in Jordan, each course will have 3 hours per week. As the courses will include training in laboratories, it has been decided to have 5 to 10 hours per semester dedicated for practical training in the laboratory. Also, the course includes 3 exams distributed throughout the semester and at least 3 short quizzes.

WP2 leader suggested to have a working team for each course, and all agreed. For IoT course, the team includes UCLAN, UNITN and PU. For CS, the team includes UVIGO, TTU and IT. For RE, the team includes UPAT, MU and IU. The WP2 work is based on the results of WP1 and the involved teams committed to have the courses outline by the mid of April 2020.

3.4 Work plan of WP5 (12.30pm 1.00pm)

A presentation was made by Jonathan Rodrigues, WP5 leader, about the main activities of WP5. The activities of WP5 will start by the start of the third year of the project. He explained the importance of the project sustainability and how it should be implemented. A sustainability plan will be elaborated in order to organize the activities and expand the impact of the results to the wider community.

3.5 Work plan of WP3 (2.30pm – 3.00pm)

A presentation is made by Andreas Kazantzidis, the WP3 leader. WP3 concerns the capacity building by establishing three different laboratories in the Jordanian partners.

The new regulations made by EACEA which state that purchasing the equipment should be finalized within the first two years of the project and any equipment purchased in the third year will be considered illegible. Thus, all partners agreed to shift all the deadlines of WP3 at least six months earlier.

Also, the WP3 leader committed to have initial list of equipment for the three laboratories by the April 2020. All the partner should help to deliver this commitment on time.

Partners highlight that purchased equipment should have the capability to be remotely controlled in a way that students from the five Jordanian partners can access the equipment and do their experiments.

3.6 Work progress of WP6 (3.00pm – 3.30pm)

Khalid Alawasa (MU), leader of WP6, presented the main activities needed to ensure the dissemination of the results / deliverables of the project in order to reach the target groups. The activities of WP6 will start with the beginning of the second year of the project. He emphasized the importance of the dissemination activities and how they can be carried out. The tasks of WP6 include: preparing the dissemination plan and the communication plan, producing and distributing IREEDER promotional materials (logo, brochures, multilingual videos etc.), the continuous updating of the contents of the website that have already been designed and developed (<http://ireeder.ahu.edu.jo/>) by the Project coordinator (AHU). Finally, the organizing of institutional events and two dissemination workshops to be held at MU and PU during project life to disseminate project accomplishments such as educational materials and the established laboratories.

Finally, he explained that a Facebook group for the IREEDER project had been set up to disseminate all the general activities of the project. In addition, he proposed that biannual newsletters should be also prepared and disseminated to document the progress of the project, the important activities, achieved results and plans for the future in an 'easy-to-grasp' manner.

A discussion on WP6 was initiated and the partners agreed that some of the dissemination activities needed to begin sooner. In specific, the preparation of dissemination and communication plans should start at least 6 months prior to their scheduled dates.

3.7 Budget Overview and Management issues (3.30pm – 5.00pm)

The partnership agreements have been signed by AHU-LEAR Bassam Abu Karaki, and the hard copy of each partner (except UVIGO where the agreement has not been handed to the contact person).

Saud Althunibat showed a brief description about the different budget headings and asked all the partners to comply to the ceiling of each heading. He also stated that all expenses should be proved by him before being processed. As such, all partners should ask for the approval of any cost from the coordinator. He also asked all the partners, specifically the contact person, to keep all forms and supporting documents in his records to be delivered once needed.

The coordinator also focused on that all partners must link the project website their institutions' homepages.

Another important issue that has been discussed is that the cost of stay cannot be completely paid in case if catering or hospitality are partially or fully provided by the host institution. All partners agreed that the cost of the provided catering/hospitality should be computed and deduced from the cost of stay of each person.



The next project meeting has also been discussed, and it has been decided that it will be hosted by UNITN at Trento/ Italy in 24-25 June 2020.

3.8 Closure

The project coordinator thanked all the participants and wished safe flights for everyone.

