

## Meeting Minutes Report

<b>Meeting Subject:</b>	Project Executive Committee (PEC) Meeting		
<b>Date of Meeting:</b>	12 February 2018	<b>Time:</b>	9:30 – 12:00
<b>Minutes Prepared by:</b>	Duangthida Hussadintorn Na Ayutthaya	<b>Location:</b>	Room 219, ISE Bldg, AIT
<b>1. Attendance at Meeting</b>			
<b>Name</b>		<b>University</b>	
1. Dr. Pisut Koomsap (Project Coordinator)		Asian Institute of Technology	
2. Dr. Huynh Trung Luong (Invitee)			
3. Ms. Duangthida Hussadintorn Na Ayutthaya (Secretary)			
4. Ms. Danielle Bildan (Invitee)			
5. Dr. Wichai Chattinnawat (Member)		Chiang Mai University	
6. Dr. Kanchana Sethanan (Member)		Khon Kaen University	
7. Prof. Athakorn Kengpol (Member)		King Mongkut's University of Technology North Bangkok	
8. Dr. Thanate Ratanawilai (Member)		Prince of Songkla University	
9. Dr. Apiwat Muttamara (Member)		Thammasat University	
10. Prof. Tom Savu (Member)		University Politechnica of Bucharest	
11. Prof. Livia Veronica Lazar (Invitee)			
12. Prof. Andrei Szuder (Invitee)			
13. Prof. Rui Manuel de Sá Pereira de Lima (Member)		University of Minho	
14. Prof. Tomasz Nitkiewicz (Member)		Częstochowa University of Technology	



<b>2. Purpose of Meeting</b>
<ul style="list-style-type: none"> <li>(1) To meet in person for the first time</li> <li>(2) To learn about the rules and regulations for implementing the project</li> <li>(3) To update the project status</li> </ul>
<b>3. Meeting Agenda</b>
<ul style="list-style-type: none"> <li>(1) Welcome</li> <li>(2) Confirmation of Project Executive Committee</li> <li>(3) Presentation of Project's Objectives, Scope and Deliverables</li> <li>(4) Partnership Agreement Update</li> <li>(5) Work Plan and Budget</li> <li>(6) Financial Management</li> <li>(7) Approval of Next Meeting</li> <li>(8) Other Business</li> </ul>
<b>4. Meeting Notes, Decisions, Issues</b>
<p><b>(1) Welcome</b></p> <p><b>Meeting Notes:</b> Dr. Pisut (Project Coordinator, henceforth PC) welcomed PEC members and invitees to the first PEC meeting.</p> <p><b>Decisions:</b> None</p> <p><b>Issues:</b> None</p> <p><b>(2) Confirmation of Project Executive Committee</b></p> <p><b>Meeting Notes:</b> PC informed the members that the project consortium composes of 9 partners. The consortium is structured in four levels: PEC; PC; Work package leaders (WPLs) and Work package members (WPMs). PEC is the highest and ultimate decision making board, and its main task is project governance. This body is composed of one representative from each project partner and chaired by PC. Prior to this meeting, PC asked the representatives of all partners to propose PEC members as well as contact persons for all work packages by updating an MSIE contact information file uploaded on a provided google drive. He then asked all the members for confirmation of PEC and its members. PC mentioned that his role as PC is to monitor and to make sure that all executions are well performed and meet PEC's expectations.</p> <p>After confirming PEC, PC further informed that PEC's activities are operated under WP6 and beside this kick-off meeting, there will be 6 other meetings afterward for making intermediate decisions and for project closure. The PEC will monitor and assess the actual progress of the project and decide on amendments if necessary. The next meeting will be at UMinho, then CMU, CUT, KKU, UPB, and back in AIT to finish the project. Meetings are expected to be every 6 months. PC reminded the members that in case that they cannot attend the PEC meetings, they must assign representatives to attend the meetings.</p>

