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STRIVE Strengthening Internationalization of Vietnamese Emerging Universities

Minute N.4. TRAINING

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

TRAINING ON PROJECT DESIGN AND MANAGEMENT

WP3. Capacity building on project design and management

-Phu Xuan University, December 9-10, 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 Tuscia	UNITUS	Italy

36 Overall participants

Participating organizations: (STRIVE Project Consortium; University of Foreign Languages and International Studies, Hue University-HUFLIS; Cuu Long University-MKU; Thua Thien Hue Institute for Development Studies-IDS; Hue University of Economics-UEHU)
Participants details: 31 Participants in presence; 5 Participants attended the meeting remotely; 31 Participants from STRIVE project consortium; 5 Participants from universities new to the project consortium.
N. of Trainers: 8
N. of Trainees: 28

Participants' details in Annex 1.

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MEETING OVERVIEW

The two days training on project design and management started on December 9 at 9.30 a.m. It was held in the framework of the STRIVE project WP3 "***Capacity building on project design and management***".

Addressed to university staff working on internationalization and project design, the training focused on the **Preparation of an Erasmus+ CBHE project proposal** from the fulfilment of the administrative forms to the drafting of the technical description, exploring the different sections of the part B template and the related requirements.

The **training methodology** combined the provision of theoretical aspects on project design and management fundamentals, terms and tools with a more practice-oriented knowledge sharing on experiences and examples related to the preparation of a CBHE project proposal on sustainable tourism.

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

- *description of contents and requirements for each section of the part B – technical description template*: relevance, quality of the project design and implementation, quality of the partnership and cooperation arrangements, sustainability and impact, dissemination.

- *instructions for the correct fulfilment of administrative part A & C templates*.

- *recommendations on how to draft a successful project proposal* based on best practices, experiences and suggestions shared by the EACEA officers at the occasion of the Erasmus+ Infodays.

- *practical examples on how to meet the requirement of the part B template for specific projects on sustainable tourism*, taking inspiration from previous projects carried out on the topic.

Each session of the training was followed by an open discussion between trainers and trainees, notably on how to overcome shortcomings emerged during the project implementation phase (see Q&A session in the present document).

MEETING MINUTES

WELCOME ADDRESSES

The Vice-chairwoman of University Council of QUI, Dr. Ho Thi Hanh Tien, opened up the welcome addresses followed by the institutional representatives of STRIVE Consortium. The welcome addresses were the occasion to thank the PXU governance for hosting the meeting, emphasising the good results achieved in the first year of project implementation with the positive outcome of involving universities new to the project in the capacity building activities.

The impact of the international cooperation for mutual learning was stressed and the relevance of the Internationalization Virtual Centre in Viet Nam, as a reference point for future cooperation

between Europe and Vietnam and as a hub for promoting university students and staff mobility across the two continents was highlighted.

The commitment of the beneficiary universities to achieve project expected results was reiterated, despite the current changes in the ministerial structures in Viet Nam that might affect the universities' governance.

THIRD PROJECT STEERING COMMITTEE

This session was aimed at deepening the discussion on the general structure of the Internationalization Virtual Centre, opening the dialogue on the Centre's future configuration. The project coordinator guided the discussion by raising the awareness on the main aspects to be taken into account related to the project future sustainability:

- **Online portal administered by HANU** with the contribution of the consortium (as agreed during the 1st Steering Committee session held in Bologna at the occasion of the project kick-off meeting). *How to construct the portal? What about the management costs of the web platform hosted by HANU? What about the organizational structure?*

- **Management**: as by project proposal, an agreement aimed at detailing the roles, rights and obligations of each member of the Centre shall be drafted and signed by the four Vietnamese partners' legal representatives by mid-November 2026.

- **Resources**: as agreed in phase of project proposal, the founding members will provide their inner human resources, equipment and the needed facilities for allowing the Centre to work beyond project life. The sustainability agreement to be signed will define the precise conditions.
How many resources from Vietnamese members?

- **Roles and functions**: all partners shall update the tools, provide news to the Centre, promote dissemination activities aiming at enhancing the network, put the agreed resources at disposal of the Centre. HANU shall be in charge of daily maintenance of the platform, management and updating of platform contents and shall promote dissemination activities. EU partners shall promote dissemination activities, share news on cooperation possibilities, provide consultancy when necessary. *Other roles and functions not listed above?*

Then, Dr. Nguyen Hoang Duong, HANU IT expert, illustrated a proposal for the International Virtual Centre portal structure, the international project section of the portal, the opportunities and experiences and some technical considerations on the portal development (visual identity, data storage, operational rules, commitment to provide up to date documentation).

Different considerations and **questions arose during the Steering Committee** as summarized below:

Q1: How will the portal be handled from a legal point of view?

