

Minute N.3. WORKSHOP

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

WORKSHOP ON AVAILABLE TOOLS

WP2. Overview on Erasmus+ programme in higher education sector

-University of HANU, September 10-11, 2024-

STRIVE Project Consortium

Partner n.	Organization name	ACRONIM	Country
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 Toscana	UNITUS	Italy

40 Overall participants

33 Participants in presence (STRIVE Project Consortium and a delegation from the Panteion University, Greece).

7 Participants attended the meeting remotely, belonging to the STRIVE Consortium and the University of Ha Long.

N. of Trainers: 7

N. of Trainees: 33. 29 from STRIVE (4 from HANU; 6 from PXU; 5 from NAPA; 14 from QUI); 4 from universities not in STRIVE (1 from Ha Long University; 3 from Panteion University)

Participants' details in Annex 1.

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MEETING MINUTES

The two days workshop started on September 10 at 9.00 a.m. The workshop was held in the framework of the STRIVE project WP.2. *“Overview on Erasmus+ programme in higher education sector”* with the title **“Workshop on available tool”**.

Addressed to university staff working in the international field and in project management, it was aimed at allow the attendees to be acquainted with the tools made available by the EU Commission for partnership building, search of funding opportunities, Grant management and reporting.

The **main contents** of the training provided by the project consortium partners covered the following macro topics:

-an introduction to the Funding and Tender Opportunities Portal; Grant preparation process for Erasmus+ KA2 CBHE projects; Grant Management for Erasmus2 CBHE projects; process of Erasmus+ KA171 mobility projects; Grant Management of Erasmus+ KA171 mobility projects.

The meeting was also the occasion to share knowledge and experience in the preparation, implementation and management of international cooperation initiatives for example in the framework of university staff and students mobility as well as in Erasmus+ capacity building in higher education programme.

The workshop was addressed to by the Vietnamese beneficiaries staff involved in international cooperation, project design and management at different level, as trainees, while the EU partners shared their experience providing the training contents.

The Rector of QUI, Professor Hoang Hung Thang, opened up the **welcome addresses**, followed by the institutional representatives of STRIVE Consortium, namely Dang Thi Phoung Thao, Director of the Italian language and culture and international mobility Center of HANU; Luong Thanh Cuong, Vice President of NAPA; Ho Thi Hanh Tien, Vice Chairwoman of University Council, PXU; Luisa Mengoni, Project coordinator, AL; Paulo Resende da Silva, Professor, UEVORA; Stefano Speranza, Professor, UNITUS.

A special thank was delivered to the HANU university for hosting the meeting due to the Typhoon Yagi that strongly hit Vietnam and in particular the province of Quang Ninh affecting the area and its facilities and to QUI Rector and staff for their efforts in organizing the meeting in the preceding months. A common hope that the country could recover soon was shared. The welcome addresses were the occasion to emphasize the relevance of the STRIVE capacity building activities to improve the competences of the beneficiaries universities and in improving the networking of institutions in higher education across European borders and as an opportunity to open up new collaboration with Vietnam. The positive impact on the increased skills of university staff and on the creation of a solid network in favour of the mobility of students and university staff was emphasized as well as the increased network of partners for new project initiatives within the opportunities offered by Erasmus+ project, among the objectives of STRIVE project.

The meeting continued with the **2nd Project Steering Committee session** aimed at validate with the steering committee members (SC) the 1st Quality Control Report. The document validation process is as follow: fill out of the implementation questionnaire by WG in July 2024 followed by the preparation of the document by the coordinator AL for its share with the QC, discussion of the docuemtn in the online meeting with the QC on August 29, 2024, review of the document by the coordinator according to the feedback provided by the QC, validation by the SC, upload of the document D.1.2. on the EU Online Reporting Portal Sygma.

Luisa Mengoni presented the document sections and its contents focusing in particular on the assessment of the project expenditure and project resources till now according to the completion of project deliverables and work packages. No other questions or feedback arose, so the SC agreed on the contents of the report, to be uploaded on Sygma portal by the coordinator.

Then the coordinator **introduced the workshop contents and methodology**: a mixed one based on power points presentation by the trainers or interactive presentation of the online European platforms when possible (for example in the case of project management and continous reporting tools).

Then the **1st day training** on Erasmus+ began; the contents are summarized here below:

- *Overview of the Funding & Tender Opportunities Portal (FTOP)* delivered by Paulo Resende da Silva and Gonalo Camarinhas, UEVORA: all the tools of the portal where presented online using the FTOP platform in particular the functions Find a call; Partner search; Register an organization; Submit a proposal.

