



ERASMUS+ PROGRAMME
Project Number: 561996-EPP-1- 015-1-JO-EPPKA2-CBHE-JP

INVENT - Promotion of Innovation Culture in the Higher Education in Jordan

Agenda, Kick-off Meeting

Holiday Inn Resort Dead Sea, Jordan

February February 20 to 23
2016



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February 20 (ONLY for JO HEIs)

9:30 – 11:00	JO-HEI meeting: Preparation and Organization (Prof. Fahmi Abu Al-Rub)
11:00 – 11:30	Coffee Break
11:30 – 14:00	JO-HEI meeting: Preparation and Organization (Prof. Fahmi Abu Al-Rub)
14:00 – 15:00	Lunch



February 21	
9:00- 9:30	Registration
09:30 – 09:45	WELCOME (Ahmed Elbetieha, Vice President of JUST)
09:45 – 11:00	Partners presentation (10 Minutes each) (Organization, staff, role in the project) P1: Jordan University of Science and Technology (JUST) P2: The University of Jordan (UJ) P3: Mutah University (MU) P4: Princess Sumaya University for Technology (PSUT) P5: Applied Scientific Research Fund (ADRF) P6: Hochschule für Technik, Wirtschaft und Kultur Leipzig HTWK Leipzig (HTWK) P7: University of Deusto (UD)
11:00 – 11:30	Coffee Break
11:30 – 13:00	Partners presentation (10 Minutes each) (Organization, staff, role in the project) P8: University of Cyprus (UCY) P9: CONSORZIO ARCA (ARCA) P10: Paulo & Beatriz – Consultores Associados, Lda (P& B) P11: CREATIVE THINKING DEVELOPMENT (CRE.THI.DEV) P12: Almotahida Education Group (Almotahida) P13: Amman Chamber of Industry “ACI” P14: Al Urdonial Lil Ebda (AULE) P15: Higher Council for Science & Technology (HCST)
13:00 – 14:00	INVENT Project presentation (Prof.Fahmi Abu Al-Rub) <ul style="list-style-type: none"> ❖ Objectives ❖ Expected results and impact ❖ Activities and scheduling ❖ Budget and cash flow Deadlines and reporting Discussions
14:00 – 15:00	Lunch

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15:00 – 15:30	<p>WP1: ANALYSIS OF TRAINING NEEDS (JUST)</p> <ul style="list-style-type: none">❖ Task 1.1: Review local market needs for qualified people in the field of innovation and entrepreneurship.❖ Task 1.2: Identify training needs for officers of CTIs❖ Task 1.3: Prepare a report that serves as the road map for the implementation of the project
15:30 – 16:30	<p>WP2: Training of trainers for participation at CTIs (ARCA, P&B)</p> <ul style="list-style-type: none">❖ Task 2.1: Development of Long-Term Capacity Building Plan❖ Task 2.2: Selection of Training Staff❖ Task 2.3: Consultations with the Jordanian co-beneficiaries.❖ Task 2.4: Training of trainers for participation at CTIs

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<p>9:30 – 10:00</p>	<p>WP3: Establishment and Equipment of the CTIS (HTWK, PSUT)</p> <ul style="list-style-type: none"> ❖ Task 3.1: Establishment of center offices and departments ❖ Task 3.2: Hardware equipment at the Centers ❖ Task 3.3: Installation and adjustment of software
<p>10:00 – 10:30</p>	<p>WP4: Activity of the Centers and departments (HTWK)</p> <ul style="list-style-type: none"> ❖ Task 4.1: Creation of web-site and support its functioning ❖ Task 4.2: Creation of database of CTIs and support function. ❖ Task 4.3: Training activity ❖ Task 4.4: Consulting activity
<p>10:30 – 11:00</p>	<p>WP5: Quality (CRE.THI.DEV, MU)</p> <ul style="list-style-type: none"> ❖ Task 5.1: Establish the Quality committee ❖ Task 5.2: Develop a monitoring, evaluation, and quality plan ❖ Task 5.3: Write progress reports that elaborate the progress of the project and address it to the project coordinator. ❖ Task 5.4: Hire External Monitor
<p>11:00 – 11:30</p>	<p>Coffee Break</p>
<p>11:30 – 12:00</p>	<p>WP6: Dissemination, exploitation of results, and sustainability (ARCA, UJ)</p> <ul style="list-style-type: none"> ❖ Task 6.1: Developing a dissemination and exploitation plan. ❖ Task 6.2: Elaboration of project image and dissemination materials ❖ Task 6.3: Organizing workshops and infodays ❖ Task 6.4: Organizing an Electronic Town Meeting ❖ Task 6.5: Organizing Local Final Conference ❖ Task 6.6: Developing a sustainability plan

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12:00 – 13:00	WP7: Management and operational structures (JUST) <ul style="list-style-type: none">❖ Task 7.1: Organizing the Kick-off Meeting and other consortium meeting❖ Task 7.2,3: Establishment of INVENT Commouttees❖ Task 7.4: Hiring External Auditors❖ Task 7.5: Reports
13.00- 14.00	Lunch
14:00- 15:00	Financial Management: Dr. Abdalh Qudah
15:00 – 16:00	Discussion and Closing



February 23: JUST

10:15	Participants arrival at JUST
10:30 – 11:00	Meeting H.E. Prof. Mahmoud Al-Sheyyab, President of JUST
Kick-off Meeting Activities at Al-Karamah: (11:10-12:30)	
11:100 – 11:20	WELCOME (H.E. Prof. Mahmoud Al-Sheyyab, President of JUST)
11:20- 11:30	Prof. Abu Al Haija Director of Erasmus+ Office-Jordan
11:30- 11:45	INVENT Project Presentation Prof. Ahmed Elbetieha-JUST
11:45 – 12:00	VTC Project Presentation Prof. Klaus-KTWH-Leipzig-Germany
12:00 – 12:30	Coffee Break
12:30- 13:30	Erasmus+ Project Management Prof. Abu Al Haija Director of Erasmus+ Office-Jordan
13.30 - 14:30	Lunch
14:30-	Tour at JUST
18.00- 20.00	Dinner in Jarah