



Kick-off Meeting

AASTMT – Alexandria Egypt

January 20th-21st, 2016

Meeting minutes

Meeting Objective

This meeting is the first kick-off meeting between all partners, which serves as a gathering between the European, Jordanian and Egyptian partners, where different partners introduce themselves to others.

Dates and venue

The meeting was held in Room 305, Building A, College of Engineering and Technology, AASTMT – Alexandria, Egypt, the 20th and 21st of January 2016.

Attendees:

N	INSTITUTION	CONTACTS	COUNTRY
1.	Staffordshire University (SU)	Dr. Abdel-Hamid Soliman	U K
2.	University of OVIEDO (UNIOVI)	Prof. Constantina Alvarez	Spain
3.	University of Cyprus (UCY)	Dr. Charalambos Anastassiou	Cyprus
4.	Eurotraining Educational Organization (EUROTraining)	Ms. Marina Zotakis	Greece
5.	Arab Academy for Science, Technology and Maritime Transport (AASTMT)	Prof. Mohamed Shehadeh	Egypt
6.	Ain Shams University (ASU)	Prof. Tamer Elnady	Egypt
7.	Nile University (NU)	Prof. Wael Akel	Egypt
8.	Helwan University(HU)	Prof. Radwan Abdel Hamid	Egypt
9.	Alexandria co. for Seeds Processing and Derviation (ALEXSEEDS)	Eng. Akram Abdelnaby	Egypt
10.	University of Jordan (UJ)	Prof. Ahmed Al-Salaymeh	Jordan
11.	Mutah University (MU)	Prof. Omer Maaitah	Jordan

Apologized:

N	INSTITUTION	CONTACTS	COUNTRY
1.	Instituto Superior Technico (IST)	Ms. Ana Pipio	Portugal
2.	Jordan University of Science and Technology (JUST)	Prof. Fahmi Abu Al-Rub	Jordan

Ms. Ana Pipio from (IST) apologized for not coming due to some personal reasons but the team contacted her on the phone during the meeting.



The kick-off meeting focused on the following:

1. Meeting program overview
2. Review the survey progress.
3. Project's overview (Work plan, WPs, Tasks, Meetings, Travel).
4. Review the construction of the agreement certificate between partners.
5. Construction of the project website.
6. Review the available training courses offered by the EU partners.
7. The current status for proposed modules
8. Evaluation of the meeting
9. Approval of Agenda
10. Planning for the next meeting
11. End of the meeting

The Agenda was distributed to all project team members by the project coordinator through e-mail before the meeting and was unanimously approved.

First Day of the Kick off Meeting

Welcome speech:

Prof. Amr Ali [Dean of college of engineering- AASTMT] started the kick off meeting by welcoming all participants, wishing productive work and successful project.

Meeting overview:

Prof. Mohamed Shehadeh introduced the activities of the meeting and the points of the agenda.

- Each partner gave a brief history about his university facilities, its location, as well as his country.
- The main objectives of the SEM-SEM project were introduced to the partners.
- The logo and the website of the project were presented to the partners, where some of them suggested changing the logo.
- The website is nearly 80% finished.

Review the survey progress.

- The courses survey and work packages were presented from each partner.
- NU asked about alternatives for the master here in Egypt and the other universities in order to make a joint degree.
- The requirements of the dual degree were discussed by number of partners and how could it be done.
- The partnership agreement will be distributed among all partners.



- IST will contact AASTMT to discuss the distribution of the courses.
- UJ presented the results of the survey done for the courses offered in the region of Asia. The main conclusion, there is a lack of courses and programs in the field of energy management.
- (UCY) presented the results of the survey done for the courses offered in the topics of energy efficiency, low carbon buildings and smart energy management. The main conclusion also that there is no courses offered in this field.

Conclusions of Day 1

- *Deciding what are the most dominant in subjects that are taught in order to design the curriculum for the master of SEMSEM project.*
- *Only 5 universities offer courses and programs similar to SEMSEM proposal courses by about 50% in contents. The main conclusions are no awareness about energy management and energy audit was found.*

Second Day of the Kick off Meeting

- A template for the technical report every six week was suggested.
- Partners presented WP1 and WP2
- HU didn't present WP1 and UCY didn't represent WP2.
- An excel sheet should be distributed among the partners to decide the responsibility of each partner in the WP3.
- The equipment list in WP5 was distributed between partners in Jordan and Egypt.
- Budget rules were discussed.

