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Vocational Training Center for undergraduate university students and teachers in Jordan
Project No.561708-EPP-1-2015-1-DE-EPPKA2-CBHE-JP

VTC Kick-Off Meeting
Amman, Jordan
23th – 25th February, 2016



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1. Introduction

This report is a deliverable related to the project task 1: “Review, State of the art and Network between partners, project start up activities.

The report aims at reporting the main activities carried out in the frame of this activity, the presentations made for each partner and each WP, the main contributions emerged during the discussion and also at highlighting the interactions among different WPs in relation to the objectives of the project. However, information regarding the overall project structure are reported in this highlights.

The VTC kick off meeting has been organized by P5. The meeting was held at JUST, Jordan University of Applied Science in Irbid, in (Jordan), on 23th-25th February..

More than 30 participants from 5 Countries attended the kick off meeting. A detailed list of the Participants is enclosed in this report.

Managers, administrative and technical staff of HTWK, JUST and JO partners have been involved for the organization and management of the meeting.

2. Organization and structure of the meeting, activities and participants

The meeting has been structured as a three-days event.

2.1 First day of the kick-off meeting

- During the first day of the kick-off meeting, 23 of February 2016, all participants were transferred to the campus of JUST in Irbid, where the meeting of two parallel projects of Jordanian universities with European partners was held (INVENT and VTC). Both projects have been funded with support European Commission (Erasmus+ KA2). The coordinator of both projects decided to join the meeting for two projects and give them all the fundamental information common for both projects at the same time. Some of the activities in this day:
 1. Meeting with the president of JUST
 2. Presentation of JUST
 3. Presentations on the main aim of the two projects
 4. Presentation about the Erasmus+ Project Management from the Director of the Erasmus+ Office in Jordan



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5. Visit the University Campus, International Office, University Library, and others.

2.2 Second day of the kick-off meeting

- During the second day of the kick-off meeting, 24th February 2016, a plenary session with an overview of the whole project structure and objectives, the presentations of each partner and each WPs (task and deliverables) have been outlined. During this day there were presented, discussed and specified nine WPs.

Some of the activities in this day:

1. Introducing of each of the project partners (there were presented 11 from 12 partners)
2. The project coordinators from the HTWK (Prof.Dr.K.Hänßgen) in Leipzig presented the VTC project in more detail (Aim of the project, project objectives, time of the projects and the work packages (WPs)).
3. Discussion of the project proposal and WPs and WPs solutions (10 WPs), each WP and proposals were presented by one of the associated partners at the meeting.
 - WP 1: Review, State of the art and Network between partner- presented by HTWK
 - WP2 : Assessment studies for the needs of students- presented by BAU
 - WP3: Employment sector database- presented by JU
 - WP4:Purchase of teaching equipment and bibliographic material-presented by GJU
 - WP 5: Make vocational skill competency development an integrated part in Teaching- presented by P&B
 - WP6: Career guidance and counseling programs for the career sector-presented by SUA
 - WP7: Quality control and monitoring- presented by AABU
 - WPs 8 and 9: Project Dissemination, Exploitation of results, and sustainability- presented by JU and JUST

2.3 Third day of the kick-off meeting

- During the third day of the kick-off meeting, 25th February 2016, WP10 coordination and management of the project was presented and discussed. HTWK Leipzig as a coordinator for the VTC has introduced this WP. Prof.K.Hänßgen and Dr.R.Qashi from HTWK clarified the



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conditions and the subsequence of solutions of VTC project as well as the obligations, which all partners have from their position in the project. Some of the activities in this day:

1. Extensive discussions on the WPs.
2. Determination of specific deadlines for the implementation of WPs
3. Discussions the process of the project work packages and tasks.

By this the Kick off meeting of the VTC project ended. Other gradual implementation will be evaluated and discussed at the meeting in September in Leipzig. WPs and implementation will be preceded by active coordinating and solving of individual project tasks, in particular through mails and phones and skype communication.

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3.List of participants

No.	Participant Name	Organization	E-mail
1	Prof. Dr. Klaus Hänßgen	HTWK	klaus.haenszgen@htwk-leipzig.de
2	Dr. Riyadh Qashi	HTWK	Riyadh.qashi@htwk-leipzig.de
3	Prof. Fahmi Abu Al-Rub	JUST	abualrub@just.edu.jo
4	Prof.Dr. Ahmad Al-Salaymeh	UJ	salaymeh@ju.edu.jo
5	Prof.Dr. Mohamed Hamadan	UJ	mashamdan@yahoo.com
6	Miss. Ayat Salem	AEG	Ayat.salem.1986@gmail.com
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8	Dr. Anna Mrcveova	SUA	
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17	Prof.Dr. Pedro Valente	ISPAB	Pedro.valente@ispab.pt
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19	Dr.Fahmi Albalneh	AEG	

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21	Prof.Dr.Omer Maaitah	MU	Maaitah_noor@hotmail.com
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24	Dr. Fahed Awad		
25	Prof.Dr.Rida Shibli	MU	
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4. Partners and work package presentations

Introducing of each partner of the project (there were presented 11 from 12 partners). Partners have presented their organizations, roles and WPs working on. Partner from Spain AGORA-KM could not be attended at this meeting. This list contains all presenters in the Kickoff meeting.

