



Co-funded by the
Erasmus+ Programme
of the European Union



**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]**

Report of the Meeting

Monday 13th March 2017

The meeting commenced with the opening address and welcome from university representatives from Ho Chi Minh City followed by opening address from the University Politehnica of Bucharest, Romania (Elisabeth Lazarou - CBHE 573873 Project Leader). Following this there were presentations from each partner country in the project where each partner:

1. Presented the partner, the role within the project and potential contribution
2. Spoke about the needs related to the project
3. Presented the team that will be involved in the project and specify the roles of the team members.

This was followed by brief introductions/presentations from EU partners.

In the afternoon, Pdraig Kirby proceeded to explain the Workpackage structure of the CATALYST project on behalf of all EU partners. Taking all participants through the Workpackages as outlined below, he explained the roles and duties of each partner as outlined in the Workpackages, highlighted Workpackage leaders and explained each of the project deliverables to the participants.

Project 573873 CATALYST	
Work package (WP)	WP leader
Preparation	Technical University of Dresden [TUD]
Development	Limerick Institute of Technology [LIT], Ireland
Quality Plan	Edge Hill University [EHU], UK
Dissemination & Exploitation	Limerick Institute of Technology [LIT], Ireland
Management	University Politehnica of Bucharest [UPB], Romania

Following discussion and wrap up led by University Politehnica of Bucharest (Elisabeth Lazarou), the meeting closed for the Day. A Networking Dinner was held that evening in a Restaurant close to the University campus which was attended by all project participants.

Tuesday 14th March 2017

The second day of the Kick off Meeting opened with welcome from University Politehnica of Bucharest (Elisabeth Lazarou). There then followed a session dealing with Finances and budget for CBHE Project 573873 CATALYST – where the Financial rules for CBHE projects as outlined in



Co-funded by the
Erasmus+ Programme
of the European Union



Guidelines for use of the Grant were explained by University Politehnica of Bucharest (Elisabeth Lazarou) with assistance from Limerick Institute of Technology and Technical University of Dresden and the Pyramid Group.

Afternoon sessions featured discussion led by University Politehnica of Bucharest (Elisabeth Lazarou) about important project management matters covering Consortium Agreements, Intermediate and Final Reporting, Logos and letterhead to be used for official documents and Exploitation of the results of the project. Following this- the meeting ended for the day.

Wednesday 15th March 2017

Featured a visit to HUTECH - to meet the vocational staff and assess their project needs, which was followed by a sample Communicative Approach teaching session by Technical University of Dresden and the Pyramid Group. Parallel to this, Edge Hill University (Dr David Allan and Dr Fiona Hallett) conducted a SWOT analysis to identify strengths and weaknesses that would inform both the curriculum development for each institution and the Quality plan.

In the afternoon Technical University of Dresden and the Pyramid Group conducted English language levelling tests among participants and conducted a Needs Analysis on language requirements and support.

Thursday 16th March 2017

The day involved a full day of CATALYST course content training delivered by Edge Hill University. This involved an in-depth exploration of content for the proposed modules and vocational teaching methodologies, including workshops and teaching sessions on the development of the Quality plan, pedagogical approaches and the need to consider inclusion. In parallel with training delivered by Edge Hill University, there was a parallel meeting of EU partners from Romania, Ireland, Germany led by University Politehnica of Bucharest (Elisabeth Lazarou) to evaluate the meeting.

Technical University of Dresden and The Pyramid Group gave detailed feedback on the level of the participant English level (of those present and those not present who would be participating in the project). Their assessment demonstrated that Laos partners and Vinh in Vietnam required additional support to prepare them for the main training. Both Technical University of Dresden and The Pyramid Group agreed to prepare specific training materials to support this and as both Technical University of Dresden and The Pyramid Group only brought one participant to the Kick Off meeting it was agreed that an additional support training could be undertaken in late summer in Laos for the targeted participants. Technical University of Dresden and The Pyramid Group project training materials will be prepared by June and evaluated by Edge Hill University, University Politehnica of Bucharest and Limerick Institute of Technology. They will then liaise with Grantholder on further action.

Concerning the project website Limerick Institute of Technology, who are have specialist experience in this area agreed to support QA aspects and support the Pyramid Group in finding a suitable website provider as did Technical University of Dresden. A majority of EU partners felt that engaging in a tender process which is not officially necessary will delay the creation of the website.

Further main training dates and content were discussed in light of EU experience from the Kick-Off meeting so far.



Co-funded by the
Erasmus+ Programme
of the European Union



Friday 17th March 2017

This day involved a detailed and final summing up by University Politehnica of Bucharest (Elisabeth Lazarou - CBHE Project Leader). Limerick Institute of Technology (Jerald Cavanagh) highlighted the various results of the meeting and items discussed over the duration of the Kick off Meeting- such as the Presentations delivered in the morning by partner countries and EU partners on the first day, followed by the explanation of Workpackages and Deliverables given on behalf of EU partners also by Limerick Institute of Technology (Padraig Kirby) in the afternoon. The outline of Finances and budget for CBHE Project delivered by University Politehnica of Bucharest (Elisabeth Lazarou) on the second day of the meeting was followed by outline discussion on important project management items- such as Consortium Agreements, Intermediate and Final Reporting. Limerick Institute of Technology (Jerald Cavanagh) highlighted the QA training delivered by Edge Hill University and final summing up and conclusions of the CATALYST Meeting.

We then had a series of individual consultations with partner countries partners and a partner countries Q&A session. We should underline that this is a very new type of project for the partner countries partners. Concerning the Action Plan all EU and partner countries partners agreed that the next main training would be held at the University Politehnica of Bucharest in the first two weeks of December 2017. The online-platform will be developed between September and November and in use.

Bucharest, 22.05.2017

Elisabeth Lazarou
Project Coordinator

A handwritten signature in blue ink, appearing to read 'Elisabeth Lazarou', written over a light blue rectangular background.