Annex I : Tasks of the Project Committees

Tasks of the Steering Committee

- Monitor the overall progress of the project activities at all partners.
- Decide on any amendment of the project activities.
- Members of the StC should represent their institutions and convey the StC decisions to their institutions.
- Members of StC act as local coordinators of the project activities at their institutions.
- Discuss the project budget and decide on any in transfer among different categories.
- Decide on any conflict among the partners regarding the implementation of the project activities.
- Approve all project deliverables.
- Decide on cancelling or adding activities, tasks or events of the project.

Tasks of the Scientific Committee

- Contribute to the different deliverables of the project.
- Check the technical aspects of the submitted deliverables.
- Check the technical specifications of the purchased equipment.
- Check the technical contents of the teaching materials.
- Check the technical contents of the training workshops.

Tasks of the Quality Monitoring Committee

- Check the quality of the deliverables.
- Check the quality of the events held.
- Check the quality of the management.
- Members of the QMC act as local quality officers at their institutions.
- Prepare quality monitoring reports to be submitted to the StC committee.
- Cooperate with the External Evaluator in accomplishing required tasks.

Annex II : Template of the Partnership Agreement

Partnership Agreement

Agreement number (2019-1975/ 001 – 002)

Project Name: Introducing Recent Electrical Engineering Developments into Undergraduate Curriculum (IREEDER)

The present Partnership Agreement, hereinafter referred to as “the Agreement”, is made and entered into by and between,

Al-Hussein Bin Talal University. P.O. Box: 20, Ma’an-Jordan

hereinafter referred to as the “coordinator”, represented for the purposes of signature of the Agreement by Dr. Bassam Abu Karaki, Director of the International Relations Unit at Al-Hussein Bin Talal University, the legal representative as defined in the Grant Agreement number 2019-1975/ 001 – 001.

and the following beneficiaries:

1. **Mutah University (MU)**
2. **Tafila Technical University (TTU)**
3. **Philadelphia University (PU)**
4. **Isra University (IU)** (previously represented by Alisra for Education and Investment in the Grant Agreement)
5. **Universita Degli Studi Di Trento (UNITN)**
6. **Instituto De Telecomunicacoes (IT)**
7. **UCLAN Cyprus Limited (UCLAN)**
8. **Universidad De Vigo (UVIGO)**
9. **Panepistimio Parton (UPAT)**

hereinafter referred to as the “beneficiaries”, represented for the purposes of signature of this Agreement by their legal representatives, according to the Mandates previously signed and attached to the Grant Agreement.

Where a provision applies without distinction to the "coordinator" and the "beneficiaries", for the purpose of this Agreement they will be collectively referred to as the "beneficiaries".

The parties hereby have agreed as follows:

Article 1

Subject of the Partnership Agreement

1.1 This Agreement defines the terms that govern the relations between the parties, by establishing their rights and obligations, and lays down the rules of procedure for the work to be carried out in order to successfully implement the Erasmus+ CBHE action "IREEDER" (hereinafter referred to as the "project").

1.2 The coordinator and the beneficiaries, undertake to do everything in their power to carry out the work programme forming the subject of this Agreement, which falls within the framework of the Grant Agreement [2019-1975/001-001], concluded between the coordinator and the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as the "Executive Agency"), related to the above-mentioned project.

1.3 The subject matter of this Agreement and the related work programme are detailed in the annexes of the Grant Agreement. The respective Grant Agreement terms and conditions, related annexes and guidelines, shall form an integral part of the present Agreement, and take precedence over it (see Article 20 of the present Agreement for the list of annexes).

1.4 The coordinator and the beneficiaries shall be bound by the terms and conditions of this Agreement, the Grant Agreement and any further amendments of the latter.

Article 2

Duration

2.1 This Agreement shall enter into force on the date the last party signs, but shall have retroactive effect from the starting date of the eligibility period laid down in the Grant Agreement.

2.2 The period of eligibility of the activities and the costs shall be in accordance to the dispositions of the Grant Agreement or any subsequent amendments of it.

