**MOTIVE PROJECT**

**Project No. 609781-EPP-1-2019-IT-EPPKA2-CBHE-SP**

**“MOnitoring Trends in Vietnamese graduates’ Employment”**

**MINUTE OF MEETING**

**WP.1 Preparation**

**WP.5 Dissemination event**

**WP.8 Management meeting**

**Hanoi, 23-26 November 2020**

**Posts and Telecommunications Institute of Technology**

**(PTIT)**

**Head Office: 122 Hoang Quoc Viet, Cau Giay Dist.,**

**Hanoi, Vietnam**

During November 23rd - 26th ,2020, in Hanoi, Posts and Telecommunications Institute of Technology hosted the meeting of the project **“MOnitoring Trends in Vietnamese graduates’ Employment” (**Project No. 609781-EPP-1-2019-IT-EPPKA2-CBHE-SP). Due to the Covid epidemic, the European partners took part on 24 November, Hanoi time 14.30 and at 8h30 in Europe, at project meeting dissemination, using Zoom platform.

To the dissemination event took part several stakeholders invited, all Vietnamese partners, including: Department of Political Education and Student Affairs - Ministry of Education and Training (MOET); Hanoi University (HANU); Posts and Telecommunications Institute of Technology (PTIT); Academy of Journalism and Communication (AJC); National University of Art Educations (NUAE); Hanoi University of Home Affairs (HUHA); Vietnam University of Agriculture (VNUA); Thai Nguyen University (TNU); Halong University (HALOU); Hanoi Tourism College; Hanoi Association of Small and Medium Size Enterprises (HanoiSME), including new universities that are not partners of MOTIVe project: University of Science and Technology of Hanoi (USTH), Nguyen Tat Thanh University (NTTU), Hanoi University of Industry (HaUI) as well as enterprises and press media (the list of participants are enclosed).

**In the morning of Hanoi time on 23rd November**, after the registration and welcome speech from PTIT’s representative of Steering Commitee, the researchers, IT staffs, administrative secretariats were introduced the meeting agenda and the project’s state of Art by Prof. Dang Thi Phuong Thao from Hanoi University - National Co-ordinator. She also presented the responsibilities assigned to each working groups and their compentencies required for projects’ activities. Prof. Thao also answered the questions raised from unversities partners during their assignment of working groups such as the change of staffs, change of responsibilities within project members, members admission.

In the session of round table with working groups led by Prof. Dang Thi Phuong Thao, AJC, partner of the project and leader of the Work Package n.5 “Dissemination”, introduced the project website with the suggestions and presentations of the reserved area documents on the website: <https://motive-euproject.net/vi/home-page-in-vietnamese/> and support the admin to exploit the information and presentation on the website for their work.

Prof. Thao presented the overview on the role of staff categories in the Project including: Managers, Researchers/Teachers/Trainers, Technicians, Administrative staff.

**In the afternoon of Hanoi time and the morning of Italian time**, Dr. Dorel Manitiu, AlmaLaurea, project coordinator and Prof. Dang Thi Phuong Thao, HANU - National coordinator had group work with local coordinators to clarify the better clarify the EErasmus+ project rules as well as the role of staff categories in project activities: the roles of managers, researchers, technicians and administrative staff. They also help local coordinators to answers the questions from managers of whom considering the role of project managers and steering commitees. Prof. Thao said the role of project manager can be flexible upon to each phase or certain work of project. In other worlds has been specified that the position of appointed staff within the project (manager, researcher, technician, administrative) do not necessarily reflect the position of the same staff within their own organization

**In the morning of 24th November,** After the summarizing the contents of the previous working day, Ms. Do Hai Yen from reseach team of PTIT present about project’s overview including the rationale, objectives, expected results, work packages, deliverables and indicators.

Then, Prof. Dang Thi Phuong Thao also make her presentation on project management which focus on the visibility of the Project and changes requiring and amendment. Prof. Dang Thi Phuong Thao also reminded university partners which are equipped laptops and computers for the project purposes about the bidding regulations and financing/co-financing regulations under EU standards.

In this session, AJC’s dissemination team leader introduced to all participants MOTIVE Project website, Facebook page, brochure presentation and validation. He also suggested a dessemination group within university partners to implement dissemination synchronically and efficiently.