Conclusions of day 2:

- *Partners have agreed that a workshop will be held in Jordan on 28th and 29th September 2016. The first day will be a coordination meeting and the second day will be a workshop.*
- *A contact list should be uploaded on the official website of the project.*
- *Presentation should be uploaded on the drop box.*
- *The technical report will be send by AASTMT by 20th of February 2016.*

For further and detailed information please proceed to the next section.



First Day of the Kick off Meeting

Prof Amr Ali [Dean of college of engineering- AASTMT] started the kick off meeting by welcoming all participants, wishing productive work and successful project.

Prof Mohamed Fahmy introduced the activities of the meeting and the points of the agenda.

Prof Abdelhamid solyman [SU] introduced the activities of the meeting by a presentation about SU University.

Prof. Constantina Alvarez (UNIOVI) gave a brief summary about Oviedo University, its location and the different studies in it.

Dr. Charalambos Anastassiou (Cyprus University (UCY)) starts talking about solar thermal systems used in Cyprus. He talked about Cyprus antiquity, location and gave a brief history about Cyprus University. He said that it had 41 undergraduate programs, 103 master and PhD programs in the different fields.

Mr. Vasileios Zotakis (Euro training Educational Organization (EURO Training)) talked about their experience in the area of long life learning, area of expertise and training of energy inspectors.

Prof. Ahmed Al-Salaymeh (University of Jordan (UJ)) gave a brief history about university of Jordan, its location and the different project awarded in cooperation with the German space agency, Eu and tempus projects.

Prof. Omer Maaitah (MU) gave a brief history about Mutah University.

Prof. Omer Maaitah gave a brief history about Jordan University of Science and Technology (JUST) on behalf of Prof. Fahmi Abu Al-Rub

Prof. Adel (ASU) gave a brief summary about Ain Shams University, its location and the different studies in it.

Prof Wael Akel (NU) gave a brief history about Nile University.

Prof. Mohamed Fahmy [AASTMT] starts talking about the progress of SEMSEM project pointing out the main objectives of the project. **He** said that we have already taken the approval with the Portuguese.

Prof. Radwan Abdel Hamid (HU) asked for the suitable time to visit the University of Jordan. **Prof. Ahmed Al-Salaymeh** said that the best time is in September.

Prof. Mohamed Fahmy [AASTMT] continued talking about the format of the report. He said that the technical report from [SU] will be used and the discussion with the Jordan universities about the report will be discussed.



Prof. Mohamed Fahmy [AASTMT] said that we have to discuss the structure of the logo for SEMSEM project. **Prof Radwan [HU]** said that the logo must be changed as its structure doesn't refer completely to the project.

Dr Ahmed Elshenawy [AASTMT] introduced the website of the project. He said that the main structure for the website have been created with 80 %.

Prof. Mohamed Fahmy [AASTMT] opened the discussion about the courses and the survey.

Prof Wael Akel (NU) asked about the alternatives for the master here in Egypt and the other universities in order to make a joint degree. **Prof. Mohamed Fahmy [AASTMT]** said that a map must be done between the courses in order to be able to give a dual certificate from the two universities. **Prof. Mohamed Fahmy [AASTMT]** added that Loconpa have been choose to match the degree with because their experience in the field of energy management.

Prof Abdelhamid solyman [SU] added that if there is any course that is not available in the EU region, **Prof Abdelhamid solyman [SU]** can create these needed courses.

Prof Wael Akel (NU) asked about the requirements that must be for the other universities to make the dual degree. **Prof. Mohamed Fahmy [AASTMT]** added that the requirements are having the courses and program learning outcomes, the addition for new tracks and the minimum requirements for the master degree. **Prof. Mohamed Fahmy [AASTMT]** added that the joined degree to be approved has to be approved from the super Egyptian authority as dual degree and not as a local degree.

Prof. Radwan Abdel Hamid (HU) asked about the training module. He mentioned how many training will be produced during the project. **Prof. Mohamed Fahmy [AASTMT]** said that some of the courses of the master itself will be part of the training module as a professional training module from the master courses.

Prof. Ahmed Al-Salaymeh asked about a questionnaire to be filled online to get feedback about the training needs in this area. **Prof. Radwan [HU]** will help by sending a useful questionnaire to **Prof. Mohamed Fahmy [AASTMT]**.