- *Grant Preparation Process for Erasmus+ KA2 CBHE projects* presented by Dorel Manitiu (AL): all the necessary steps and conditions to prepare a Grant in the framework of Erasmus+ KA2 CBHE were presented, in details the Submission of project proposal, Evaluation by the European Commission and Notification of the evaluation results; Sygma Tool – System for Grant Management; Editing of the Grant Agreement Data; Signature of the Declaration of Honor; Signature of the Grant Agreement.

Questions arisen: Nguyen Hoang Duong from HANU asked:

-what happens if the PIC get lost and we do not have the LEAR name.

Dorel Manitiu replied that the best way to retrieve the PIC is to get in touch with the EC, check if the LEAR is still in place and follow the procedure to appoint a new LEAR

-what are the criteria to search partners on FTOP.

Dorel Manitiu replied that networking is the best way to find for partners as it is based on the chain of trust; yet the required expertise is important to be taken into account so in case it is missing in the existing network FTOP can be a very good solution. Gonalo Camarinhas from UEVORA detailed the search criteria for partners in the FTOP and the possibility to search the organization by profile. Luisa Mengoni said that the International Virtual Centre to be realized under STRIVE will also be a reference point in the future for partner search.

-how the budget can be calculated when drafting KA2 projects and how to assign it to the beneficiaries in particular the emerging ones.

Dorel Manitiu replied that the budget construction will be discussed in the project December meeting at PXU adding that among the criteria there is the lump sum logic, the threshold imposed, the N of events planned, eventual subcontracting and equipment.

-when a project is not financed in its first submission, what can be done. Please share the experiences.

Luisa Mengoni said that follow up of similar initiatives is not recommended and that in case of STRIVE, the submission of a CBHE KA2 is foreseen as an outcome of the project. Dorel Manitiu stressed that special attention has to be devoted to the choice of the most appropriate Strand when writing a proposal.

First day of meeting ended with wrap up from participants; Dang Thi Phuong Thao from HANU announced the 19-23 October meeting organized by the EU Commission. The European Higher Education Week (EHEW) organised by the EU Delegation to Viet Nam (EUD) and EU Member States (MSs) aims to enable Vietnamese students, higher education institutions (HEIs), and other audiences to find out about higher education opportunities and partnership potentials in Europe. This is a flagship event to promote collaboration between the EU and Viet Nam in Education and Research, especially to enhance Viet Nam's participation in Erasmus+, the EU's flagship programme in education, training, youth and sport.

The meeting will be an occasion to present STRIVE project as well as the ongoing cooperation activities between Vietnam and Europe.

The **2nd day training** on Erasmus+ started at 9.00 a.m. and the contents of the training are summarized below:

-*Grant Management for Erasmus+ KA2 CBHE projects* delivered by Enrico Dongiovanni (AL): the online tools for Grant management were presented included Continuous reporting of milestones and deliverables, Communication with the granting authority, Dissemination and exploitation of project results, Report and payment requests.

- *Process of Erasmus+ KA171 mobility projects* presented by Stefano Speranza and Carlo Contardo from UNITUS: the process of Preparation of Erasmus+ ICM KA171 project and the Presentation of the Erasmus+ National Agency ICM funds agreement the main contents of the presentation.

- *Grant Management of Erasmus+ KA171 mobility projects* delivered by Carlo Contardo aimed at present in an interactive way the Use of the Beneficiary Module for the management of KA171 mobilities. The Steps to Prepare the final report for KA171 mobilities were also presented.

The discussion opened up on how to strengthen the cooperation between VN and EU HEIs in particular to promote the mobility of students and staff:

Stefano Speranza said that it is possible as first step in this direction to sign a Memorandum of Understanding between VN and EU universities. NAPA stressed its interest: UNITUS will share with NAPA the form already used for cooperation under mobility programs with HANU.



Then, the project coordinator Luisa Mengoni (AL) introduced the **next steps of the STRIVE project**.

She provided a summary of the 1st year activities as detailed in the table below:

M1- Jan24	M2 Feb 24	M3 Mar24	M4 Apr24	M5 May 24	M6 Jun24	M7 Jul 24	M8 Aug 24	M9 Sep24	M10 Oct24	M11 Nov24	M12 Dec 24
WP1 KoM Bologna -1° SC-		WP1 D1.1 Signature of Partnership agreement	WP1 MS1 Release of Project Quality Plan					WP1 D1.2 Release of 1 st Quality Control Report			
					WP2 MS2 Workshop on Erasmus+ opportunities- Evora, PT			WP2 MS3 Workshop on Erasmus+ tools Quang Ninh City, Vietnam -2° SC-	WP2 D2.1 Summary report on workshop insights		
										WP3.1 Training on project design and management Hue City- Vietnam-3° SC-PXU	
		WP5 D5.1 Project website set-up	WP5 MS6 Dissemination plan								

In red activities not concluded yet.

