



**Minute N.1. KICK OFF MEETING**

**STRIVE Project**

**101128558 — STRIVE — ERASMUS-EDU-2023-CBHE**

**Bologna, January 22-23, 2024**

**Number of attendees:** 25 representatives from STRIVE Project Consortium

<b>Partner n.</b>	<b>Organization name</b>	<b>ACRONIM</b>	<b>Country</b>
1	Consorzio Interuniversitario AlmaLaurea – coordinator	AL	Italy
2	Hanoi University	HANU	Vietnam
3	Truong Dai Hoc Phu Xuan	PXU	Vietnam
4	Quang Ninh University of Industry	QUI	Vietnam
5	Hoc Vien Hanh Chinh Quoc Gia	NAPA	Vietnam
6	Universidade de Évora	UEVORA	Portugal
7	Università degli studi della Tuscia	UNITUS	Italy

Participants details in Annex 2.

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The kick off meeting started on January 22 at 9.00 a.m.. Rectors, Presidents, Vice-Rectors, Professors from the Vietnamese Universities of Hanu, Phu Xuan, Quang Ninh and Napa and from the European Universities of Évora, and Tuscia) as well as project staff attended the meeting.

The **welcome addresses**, delivered by the representatives of the project consortium, emphasized the core importance of the cooperation between Europe and Vietnam as well as the relevance of capacity building on higher education under Erasmus+ action at support of international cooperation projects based on multilateral partnership between organizations active in the field of higher education.

Each partner introduced the belonging organizations and their international activities, stressing the relevance of the STRIVE project for the governance and the commitment to actively contribute to project activities, also highlighting the prospective benefits for the students and staff in terms of increased mobility potentials, enhanced networking and human resources development.

Furthermore, the importance of the STRIVE project as an occasion to facilitate access to Erasmus+ opportunities by newcomer universities, by reducing the internationalization gap among higher education institutions in the country was emphasized as well as the relevance of the capacity building activities and the trainings envisaged to improve the management competences and internationalization strategies of the beneficiary universities and the staff capacities in the preparation, implementation, monitoring and follow-up of international projects.

The meeting continued with the **presentation of the STRIVE project** by Luisa Mengoni, project coordinator. Project summary, specific objectives, target groups, work packages description and project mobilities, revision of the project evaluation and the inputs provided by the European Commission in the framework of the project assessment, together with the corrective measures envisaged were shared with the attendees.

Moreover, some information on the unit costs provided for mobility were provided during the presentation stressing that mobilities are integral part of the activities to be performed to complete project WPs and obtain the related budget approved by the EU. In this respect, it was highlighted that the staff participating in the project events must be the STRIVE appointed staff.

As for the information provided on the staff budget computation, it was shared as an example of staff cost computation as staff daily actual costs multiplied for the N of working day in a month. Different questions arose on how to calculate the amount for remunerating the university STRIVE staff. The coordinator explained, using the budget template, the staff cost distribution per Work Packages according to the different staff categories, reminding that in case of more than one staff member per category foreseen, the partner cost unit was computed as the average monthly cost.

Finally, an overview of the first year activities and planned deliverables/milestones were presented as detailed in the table below (see Next Steps section):

-Summary of STRIVE 1<sup>st</sup> year activities-

M1- Jan2024	M2 Feb.	M3 March	M4 April	M5 May	M6 June	M7 July	M8 Aug ust	M9 Sept	M10 October	M11 Nov	M12 Dec-2024
WP.1. KOM Bologna -1° SC-		WP.1. D.1.1. Signature of the Partnership agreement	WP.1. MS.1. Release of Project Quality Plan					WP.1. D.1.2. release of 1 <sup>st</sup> Quality control Report			
					WP.2.MS.2. Workshop on Erasmus+ opportunities UEVORA, PT	WP.2. 2. MS.3. Workshop on available tools QUI, Vietnam -2° SC-			WP.2. D.2.1. Summary report on Workshop insights		
										WP.3.1. Training on project design and management , Hue City-Vietnam-3° SC-	
		WP.5. D.5.1. Project website set-up	WP.5. MS.6 Dissemin ation plan								

The coordinator highlighted how the project reports to be produced (quality plan and dissemination one being the forthcoming ones) should be developed through a team work with the relative WP leader in charge of the coordination.

