

DELIVERABLE 1.1

Kickoff Meeting Minutes

Written by	Responsibility
Bassam Abu Karki (AHU)	Main Contributor
Moath Alsafasfeh (AHU)	Main Contributor
Saud Althunibat (AHU)	Main Contributor
Edited by	
Ziyad Altarawneh (MU)	Participant
Mohanad Alhasanat (AHU)	Participant
Approved by	
Saud Althunibat (AHU)	Project Coordinator

This publication was produced with the financial support of the European Union. Its contents are the sole responsibility of the partners of IREEDER project and do not necessarily reflect the views of the European Union'

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)

TABLE OF CONTENTS

1.	INTRODUCTION	4
1.1	Summary.....	4
1.2	Structure of the Document.....	4
2.	The First day	5
2.1	Welcome Message (10.00am – 10.15am).....	6
2.2	Message from the Faculty of Engineering (10.00am – 10.15am).....	6
2.3	Tips for Better Management of Erasmus+ Project (10.15am- 10.45am).....	6
2.4	International Activities of AHU (10.45am – 11.10am).....	6
2.5	IREEDER Overview (11.10am – 11.30am).....	6
2.6	Messive from the Jordanian partners (11.30am – 11.45am).....	7
2.7	Messive from the European partners (11.45am -12.00pm)	7
2.8	Messive from the associated partners (12.00pm -12.30pm).....	7
2.9	The Labor Market of Internt of Things in Jordan (12.30pm – 1.00pm)	7
2.10	Erasmus+ CBHE Projects: Sound Contractual and Financial Management (2.30pm – 3.30pm)	7
2.11	Reviewing the agreement and forming Committees (3.45pm – 5.00pm).....	8
3.	The Second Day	10
3.1	Work progress of WP1 (9.00am – 10.00am)	11
3.2	Work plan of WP4 (10.00am – 11.00am).....	11
3.3	Work plan of WP2 (11.30am – 12.30am).....	12
3.4	Work plan of WP5 (12.30pm 1.00pm)	12
3.5	Work plan of WP3 (2.30pm – 3.00pm)	12
3.6	Work progress of WP6 (3.00pm – 3.30pm).....	13
3.7	Budget Overview and Managment issues (3.30pm – 5.00pm)	13
3.8	Closure.....	14

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.