The **Project mobility plan** scheduled where also presented.

Event N	Location	Planned date	Name	Description
1-WP1	Bologna, Italy	January 2024	Kick-off Meeting (D1.1)	1st steering committee, designation of quality committee members; signature of partnership agreement
2-WP2	Evora, Portugal	June 2024	Workshop on Erasmus+ opportunities (MS2-D2.1)	The workshop will allow the attendees to be acquainted with Erasmus+opportunities, notably as regards KA1 mobilities and KA2 CBHE projects, eligibility criteria, funding rules and awards criteria
3-WP2	Quang Ninh City, Vietnam	July 2024	Workshop on available tools (MS3-D2.2)	The workshop will allow the attendees to be acquainted with the tools made available by the European Commission for partnership building, search of funding opportunities, Grant management and reporting (FTOP). 2nd steering committee meeting.
4-WP3	Hue City, Vietnam	December 2024	Training on project design and management (WP3.1-D3.1)	EU partners will transfer their knowledge to Vietnamese partners so to allow the trainees to be acquainted with project design, implementation and management tools and procedures. 3rd steering committee meeting.
5-WP3	Evora, Portugal	January/ February /March 2025	Training on budget preparation and brainstorming on CBHE project implementation plan (D3.2)	EU partners will transfer their knowledge to Vietnamese partners so to allow the trainees to be acquainted with budget preparation principles, internal and external auditing procedures and accountability measures. A brainstorming will take place in order to define the CBHE project's implementation plan, monitoring measures, impact and sustainability.
6-WP4	Viterbo, Italy	June 2025	Workshop on capitalizing students' and staff's mobility experiences (D4.1)	The workshop will allow the attendees to be acquainted with specific knowledge on how to build-up cooperation arrangements in favour of students and staff mobilities between Vietnamese and EU universities, including KA1 mobility project preparation, based on EU partners' best practices and long lasting experience of HANU
7-WP4	Hanoi, Vietnam (HANU)	December 2025	Success story telling seminar (WP4.-D4.2)	Vietnamese staff and students having benefited from outbound mobility towards EU countries through KA1 projects will share their experiences, highlighting the impact in terms of personal and professional growth. 4th steering committee meeting.
8-WP6	Hanoi, Vietnam (NAPA)	June 2026	Sustainability meeting on internationalization monitoring tool (MS7)	Once the best solutions in terms of indicators and IT tools explored, the project partners will discuss and validate the most fitting monitoring tool on internationalization progress, in accordance with their needs and expected results. 5th steering committee meeting.
9-WP6	Hanoi, Vietnam (HANU)	November 2026	Sustainability meeting on internationalization virtual centre (MS8)	The Vietnamese partners, guided by the EU partners, will discuss the contents of an agreement aimed at detailing the roles, rights and obligations of each member of internationalization virtual centre. 6th steering committee meeting.

In addition, the coordinator highlighted how the project activities already implemented have been carried out properly and on due time, thanks to the project team cooperation and commitment.



The coordinator detailed [project next steps and activities to be performed.](#)

Activity	Role of coordinator	Role of partner	Deadline
WP.2. Meeting Follow up	<p>-AL will send post training competences assessment survey by end of September</p> <p>-Meeting minutes will be shared with WG soon after the meeting</p> <p>-PPT presentation (collected by AL and uploaded on project webpage)</p> <p>-News published on AL website and STRIVE project main page</p>	<p>ALL PARTNERS will reply to the meeting evaluation questionnaire</p> <p>ALL PARTNERS will share with AL the link to news, posts related to the workshop and published on the organization websites</p> <p>RECORD KEEPING: EU partners will send AL the boarding passes or travel reporting. QUI will also send the invoice for the simultaneous interpretation</p>	Fill out the evaluation questionnaire October 10, 2024
WP2 Deliverable D2.1 Summary Report on Workshops' insights	<p>A draft version of the Report will be prepared by AL and shared with WP Leader UEVORA</p> <p>Indicative Index:</p> <ul style="list-style-type: none"> - Introduction (scope of the report) - The sample (respondents profile) - Results of the pre and post evaluation questionnaires and workshops' impact - Recommendations - Annexes: pre and post evaluation questionnaires' templates 	UEVORA/ALL PARTNERS will review the draft to agree on a final version	October 20: report draft
WP3.1 Training on project design & management – 3rd SC – Hue City, PXU	<p>AL will send the EU partners the agenda already shared during the current meeting to finalize the assignment of the training sections (see next pages).</p> <p>AL will then share the agenda with PXU for its validation.</p>	<p>EU partners will reply to AL invitation to validate the training contents</p> <p>ALL PARTNERS will provide feedback on the indicative date</p>	Indicative date: 9-10 December 2024 (to be agreed).
WP3. D.3.2. Training on budget preparation and brainstorming	AL will draft indicative agenda to be shared with trainers (EU) and all partners for validation	ALL PARTNERS will validate an indicative date on WP.3.1. training occasion	First week of March 2025 (to be agreed)