The project coordinator asked the delegation to provide feedback on the corrective measures proposed by the AlmaLaurea team to meet the issues raised by the EACEA in the project evaluation (see Next Steps section).

Following the overview of the STRIVE project, Enrico Dongiovanni, project manager at AlmaLaurea introduced the **partnership agreement**, sent to the partners before the KOM on draft version and to be discussed for the validation during the KOM for its signature by March 2024.

In particular, Dongiovanni explained that the contents of the document are mainly taken from the Grant Agreement and that the partnership agreement represents an internal consortium agreement including arrangements on operation and coordination, being a guarantee of the smooth record keeping on the project in case of audit.

In the first part of the partnership agreement presentation, the principles of joint responsibility and good faith as well as the use of the appropriate resources at the best of each organization and staff availability were highlighted. Moreover, Dongiovanni explained STRIVE management structure including the three appointed bodies (steering committee, quality committee and working group), their responsibilities and duties, as well as the functions of the project coordinator and the national coordinator in Vietnam (HANU) as *trait d'union* of the appointed bodies.

Among the duties of the coordinator is the continuous reporting of the project deliverables on the funding and tender opportunities portal, upon the provision of the needed information by the project consortium.



The **record keeping documentation**, detailed in the partnership agreement, was presented:

- Staff appointment letter
- Employment contracts
- Evaluation forms, meetings minutes, presentations, attendance lists
- Flight reservations and boarding passes
- Contracts, invoices and proofs of payments for subcontracting

It was explained that, even though the record keeping in the framework of a lump sum Grant is focused on proving the proper implementation of the action, the abovementioned list of supporting documents was based on the coordinator best practices and internal auditing regulations. It was recalled that the documentation, to be provided to the coordinator, must be kept by the partners for five years beyond project completion for eventual audit.

At the conclusion of the first section, Dongiovanni recalled the importance of the visibility obligations for the main project results, namely the inclusion of the EU logo and the EU disclaimer.

In the second part of the partnership agreement presentation, the topic of financial management of the Grant was discussed: lump sum grant logic for the completion of work packages; budget flexibility not applicable; the project total costs and the pre-financing payment; the final grant amount calculation based on the submission of the final report and the approval of WPs activities.

A **questions and answers** session followed the presentations: in particular the issue of co-financing and the need to describe the staff roles within the project was raised. AL staff clarified that the quality plan is the document detailing the roles of each staff member, taking into account the contents of the project proposal. As for the co-financing, AL team replied that the amount of co-financing can be found by each partner in its partnership agreement together with the budget details. The project budget represents another document for being acquainted with the co-financing and the staff costs per WP according to staff category.

The present member of the Steering committee, composed by the higher representatives of the consortium and of their delegates, and all attendees agreed on the partnership agreement contents; the partners committed themselves to send a signed copy of the document within the deadline (March 2024).

Finally, in view of EACEA Grant Holders' meeting, Dongiovanni recalled to the attendees the dates of the meeting (6-7 February 2024) and the possibility to attend it for a maximum of 5 registrations. The coordinator will send the consortium a communication on that to allow the partners to participate.

On January 23, the meeting started with a presentation by Luisa Mengoni of the **quality plan**, including its purposes and main contents. A draft index was shown: scope, contractual framework, quality internal processes and strategies, risk management and mitigation measures were presented.

Then, the Quality Committee of the project was confirmed and appointed. Partners, upon coordinator request, sent the list of the members of the management bodies of the project (quality committee, steering committee and working group) before the KOM. The management bodies composition was validated during the KOM (see KOM main achievement section).



The meeting continued with the **project sustainability** framework introduced by Dorel Manitiu, project manager at AlmaLaurea. The presentation stressed how project sustainability was developed following the needs analysis and the brainstorming with the Vietnamese partners, who expressed the interest to create a simple structure capable of sustaining the engagement of Vietnamese universities' governance in the internationalization of their organizations beyond project life. STRIVE "Internationalization Virtual Centre" is the main sustainability outcome of the project.