On this event, the project partners were also introduced the project “Labour Market Observatory in Vietnam Universities” (LAB – MOVIE) ref. n. 609653-EPP-1-2019-1-IT-EPPKA2-CBHE-JP Lab Movie, coordinated by University of Padua (Italy – former partner of Voyage Project), from Nguyen Tat Thanh University’s representative to share information and find the possibility of interconnecting the efficiency of both project and possible creation of synergies.

**In the afternoon of 24th November**, at the officially openning ceremony, the project member welcome the visit of enterprises, press media, associate partners such as: Youth Newspaper, Nguyen Tat Thanh University, Hochiminh City Open University, 1C Vietnam.

Afer the welcome speech from Dr. Vu Tuan Lam - Vice President of PTIT- the host and greetings from EU partner members, Mr. Bui Van Linh – Director of Students and Pupil Affairs of Ministry of Education and Training (MOET) delivered speech on policies of graduation employment tracking, start-up and innovation promotion and MOET’s high appreciation of meaning and impact of MOTIVE project.

At the opening session, Mr. Bui Van Linh, Director of Political Education and Student Affairs (MOET) stated that, the outcomes of the project will be important information channel in making policy, documenting the number of employed graduates and connecting the higher education institutions with enterprises. The employment of graduates will be further improved by passing the framework of essential skills for the students to meet the requirement of the labor market.

Mrs. Dang Thi Phuong Thao, Director of the Center for Italian Culture and Language (HANU), national coordinator of the project said “The information database built in the project will help the Ministry of Education and Training to evaluate employment trends and market demand in order to understand which jobs are in higher demand, to compare the education quality among higher education institutions and thus, identify accurate student quota for each of the higher education institutions. This can be considered an important tool in higher education accreditation in Vietnam.”

Then reprensentative of Hanoi SME, on behalf of Mr. Mac Quoc Anh – Vice Chairman of Hanoi SME gave the speech about the prospects that project bring about to Hanoi’s enterprises community during the project life.

To disseminate the project to concerned visitors and delegates, Ms. Do Hai Yen, PTIT delivered project presentation on rationale, objectives, expected results, work packages before the round table session with new university comers and stakeholders. At this session, Prof. Dang Thi Phuong Thao – national coordinator and Dr. Dorel Manitiu - project coordinator responsed the feedback from new Universities regarding on project milestones and potentialities given by MOTIVE, perspectives of integration of new stakeholders (universities and labour market representatives). The other issues such as the plan for the next meetings also discussed: it is intended to be held at national University of Art Education (NUAE) in early of March 2021. On this meeting, the quality report from external expert would be introduced, researchers would be trained for the report of graduation employment. The participants of NUAE hosted meeting would be conclude the steering committee’s representatives for the management work. After the NUAE hosted meeting in March of 2021, the next meeting would be hosted by VNUA in May 2021. The issues on questionaires, methodology, hand book on best pratices of dissemination would be discussed during the sessions of this meeting.

During the dissemination event, from European side, remotely connected were all Programe Country partners:

1. Almalaurea Interuniversity Consortium (Project coordinator), Bologna, Italy;
2. Agencia Nacional de Evaluacion de la Calidad y Acreditacion (ANECA), Madrid, Spain;
3. FH JOANNEUM GESELLSCHAFT MBH (FH JOANNEUM) University of Applied Sciences), Graz, Austria;
4. International Consulting and Mobility Agency Sociedad de Responsabilidad Limitada (INCOMA), Seville, Spain;
5. Universitat de Barcelona (UB), Spain.

During the dissemination event was remotely present and introduced to the participants, the appointed external expert, Dr. Daria Luchinskaya, lecturer at Department of Work, Employment and Organisation, University of Strathclyde Business School, Glasgow, UK.

**In the morning of 25th November,** under the moderator of HANU’s research team, the following issues have been discussed:

1. presentation of the Voyage Platform deliverd by Mr. Nguyen Hoang Duong, HANU’s IT team leader, to introduce the main areas, functions of platform, IT team’s work process, validation process and other technical issues;
2. questionnaire design: main indicators; questionnaire optimal lenght, data collection procedure presented by Mr. Do Trung Anh, from PTIT’s research team. The partner members disscussed about research related issues, share the experence on dissemination, collecting data, etc;
3. The suggestion from VNUA relating to (1) the possiblity of change of survey question to adapted with each university’s request and/or each program’s request during the platform exploitation; (2) the change of answer options (from fomat of “yes more than no”, “no more than yes”;
4. need to be more clear in vietnamese meaning of some survey questions;
5. technical allowance of answers recorded without completion of questionaires.