2.3 The present Agreement shall remain in force until the coordinator has been discharged in full of his obligations arising from the Grant Agreement signed with the Executive Agency.

Article 3

Obligations and responsibilities

3.1 General obligations and role of the beneficiaries (including the coordinator).

The beneficiaries:

- (a) are jointly responsible for carrying out the activities attributed to them, and shall conduct the work in accordance with the work programme and schedule set forth in the Grant Agreement and approved application, working to the best of their abilities to achieve the defined results and taking full responsibility for their work in accordance with accepted professional principles;
- (b) undertake to comply with all the provisions of the Grant Agreement and its annexes, with all the provisions of this Agreement, as well as with EU and national legislation;
- (c) are jointly responsible for complying with any legal obligations incumbent on them jointly or individually;
- (d) shall provide staff, facilities, equipment and material to the extent needed for executing the activities as specified in the work programme;
- (e) shall be responsible for the sound financial management and cost efficiency of the funds allocated to the project.

3.2 Specific obligations and role of the coordinator.

The coordinator undertakes to:

- (a) be responsible for the overall coordination, management and implementation of the project in accordance with the Grant Agreement;
- (b) be the intermediary for all communication between the beneficiaries and the Executive Agency, and inform the beneficiaries of any relevant communication exchanged with the Executive Agency;
- (c) inform the beneficiaries of any changes connected to the project or to the Grant Agreement, or of any event likely to substantially affect the implementation of the action;
- (d) as the sole recipient of payments on behalf of all beneficiaries, transfer funds to the beneficiaries without unjustified delay and in accordance with the dispositions for payments laid down in Article 5 of this Agreement;
- (e) manage and verify the appropriate spending of the funds in accordance with the dispositions of the Grant Agreement and this Agreement;
- (f) comply with all reporting requirements *vis-à-vis* the Executive Agency, as per the dispositions of Article I.4 of the Grant Agreement. The coordinator shall not delegate any part of this task to any party;
- (g) establish payment requests on behalf of the beneficiaries, as per the dispositions of Article I.4 of the Grant Agreement;
- (h) provide one copy of this Agreement duly signed to each beneficiary and to the Executive Agency within 6 months of the signature of the Grant Agreement.
- (i) provide the beneficiaries with official documents related to the project, such as the signed Grant Agreement and its annexes, the Guidelines for the Use of the Grant, the various reports templates and any other relevant document concerning the project.
- (j) transmit to the beneficiaries copies of all reports submitted to the Executive Agency, as well as copies of any feedback letters received from the Agency following report assessment and field monitoring visits.

3.3 Specific obligations and role of each beneficiary (excluding the coordinator).

Each beneficiary undertakes to:

- (a) ensure adequate communication with the coordinator and with the other beneficiaries;
- (b) support the coordinator in fulfilling its tasks according to the Grant Agreement;
- (c) submit in due time to the coordinator all relevant data needed to draw up the reports, financial statements and any other documents provided for in the Grant Agreement, as well as all necessary documents in the events of audits, checks or evaluations;
- (d) provide the coordinator with any other information or documents it may require and which are necessary for the management of the project;
- (e) notify the coordinator of any event likely to substantially affect or delay the implementation of the action, as well as of any important deviation of the project (e.g. replacement of the project contact person, changes in partner's budget, deviations from work plan etc.);
- (f) inform the coordinator of any change in its legal, financial, technical, organisational or ownership situation and of any change in its name, address or legal representative.
- (g) agree on any penalty imposed by the Executive Agency that could result from unacceptable deliverables, reports, or activities.

Article 4 **Financing the action**

4.1 The maximum Erasmus+ grant contribution to the project for the contractual period covered by the Grant Agreement amounts to EUR 768,627.00 and shall take the form as stipulated in Annex I of the Grant Agreement.

4.2 The Erasmus+ grant contribution is awarded to the partnership under the form of:

- a "*reimbursement of actual costs*" for Equipment and Subcontracting costs;
- a "*unit contribution*" to the costs incurred for Staff Costs, Travel Costs and Costs of Stay.