A1: The legal framework should be carefully taken into account when developing the portal, as the virtual Centre will collect data and statistics on the internationalization level including number of projects, number of mobility programmes and number of students and staff in mobility, from each higher education institution joining the Centre. Given that in Viet Nam Ministerial regulation coexist with internal university regulations, it is easier to develop the Centre as a website rather than as a platform.

Q2: Will the portal be the same for each participant (same format)?

A2: Yes, the portal will be the same for all participants, giving visibility to each STRIVE HEI on their international activity and will also be open to the joining of newcomer HEIs and stakeholders. When developing the portal the possibility to have also different sections for each HEI will be taken into account.

Q3: How will the international projects carried out by each university be visible on the Internationalization Virtual Centre to be created?

A3: One solution could be listing the projects on the portal and hyperlink each project to the dedicated webpage (usually published on the universities' webpages devoted to international activities).

Q4: How to make the STRIVE project consortium more visible on the project webpage (https://strive-project.eu/)?

A4: he consortium composition is currently described on the project webpage under the tab "Project Consortium". AlmaLaurea, in charge of the website management, will try to give more emphasis to the project consortium on the website main page.

The project website to be hyperlinked on each STRIVE HEI's webpage must be the official one as it is constantly updated with relevant information and documentation on the project.

3rd Steering Committee follow-up: Steering Committee members shall provide feedback and proposals afterward concerning all the guided questions raised by the coordinator. Such questions are systematized in a document already shared with the Steering Committee and the Working Group.

FIRST DAY OF TRAINING

Following the Steering Committee, Luisa Mengoni - AL, introduced the training contents and methodology, giving the floor to the trainers for the delivery of the training sessions with the following main contents (see meeting agenda for more details):

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

Enrico Dongiovanni, AL: *Quality of the project design and implementation*

Felicetta Ripa & Carlo Contardo, UNITUS: *Relevance*

Dang Thi Phuong Thao & Nguyen Thi Anh Tuyet, HANU and Felicetta Ripa & Carlo Contardo: *Sustainability and Impact*

The main questions that arose from the open discussion at the end of each session are summarized below:

Q5. How to involve a partner that does not have specific competences related to the topic of a project proposal within the consortium?

A5: It is not a good practice to involve a partner with no specific project related skills and competences within a consortium; these aspects should be assessed before inviting any prospective partner to join a consortium. However, if the coordinator realizes during the implementation phase that the partner's skills have been assessed incorrectly, it is possible to involve such partner in transversal activities such as dissemination and sustainability.

Q6: What is the role of dissemination in helping project sustainability beyond project life?

A6: Dissemination activities are a key factor in helping project sustainable in the long run. A good practice is to create within the project life cycle a communication team, composed of a minimum staff from each beneficiary, in charge of promoting project activities and output during and beyond project life also involving new stakeholders so to promote sustainability in the long run.

SECOND DAY OF TRAINING

The contents of the second day of training are summarized below:

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

Paulo Resende da Silva & Ramos Elias Anabela, UEVORA; *Quality of the project design and implementation (III)*

Luisa Mengoni, AL: *Quality of the partnership and the cooperation arrangements*

Paulo Resende da Silva & Ramos Elias Anabela, UEVORA and Dang Thi Phuong Thao & Nguyen Thi Anh Tuyet, HANU: *Dissemination*

- Fulfilment of administrative forms

Paulo Resende da Silva & Ramos Elias Anabela, UEVORA: *part A & C of project proposal*

The main questions that arose from the open discussion at the end of each session are summarized below:

Q7: How to choose a title for the project?

A7: It is important to put the key words of the project in the title; than the acronym generator and the artificial intelligence can be useful tools to generate a title and its acronym.

Q8: How to choose a good partner?

A8: The institutional description from the website can be a good start to understand if a partner is potentially good but networking and knowledge within the organization also give more information on the reliability of a partner. The partner search tool on the Funding and Tender Opportunities Portal is another valid tool.

Q9: How to create a good consortium?

A9: Together with the tips and suggestions already provided during the presentations, it is important to assess the commitment and reliability not only of the partner's governance but also of the staff to be involved.

Q10: Who will be the coordinator of the project proposal on sustainable tourism to be developed within the framework of STRIVE project?

A10: Given that STRIVE is aimed at transferring to the beneficiary staff all the knowledge and competences on how to design and managed a CBHE project, it is suggested that the coordinator will be one of the STRIVE project beneficiaries.