on CBHE project implementation plan		UEVORA will coordinate the meeting preparation	
Other topics	AL will ask the STRIVE partners signing MOU to inform the coordinator on the progress of such activities	UNITUS will share the MOU for mobility programmes with NAPA	When available

A joint presentation focused on the **WP.3.1. Training on project design & management-HUE (December 2024)** was delivered by the project coordinator and the Vice-Chairwoman Ho Thi Hanh Tien, the latter presented Hue city and PXU University.

The project coordinator shared some information on the training:

-Contents of the training as by project proposal:

The trainers will define the most suitable materials and methodology so to allow the attendees to be acquainted with project design, implementation and management tools and procedures’.

The training will be organized exploiting the partners experience in developing CBHE projects, presenting tools, procedures and working methodologies, illustrating the solutions adopted to successfully manage the past projects coordinated, and foreseeing Q&A sessions’.

-3rd Steering Committee meeting Preliminary discussion on deliverables for project sustainability

Indicative dates: December 9-10 to be agreed, 2024

N. of participants covered by Project Grant: 3 from VN universities; 2 from EU

Also, a **draft version** of the agenda for WP3.1 Training on project design & management was presented by AL, asking the EU trainers to choose the preferred section/contents.

Some training contents have been already assigned (as detailed below).

-Preparation of a CBHE project proposal (part A & part C – administrative forms)

General information about the project; Applicant information; Specific indicators

UEVORA

- Preparation of a CBHE project proposal (part B – technical description)

Relevance; Background and general objectives; Needs analysis and specific objectives; Complementarity with other actions and innovation

UNITUS (waiting for formal confirmation by the governance)

- Preparation of a CBHE project proposal (part B – technical description)

Quality of the project design and implementation (I); Concept and methodology; Logical Framework Matrix; Work Packages, tasks, milestones, deliverables **AL**

- Preparation of a CBHE project proposal (part B – technical description)



Quality of the project design and implementation (II): Project Gantt; Meetings and mobilities ;
Subcontracting ; Equipment; **AL**

- Preparation of a CBHE project proposal (part B – technical description)

Quality of the project design and implementation (III); Project staff; Quality assurance: Risk
management **TO BE ASSIGNED**

-Preparation of a CBHE project proposal (part B – technical description)

Quality of the partnership and the cooperation arrangements; Consortium set-up; Consortium
management and decision-making ; Partnership agreement **AL**

- Preparation of a CBHE project proposal (part B – technical description)

Sustainability and impact : Target groups; Short, medium, long-term effects; Continuation and
synergies **HANU & eventually a EU partner**

- Preparation of a CBHE project proposal (part B – technical description)

Dissemination: Internal and external communication; Dissemination plan; Visibility of funding
HANU & UEVORA