The centre is expected to enhance the visibility of the internationalization strategies of the universities, the monitoring of the international activities of the targeted universities in the country, being a reference point for an effective networking and sharing of information among the Vietnamese partners and potential stakeholders on the internationalization opportunities offered by the Erasmus+ programme.

The general configuration set in the proposal was discussed and a preliminary consensus was shared by the SC members and attendees: an online portal administered by HANU at the ITA Center level with the contribution of the consortium. The idea, already set in the project proposal, is based on the experience of HANU in internationalization activities. Different questions arose on the costs of the centre: Dorel Manitiu stressed how the sustainability of the portal should not be so costly and that a minimum number of resources will be needed in the future to sustain the centre. Project coordinator recalled that the sustainability will be discussed during all project life cycle so as to find the best arrangement before the signature of the agreement. Yet, it is relevant to discuss the issue of sustainability since the very beginning of the project as it is of core importance.

The meeting continued with a presentation by Enrico Dongiovanni of an overview of the **project dissemination** (WP5) including the milestone and the main deliverables foreseen, starting with the illustration of the dissemination plan (within April 2024) aimed at enhancing project's dissemination at local, national and international level, at spurring the involvement of project's stakeholders and beneficiaries, at planning the achievement of dissemination outputs (see Next Steps session).

The preliminary version of the project website was presented (<https://strive-project.eu/>); the website intranet will be developed soon by the project coordinator for partner registration. The project logo draft was presented to the partners for their approval (see Next Steps section).

Moreover, the other WP5 deliverables were presented, namely the report on awareness seminars to Vietnamese students, academic and administrative staff on Erasmus+ opportunities to be held locally by the beneficiary Vietnamese universities to spread the knowledge acquired during the capacity building activities, and the promotional and testimonial video to collect partners' testimonials on the impact and benefits gained through the involvement on project activities.

The colleagues from Viterbo showed a video presentation of University of Tuscia.

In the Q&A session, the issue of the consent for meeting material publication and share of videos and pictures publication was raised: the partners agreed to sign the consent at the occasion of each project meeting.

Partners agreed to use their own social media to carry out project dissemination activities.

It was also agreed to translate the project website in Vietnamese as the main contents are concerned. The translation task will be shared among the Vietnamese partners.



Finally, the meeting focused on the organization of the **next Workshop on Erasmus+ opportunities** to be held at Évora, Portugal, June 2024 (WP2). The presentation, delivered by Professor Paulo Resende da Silva, introduced the Workshop activities: preparation of workshop materials; preparation of workshop logistics; draft of workshop evaluation form. The main contents of the meeting were introduced: providing information on Erasmus+ opportunities, notably as regards KA1 mobilities and KA2 CBHE projects, eligibility criteria, funding rules and awards criteria.

The planning of the next steps was introduced:-

- January 31: UEVORA colleagues will send an email and a Google sheet to collect the data requested for the invitation letter of the Vietnamese participants and the name and affiliation of the European participants: answers must be sent until February 8

-February 16: UEVORA colleagues will send the "Invitation letter" to the Vietnamese participants and send information for the Portuguese Foreigner Officer and Portuguese Embassy in Bangkok; Information about the city, travel and accommodation will be send

-March 31: the Workshop agenda will be presented (feedback by partners will be collected in order to tune up the workshop contents)

Finally, Professor Resende da Silva provided an overview of the city of Évora including a video presentation and introduced the second workshop to be delivered within WP2 in Evora in June 2024.

-Quang Ninh Province (Vn): Workshop on Erasmus+ available tools (tentative dates: September 10 and 11 aimed at raising the awareness of Vietnamese beneficiaries on the tools made available by the European Commission for partnership building, search of funding, opportunities, Grant management and reporting.

UEVORA colleagues draw the attention of the attendees on the importance to involve staff and students for the success of the awareness seminars envisaged within the project.

At meeting conclusion the coordinator summarized the main achievement of the meeting and the next steps (see sections below).

