



MINUTES

TOOLKIT Fifth Consortium Assembly

First virtual meeting

June 10th 2020

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Agenda

10:00 WP2	Wrap up on WP2 Activities
10:15 WP3	Training on Project Writing and Management (UNIBO WP Leader) : learning objectives, delivery mode, new timeline
10:45 WP4	Training on Mobility Management (Uppsala University WP Leader): learning objectives, delivery mode, new timeline
11:15 CASCADE TRAININGS	cascade trainings at national level closing development WPS: Prospective Timeline
11:30 ACTIVITIES TO PERFORM IN THE NEXT FEW MONTHS	Equipment purchase Interim report : new deadline September 1 st Quality plan
12:00 End of the meeting	

Attendance list

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Discussion, decision taken and tasks assignment:

WRAP UP ON WP2 ACTIVITIES:

- Strategic plans for internationalization updated and presented to the Ministries of Education:
 - YU, YUEco, YAU, NUOL, SU.
- Delays due to unforeseen events for Sri Lankan Partners:
 - Need to organize a specific meeting between UNIBO, Vilnius University, University of Kelaniya and University of Peradeniya.
 - Possibility to have the National Workshop online to share the updated strategic plans with MOE and other Universities in Sri Lanka (proposed period: September after Parliament elections)
- Reminder for all the partners to send their Updated Strategic Plans for internationalization ASAP (even if still not approved/fully applied) to VU for the drafting of WP2 report.

WP 3: TRAINING ON PROJECT WRITING AND MANAGEMENT:

- UNIBO (WP Leader): Training partially held online (4 days) in November 2020;
- Proposal to have the final part of the training in person once/if travel restrictions will be removed;
- Introduction to the training aims, general themes and specific topics to be delivered online;
- Trainees profile: 3 people from Asian partners. They should be IRO staff or faculty members holding a position in the International Relations Affairs or in Fundraising;
- Each Asian Partner institution nominates the trainees by September 10th 2020.

WP 4: TRAINING ON INTERNATIONAL MOBILITY:

- UPPSALA UNIVERSITY (WP Leader): Training partially held online (4 days) in September 2020;
- Proposal to carry out the last part of the training in person during UU International Staff Week in May 2021 (if the situation will allow intercontinental travels);
- Exposure of the training draft program. Trainees already nominated will start to work on the WP deliverable (Toolkit Handbook) online;
- Discussion on the possibility to use Zoom instead of Microsoft Teams for both trainings delivery.

CASCADE TRAININGS AT NATIONAL LEVEL:

- Deliverable: one cascade training for each work package (WP2, WP3, WP4) in each Asian Country

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- Proposed plan: 3 days cascade training per Country (one day for WP)
- Discussion about the possibility to reach the 60% of the Countries' institutions
 - No problem for Laos and Sri Lanka
 - Myanmar having a higher number of public institutions could think to group the universities to be involved according to the specialization
- Period proposed for the cascade trainings: June 2021 and anyway after the conclusion of WP3 and WP4
- Proposal to include the networking workshop in the program of cascade trainings for Laos and Sri Lanka universities (for MM institution the workshop has been held in January), as a dissemination event moderated by James Kennedy (project advisor).

ACTIVITIES TO PERFORM IN THE NEXT FEW MONTHS:

- Equipment purchase: clarifications on the approved lists and funds transfer;
- Discussion on the possibility to ask for further feedback to EU Commission for the items not approved;
- Explanations on the exchange rate and VAT (updates on VAT and Taxes will follow)
- Reminder on the list of documents to be provided after the purchase

FIRST REPORTING PERIOD:

- Deadline for the submission postponed to September 1st 2020
- List of documents to be provided:
 - Timesheets, Joint Declarations, Employment declarations: UNIBO gives feedback on the produced documents by the end of June, all the partners send the signed documents back by Mid July;
 - Quality plan shared with WP co- leader SU for feedback and validation. UoP provides a really short report on the strengths and weaknesses of the tasks carried out so far according to the responses and results of the Quality questionnaires.
 - Dissemination Plan: UNIBO sends the draft by the end of June to the project advisor Mr. James Kennedy who will revise and complete the final version.

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