<b>Project Executive Committee</b>			
Partner	Role	Name	Email
AIT	Chair	Pisut Koomsap	pisut@ait.asia
CMU	Member	Wichai Chattinnawat	chattinw@gmail.com
KMUTNB	Member	Athakorn Kengpol	athakorn.kengpol@gmail.com
TU	Member	Apiwat Muttamara	mapiwat@engr.tu.ac.th
KKU	Member	Kanchana Sethanan	ksethanan@gmail.com
PSU	Member	Thanate Ratanawilai	thanate.r@psu.ac.th
UPB	Member	Tom SAVU	tomsavu@gmail.com
UMinho	Member	Rui Lima	rml@dps.uminho.pt
CUT	Member	Tomasz NITKIEWICZ	tomasz.nitkiewicz@wz.pcz.pl

**Decisions:** The members confirmed on PEC and their memberships.

**Issues:** None

### **(3) Presentation of Project's Objectives, Scope and Deliverables**

#### **Meeting Notes:**

- PC updated about the statistical results of the project according to Project Grant holders' Meeting, Brussels, 2018.
- PC emphasized that the curriculum must follow the three pillars setting for the curriculum which are co-created product design, advanced manufacturing process, and smart production. Besides, he also addressed the importance of training future leaders and suggested the need to offer: 1) IE colloquium/seminar to serve as venue for experts to share their advanced knowledge/know-how to students; and 2) Thesis conference for students to present their research works to public in order to train/enhance the students' presentation skill.
- PC provided the information of the value of the project, project duration, project's objectives, and project focus. Besides, he underlined October 14, 2020 is the last day of the project whereby all payments made after that day will not be considered.
- PC informed the members that there will be two major reports – one should be submitted on 14 April 2019, and another is at the end of the project.
- PC displayed the list of PEC members coupled with contact information. He mentioned that communication via email only might not be sufficient and further suggested PEC members



to provide Skype and WhatsApp contact information for creating daily communication channel.

- PC proposed the Quality Control and Monitoring Board (QCMB) structure and asked for approval from PEC.

Quality Control and Monitoring Board (QCMB)			
Partner	Role	Name	Email
UPB	Chair	Livia Veronica LAZAR	livia_veronica_lazar@yahoo.com livia.lazar2014@gmail.com
PSU	Co-Chair	Supapan Chaiprapat	supapan.s@psu.ac.th
AIT	Member	Huynh Trung Luong	luong@ait.asia
CMU	Member	Wasawat Nakkiew	wasawat@eng.cmu.ac.th
KMUTNB	Member	Warapoj Meethom	tuktuk0178@yahoo.com
TU	Member	Anintaya Kumkalya	kanintay@engr.tu.ac.th
KKU	Member	Komkrit Pitiruek	komkri@kku.ac.th
Uminho	Member	Teresa Monteiro	tm@dps.uminho.pt
CUT	Member	Robert ULEWICZ	robert.ulewicz@wz.pcz.pl

**Decisions:** PEC approved the QCMB.

**Issues:** None

**(4) Partnership Agreement Update**

**Meeting Notes:** PC informed the members that he had already sent Partnership Agreements to all partners. He explained briefly the submission process that for each agreement, two original hard copies are required. A president or rector is asked to sign and initial on all pages, including the Grant Agreement between AIT and agency (Annex I), as proof that the president/rector has seen and acknowledged all pages. After AIT president signs, one copy will be sent to back, and another copy will be kept at AIT. Its soft copy will be collected and sends to Agency after obtaining all eight Partnership Agreements. The submission to the Agency must be accomplished within 6 months. Next, PC informed the members that the Partnership Agreement with UPB was signed by both parties, that the one with KMUTNB was sent to AIT President’s office, and that the ones with CUT, and UMinho were signed by their Rectors. Other members informed PEC that the agreements were at their presidents’ offices.