4.3 The grant contribution to the project is intended to cover only part of the costs actually incurred by the beneficiaries in carrying out the activities foreseen. The beneficiaries commit to provide additional resources to the project so as to ensure its full implementation in accordance with the Grant Agreement.

4.4 Full details of the estimated budget breakdown per funding source, beneficiary and budget category is given in Annex I of this Agreement.

Article 5 **Payment arrangements**

5.1 The coordinator will transfer the part of the Erasmus+ grant contribution corresponding to each individual EU beneficiary using the accounts stipulated in Annex II of this Agreement.

5.2 The transfer of the Erasmus+ grant contribution to EU individual beneficiaries will be implemented in accordance with the following timetable and procedure:

Payment(s) in advance

The coordinator will transfer to the respective account of each beneficiary in advance of the actual activities (/expenditures) part of the estimated Erasmus+ grant contribution identified under Annex I of this Agreement, in the following way:

1. 50% of the estimated Erasmus+ grant contribution at the time of signature of this Agreement
 2. 40% of the estimated Erasmus+ grant contribution within 30 working days of the reception of the second pre-financing payment from the Executive Agency. Such payment shall be paid by the Executive Agency subject to the condition that at least 70% of the first pre-financing payment has been spent. Therefore, such payment shall not be paid unless the beneficiaries will have previously provided the coordinator with all the necessary proofs of expenditure and supporting documents mentioned under Article 6.1.
 3. 20% of the staff cost budget will be reserved until the final report is approved by the Executive Agency.
- For JO Partners, the budget for each JO partner will be managed by the coordinator. The payments will be made upon receiving approved invoice, timesheets, and/or any supporting documents. Moreover, and for all JO partners, 20% of the staff cost budget will be reserved until the final report is approved by the Executive Agency

Payment of the balance

The remaining 10% of the estimated Erasmus+ grant contribution shall be paid to the beneficiaries by the coordinator within 30 working days of the reception of the payment of the balance from the Executive Agency. Such payment shall be paid by the Executive Agency subject to the condition that all supporting documents are available. Therefore, such payment shall not be paid unless the beneficiaries will have previously provided the coordinator with all the necessary proofs of expenditure and supporting documents mentioned under Article 6.1.

5.3 Beneficiaries are obliged to use the Erasmus+ grant contribution exclusively for the purposes defined by the project, and in accordance with the terms and provisions of the present Agreement and the Grant Agreement and its annexes. Erasmus+ grant amounts received in advance and not used by the beneficiaries will be reimbursed to the coordinator at the latest 30 days after the end of the project's contractual period.

5.4 If there is a difference between the amount of the Erasmus+ grant contribution actually used by the partnership and the amount of expenditure declared eligible by the Executive Agency at the end of the project, the following procedure will apply:
the beneficiary (ies) responsible for the expenditure declared ineligible will reimburse the corresponding amount to the coordinator.

5.5 The costs of financial transfers shall be borne by the coordinator.

5.6. All eligible costs and all transactions shall be converted and reported in Euros, at the following exchange rate:

- From start of eligibility period until date of receipt of second pre-financing: rate of month in which the coordinating institution received the first pre-financing.
- From date of receipt of second pre-financing until end of eligibility period: rate of month in which the coordinating institution received the second pre-financing.

Rate to apply is monthly established by the Commission (<http://ec.europa.eu/budget/inforeuro/>).

Article 6 Reporting

6.1 The coordinator is responsible for submitting in due time to the Executive Agency all reports and financial statements as required in the Grant Agreement. For this purpose and in a timely manner, the beneficiaries commit to provide the coordinator with all necessary information and, if applicable, copies of supporting documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement.

6.2 The coordinator shall provide the beneficiaries with the appropriate reporting forms for the declaration of expenses/activities and the respective instructions for their completion. These reports must be drawn up in EURO.