To this suggestions, HANU and PTIT research teams share the point of view when designing questionnaires during previous Voyage project. It is a not optimal choice to change the questionaires upon each university’s request or each program’s request because one of the targeted outcome/results of project is the National Centre of Graduate Tracking. It should to be firm and unique aimed at a common, standardized questionnaire agreed by the consortium, systematic database within all the universities of Vietnam HE. The second reason is that the change of question make difficult the analysis and the comparison between the universities.

Refered to the sugestion of change fomat of answer question, Ms.Do Hai Yen proposed the change and assignment of answer options from fomat of “yes more than no”, “no more than yes” to answer format of **Likert** scale. This change suggestion should be agreed by all research teams and then futher discussed in NUAE hosted meeting. The clarify of vietnamese meaning of survey questions also should be discussd in March as well.

Refered to the issue (4), Mr. Nguyen Hoang Duong - HANU confirmed the posibility of the technical allowance of answers recorded without completion of questionaires.

The best practice of dissemination from HANU, PTIT, NUEA, AJC, TNU were also shared in the meeting.

After a short break, the meeting continued with State of Art of *"Handbook of best practices for dissemination”* presented by AJC. He introduced the dissemination plan and structure of the handbook. Ms. Do Hai Yen ask AJC to provide university partners the structure of contents of the best practices for dissemination to be drafted by each partner.

**In the afternoon of 25th November**, there were 2 parallel sessions of training.

One for IT staff and administrative staff moderated by Mr. Nguyen Hoang Duong – HANU IT, under the Zoom based supported by Mr. Dorel Manitiu and Mr. Luca Santandrea (IT specialist) from AlmaLaurea.

One for local coordinators moderated by Prof. Dang Thi Phuong Thao.

1. On technical session, Mr. Nguyen Hoang Duong presented Voyage pilot platform-System demo including (1) platform presentation, university course list, multi-language tools, login, credentials retrieve, registration, national code duplication, password, privacy policy, e-mail of recept.
2. Student area: modify tools (personal data, password change, data modify, upload of profile picture) (3) Questionnaire fill out: fill out and modify of questionnaire replies, print of fill out receipt
3. CV section: consent to personal data treatment, alert, visibility, flag newsletter, CV modify section.
4. Student help desk
5. Voyage Platform’ Enterprise area: company registration, reserved area, enterprise users management.
6. CV search tools: CV structure, sorting parameters, search results, download, bookmark.
7. Job offer tools: publication, approval, preview, CV modify and online application, rating and selection of application, advanced tools. Staff enterprise area tools.
8. Voyage Platform Help Desk function -Student area: student research, student details, course modify, history operation, password reset, exclusion, critical cases
9. Voyage Platform Help Desk function –Ticketing: ticket search, ticket take,Ticket history and closure
10. Voyage Platform Help Desk function: Duplication cases: duplicable search, duplicable use, plafond modify, new duplicable insertion.

At the end of the 3rd day at 4 PM (in afternoon time in Vietnam) when is morning in Italy (10 AM Italian time) Mr. Luca Santandrea, Almalaurea technician, gave his online supervision of the “answer and question” section on problems, critics, technical aspects, etc. For the question of customization of report form, AlmaLaurea will work on coders on this issues and response later. Refer to question of import and export database by the university partner, it would not be allowed due to the reason of objective value assurement and commercialization prevention.

In the 2nd session for co-ordinator group training, Prof. Dang Thi Phuong Thao and Ms. Hoang Thi Thu Thuy HANU presented in detail work packages, financial issues including staff cost, stay cost, sub-contracting, co-financing, cost of equipment, time sheet for each work group and for each project year. They also explain the EU regulations on finance and project management required for university partners.

**In the moring of 26th November**, under the moderation by Nguyen Xuan Truong and Hoang Xuan Quynh, the training for researchers, IT staffs and administrative staff continued to solves the questions left in the morning of 25th November to clarify the questionaires and explaination of questions and answers so that staff would support students fill the questionaires and give value data for analysis.

At the end of morning session, Ms. Do Hai Yen – PTIT summarised the contents disscussed in the sessions for reseachers. Prof. Thao assessed the training in term of logistics and professions, and opinions contributed in the training sessions as well.