## KOM main achievements

-Appointment of the Quality Committee and of the project management bodies:

Management Bodies	Composition	Role	Actions
<b>Steering Committee (SC)</b>	High representatives of partner organization	Be a strategic framework to ensure vision, mission, responsibility and strategic direction	Adopt strategic decisions on a consensual basis, having the partnership agreement as main reference point for mutual rights and obligations. Take part to SC or delegate representative with power of signature
<b>Quality committee (QC)</b>	Appointed staff from each partner institution	Assess the project's progress and the quality of the outputs produced.	Meet on a regular basis to discuss and assess the project's progress and the quality of the outputs produced for the update of the quality plan. Financial expenses control. Take part to QC meetings
<b>Working Groups (WG)</b>	Local coordinator from each partner	Act as the coordinator of the activities to be carried out for each WP	Collect feedback and input from partners staff. Vehiculate the info provided by project coordinator to the staff of the belonging HEIs. Be in constant communication with the project coordinator.
<b>AL project coordinator and HANU national coordinator</b>			

STRIVE partner	STEERING COMMITTEE	QUALITY COMMITTEE	WORKING GROUP
AL	Marina Timoteo	Enrico Dongiovanni	Luisa Mengoni
HANU	Nguyen Van Trao	Nguyen Hoang Thu Thuy	Dang Thi Phuong Thao
PXU	Ho Thi Hanh Tien	Tran Thi Thanh Ha	Tran Thi Thu Thuy
QUI	Hoang Hung Thang	Pham Duc Thang	Ha Thi Ngoc Mai
NAPA	Nguyen Ba Chien	Nguyen Thi Thu Van	Nguyen Thi Ngoc Hien
UEVORA	Paulo Quaresma	Paulo Resende da Silva	Paulo Resende da Silva
UNITUS	Simone Severini	Stefano Speranza	Carlo Contardo

-Discussion on the sustainability framework of the project (1st steering committee) with the agreement to delegate HANU to develop and host the online portal of the internationalization virtual centre at HANU (ITA center). During the project, the sustainability will be discussed so to reach the final agreement to be signed by the STRIVE consortium.

-Definition of the next mobility dates for WP2 workshops:

- Workshop on Erasmus+ opportunities (UEVORA, June 13-14).
- Workshop on Erasmus+ available tools (QUI, September 10-11)






**NEXT STEPS**

<b>WORK PACKAGE</b>	<b>WHAT TO DO</b>	<b>DEADLINE</b>
EACEA project evaluation	Provide feedback on the corrective measures proposed by AlmaLaurea team to meet the issues raised by the EACEA in the project evaluation (Annex 1. To the present document)	Partners can provide their feedback by February 15. The corrective measure list can be further updated during project implementation.
WP1. Management and quality control D.1.1. Partnership agreement	Sign the partnership agreement	March 2024
WP1. Management and quality control	<b>Provide the coordinator with the record keeping documents</b> (not provided yet) <ul style="list-style-type: none"> <li>▪ Staff appointment letter</li> <li>▪ Staff employment contracts</li> <li>▪ Flight reservations and boarding passes of KOM</li> <li>▪</li> </ul>	The coordinator asks the partners to send the documents as soon as available.
WP1. Management and quality control MS1. Release of the project quality plan	The coordinator will provide the QC with a draft document to be integrated and agreed	April 2024
WP2. Workshop Overview on Erasmus+ programme in higher education sector MS2. Workshop on Erasmus+ opportunities	Partners will provide UEVORA with the list of participants UEVORA will send an email and a Google sheet to collect the data requested for the invitation letter of the Vietnamese participants and the name and affiliation of the European participants: answers to be provided until February 8 UEVORA will send the "Invitation letter" to the Vietnamese participants as well as logistics info The Workshop agenda will be presented	January 31, 2024  February 16, 2024  March 31, 2024
WP5. Dissemination D5.1. Project website set-up	The coordinator will develop the website to allow the	March 2024