Prof. Ahmed Al-Salaymeh (University of Jordan (UJ)) asked about the partnership agreement. **Prof. Mohamed Fahmy [AASTMT]** told the partners that within 10 days, the partnership agreement will be distributed among all partners.

Prof. Ahmed Al-Salaymeh. (University of Jordan (UJ)) presented the results of the survey done for the courses offered in the region of Asia. The main conclusion, there is a lake of courses and programs in the field of energy management.



Dr. Charalambos Anastassiou (Cyprus University (UCY)) presented the results of the survey done for the courses offered in the topics of energy efficiency, low carbon buildings and smart energy management. The main conclusion also that there is no courses offered in this field.

Prof. Radwan Abdel Hamid (HU) added that the most important benefits of this meeting is deciding what are the more dominant in the subjects that taught in this field in order to design the curriculum for the master of SEMSEM project.

Prof. Omer Maaitah Mutah University (MU) talked about the result for the training courses offered in India. **Prof. Radwan Abdel Hamid (HU)** added that Cairo University have a master degree which have the similar objectives and he will send all the details to **Dr Ahmed Nageeb [AASTMT]** next week.

Eng. Sameh Elshafaay [AASTMT] presented the results for WP1 and WP2. Only 5 universities offer courses and programs similar to SEMSEM proposal courses by about 50% in contents. The main conclusions are no awareness about energy management and energy audit was found.



Second Day of the Kick off Meeting

Prof. Ahmed Al-Salaymeh (University of Jordan (UJ)) suggested a template for technical report every six months.

Both **Prof. Radwan Abdel Hamid (HU)** and **Prof. Ahmed Al-Salaymeh (University of Jordan (UJ))** not satisfied with the proposed SEMSEM's logo.

Dr Ahmed Elshenawy [AASTMT] introduced SEMSEM website.

Prof Abdelhamid solyman [SU] discussed the survey for masters and training courses (WP1 and WP2) by a presentation. Also, he presented the modules and training courses provided by his university.

Prof. Radwan Abdel Hamid (HU) presented the survey done for WP1 and WP2 in South Africa. Also, he claimed that there are 13 programs found during the survey without the course contents.

Dr. Charalambos Anastassiou (Cyprus University (UCY)) discussed the master programs provided by Cyprus through a presentation.

Ms. Vasileios Zotakis (Euro training Educational Organization (EURO Training)) discussed the training needs and the training modules provided by her organization.

Partners suggested that partnership agreement must be finished in April. Also, they insisted that regulation cannot be removed from the template of the partnership agreement.

Dr Ahmed Elshenawy [AASTMT] introduced the WP3 through his presentation. Each university should provide its experience in the courses provided.

Prof Wael Akel (NU) suggested that partners should communicate with leader IST in each field so that a double degree could be approved in WP3.

An excel sheet should be distributed among the partners to decide the responsibility of each partner in the WP3.

The equipment list in WP5 was distributed between partners in Jordan and Egypt.



Partners have agreed that a workshop will be held in Jordan on 28th and 29th September 2016. The first day will be a coordination meeting and the second day will be a workshop.

A contact list should be uploaded on the official website of the project.

Presentation should be uploaded on the drop box.

The design of the proposed logo should be changed.

General Budget rules:

- For equipments included in the proposal: direct order below 25,000 Euro, tender and 3 proposals above 25,000 Euro.
- For international purchase, cannot be from the same tender
- Money transferred to the contacts using the change rate of the current time.
- Staff costs should be supplied by formal employment contract, time sheet, agenda, attendance and number of meetings.
- Staff costs should be maximum 40% of the gants.
- Travel costs depends on the distance:
 - 1- Below 100 miles: zero Euro
 - 2- 100-499 miles: 180 Euro
 - 3- 500-1999 miles:275 Euro
 - 4- 2000-2999 miles: 360Euro
 - 5- 3000-3999 miles: 530 Euro
 - 6- 4000-8000 miles: 820 Euro
- Accommodation Costs:
 - 1- 1-14 days: 120/day
 - 2- 15-60: 70/day
 - 3- 61-365:50/day

Equipments:

- Real costs should be maximum 30% of the total grant.
- VAT and customs are not eligible.
- Equipments should be purchased at the beginning of the project.