



## Minutes of online meeting (WP6.4)

**MuEuCAP Meeting  
Tuesday 22 December 2020**

### **Item 1: 2.00 pm (Myanmar time) – Meeting with Mandalay, Myeik and Mawlamyine Universities**

Attendance:

- Dr Marcela Suarez-Rubio, Project Coordinator, BOKU
- Dr Paul Bates, Project Manager, BOKU
- Prof Dr Kay Thi Thin, Rector, University of Mandalay
- Prof Dr Thant Zin, Head of Zoology, University of Mandalay
- Dr San San Aye, University of Mandalay
- Dr Sai Sein Lin Oo, In-country Project Manager, University of Mandalay
- Prof Mie Mie Sein, ProRector, Mawlamyine University
- Prof Ni Ni Oo, Rector, Myeik University
- Daw Saw Myat Ohnmar, Project Communications Officer, Myeik University.

Dr Marcela had a general discussion with all participants (senior representatives of each Myanmar university) about the MuEuCAP:

- Finances – focusing on:
  - Amount of money transferred and received
  - Expenses claimed
  - Staff time – proof of work
- Equipment purchase – need to state purchases in the currency of purchase AND the EUR charge (based on the EU website)
- Receipts for equipment with date of purchase.

She reminded them about the labelling of equipment:

- Logo on the item not on the box
- Photo evidence of purchase
- Listed in inventory

Dr Marcela then held meetings individually with each Myanmar university.

### **Item 2: 2.30 pm - Meeting with the University of Mandalay**

Attendance:

- Dr Marcela Suarez-Rubio, Project Coordinator, BOKU
- Dr Paul Bates, Project Manager, BOKU
- Prof Dr Kay Thi Thin, Rector, University of Mandalay
- Prof Dr Thant Zin, Head of Zoology, University of Mandalay
- Dr San San Aye, University of Mandalay

Dr Sai Sein Lin Oo, In-country Project Manager, University of Mandalay

Dr Marcela discussed specifically with the senior University of Mandalay staff the importance of providing:

- Evidence of receipts of travel to Nay Pyi Daw to collect MuEuCAP money from the bank
- Evidence of payments for professional fees
- Receipts of expenses for workshops held

Dr Marcela asked that Mandalay check the amount EUR received in the various transfers. She stated that all money which is not claimed by the University of Mandalay will need to be returned.

### **Item 3: 3.15 pm - Meeting with Mawlamyine University**

Attendance:

Dr Marcela Suarez-Rubio, Project Coordinator, BOKU  
Dr Paul Bates, Project Manager, BOKU  
Prof Mie Mie Sein, ProRector, Mawlamyine University

Dr Marcela discussed specifically with Prof Mie Mie Sein the importance of providing:

- Evidence of receipts of travel to Yangon to collect MuEuCAP money from the bank
- Evidence of payments of salaries
- Receipts of expenses for workshops held
- She asked Prof Mie Mie Sein to:
  - Check the amount EUR received in the various transfers
  - Give a timeline for the purchase of equipment.

Dr Marcela stated that all money which is not claimed by Mawlamyine University will need to be returned.

### **Item 3: 3.45 pm - Meeting with Myeik University**

Attendance:

Dr Marcela Suarez-Rubio, Project Coordinator, BOKU  
Dr Paul Bates, Project Manager, BOKU  
Prof Ni Ni Oo, Rector, Myeik University  
Daw Saw Myat Ohnmar, Project Communications Officer, Myeik University.

Dr Marcela discussed specifically with the Myeik University team the importance of providing:

- Evidence of receipts of travel to Yangon to collect MuEuCAP money from the bank
- Evidence of payments of professional fees
- Receipts of expenses for workshops held
- She asked Myeik to:

- Check the amount EUR received in the various transfers
- Give an update on the status of the purchase of equipment
- The status of a screen projector, water testing kit, and camera.

Dr Marcela stated that all money which is not claimed by Myeik University will need to be returned.