



Minutes of the 1st Steering Committee Meeting of MuEuCAP 14 March, 2018 at Myeik University

Present:

Dr Swen Renner, Project Coordinator, University of Natural Resources and Natural Sciences, Austria

Dr Sai Sin Lin Oo, Project National Coordinator, University of Mandalay

Dr Paul Bates, Project Manager, University of Natural Resources and Natural Sciences, Austria

Dr Ni Ni Oo, Rector, Myeik University

Dr Thida Win, Rector, Mandalay University

Dr Thwe Thwe Win, Lecturer, University of Forestry and Environmental Sciences, Yezin

Dr Mie Mie Sein, Pro-Rector, Mawlamyine University

Dr Christoph Kleinn, Professor, University of Göttingen, Germany

Dr Alfonso Marzal, Associate Professor, University of Extremadura, Spain

Absent/Regrets: None

Call to order/Opening Remarks: At 13.00 hours, Dr Swen Renner, the Chairman and Project Coordinator welcomed all members to the 1st meeting of the Steering Committee and outlined the Agenda of the meeting.

Approval of the Minutes: This being the 1st meeting of the Steering Committee, there were no minutes to approve.

Business

Item 1: The Chairman introduced the '*Guideline for the Use of the Grant*', which had been circulated previously to all participating Myanmar and European universities and stressed that key staff at each university should be familiar with its contents.

Item 2 - Budget: The Chairman introduced and explained the contents of the MuEuCAP budget; he noted that the budget cannot be exceeded but can lines within the budget can be changed providing approval from the EU is obtained prior to any variation.

Discussion followed on items that included:

- Attendance lists for all meetings - the Chairman stressed the importance of all attendees signing the lists to prove participation in the meeting in order to claim expenses
- Travel forms
- Time sheets – all project staff need to fill in time sheets in order to claim funding; the Chairman stressed that only full time are eligible for funding not alumni and/or volunteers
- Joint declarations – committee members, especially Rectors, raised concerns of the practical difficulties of obtaining the signature of their respective senior line manager (which in this case would be the Director General of Higher Education); the Chairman stressed that Joint Declarations and Time sheets must be filled in correctly in order to obtain money
- Receipts – the Chairman stressed the importance of collecting and keeping all receipts; all receipts to be scanned and the originals to be forwarded (at convenient opportunities) to the





Chairman for safe-keeping in case of a future EU audit – the Chairman stressed that those universities that failed to provide receipts and original EU forms would be penalised by being ineligible for future transfer of funds from BOKU

- University Accounts – the Chairman stressed the high priority of each Myanmar university to open a dedicated foreign currency account, which is a prerequisite for signing the partnership agreement and will then permit the transfer of funds to the relevant university.

Action points:

- URGENT - Myanmar universities to open dedicated foreign currency accounts
- Chairman to circulate to all Myanmar and European university Steering Committee members, a copy of:
 - the full MuEuCAP proposal
 - the budget.

Item 3 – Partnership Agreements. The Chairman stressed that Partnership Agreements:

- must be signed by each Myanmar university prior to the transfer of any funds
- must be signed by the same individual who signed the Mandate.

Action point:

- URGENT - Myanmar universities must be in a position to sign the Partnership Agreement as soon as possible.

Item 4 - Transfer of Funds: The Chairman, taking into account ideas from the Steering Committee, outlined the procedure for the transfer of funds once the Partnership Agreements have been signed.

- 20% of total staff costs would be transferred to each university/MBNS in advance
- subject to reports, original timesheets and joint declarations being submitted correctly and on time, there would be 4 subsequent payments of 20% through the lifetime of the project.

It was agreed that for the purposes of the project:

- Month 1 would be considered to be February, 2018
- the financial year of the project would run from February to January for each of the three years.

For travel costs, there would be:

- 20% advance with regular payments (as for staff costs)

All travel costs are to be treated as 'real costs' with any surpluses from the 'unit costs' to be retained within the university dedicated bank accounts for future use in the project. This will require the completion of two forms:

- a form for the university to claim back 'unit cost' travel funds from the EU
- a form for the individual to claim back 'real costs' of travel from his/her respective universities.

All claims for travel costs are to be submitted within 30 days of completing the travel, including original forms.

Action point:

- Funds (as outlined above) to be transferred to all universities as soon as the Partnership Agreement is signed by all parties.





Item 5 – Reporting: The Chairman noted that following all MuEuCAP activities a relevant report must be completed and submitted to the Project Coordinator within 30 days. The reports should outline for each activity, its:

- purpose
- goals
- outputs.

Quarterly reports are to be submitted to the EU throughout the lifetime of the project.

Item 6 - Dissemination. The Chairman noted that the EU place great emphasis on the dissemination of information about the project and that there are substantial financial penalties if:

- the correct EU logo is not included in project literature
- the EU disclaimer is not included in project literature
- the project's website is not available and regularly maintained with new information
- the project's social media (twitter, Facebook...) is not regularly updated with new information

The Chairman stressed that it is the responsibility of all universities to provide regular updates to the media contact point.

Action point:

- All forms of dissemination to be activated as soon as possible.

Short Adjournment: At 15.00 hours the meeting was adjourned for informal discussions and resumed at 16.50 hours.

Item 7 – Memorandum of Understanding: With the exception of the University of Forestry and Environmental Sciences, Yezin, all other Myanmar universities (Mandalay, Myeik and Mawlamyine) indicated that a MoU was not necessary and that the formal Partnership Agreement would suffice in order to ensure the smooth running of the project.

Item 8 – Selection of Staff for training: The criteria for selecting staff for training, as an integral part of the MuEuCAP project, was discussed in detail. The importance attached by the EU to equality of opportunity in relation to gender, race and social background was noted by all Steering Committee members.

Action point:

- The Project Coordinator, National Coordinator and Project Manager will draw up a list of criteria, which will be submitted to the Steering Committee for approval.

Item 9 – Project Manual: The content of the MuEuCAP project manual was discussed by all members of the Steering Committee and it was agreed that Project Coordinator, National Coordinator and Project Manager would submit a draft for the Committee's approval.

Action point:

- The Project Coordinator, National Coordinator and Project Manager will complete the draft Project Manual and submit it to the Steering Committee for approval.





Item 10 – Timeline: The Chairman and Committee discussed dates for forthcoming workshops. It was provisionally decided that the workshop for:

- WP2.1, Curriculum planning and development, would take place in Mandalay University (subject to EU approval) on 4-7 July, 2018 inclusive (excluding travel time)
- WP2.3, Course development workshops, would take place at 2 universities – Mandalay and Yezin combining; Myeik and Mawlamyine combining (rather than the original 4 universities), subject to EU approval, on 11-15 October, 2018 inclusive (excluding travel time).

It was noted that:

- Myanmar universities need two months advance notice in order to obtain permissions from the Myanmar government to host a meeting.
- the Myanmar host university needs a letter from the Project Coordinator that outlines:
 - the title of the meeting
 - names of foreign participants
 - a draft agenda
 - dates
 - a commitment to cover all relevant costs.

Action point:

- The Project Coordinator will seek approval from the EU to change the hosting universities for the workshops of WP2.1 and WP2.3.

Adjournment: There being no other business, the meeting was adjourned at 18.00 hours.

Next meeting: The next meeting of the Steering Committee is scheduled as per original Timeline to take place in Month 12 (January, 2019) of the project.

