



Meeting Minutes Report

Meeting Subject:	Project Executive Committee (PEC) Meeting		
Date of Meeting:	March 2, 2020	Time:	18:30-19:30 (GMT+7)
Minutes Prepared by:	Duangthida Hussadintorn Na Ayutthaya	Location:	https://zoom.us/j/833203225?pwd=Q3Bxd2ZLSU13TDJPbFhwZnVmMTNFZz09
1. Attendance at Meeting			
Name		University	
1. Dr. Pisut Koomsap (PC: Project Coordinator)		Asian Institute of Technology	
2. Ms. Duangthida Hussadintorn Na Ayutthaya (Secretary)			
3. Prof. Tomasz Nitkiewicz (Member)		Częstochowa University of Technology	
4. Prof. Kanchana Sethanan (Member)		Khon Kaen University	
5. Prof. Athakorn Kengpol (Member)		King Mongkut's University of Technology North Bangkok	
6. Dr. Thanate Ratanawilai (Member)		Prince of Songkla University	
7. Dr. Apiwat Muttamara (Member)		Thammasat University	
8. Prof. Tom Savu (Member)		University POLITEHNICA of Bucharest	
9. Prof. Rui M. Lima (Member) [<i>Apology</i>]		University of Minho	
2. Purpose of Meeting			
Risk management for the COVID-19 outbreak			
3. Meeting Agenda			
(1.) Mitigation plan for the 6 th meeting at UPB (2.) Mitigation plan for the short course training for industry (3.) Other business			
4. Meeting Notes, Decisions, Issues			
Dr. Pisut, henceforth PC, briefly explained the purpose of the meeting. Two key activities: the 6 th meeting at UPB and the short course training for industry need mitigation plans due to the COVID-19 outbreak.			

**(1.) Mitigation plan for the 6th meeting at UPB**

Meeting Notes: PC asked Prof. Tom to report the current status in Romania.

- Prof. Tom reported the number of confirmed cases and the current situation in Romania.
- As the outbreak started spreading in EU, PC asked for the opinion on the possibility of organizing the 6th meeting. He further explained that some members will need to apply for VISA which requires flight booking. The process will take about a month. In total, a month and a half will be needed for preparation. He sought opinions from the members.
 - In this regard, Prof. Tomasz reported that CUT does not allow employees to travel abroad at this moment. From Thai partner side, Prof. Athakorn explained that travel is not recommended. Thai instructors need approval from universities to travel abroad. After returning, they need to be at home for 14 days for guarantee. PC added that the Ministry of Higher Education, Science, Research and Innovation also prohibits traveling to the high concentrated areas of COVID-19. He also mentioned that he is worrying on how likely Thai people will be allowed to enter EU border.
- At this moment, only KKU and KMUTNB teams have bought the plane tickets. KKU team has also booked hotel rooms.
- In order to make a decision, PC provided three options for the organization of the 6th meeting: (1.) postpone the meeting to June or July, (2.) cancel the meeting, (3.) stick with the current plan. In this case, Prof. Athakorn suggested to stick with the current plan. Dr. Thanate suggested to postpone for about 2 months. Prof. Kanchana suggested to wait for more days. Her decision depended on the situation. She said that her university also suggests to not going abroad. From TU, Dr. Apiwat suggested to postpone the meeting. Prof. Tomasz suggested to keep the dates and decide again on the next couple weeks/ next month. For Prof. Tom, he suggested to stay tuned on the news. At this moment, he will be preparing invitation letters for the participants. He also suggested to book rooms with free cancellation option.
- After the members shared common agreement, PC concluded that PEC agree to wait and see the situation. PEC agree to have a meeting on March 23, 2020 to assess the situation and make a decision.
- Prof. Tomasz raised an idea to consult with the agency on the delivery of the outcomes of the project and extending the duration of the project. PC replied that he had contacted the project advisor regarding the meeting at UPB and has been waiting for her reply.

Decisions: To revisit the issue, PEC meeting will be held again on March 23, 2020, at 12.30 pm (Brussels time).

Issues: As explained above.

(2.) Mitigation plan for the short course training for industry

Meeting Notes: PC sought suggestion from PEC members on a back-up plan for conducting the short course training for industry in case that the outbreak continues in May.



- Prof. Athakorn suggested online training and in-house training. However, we may want to wait for four more weeks to decide. The universities currently do not allow to organize any event gathering people. Dr. Thanate shared his concern that in-house training may not be suitable for the Southern region due to most of the companies are SMEs. Prof. Kanchana reported that in-house training can potentially be offered at WD and Rajburi Sugar Company, the two associated partners. Dr. Apiwat, Prof. Tom and Prof. Tomasz supported the idea of offering online training.
- PC concluded that PEC members have proposed online training and in-house training as the back-up plans. Online training can serve a boarder groups covering also SMEs. In-house training will be possible for large companies in the central region. Further discussion will be conducted in the next meeting.

Decisions: None

Issues: As explained above.

(3.) Other business

Meeting Notes:

- Prof. Athakorn requested additional inputs for short course training from CMU and PSU.
- Prof. Tomasz raised an idea of providing virtual attending option in the PAEE/ALE’ 2020. He suggested to consult this idea with Prof. Rui. PC explained that we had postponed the deadline for abstract submissions until the end of April. However, the conference dates remain unchanged. The organizing committee will assess the situation again at the end of April. Authors do have the right to withdraw their papers any time.
- Dr. Thanate asked about the evaluation at the end of all training. PC confirmed on this point. He then added a question on the minimum number of participants. PC replied that there is the promise to conduct the training; however, with no specific number of participants.
- Prof. Tom reported that he received names of participants who will be attending the 6th meeting from all the Thai teams. He will try to finish preparing invitation letters within this week.
- PC reminded the partner leaders to submit the travel reports as soon as possible and financial report be the end of March.

Decisions: None

Issues: None

5. Action Items

Action	Assigned to	Due Date
Submission of travel report	Partner leaders	Very soon
Submission of financial report	Partner leaders	By the end of March 2020

6. Attachments (documents/handouts to bring, reading material, etc.)



Description		Prepared by	
None			
6. Next Scheduled Meeting			
Date:	March 23, 2020	Time:	18:30 – 19:30 (GMT+7)
Location:	TBA		