6.3 The beneficiaries shall send all original documents to the coordinator.

6.4 The beneficiaries shall keep a record of any expenditure/activity incurred under the project and all proofs and related documents for a period of 5 years after the payment of the final balance under the Grant Agreement. The coordinator may reject any item which cannot be justified in accordance with the rules set out by the Executive Agency in the Grant Agreement and in the Guidelines for the Use of the Grant.

6.5 All invoices, contracts and justifications of expenditures, whenever possible, shall bear the name of the project. The coordinator shall not be responsible for the eligibility of expenditures that are not related to the implementation of the project.

Article 7 Budgetary and financial management

7.1 For the implementation of the project and the beneficiary's reimbursement of costs incurred in terms of staff, travel and costs of stay, the partnership will apply the unit costs amounts defined in the Erasmus+ Programme Guide and in the Guidelines for the Use of the Grant and Annex II of the Grant Agreement.

7.2 The Erasmus+ grant contribution to the project's equipment and subcontracting costs will be based on the justification of the costs actually incurred. This justification will take the form of the support documentation specified in the relevant section of the Guidelines for the Use of the Grant.

7.3 The beneficiaries confirm that they respect the social and labour legislation of their country regarding the costs of staff contributing to the project.

7.4 Each beneficiary is responsible for ensuring adequate insurance arrangements for their staff and students while participating in project activities.

Article 8

General administrative provisions

8.1 Any important project related communication between the parties shall be done in writing and addressed to the appointed project manager of each beneficiary, as per the details below:

For the coordinator:

Al-Hussein Bin Talal University (AHU)

Dr Saud Althunibat

Faculty of Engineering - Al-Hussein Bin Talal University - P.O. Box 20 – Ma'an, Jordan
saud.althunibat@ahu.edu.jo

For the beneficiaries:

1. **Mutah University (MU),**
Dr Ziyad Altarawneh,
Faculty of Engineering, Mutah University, P.O. Box: 61710- Alkarak, Jordan
zdtarawneh@MUTAH.EDU.JO
2. **Tafila Technical University (TTU),**
Dr Ahmed Aljaafreh,
Faculty of Engineering, Tafila Technical University, PO. BOX 179, Tafila 66110, Jordan
a.aljaafreh@ttu.edu.jo
3. **Philadelphia University (PU)**
Dr Omar Daoud,
Faculty of Engineering, Philadelphia University, P.O. Box: 1 – Amman, Jordan
odaoud@philadelphia.edu.jo
4. **Isra University (IU)** (previously represented by Alisra for Education and Investment in the Grant Agreement)
Dr Mohammad Siam

- Faculty of Engineering, Isra University, P.O. Box: 33 – Amman, Jordan
mohammad.siam@iu.edu.jo
5. **Universita Degli Studi Di Trento (UNITN)**
Dr Fabrizio Granelli
DISI - University of Trento, Via Sommarive 9, I-38123 Trento, Italy
fabrizio.granelli@unitn.it
 6. **Instituto De Telecomunicacoes (IT)**
Dr. Victor Sucasas
Instituto de Telecomunicações, P-3810-193 Aveiro, Portugal
vsucasas@av.it.pt
 7. **UCLAN Cyprus Limited (UCLAN)**
Dr. Marios Raspopoulos
School of Sciences, University of Central Lancashire, Pyla, 7080 Larnaka, Cyprus
MRaspopoulos@uclan.ac.uk
 8. **Universidad De Vigo (UVIGO)**
Dr. Felipe Gil-Castiñeira
ETS Enxeñeiros de Telecomunicación Campus Univesitario, CP: 36310, Vigo, Spain
xil@gti.uvigo.es
 9. **Panepistimio Parton (UPAT)**
Dr. Andreas Kazantzidis
Physics Department, University of Patras ,26500 Patras, Greece
akaza@upatras.gr

8.2 Any changes to the above information should be communicated in a timely manner.

Article 9 **Promotion and visibility**

9.1 The coordinator and the beneficiaries shall ensure adequate promotion of the project and commit to playing an active role in any actions organised to capitalise on, exploit / disseminate the results of the project.