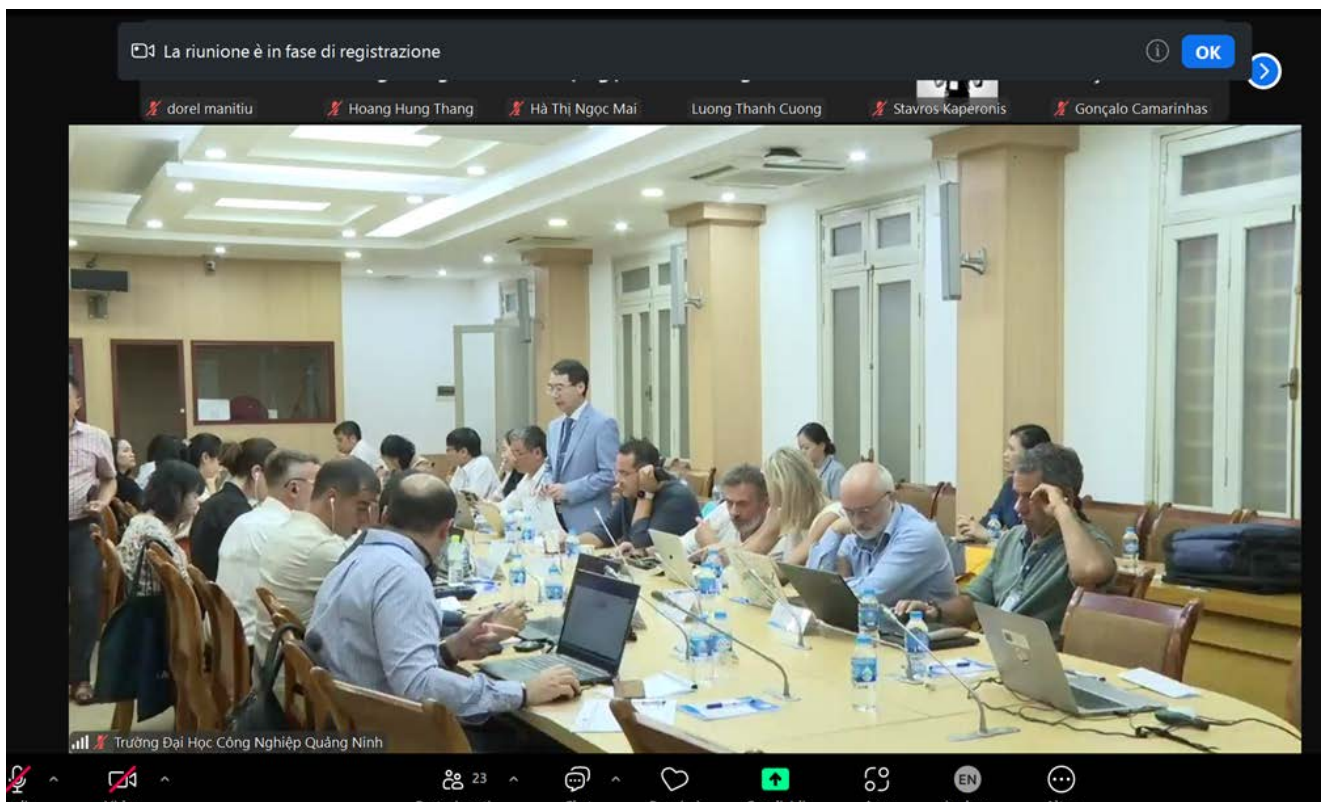
Other issues: Due to the Typhoon Yagi that prevented to held the current meeting at QUI as planned
in the project mobility schedule, the project consortium discussed the possibility to **held the final
meeting**, scheduled in HANU **at QUI**. HANU gave his availability and QUI Rector accepted it.

About the **CBHE project proposal to be developed under STRIVE** as project output and to be
submitted at project end to the EU Commission, **PXU gave its potential availability to coordinate
the initiative**, that will be discussed in the future meetings.



Annex 1.

Zoom Screenshots





STRIVE Project

Project number: 101128558 — STRIVE — ERASMUS-EDU-2023-CBHE

WORKSHOP ON AVAILABLE TOOLS

WP2. Overview on Erasmus+ programme in higher education sector

No.	University name	Surname of the staff member (as in passport)	Given name(s) of the staff member	Signature September 10, 2024	Signature September 11, 2024	Signature I agree with photo/video constant
1	Consorzio Interuniversitario AlmaLaurea	Mengoni	Luisa			
2	Consorzio Interuniversitario AlmaLaurea	Dongiovanni	Enrico			
3	Consorzio Interuniversitario AlmaLaurea	Manitiu	Dorel			
4	Università degli Studi della Toscana	Contardo	Carlo			
5	Università degli Studi della Toscana	Speranza	Stefano			
6	Università degli Studi della Toscana	Kuzminski	Elena			
7	Università degli Studi della Toscana	Casini	Simone			
8	Università degli Studi della Toscana	Zompanti	Renato			
9	Università degli Studi della Toscana	Ntrouva	Efstathia			
10	Universidade de Évora	Resende da Silva	Paulo			
11	Universidade de Évora	Miguel Santos de Cruzeiro Camarinhas	Gonçalo			
12	Hanoi University	Nguyen Van	Trao			
13	Hanoi University	Dang Thi Phuong	Thao			
14	Hanoi University	Nguyen Thi Anh	Tuyet			
15	Hanoi University	Nguyen Hoang	Duong			
16	Phu Xuan University	Ho Thi Hanh	Tien			
17	Phu Xuan University	Nguyen Huu	Chuc			
18	Phu Xuan University	Chau Van	Anh			
19	Phu Xuan University	Tran Thi Thu	Thuy			
20	Phu Xuan University	Cao Thi Quynh	Tram			
21	National Academy of Public Administration	Luong Thanh	Cuong			
22	National Academy of Public Administration	Nguyen Thi Thu	Van			
23	National Academy of Public Administration	Nguyen Thi Ngoc	Hien			
24	National Academy of Public Administration	Nguyen Van	Thuy			



