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**ERASMUS + Capacity Building in the Field of Higher education (CBHE)
CATALYST-PROJECT KICK OFF MEETING**
12th - 17th March 2017, Ho Chi Minh City, Vietnam.
**Campus of Ho Chi Minh City University of Technology and Education – Vietnam
[HCMUTE]**

SUNDAY 12TH MARCH 2017 - Travel for delegates to Ho Chi Minh City

Check-in Hotels

MONDAY 13TH MARCH 2017

Contact: Dr. Ngyuen Vu LAN, Tel: +84 (0) 913 522 142, Email: lannv@hcmute.edu.vn

09.00 – 09.30	Registration
09.30 – 09.45	Opening and Welcome address from Ho Chi Minh University of Technology and Education [HCMUTE] President – Prof. Dr. Do Van Dung Vice Dean of International Affairs Office – Dr. Ngyuen Vu Lan Opening and Welcome address: Elisabeth Lazarou – CBHE Project Leader (Project 573873) University Politehnica of Bucharest, Romania and Gerard Cullen – Technical University of Dresden, Germany
09.45 – 10.00	An introduction to CBHE project 573873: <i>Communicative Approaches in University Vocational Teaching Methodology Focusing on Improving Educational Yield and Sustainability</i> [CATALYST] – Gerard Cullen, Elisabeth Lazarou Brief introduction from other EU Representatives Ngyuen Thi Quynh Nhu (The Pyramid Group, Germany) Dr. David Allan, Dr. Fiona Hallet (Edge Hill University, UK) Padraig Kirby, Jerald Cavanagh (Limerick Institute of Technology, Ireland)
10.00 – 11.30	Project Management Committee Meeting: Each partner will Briefly (5 mins per partner): 1. Present the partner, the role within the project and potential contribution 2. Speak about the needs related to the project 3. Present the team that will be involved in the project and specify the roles of the team members.
10.00 – 10.05	Ho Chi Minh University of Technology and Education [HCMUTE]
10.05 – 10.10	Ho Chi Minh University of Technology [HUTECH]
10.10 – 10.15	Hanoi University of Science and Technology [HUST]
10.15 – 10.20	University of Languages and International Studies – Vietnam National University, Hanoi [ULIS-VNU]
10.20 – 10.25	Hung Yen University of Technology and Education [UTEHY]



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10.25 – 10.30	Vinh University of Technical Education [VUTED]														
10.30 – 10.35	National University of Laos [NUoL]														
10.35 – 10.40	University of Health Sciences [UHS]														
10.40 – 11.10	Tea/Coffee Break														
11.10 – 11.15	Limerick Institute of Technology [LIT]														
11.15 – 11.20	Edge Hill University [EHU]														
11.20 – 11.25	Paul Francis East [PFE]														
11.25 – 11.30	Technical University of Dresden [TUD]														
11.30 – 11.35	University Politehnica of Bucharest [UPB]														
11.35 – 12.15	QA feedback, discussion on needs and roles														
12.15 – 13.45	Lunch														
13.45 – 14.45	ESP Levelling test Gerard Cullen (Technical University of Dresden, Germany) Ngyuen Thi Quynh Nhu (The Pyramid Group, Germany)														
14.45 – 15.15	Coffee Break														
15.15 – 16.15	LNSS Detailed Description- (Project 573873 CATALYST) WP descriptions, roles, planning of the upcoming activities and deliverables. Led by Elisabeth Lazarou and Gerard Cullen with contributions from Padraig Kirby, Jerald Cavanagh, (Ireland), Dr. David Allan and Dr. Fiona Hallett (United Kingdom)														
	<table border="1"> <thead> <tr> <th colspan="2">Project 573873 CATALYST</th> </tr> <tr> <th>Work package (WP)</th> <th>WP leader</th> </tr> </thead> <tbody> <tr> <td>Preparation</td> <td>TUD, Germany</td> </tr> <tr> <td>Development</td> <td>LIT, Ireland</td> </tr> <tr> <td>Quality Plan</td> <td>EHU, UK</td> </tr> <tr> <td>Dissemination & Exploitation</td> <td>LIT, Ireland</td> </tr> <tr> <td>Management</td> <td>UPB, Romania</td> </tr> </tbody> </table>	Project 573873 CATALYST		Work package (WP)	WP leader	Preparation	TUD, Germany	Development	LIT, Ireland	Quality Plan	EHU, UK	Dissemination & Exploitation	LIT, Ireland	Management	UPB, Romania
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16.15 – 16.45	Feedback and discussion on LNSS Detailed Description														
16.45 – 17.00	Wrap up														
17.00 – 18.00	Ho Chi Minh City University of Technology and Education Campus Tour														
18.00	CLOSE.														