9.2 Any notice or publication by the project, including at a conference or a seminar, must specify that the project is being co-financed by EU funds within the framework of the Erasmus+ Programme, and must comply with the visibility rules laid down in Articles I.10.8 and I.10.9 of the Grant Agreement, as well as in section 1.6 of the Guidelines for the Use of the Grant.

Article 10 **Confidentiality and data protection**

10.1 The coordinator and the beneficiaries undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the Agreement that is

duly classed as confidential, if disclosure could cause prejudice to the other party. The parties shall remain bound by this obligation beyond the closing date of the action.

10.2 All personal data contained in or relating to this Agreement shall be processed in accordance with the dispositions of Article II.6 of the Grant Agreement.

Article 11

Ownership and property rights

11.1 The ownership of all project results, including copyrights and intellectual property rights, as well as all reports and other documentation resulting from the action, shall be vested in the beneficiaries, in compliance with Article I.7 of the Grant Agreement.

11.2 Materials already developed and brought in may be only used within the scope of the project as templates of good practice. Copyrights shall be strictly safeguarded and permission for reproduction and scale of production has to be settled beforehand.

Article 12

Liability

12.1 Each of the contracting parties discharges the other of any civil liability for any damages suffered by itself or its staff/students as a result of the performance of this Agreement, insofar as such damages are not due to serious or intentional negligence or fault of the other party or its staff/students.

Article 13

Conflict of interest

13.1 The coordinator and beneficiaries must undertake all necessary precautions to prevent any risk of conflicts of interest which could affect their impartial and objective performance of the Agreement. Such conflict of interest could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest.

13.2 Any situation constituting or likely to lead to any such conflict should be brought to the attention of the coordinator without delay, and the beneficiary in cause shall undertake to take all necessary measures to rectify this situation at once.

13.3 The coordinator will decide if it is deemed necessary to inform the Executive Agency as provided for in Article II.4 of the Grant Agreement.

Article 14

Working languages

14.1 The working language of the partnership shall be English.

14.2 Both parties commit in allocating to the project staff with enough knowledge of the working language, allowing a smooth communication and understanding of the matters discussed.

Article 15 Conflict resolution

15.1 In case of conflict between the project partners resulting from the interpretation or the application of this Agreement, or in connection with the activities contained within, the parties involved shall make the effort to come to an amicable arrangement rapidly and in the spirit of good cooperation.

15.2 Disputes should be addressed in writing to the project Steering that will try to mediate in order to resolve the conflict.

Article 16 Applicable law and jurisdiction

16.1 This Agreement is governed by the Jordanian law, being the law of the coordinator's country.

16.2 In case of any disputes on matters under this Agreement, which cannot be resolved by an amicable settlement, the matter shall have to be decided in accordance with the jurisdiction of the coordinator's country.

16.3 If any provision of this Agreement or the application of any such provision shall be considered invalid or unenforceable in whole or in part for legal requirements, all other stipulations remain valid and binding to both parties.

16.4 If any provision in this Agreement should be wholly or partly ineffective, the parties to this Agreement undertake to replace the ineffective provision by an effective provision which comes as close as possible to the purpose of the ineffective provision.

16.5 This Agreement is concluded in English. In the event of translation of this Agreement and its annexes, the English version shall prevail.

Article 17 Termination of the Agreement

17.1 In the event that any of the beneficiaries fail to perform any obligations under the present Agreement or the Grant Agreement, the coordinator may terminate their participation in the project, upon formal written authorisation by the Executive Agency.

17.2 The coordinator shall notify the beneficiary in cause by registered letter. The beneficiary has one month to supply all relevant information to appeal the decision.

Article 18 **Force Majeure**

18.1 If either parties face a case of *force majeure* (as per defined in article II.14 of the Grant Agreement), it shall promptly notify the other party in writing, specifying the nature, probable duration and expected effects of this event.

18.2 Neither of the parties shall be deemed in breach of its obligations if it has been prevented from performing its tasks due to *force majeure*. The parties shall take all necessary measures to minimise possible damage to successful project implementation.