25	National Academy of Public Administration	Dam Thi Thanh	Van			
26	National Academy of Public Administration	Cao Thi Mai	Huong			
27	National Academy of Public Administration	Le Minh	Phuong	PM	PM	PM
28	Quang Ninh University of Industry	Hoang Hung	Thang	TH	TH	TH
29	Quang Ninh University of Industry	Bui Thanh	Nhu			
30	Quang Ninh University of Industry	Pham Duc	Thang	PH	PH	PH
31	Quang Ninh University of Industry	Ta Van	Kien	TK	TK	TK
32	Quang Ninh University of Industry	Ha Thi Ngoc	Mai	HTN	HTN	HTN
33	Quang Ninh University of Industry	Bui Thi	Huyen	BT	BT	BT
34	Quang Ninh University of Industry	Dang Thi Thu	Giang			
35	Quang Ninh University of Industry	Nguyen Ngoc	Minh	NN	NN	NN
36	Quang Ninh University of Industry	Cat Thi Thu	Huong	CTT	CTT	CTT
37	Quang Ninh University of Industry	Nguyen Thi Thanh	Hoa			
38	Quang Ninh University of Industry	Vu Thi	Thai	VT	VT	VT
39	Quang Ninh University of Industry	Lanh Thi	Hoa			
40	Quang Ninh University of Industry	Nguyen Hong	Quan			
41	Quang Ninh University of Industry	Le Quy	Chien			
42	Quang Ninh University of Industry	Nguyen Van	Duc			
43	Quang Ninh University of Industry	Le Van	Tung			
44	Quang Ninh University of Industry	Vu Quang	Vinh			
45	Quang Ninh University of Industry	Pham Duc	Cuong			
46	Quang Ninh University of Industry	Nguyen Thi Kim	Loan			
47	Quang Ninh University of Industry	Nguyen Thi Thu	Ha			
48	Quang Ninh University of Industry	Nguyen Manh	Hung			
49	Quang Ninh University of Industry	Luu Quang	Thuy			
50	Quang Ninh University of Industry	Nguyen Van	Than	NV & Khanh & Nhat		
52	Quang Ninh University of Industry	Nguyen Thi	Phuong			
53	Quang Ninh University of Industry	Truong Thi Khanh	Ly			
54	Quang Ninh University of Industry	Pham Thi	Hoan			
55	Quang Ninh University of Industry	Tran Duc	Quy			



56	Quang Ninh University of Industry	Tran Hoai	Nam			
57	Quang Ninh University of Industry	Tran Dinh	Thang			
58	Quang Ninh University of Industry	Le Ho	Hieu	<i>lehu</i>	<i>lehu</i>	<i>lehu</i>
59	Quang Ninh University of Industry	Nguyen Thi	Van			
60	Department of Education and Training					
61	Department of Education and Training					
62	People's Committee of Dong Trieu town					
63	People's Committee of Dong Trieu town					
64	People's Committee of Yen Tho Ward					
65	People's Committee of Yen Tho Ward					
66	Ha Long University					
67	Ha Long University					
68	Foreign Trade University (Quang Ninh campus)					
69	Foreign Trade University (Quang Ninh campus)					
70	Sao Do University					
71	Sao Do University					
72	Mao Khe Coal Company					
73	Mao Khe Coal Company					
74	Mine Safety Center - Institute of Mining Science and Technology					
75	Mine Safety Center - Institute of Mining Science and Technology					
76	An Binh Education Investment and Development Company Limited					
77	An Binh Education Investment and Development Company Limited					

78 Stavros Kaperonis (Panteion University)

79 Panteion University Christos Papatheodorou

80. Hoang Thu Thuy HANOI UNIVERSITY



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