**Decisions:** None

**Issues:** None

**(5) Work Plan and Budget**

**Meeting Notes:**

- PC introduced six work packages (WPs), their work package leaders (WPLs) and the co-work package leaders (CWPLs) for each of the six work packages.
- PC also presented tasks and deliverables of each WP.
- PC informed the members that according to the Grant Agreement, the project was officially started on Oct 15, 2017 and will end on Oct 14, 2020. He urged all WPLs to study the work plans and asked them to adjust their work plans accordingly.
- For WP1, WPL reported that task 1.1 has been done already but not much has been started for task 1.2; however, some information has been prepared already for implementing this task.
- For WP2,
  - PC emphasized that syllabuses will be in Thai and English. TU will take lead in translating from English to Thai.
  - Task 2.3 should be rescheduled to fit with the academic calendar.
  - The pilot test may be moved to the August or January semester.
- For WP4, Task 4.2 will be shifted.
- For WP5
  - PC emphasized that visibility is one of the most important things needed for this project. The project activities and deliverables should be made known to outsiders in all possible channels. He further mentioned that it is important to have an EU logo on every single document to show that the EU co-funds the project; otherwise, there will be a penalty.
  - PC updated that the official website was initially developed (staff would illustrate the website during WP5 meeting). All documents will be uploaded onto the website, where all will be given access.
  - PC mentioned that besides the website, his team had created Facebook page as an additional channel to help creating visibility to the public. The posts on the Facebook page are for announcement, news and activities. He requested members to visit the Facebook page and help sharing to their social communities.
  - PC mentioned about a conference at the end of the project that we may possibly co-organize a conference with other CBHE projects in Thailand in order to create a bigger impact.
  - Besides, WPL stated that task 5.1 can be finalized by the end of this month if all WP can send their plans. Otherwise, WPL would not be able to know how and when to disseminate. PC suggested WPL to contact other WPLs.
- For WP6, PC mentioned that he is working on the project management and communication plan, and he will send the draft for review and approval.



- PC reported the resource and budget allocations will be according what proposed in the proposal.

**Decisions:**

- All WPLs will update their work plan and submit to PC by March 15, 2018.

**Issues:** None

**(6) Financial Management****Meeting Notes:**

- PC presented the rules and regulations for project financial management. Besides that, he presented and provided essential information for filling a staff convention form and an initial project time sheet.
  - Staff convention form: The form was obtained from the Agency website. It is for all members. An individual member is asked to complete this staff convention form right after the completion of his/her duty and to submit it to his/her team leader.
  - Monthly time sheet: An individual member is asked to complete this form for a month that he/she works on the project and to submit to his/her team leader by the 7th of the following month. One sheet is for one work package and for one role. PC suggested to record works on the monthly time sheet on a daily basis. The first date they can put on the time sheet is 15 October 2017. PC also informed the member that there should not be more than 20 days reported for one month and the number of hours to be put should be also reasonable according to the outputs produced. A full day of work on the project is not expected except for regular meetings or trainings. This is because all members are expected to have their regular workloads. PC presented a template for time sheet provided by the Agency for this purpose. After went through the template, members asked PC to create a new monthly time sheet for daily records because the template is for monthly records.
  - These two forms must be signed by both the members and persons responsible in their institutions who can be their immediate supervisors. The stamp of the university is required as well, as proof it is a legal document.
- PC talked about co-funding principle, general provision of project, ceiling for budget headings, eligible costs, ineligible costs, exchange rate, 5 categories of costs (staff costs, travel costs, costs of stays, equipment costs and subcontracting costs), and support documents. Highlights are as follows:
  - Not all the activities and the costs planned under the awarded maximum project budget are automatically approved by the Agency.
  - Original supporting documents must be kept at the partner institutes. Readable copies must be sent to the PC with the project documentation.



