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**Acronym:** MUREE

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<b>Deliverable Title</b>	<i>Quality Committee</i>		
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A quality committee has been formed, during the kick-off meeting, consisting of the following:

1. Jens Palacios Neffke, TU-Berlin, Quality Manager
2. Annette Mütze, TUG
3. Rafael Jiménez, IGFOTON
4. Handri Ammari, MUTAH
5. Said Al Hallaj, NET Energy

The program for the quality committee meetings was also established with the first meeting taking place as follows:

1. During the kickoff meeting in the period 4-5 November 2012,
2. IGFOTON, Cadiz, Spain, with the following present and minutes of the meeting are shown in Appendix (1):
  - Jens Palacios, TU-Berlin
  - Issa Batarseh, Mahmoud Hassan, PSUT
  - Hussien Majali, MUTAH
  - Rafael Jiménez, IGFOTON
3. TU-Berlin, Germany, in the period 29-30 September 2014, with the following present and minutes of the meeting are shown in Appendix (2):



- Jens Palacios, TU-Berlin
- Mike Blakemore, External Evaluator

### Appendix (1): Minutes of Quality Meeting-Cadiz

The first quality committee meeting took place in Cadiz, Spain at the facilities of IGFOTON on 11.12.2013. Attendees of the meeting were:

Dr. Castañeda – IGFOTON

Dr. Hassan – PSUT

Dr. Almajali – MUTAH

Mr. Alhallaj – NETENERGY

Mr. Albalasi – TU BERLIN

Mr. Palacios Neffke – TU BERLIN

Concerning the results of the meeting, following agreements were reached:

- 1) The committee was informed about the report sent to you, as well as the clarifications sent later which contained our position and point of view concerning the core aspects of the tender process. The report and annexes were sent yesterday by Ahmad to the committee members (I'm attaching the documents to this Email again for your convenience). A discussion regarding the content of the report took place between the participants with following conclusions:
  - a. The equipment to be purchased will exclusively be used for the power electronic and machines course. There is no plan to buy large equipment for Wind, PV and ST courses. This was clarified by Prof. Hassan. A signed agreement between the Jordanian partners is therefore strongly suggested, as before, in order to assure the acceptance of the main beneficiaries and the transparency of the process. This acceptance letter should include the type of equipment to be purchased as well as the details in terms of own contribution and using rights. Prof. Hassan agreed in this point.
  - b. The report should be completed through the inclusion of the offers from the seven bidders. The quality committee concurred in this point.
  - c. The quality committee members were asked to provide further input if necessary after reading in detail the report.
- 2) The committee also discussed about the next steps concerning quality assurance processes throughout the project as well as the tools and methods to be developed to this end. The development of these tools and methods were assigned to diverse members of the committee and each representative was asked to provide information concerning its progress and implementation (or at least a first version of it) until next 31.Dec. 2013. Below you'll find a table with the tools to be developed and responsible institution. To this regard the tasks to be conducted by PSUT were discussed with and approved by Prof. Hassan.

Activity	Responsible
Development of evaluation forms (Lecturers / Programs)	TUB
Evaluation of entrepreneurial capacity building	IGFOTON/NET ENERGY
Certification of developed curricula	Module responsible
Evaluation of equipment's purchasing processes	TUB/PSUT



Development of partners agreement template (equipment & resources)	PSUT
Evaluation of curriculum's relevance for the industry requirements	NET ENERGY
Monitoring of addressed target market (statistics/gender quote, etc)	MUTAH
Standardization of report formats (MUREE and TEMPUS formats)	PSUT
Elaboration of mid-term and final quality reports	M. Blakemore/TUB

3) Eventually a follow up meeting of the committee will take place in 2014 if the situation demands it.

## **Appendix (2): Minutes of Quality Meeting-Berlin**

The second quality committee meeting took place in Berlin, Germany at the facilities of the TU Berlin on 29.09.2014. Attendees of the meeting were:

Prof. Mike Blakemore - ECORYS

Mr. Albalasie – TU BERLIN

Mr. Palacios Neffke – TU BERLIN

The leader of MUREE's quality committee and the external evaluator of the project, Prof. Mike Blakemore, meet for the first time in Berlin to discuss the project's general structure and the details concerning its quality committee activities. Main discussion topics were:

- 1) Prof. Blakemore raised concerns about the coherence between MUREE's original proposal and the deliverables submitted so far, especially concerning the term "single bachelor programme" included in the proposal and the delivered set of individual modules to be included in the curricula of conventional bachelor programs of the Jordanian partner universities.
- 2) Another observation by Prof. Blakemore was a certain lack of clarity concerning the IT Tools utilized for information exchange. Formally MUREE utilizes an own web-based Intranet, nevertheless it has been encountered that information is spread between this tool and the formerly used project's dropbox.
- 3) Prof. Blakemore and the TUB additionally reviewed the midterm report issued by the PSUT and its feedback provided by the EU. Prof. Blakemore recommended a particular approach while dealing with the commission in the delivery of the outcomes, namely a joint approach between himself and the consortium before issuing the final report.
- 4) During the meeting it was also agreed to ask the project coordinator to secure that techniques, courses and laboratory equipment are agreed upon all Jordanian members of the consortium.