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18.30 – 20.30		Networking Dinner
TUESDAY 14TH MARCH 2017		
09.30 – 10.30	Finances and budget for CBHE Project 573873 CATALYST - at this session the Financial rules for CBHE projects as outlined in <i>Guidelines for use of the Grant</i> will be dealt with and explained (led by Elisabeth Lazarou with input from LIT).	
10.30 – 10.50	Tea/Coffee Break	
10.50 – 11.50	Finances and budget for CBHE project 573873 CATALYST - at this session the Financial rules for CBHE projects as outlined in <i>Guidelines for use of the Grant</i> will be dealt with and explained (led by Elisabeth Lazarou with input from LIT).	
11.50 – 12.30	Finance and Budget- discussion, feedback and Questions	
12.30 - 14.00	Lunch	
14.00 – 15.00	Project management for CBHE project 573873 CATALYST <ul style="list-style-type: none"> • Consortium Agreements 	
15.00 – 15.15	Discussion, feedback and Questions	
15.15 – 15.45	Tea/Coffee Break	
15.45 – 16.45	Other Administrative matters (Elisabeth Lazarou, Mirela-Ionela Mihai, Pdraig Kirby) <ul style="list-style-type: none"> • Consortium Agreements • Intermediate and Final Reporting • Logos and letterhead to be used for official documents • Exploitation of the results of the project 	
16.45 – 17.30	Final Summary and Questions on Other Administrative matters	
17.30	CLOSE	

WEDNESDAY 15TH MARCH 2017

08.30 – 09.00	Meeting with Assoc. Prof. Bui Xuan Lam, Vice President and Ms. Ngyuen Lan Huong, Vice Director of HUTECH Institute of International Education and the consortium participants
09.00 – 11.00	Workshop with 20 Students “Communicative Approach teaching” Gerard Cullen (Technical University of Dresden, Germany) Ngyuen Thi Quynh Nhu (The Pyramid Group, Germany) in parallel



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	SWOT analysis – Part I Dr. David Allan and Dr. Fiona Hallett, Edge Hill University, UK
11.00 – 12.00	Campus Tour by visiting the vocational facilities at HUTECH
12.00 - 14.00	Lunch
14.00 – 17.00	SWOT analysis – Part II Dr. David Allan and Dr. Fiona Hallett, Edge Hill University, UK in parallel ESP Levelling test Gerard Cullen (Technical University of Dresden, Germany) Ngyuen Thi Quynh Nhu (The Pyramid Group, Germany)

THURSDAY 16TH MARCH 2017

09.30 – 11.00	Course Training Content for CATALYST, Needs Analysis Dr. David Allan and Dr. Fiora Hallet, EHU (UK) Discussion on needs and formulate ideas on course training content
11.00 – 11.30	Tea/Coffee Break
11.30 – 12.30	Course Training Content for CATALYST, Summary of needs Dr. David Allan and Dr. Fiora Hallet, EHU (UK) Discussion on needs and formulate ideas on course training content
12.30 - 14.00	Lunch
14.00 – 15.30	Course Training Content for CATALYST, Quality plan Dr. David Allan and Dr. Fiora Hallet, EHU (UK) Discussion on needs and formulate ideas on course training content
15.30 – 16.00	Tea/Coffee Break
16.00 – 17.30	Course training content for CATALYST, Quality plan Dr. David Allan and Dr. Fiora Hallet, EHU (UK)
17.30 – 18.00	Discussion, feedback and Questions
18.00	CLOSE

FRIDAY 17TH MARCH 2017

09.30 – 11.00	Future action plan (next meeting, List of Actions)
11.00 – 11.30	Tea/Coffee Break
11.30 – 12.00	Final discussion and closing
12.00	Travel for delegates from Ho Chi Minh City, Vietnam
13.00 – 17.00	Ho Chi Minh City Tour – Optional Offer for all project partners