PROJECT NEXT STEPS

Luisa Mengoni - AL, provided a summary of the 1st year activities as detailed in the table below:

M1-Jan24	M2 Feb24	M3 Mar24	M4 Apr24	M5 May24	M6 Jun24	M7 Jul24	M8 Aug24	M9 Sep24	M10 Oct24	M11 Nov24	M12 Dec24
WP1 KoM Bologna -1° SC-		WP1 D1.1 Signature of Partnership agreement	WP1 MS1 Release of Project Quality Plan					WP1 D1.2 Release of 1st 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, Dec. 9-10	
		WP5 D5.1 Project website set-up	WP5 MS6 Dissemination plan								

The **main activities planned for the second year** of project implementation were also presented.

M13-Jan25	M14 Feb25/March 25	M15 Mar25	M16 Apr25	M17 May25	M18 Jun25	M19 Jul25	M20 Aug25	M21 Sep25	M22 Oct25	M23 Nov25	M24 Dec25
					WP.1 D1.2 release of 2st **Quality control Report**						
	WP3. –D3.2 Training on budget preparation and brainstorming on CBHE project implementation plan – UEVORA, **11-12 or 17-18 of March t.b.c.**	**D3.1 Training Manual**: a summary of the trainings contents (PXU/UEVORA) and Q&A sessions, so to facilitate the ownership of the capacity-building process by other Vietnamese staff									
Post HUE local meeting **focus group**: T.3.3.1./T.3.3.3		Local Meeting: WP.3. The **focus group** is aimed at further elaborating the common needs of Vietnamese partner universities in terms of capacity-building, to be met through the preparation of a new CBHE project proposal			WP.3. **MS4 "Focus groups on Vietnamese partners' needs report"**: the report summarizes the main conclusions of the focus groups to meet the common needs of universities in terms of capacity-building						
					WP4.1-D4.1 Workshop on capitalizing students' and staff's mobility experiences-UNITUS						**WP4-D4.2 Success story telling seminar** 4th SC-HANU
WP.5. D.5.2. Preparation of **Awareness Seminars** to Vietnamese students, academic and administrative staff on Erasmus (20 students/10 staff members)											
In red. Project meetings/mobilities **In green**: Local project meetings											

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

Finally, she detailed **project next steps and activities to be performed.**

Activity	Role of coordinator	Role of partners	Deadline
WP3.1 **PXU Training Follow- up**	AL shall send post training competences assessment survey available at https://forms.gle/J8iDfXUcREsLEf347 Meeting minutes shared with the Working Group soon after the meeting PPT presentations collected by AL and uploaded on project website News published on AL website and STRIVE website main page	**ALL PARTNERS** shall fulfil the meeting evaluation questionnaire **ALL PARTNERS** shall share with AL the link to news/ posts related to the training and published on the organization websites ***RECORD KEEPING***: EU partners shall send to AL the boarding passes or travel reporting. PXU will also send the invoice for the simultaneous interpretation	January 10, 2025
WP3.3 **FOCUS GROUP**	AL shall share with the Working Group the focus group methodological guidelines. The **focus group** is aimed at assessing the **common needs** at the basis of the draft of the future Erasmus+ CBHE project proposal on sustainable tourism. • *Which should be the main objective of the project?* • *What could be the main results of the project?* • *Will the project be a national initiative or trans-national?* • *What about the Consortium composition, should firms and/or Ministries be on board?*)	**HANU** shall coordinate the focus group organization **HANU, PXU, NAPA, QUI** shall involve at least **6 members each** in the focus group (Focus group members have to be chosen among the staff already appointed plus experts, professors, researchers on the topic of sustainable tourism) **WHEN:** Before UEVORA training (March 17,18 2025) **FOCUS GROUP RECORD KEEPING** *Minutes* *Participant list (including focus group roles)* *Attendance sheet signed* *Screenshots (for those attending remotely)*	End of February 2025
WP3.2 **Training on budget preparation and brainstorming on CBHE project**	AL shall share the indicative agenda to be shared with trainers from UEVORA and UNITUS for the validation of the training contents	**ALL PARTNERS** have already validated the date of the UEVORA training at the occasion of PXU training	Training Schedule: March 17-18, 2025

implementation plan		**UEVORA** shall coordinate the meeting preparation	
WP5.2 Awareness raising seminars	AL shall remind the partners about the organization of the awareness seminars following UEVORA training scheduled in March 2025. **Goal:** to **share with students and staff** the **opportunities offered by the Erasmus+ programme** capitalizing the STRIVE workshops held under WP2 "Overview on Erasmus+ programme in higher education sector"	**HANU, NAPA, PXU, QUI** shall organize 1 local seminar each involving at least 20 students and 10 staff for each university	**When: at the most suitable moment** for each Vietnamese university (e.g. at the occasion of an open day, dissemination event, conference, local meeting, scientific event, career day)
WP6.3 Definition of the mission, allocated staff and activities of the internationalization virtual centre	AL shall remind the beneficiaries to provide their feedback on the issues raised during the 3rd Steering Committee on the creation of the Internationalization Virtual Centre	**Steering Committee members** shall provide feedback and proposals concerning all the guided questions raised by the coordinator. Such questions are systematized in a document that has been already shared with the Steering Committee and the Working Group.	End of March 2025