No.	Participant Name	Organization	E-mail
1	Prof. Dr. Klaus Hänßgen	HTWK	klaus.haenszgen@htwk-leipzig.de
2	Prof. Fahmi Abu Al-Rub	JUST	abualrub@just.edu.jo
3	Prof.Dr. Ahmad Al-Salaymeh	UJ	salaymeh@ju.edu.jo
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5	Dr. Johana Palchova	SUA	johana.paluchova@gmail.com
6	Dr. Anna Mrcveova	SUA	
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WP	Task	WP Leader & participating partners	Proposed due date	New due date
WP1: Review, State of the art and Network between partner	1.1: Project start up activities	HTWK - JUST	30.10.2015	Done
	1.2: Prepare operation plans for the skills and guidance sector of the VTC	SUA-UJ-BAU-HTWK-AGORA	15.11.2015	1. 8.2016
WP2: Assessment studies for the needs of students	2.1: Generic vocational skills and competencies	BAU- AEG-HTWK	02.05.2016	02.05.2016
	2.2: List of equivalence of vocational skills and of needed skills	BAU- AEG-HTWK	01.06.2016	01.06.2016
	2.3: Analyse qualifications required by the labour market	BAU- AEG-HTWK	15.11.2015	1. 7.2016
WP3: Employment sector database	3.1: Nominate IT specialists at consortium universities	JUST- All partners should nominate the IT specialist	01.06.2016	01.06.2016
	3.2: Develop a data base for universities/companies	JUST And HTWK-GJU AEG	01.04.2016	01.07.2016
WP4: Purchase of teaching equipment and bibliographic material	4.1: Selection of Equipment	GJU- AEG- JUST-HTWK	15.10.2016	01.4.2016 01.10.2016(Purchasing)
	4.2: Implementation of the center	GJU-All Jo Partners	15.06.2017	15.06.2017



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WP5: Make vocational skill competency development an integrated part in Teaching	5.1: Develop teaching and learning programs for the VTC	ISPAB, P & B ALL Partners	01.12.2016	01.12.2017
	5.2: Train lecturers in competency based learning	ISPAB- P & B- All Partners	01.12.2016	
	5.3: Integrate competency based learning in study programs	ISPAB- P & B- All Partners	01.09.2017	
WP6: Career guidance and counseling programs for the career sector	6.1: Workshops and trainings in career planning and career startup.	AGORA-SUA All Jo Partners	15.10.2016	
	6.2: Establish an online career information system	AGORA-All Partners	15.06.2017	
	6.3: Organize an annual job fair	AGORA-All Partners	01.02.2017	
WP7: Quality control and monitoring	7.1: Title Quality control, monitoring and budgetary control	HTWK- MU-AABU-JUST	15.10.2015	
	7.2: Check of courses materials & courses & vocational systems	HTWK- All Partners	15.07.2016	
	7.3: Project task supervision, result evaluation and examination of courses results	HTWK- All Partners	15.10.2015	
WP8: Project Dissemination	8.1: Opening of the project data base and the VTC for external partners via Internet	HTWK- All Jo Partners	15.10.2015	



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WP9: Exploitation of results and sustainability	8.2: Prepare and conduct internal/external information events, mid-term /final conferences (information events and conferences)	MU All Jo Partners	15.10.2015	
	8.3: Participation in annual Erasmus project representatives meeting and job fairs	HTWK- JUST	15.07.2017	
	8.4: Distribution of project documentation material	MU-All Partners	15.07.2017	
	9.1: Involve the public/private employment sector in activities/services of the VTC	AEG-GJU- P&B- UJ	01.03.2018	
	9.2: Establish a training center (regional) in universities as part of the universities	BAU- All Jo Partners	15.03.2018	
	9.3: Workshop on broader strategic options as follow-up project activities	BAU- All Jo Partners	15.03.2018	
WP10: Coordination and management of the project	10.1: Local project management & coordination meetings, steering committee meetings	HTWK- JUST	15.10.2015	
	10.2: Activity & result monitoring & evaluation	HTWK- JUST	15.10.2015	
	10.3: Activity and budget planning and budget control	HTWK- JUST	15.10.2015	



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5.Photos





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6. Conclusion

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