**In the afternoon of 26th November**, Prof. Dang Thi Phuong Thao led the management and financial session to discuss about rules of staff costs, travel costs, cost of stay, rules for equipment purchase and supporting documents (quotations, contract, invoices, payment of invoices), Rules for subcontracting (interpreters and printing and publishing): supporting documents (contract, invoices, payment of invoices) and Planning next meetings and modalities. She also explained and instructed for NUAE for the preparation for the next meeting. Due to the short time to March 2020 excluding a half of month on New Year in Europe and a half of month on Lunar New Year festival, NUAE should plan a favourable time for NUAE and other partners, and for preparation of related project work as well.

After 4 days meeting, the project meeting finished at 17:30 on 26th November 2020. All of participants highly appreciated the efficiency of the meeting to support the university partners’ working groups, the value experience shared by partners within sessions of the meeting and look forward to the next meeting.

**Dissemination channels of the event:**

**MOTIVE Project website:**

<https://motive-euproject.net/events/ptit-meeting-23-26-november-2020/>

**Motive Project Facebook page:**

<https://www.facebook.com/euprojectmotive>

**Other partner facebook pages:**

<https://www.facebook.com/100779574904165/posts/201997044782417/>

<https://www.facebook.com/100779574904165/posts/201997044782417/?sfnsn=mo>

<https://m.facebook.com/story.php?story_fbid=1684482905064774&id=196572087189204&sfnsn=mo>

<https://www.facebook.com/100779574904165/posts/201997044782417/>

**News on National journal:**

<https://tuoitre.vn/doi-theo-sinh-vien-ra-truong-20201124221522715.htm>

<https://www.tienphong.vn/giao-duc/he-thong-truy-vet-sinh-vien-tot-nghiep-thuoc-do-chat-luong-dai-hoc-1755326.tpo>

<https://baomoi.com/viec-lam-cho-sinh-vien-khi-ra-truong/c/37179080.epi>

<http://daidoanket.vn/viec-lam-cho-sinh-vien-khi-ra-truong-525251.html>

<https://www.giaoduc.edu.vn/he-thong-truy-vet-sinh-vien-tot-nghiep-thuoc-do-chat-luong-dai-hoc.htm>

<http://www.doanhtri.net/tin-doi-theo-sinh-vien-ra-truong--d67767.html>

Posts on partners’ portal

<http://hanu.vn/vn/tin-tuc-su-kien/5188-hoi-thao-tap-huan-du-an-khao-sat-xu-huong-viec-lam-cua-sinh-vien-viet-nam-sau-tot-nghiep.html>

<https://portal.ptit.edu.vn/hoi-thao-tap-huan-du-an-khao-sat-xu-huong-viec-lam-cua-sinh-vien-viet-nam-sau-tot-nghiep/>

<https://ajc.hcma.vn/hop-tac-quoc-te/Pages/du-an-quoc-te.aspx?CateID=885&ItemID=12284>

<https://ajc.hcma.vn/hop-tac-quoc-te/Pages/du-an-quoc-te.aspx?ItemID=12738>

<http://hanoisme.vn/hanoisme-voi-du-an-motive.htm>

<http://tueba.edu.vn/bai-viet/Du-An-Motive-Co-Hoi-Cho-Sinh-Vien-Tueba-Tiep-Can-Voi-Nha-Tuyen-Dung-278.html>

<http://truongnoivu.edu.vn/tin-tuc/10056/HOI-THAO-TRUC-TUYEN-TRIEN-KHAI-DU-AN-DANH-GIA-CAC-XU-HUONG-VIEC-LAM-CUA-SINH-VIEN-DA-TOT-NGHIEP-TAI-VIET-NAM-MOTIVE-PROJECT-MEETING-MONITORING-TRENDS-IN-VIETNAMESE-GRADUATES-EMPLOYMENT-MOTIVE.aspx>

<http://www.spnttw.edu.vn/articledetail.aspx?sitepageid=624&articleid=6704>

<http://uhl.edu.vn/tin-tuc/hoi-thao-tap-huan-du-an-khao-sat-xu-huong-viec-lam-cua-sinh-vien-viet-nam-sau-tot-nghiep/>

<http://www.tnu.edu.vn/hoi-thao-tap-huan-du-an-khao-sat-xu-huong-viec-lam-cua-sinh-vien-viet-nam-sau-tot-nghiep-dn30978.html>

<https://1c.com.vn/vn/news/that-chat-lien-ket-giua-1c-viet-nam-va-cac-truong-dai-hoc>

<https://www.vnua.edu.vn/tin-tuc-su-kien/tin-hoat-dong-khac/hoi-thao-tap-huan-du-an-khao-sat-xu-huong-viec-lam-cua-sinh-vien-viet-nam-sau-tot-nghiep-51135>