Annex 1 – Participants' details

N.	Acronym	University name	Surname of the staff member (as in passport)	Given name(s) of the staff member	Role at the institution (as by employment contract)
1	HANU	HANOI UNIVERSITY	Dang	Thi Phuong Thao	Director of Center of Italian language and culture and relation development
2	HANU	HANOI UNIVERSITY	Nguyen	Thi Anh Tuyet	Head Dean of Italian specialized language division, Italian Department, Hanoi University
3	HANU	HANOI UNIVERSITY	Nguyen	Hoang Duong	Deputy Director of the Center for Information Technology and Online Training
4	QUI	Quang Ninh University of Industry	Hoang	Hung Thang	Rector
5	QUI	Quang Ninh University of Industry	Bui	Thi Huyen	Vice Dean of the Faculty of Basic Sciences
6	QUI	Quang Ninh University of Industry	Ta	Van Kien	Head of the Department of Science, Technology, and International Relations
7	QUI	Quang Ninh University of Industry	Le	Qui Chien	Head of the Department of Mechanical Engineering
8	QUI	Quang Ninh University of Industry	Ha	Thi Ngoc Mai	Officer at the Department of Science, Technology, and International Relations
9	NAPA	Hoc Vien Hanh Chinh Quoc Gia	Luong	Thanh Cuong	Vice Director
10	NAPA	Hoc Vien Hanh Chinh Quoc Gia	Nguyen	Thi Thu Van	Head of department of Archival Science and Office Administration
11	NAPA	Hoc Vien Hanh Chinh Quoc Gia	Tran	Thi Lan Anh	Deputy Head of international Cooperation Department
12	NAPA	Hoc Vien Hanh Chinh Quoc Gia	Cao	Thi Mai Huong	Specialist of Project and International Training Linkage Department, International Cooperation Department
13	NAPA	Hoc Vien Hanh Chinh Quoc Gia	Nguyen	Thi Ngoc Hien	International officer staff
14	UEVORA	Universidade de Évora	Ramos Elias	Anabela	Staff (SCC)
15	UEVORA	Universidade de Évora	Resende da Silva	Paulo	Manager
16	UNITUS	Università degli studi della Tuscia	Ripa	Felicetta	Officer at international cooperationa and mobility office
17	UNITUS	Università degli studi della Tuscia	Contardo	Carlo	Head of Mobility and International Cooperation Office
18	AlmaLaurea	Consorzio Interuniversitario AlmaLaurea	Mengoni	Luisa	Project coordinator
19	AlmaLaurea	Consorzio Interuniversitario AlmaLaurea	Dongiovanni	Enrico	Project manager for international relations
20	PXU	Truong Dai Hoc Phu Xuan	Ho	Thi Hanh Tien	Director of Institute for Partnership Development
21	PXU	Truong Dai Hoc Phu Xuan	Tran	Thi Thu Thuy	Director's Assistant, Institute for Partnership Development
22	PXU	Truong Dai Hoc Phu Xuan	Nguyen	Huu Chuc	Head of department of Science, Technology and International Cooperation
23	PXU	Truong Dai Hoc Phu Xuan	Cao	Thi Quynh Tram	
24	PXU	Truong Dai Hoc Phu Xuan	Chau	Thi Dung	
25	PXU	Truong Dai Hoc Phu Xuan	Nguyen	Thi Quyen	
26	PXU	Truong Dai Hoc Phu Xuan	Tran	Thi Thanh Ha	Project Staff
27	PXU	Truong Dai Hoc Phu Xuan	Ho	Thi Ngoc Han	Project Staff
28	PXU	Truong Dai Hoc Phu Xuan	Chau	Van Anh	Project Staff
29	HUFLIS	University of Foreign Languages and International Studies, Hue University	Nguyen	Thi Thanh Binh	Dean of Faculty of International Studer
30	HUFLIS	University of Foreign Languages and International Studies, Hue University	Nguyen	Van Huy	Vice Rector
31	MKU	Cuu Long University	Trinh	Hieu Tam	
32	IDS	Thua Thien Hue Institute for Development Studies	Cung	Trong Cuong	Director
33	UEHU	Hue University of Economics	Nguyen	Thi Hoang Oanh	Specialist
34	PXU	Truong Dai Hoc Phu Xuan	Nguyen	Xuan Thanh	Project Staff
35	PXU	Truong Dai Hoc Phu Xuan	Nguyen	Nu Anh Hong	Project Staff
36	PXU	Truong Dai Hoc Phu Xuan	Tran	Nguyen Dieu Phuc	Project Staff