



MOTIVE PROJECT

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

“MONitoring Trends in Vietnamese graduates’ Employment”

PROJECT MEETING

WP.1 Preparation

WP.5 Dissemination event

WP.8 Management meeting

Hanoi, 23-26 November 2020

**Posts and Telecommunications Institute of Technology
(PTIT)**

**Km 10 Nguyen Trai – Thanh Xuan - Hanoi
Hanoi, Vietnam**

MEETING AGENDA



PROJECT CONSORTIUM

PROGRAMME COUNTRIES

1. Consorzio Interuniversitario AlmaLaurea – coordinator (ALMALAUREA), Italy



2. FH JOANNEUM, University of Applied Sciences (FH JOANNEUM), Austria



3. Universitat de Barcelona (UB), Spain



4. International Consulting and Mobility Agency (INCOMA), Spain



5. Agencia Nacional de Evaluacion de la Calidad y Acreditacion (ANECA), Spain





PARTNER COUNTRY

6. Hanoi University (HANU), Vietnam



7. Posts and Telecommunications Institute of Technology (PTIT), Vietnam



8. National University of Art Education (NUAE), Vietnam



9. Vietnam National University of Agriculture (VNUA), Vietnam



10. Thai Nguyen University (TNU), Vietnam



11. Academy of Journalism and Communication (AJC), Vietnam



12. Hanoi University of Home Affairs (HUHA), Vietnam



13. Hanoi Tourism College (HTC), Vietnam



MINISTRY OF CULTURE, SPORTS AND TOURISM OF VIETNAM

HANOI TOURISM COLLEGE

Address: 236 Hoang Quoc Viet Road, North Tu Liem District, Hanoi, Viet Nam

14. Halong University (HALOU), Vietnam



15. Ministry of Education and Training (MOET), Vietnam



BỘ GIÁO DỤC VÀ ĐÀO TẠO

MINISTRY OF EDUCATION AND TRAINING

16. Hanoi Small and Medium Enterprises Association (HanoiSME), Vietnam



Associate partners: Ho Chi Minh Open City University (OU), Vietnam; Italian Chamber of Commerce in Vietnam





**-MOTIVE Project Consortium Presentation and Project Overview-
23 NOVEMBER 2020 – DISSEMINATION EVENT**

9.00 - 9.30	Registration of participants
9.30 – 11.00	<p>Introduction to the meeting Dang Thi Phuong Thao, HANU – National coordinator</p> <p>State of Art of the MOTIVE Project</p> <p>Presentation of the meeting agenda</p> <p>Set up and coordination of working groups:</p> <ul style="list-style-type: none"> - IT staff - Researchers - Administrative staff
11.00 - 11.30	Coffee break
11.30 – 13.00	<p>MOTIVE Round table with working groups</p> <p>Conets of the Project website:</p> <ul style="list-style-type: none"> - Suggestions - Presentation of the “resereved area” documents <p>https://motive-euproject.net/vi/home-page-in-vietnamese/</p> <p>Staff charatectistic for the MOTIVE Project (1) Dang Thi Phuong Thao, HANU – National coordinator</p> <p>Workshop with local coordinators Role of staff categories in the Project:</p> <ul style="list-style-type: none"> - Managers - Researchers/Teachers/Trainers - Technicians - Administrative staff <p>https://motive-euproject.net/vi/home-page-in-vietnamese/</p>
13.00 – 14.00	Lunch
15.00 – 17.00	<p>Staff charatectistic for the MOTIVE Project (2) Dorel Manitiu, AlmaLaurea, project coordinator Dang Thi Phuong Thao, HANU – National coordinator</p> <p>Workshop with local coordinators Role of staff categories in the Project:</p> <ul style="list-style-type: none"> - Managers - Researchers/Teachers/Trainers - Technicians - Administrative staff <p>https://motive-euproject.net</p>

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**-MOTIVE Project Consortium Presentation and Project Overview-
24 NOVEMBER 2020 – DISSEMINATION EVENT**