	<p>registration of the participants. KOM minutes and presentations will be uploaded on the project website. Partners are invited to hyperlink the project website to their organization websites <a href="https://strive-project.eu/">https://strive-project.eu/</a></p> <p>The website will be translated in VN for what concerns the main contents: the coordinator will send the VN working group the main part to be translated, the partners agreed to translate together the document.</p>	February 2024
<p>WP5. Dissemination Logo</p>	<p>Partners will provide eventual feedback on the project logo proposed by the coordinator:</p> 	February 15, 2024
<p>WP5. Dissemination MS6 Dissemination plan</p>	<p>Project coordinator will prepare a draft plan to be shared with the partners. Partners will integrate the document with their feedbacks</p>	April 2024

## Annex 1. STRIVE Corrective measures-EACEA evaluation proposal

CRITERION	EVALUATION SUMMARY INPUT	CORRECTIVE MEASURE
<b>Relevance</b>	Specify the needs in terms of competences of the HEIs staff to be enhanced during the trainings	The evaluations forms will report the staff competences before and after the participation to training sessions
	Utilize Vietnamese HEIs competences and knowledge acquired in capacity building activities	Capacity building on KA1 will be led by HANU and beneficiaries HEIs. Project trainings will have a practical application in the draft of a CBHE KA2 proposal
<b>Quality: Project design and implementation</b>	Add a financial management team to initiate partner countries staff on financial issues	Financial issues will be discussed during KOM and during project meetings when needed. Quality committee team is also a financial management unit that will monitor the issue and address it in the quality plans.
	Specify the amount of work of each person in the activities	The issue will be addressed in the quality plan
	Demonstrate the commitment of the newcomers universities and their future involvement in the virtual centre for internationalization	Beyond the formalization of their commitment in the partnership agreement it will be formalized in the quality plan, dissemination plan and sustainability plan
<b>Impact</b>	Dissemination actions must be detailed	Partners will be invited to detail the local dissemination activities /actions in the dissemination plan, as addendum to dissemination actions already foreseen in the project proposal
	Specify the internationalization virtual centre stakeholders profile	The membership will be detailed in the sustainability agreement, including information on roles and profile of centre stakeholders

## Annex 2. STRIVE KOM Participant list

Organization	Name and Surname	Role in the organization
HANU	LUONG NGOC MINH	Vice Rector
HANU	THI PHUONG THAO	Director of Italian Language – Culture and International Mobility
HANU	THU THUY	Vice Director of Italian Language – Culture and International Mobility
HANU	NGUYEN HOANG DUONG	Vice director of Information Technology Center
HANU	NGUYEN THI ANH TUYET	Head Dean of Italian specialized language division, Italian Department
NAPA	LUONG THANH CUONG	Vice President, Professor
NAPA	NGUYEN THI THU VAN	Dean of Faculty of Archives and Office Management Quality Control, professor
NAPA	NGUYEN THI NGOC HIEN	Deputy Head of Division of Project and International Joint Training, Department of International Cooperation, Coordinator
NAPA	LE THANH HUYEN	Director of Department of Training Management
NAPA	TRAN DAI HAI	Vice Director of Department of International Cooperation
NAPA	NGUYEN THI THU HA	Associate Prof. Dean of Faculty of Interdisciplinary Sciences
PHU XUAN	HO THI HANH TIEN	Vice Chairwoman of Phu Xuan University Council
PHU XUAN	TRAN THI THANH HA	Senior Project Coordinator of Institute for Partnerships and Development
PHU XUAN	TRAN THI THU THUY	Director's Assistant, Project Facilitator of Institute for Partnerships and Development
QUANG NINH	HOANG HUNG THANG	Rector
QUANG NINH	CAT THI THU HUONG	Chief Accountant
QUANG NINH	HA THI NGOC MAI	Officer
UEVORA	PAULO RESENDE DA SILVA	Assistant professor
UEVORA	SERRA JAIME	Associate professor
UNITUS	CARLO CONTARDO	Head of International Relations Office
UNITUS	STEFANO SPERANZA	Associate professor
ALMALAUREA	LUISA MENGONI	Project manager for international relations



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ALMALAUREA	DOREL MANITIU	Project manager for international relations