- The list of supporting documents to be kept are available under each budget heading.
- The PC may adjust the estimated budget by transfers between budget headings up to 10% without authorization.
- The total awarded grant is not exceeded.
- PC informed the members that the minimum of 70% of the first installment must be spent in order to receive the second installment under the condition that the Agency satisfies with the progress of the project.
- A monthly financial reporting is highly recommended and PC requested all WPLs for financial reports to keep tracking of budget spending.
- PC asked members to study the guidelines for the use of the grant for grants awarded in 2017.
- There are only two exchange rates to be used: 1.) the rate for the month when the first installment is transferred to AIT will be used until the second installment is transferred; and 2.) the rate when the second installment is transferred will be used for the remaining of the project period. These rates are applied mainly to equipment and subcontracting costs. The rate information can be checked at [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/index_en.cfm)
- Standard unit costs will be applied for staff costs, travel costs and costs of stay.
- Actual costs will be applied for equipment costs and subcontracting costs.
- The purchasing of equipment for EU partners is not allowed.
- PC also emphasized that all reimbursements must be directly related to the project. All supporting documents should be kept for 5 years. They should be kept under different headings. Scanned copies can be sent monthly to PC for his record.
- PC talked about supporting documents for travel and costs of stay. For each official trip related to the project, it requires: 1) boarding pass and 2) invitation letter. He explained that the reimbursement is made only for the trips related to the project. An illustration can be seen through this meeting where it is held in Thailand. The valid trip is from the home country to Bangkok, and from Bangkok back to the home country. Any additional trip in between for other purposes will not be reimbursed. The cost of travel is provided according to the distance between home university and the destination in their calculation system. He asked all to fill the report for each trip as soon as possible.
- PC explained how the penalties will be applied in three aspects as follows:
  - Not comply with publicity obligation: Anything that is prepared for the public, it is important that the agency logo, the disclaimer and this statement (Co-funded by the Erasmus+ Programme of the European Union) **must** appear and are visible. Otherwise, a 20% reduction will be applied. The logo can be downloaded from the website. Stickers will be provided.



- Beach of contractual obligation: Any abuse of the budget results in up to 10% penalty.
- Weak performance: The agency will evaluate the projects, read the reports, and they could also pay a few visits. A signal for first warning will be given if the agency feels that the job is not being done. If, at finals, it is still at that level, penalties applied will be from 10% up to 75%.
- PC stated that the progress report deadline is 14 April 2019 and the final report deadline is two months after the end of the eligibility period (14 October 2020). He stated that the report should cover the activities and grant use. To avoid penalty, the project must earn at least 50 points from 100.
- At the end of his presentation, he mentioned that the grant awarded is the maximum amount of the budget for the project. However, the actual amount received may be less if the project faces penalty. He closed the presentation by saying that the main purpose of this project is to help and to support Thailand education. For all Thai partners, this should be taken seriously as it is a great opportunity to develop a curriculum with the support of EU. Other Thai universities can also benefit from this curriculum. It is not easy. It is a challenging task but as long as everyone communicates, works together and follows the plan, everything will be just fine.

**Decisions:** PC was asked to come up with an additional time sheet for internal use.

**Issues:** None

#### (7) Approval of Next Meeting

**Meeting Notes:** This section was not discussed during the meeting due to the time limit. The discussions were carried on outside the meeting. After the discussions, Prof. Lima who will organize the next meeting proposed two weeks in September for consideration. PEC members casted their votes via Doodle application. The votes were tied and Prof. Lima casted his final vote.

**Decisions:** According to the voting results, Prof. Lima informed all PEC members via WhatsApp that the next PEC meeting will be in the second week of September from September 10 to September 14, 2018.

**Issues:** None

#### (8) Other Business

**Meeting Notes:** PC raised a discussion about small contribution from all partners for financial support for the hosts of the remaining 6 regular meetings. He also stated that the hosts are requested to prepare and organize the meetings, lunches and one dinner during the meeting.

**Decisions:** No final decision on this discussion topic.

**Issues:** None

### 5. Action Items





Action		Assigned to	Due Date
Accomplish WP1 by the end of September 2018.		CMU & UMinho	Sep 2018
Create a new monthly timesheet.		PC	Feb 28, 2018
Design a poster for all partners		Will be assigned to WP5	March 31, 2018
<b>6. Attachments (documents/handouts to bring, reading material, etc.)</b>			
Description		Prepared by	
Agenda for PEC Meeting		Project Coordinator	
Management of Capacity Building in Field of Higher Education: Operation and Financial Aspects (available on project website)			
Original project work plans in the proposal			
Template: Timesheet version 2017_2 (available on project website)			
Annex ii: staff convention (available on project website)			
Annex iii: individual travel report (available on project website)			
<b>6. Next Scheduled Meeting</b>			
<b>Date:</b>	September 10 – 14, 2018	<b>Time:</b>	TBC
<b>Location:</b>	University of Minho		