9.30 - 10.00	Registration of participants
10.00 – 10.30	Project overview – Do Hai Yen (PTIT) - Project presentation: Rationale, Objectives, Expected results, Work packages, Deliverables and Indicators
10.30 – 11.00	Presentation on Project Management – Dang Thi Phuong Thao (HANU)
11.00 – 11.15	Coffee break
11.15 – 11.30	MOTIVE Project website, Facebook page, brochure presentation and validation AJC - WP Dissemination leader https://motive-euproject.net/vi/home-page-in-vietnamese/
11.30-11.45	Presentation on LAB Movie project – Nguyen Phuong Thong NTTU Synergies with MOTIVE Projecy
11.45 – 12.00:	Q&A and Conclusion
12.00 – 14.00	Welcome Lunch (hosted by PTIT)
14.00 – 14.30	Registration
14.30 – 18.00	Welcome address 14.30 - 14.45: Prof. Vu Tuan Lam - Vice President of PTIT) 14.45 - 15.00: Mr. Bui Van Linh, Director of department of Political Education and Students Affairs Ministry of Education and Training of Vietnam AlmaLaurea & EU partners connects to Meeting online 15.00 – 15.15: Greetings from AlmaLaurea & EU partners / Technical issues 15.15 – 15.30: Mr. Mac Quoc Anh – Vice Chairman of HanoiSME 15.30 – 15.45: Project overview – Do Hai Yen (PTIT) - Project presentation: Rationale, Objectives, Expected results, Work packages 15.45-16.00: Ministry of Education and Training in Vietnam – Bui Van Linh MOET - Graduate Tracking policy implementation in Vietnam Ministry requirement in terms of contents and indicators and policy implication. 16.00 – 17.00: MOTIVE Round table with new Universities and stakeholders Moderator: Dang Thi Phuong Thao, HANU – National coordinator (o Thuy) AlmaLaurea staff Contents: - Feedback from new Universities regarding on Project milestones and potentialities given by MOTIVE - Perspectives of integration of new stakeholders (universities and labour market representatives) 17.00 – 17.30: Q&A and Conclusion

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25 NOVEMBER 2020

<p>09.00 – 12.30</p>	<p>Research + IT + Admin groups introductory meeting Moderator: Nguyen Xuan Truong, Hoang Xuan Quynh (HANU)</p> <p>The meeting, introductory to the workshop on graduate tracking (WP2.1.-indicative date February 2021) has the main scope of selecting the indicators and questions of the MOTIVE graduate Tracking Questionnaire, in accordance with the policy priorities provided by the Ministry of Education and Training in Vietnam.</p> <p>Open Discussion - MOTIVE Universities: - Platform presentation (Nguyen Hoang Duong, HANU, Vice Director of IT center)</p> <p>-1st MOTIVE Questionnaire Design: main indicators; questionnaire optimal length, data collection procedure (Do Trung Anh – Researcher of PTIT)</p> <p>- Discussion of WP 5.4 State of Art of "Handbook of best practices for dissemination" WP 5.4: "Handbook of best practices for dissemination": Contents of the best practices for dissemination to be drafted by each partner</p>
	<p>Lunch (hosted by PTIT)</p>
<p>14.30 – 17.00</p>	<p><u>Two parallel sessions</u></p> <p><u>Session 1: IT, researchers and Secretariats' Staff Training</u></p> <p><u>Lead:</u> Nguyen Hoang Duong – HANU; <u>support:</u> Tran Vu Hai – PTIT, Le Manh Hung - NUAE</p> <p><u>Via Zoom:</u> Luca Santandrea – AlmaLaurea technician</p> <p>Voyage platform - video tutorial presentation -staff, -students, -enterprises</p> <p>Contents:</p> <ul style="list-style-type: none"> • Introduction to the Voyage pilot platform-System demo (platform presentation, university course list, multi-language tools, login, credentials retrieve, registration, national code duplication, password, privacy policy, e-mail of receipt). • Student area: modify tools (personal data, password change, data modify, upload of profile picture). • Questionnaire fill out: fill out and modify of questionnaire replies, print of fill out receipt. <p>CV section: consent to personal data treatment, alert, visibility, flag newsletter, CV modify section.</p> <ul style="list-style-type: none"> • Student help desk • Voyage Platform' Enterprise area: company registration, reserved area, enterprise users management. • CV search tools: CV structure, sorting parameters, search results, download, bookmark. • Job offer tools: publication, approval, preview, CV modify and online application, rating and selection of application, advanced tools. Staff enterprise area tools.



	<ul style="list-style-type: none">• Voyage Platform Help Desk function -Student area: student research, student details, course modify, history operation, password reset, exclusion, critical cases• Voyage Platform Help Desk function –Ticketing: ticket search, ticket take, Ticket history and closure• Voyage Platform Help Desk function: Duplication cases: national tax number, duplicable search, duplicable use, plafond modify, new duplicable insertion <p><u>Session 2: Co-ordinator Group Training:</u> Prof. Dang Phuong Thao</p> <ul style="list-style-type: none">- Financial Issues- Timesheet
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26 NOVEMBER 2020

09.00 – 12.30	Research + IT + Admin groups workshop Moderator: Nguyen Xuan Truong, Hoang Xuan Quynh (HANU) Training contents: assessment of the training Conclusion remarks of the training Problems, critics, suggestions for improvement
	Lunch
14.30 – 17.00	WP.8: <ul style="list-style-type: none">- Management and financial meeting: rules ofr 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)- Planning next meetings and modalities- Conclusion

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