Article 19 **Amendments**

19.1 Any amendments to this Agreement must be made in writing by means of a Supplementary Agreement, and become effective when signed by the authorised legal representatives of both parties. No oral agreement may bind the parties to this effect.

19.2 The amendment may not have the purpose or the effect of making changes which might call into question the dispositions of the Grant Agreement.

Article 20 **Annexes**

Annex I – Budget/Expenditure/Co-financing breakdown per partner and budget category.

Annex II - Individual Bank account of the beneficiary organisation.

Annex III - Copy of the Grant Agreement signed between the coordinator and the Executive Agency, its annexes, and any existing amendment.

We, the undersigned, declare to have read and accepted the terms and conditions of this Agreement as described here before, including the annexes thereto.



For the Coordinator

The legal representative

Dr. Bassam Abu Karaki,
Director of International Relations Unit at AHU.

Signature and stamp
Done in Ma'an-Jordan

Date _____

For the Beneficiary

The legal representative

Signature and stamp
Done in

Date _____

Annex I – Budget/Expenditure/Co-financing breakdown per partner and budget category

Budget Breakdown by Workpackage / Budget Headings							
WorkPackage	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	6. Exceptional Costs	Total (EUR)
Preparation	24,194.00	9,330.00	6,480.00	-	3,500.00	-	43,504.00
Development	100,090.00	23,970.00	39,960.00	220,000.00	9,000.00	-	393,020.00
Quality Plan	28,845.00	-	-	-	15,000.00	-	43,845.00
Dissemination & Exploitation	69,170.00	18,750.00	20,880.00	-	10,400.00	-	119,200.00
Management	77,463.00	44,755.00	27,840.00	-	19,000.00	-	169,058.00
Total	299,762.00	96,805.00	95,160.00	220,000.00	56,900.00	-	768,627.00

DISTRIBUTION OF THE GRANT BY ORGANISATION (in EUR)									
Name of Partner	Country	PR/PA	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	6. Exceptional Costs	Total Costs (in EUR)
Al-Hussein Bin Talal University (AHU)	Jordan	Partner Countries	26,116.00	15,160.00	15,960.00	60,000.00	31,000.00	-	148,236.00
Mutah University	Jordan	Partner Countries	17,680.00	10,410.00	12,240.00	65,000.00	4,200.00	-	109,530.00
Tafila Technical University	Jordan	Partner Countries	13,810.00	9,510.00	13,320.00	65,000.00	2,500.00	-	104,140.00
Philadelphia University	Jordan	Partner Countries	15,660.00	11,430.00	13,320.00	15,000.00	2,700.00	-	58,110.00
Israa University	Jordan	Partner Countries	8,080.00	11,430.00	14,400.00	15,000.00	1,000.00	-	49,910.00
University of Trento	Italy	Programme Countries	55,325.00	5,970.00	5,040.00	-	2,500.00	-	68,835.00
Instituto de Telecomunicações – Aveiro	Portugal	Programme Countries	35,637.00	10,875.00	5,040.00	-	2,500.00	-	54,052.00
University of Central Lancashire (Cyprus)	Cyprus	Programme Countries	42,557.00	5,400.00	5,040.00	-	4,000.00	-	56,997.00
University of Vigo	Spain	Programme Countries	41,830.00	11,415.00	5,760.00	-	2,500.00	-	61,505.00
University of Patras	Greece	Programme Countries	43,067.00	5,205.00	5,040.00	-	4,000.00	-	57,312.00

Annex II - Individual Bank account of the beneficiary organisation

I. Bank account holder	
Name / Organisation legal name:	
Legal registration n ^o	Address:
Post Code & City/Town:	E-mail:

II. Bank account details	
Bank name:	
Bank address – City/Town & Country	
International Bank Account number (IBAN)	SWIFT Code/BIC Code
Bank Account number	Country Code:
Clearing CODE:	

III. To be signed by the account holder	
I confirm that the information given above is accurate and correct.	
Date:	Signature:

IV. To be signed by the bank

The above mentioned details are the same we have in this bank and the signature is the authorised signature for the above account.