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ERASMUS+ PROGRAMME, KEY ACTION 2
CAPACITY BUILDING IN HIGHER EDUCATION

**Furthering International Relations Capacities and Intercultural Engagement to Nurture
Campus Diversity and to Support Internationalisation at Home
(FRIENDS)**

4th WEBINAR
18th December 2019

MINUTES

Venue: online session at gotomeeting.com

Attendees: FRIENDS Steering Committee members as well as all other project partners

1. WP2 progress and finalization

Christina welcomed the webinar participants and informed them that the European FRIENDS HEIs are currently working together in the framework of a 2-day face-to-face meeting at IAU in Istanbul they managed to organize and fund outside the FRIENDS project budget. The purpose of this mini-FRIENDS meeting is to talk about, agree upon and finalize all details of the Intercultural Awareness and Cultural Diversity Massive Open Online Course (IACD MOOC) European FRIENDS HEIs are to jointly develop and deliver in WP3.

Before moving to WP3 activities discussion, Christina asked Greg from SUT that is WP2 leader to share an update on the IaH Action Plans collection in WP2. Summary of the progress in WP2 as per mid-December 2020 is in the table below that was also shared with the webinar participants.

University	Action Plan	Round Table Attendance List	Table Photos
Asia Pacific University of Technology & Innovation	??	X	X
Berjaya University College	X	X	X
Cebu Technological University	X	X	X
Dewey International University	X	X	X
Maharakham University	X	X	X
Payap University	X	X	X
Prince of Songkla University	X	X	X
Royal Institute of Management	X		
Royal Thimphu College	X	X	X
SAINT LOUIS UNIVERSITY	X	X	X
Svay Rieng University			
University of Cebu	X	X	X

Christina asked the FRIENDS HEIs with outstanding activities and project evidence highlighted in yellow in the table, namely SRU, RIM and APU to contact ASAP Greg and to provide him with all missing data and evidence. WP2 results incl. the IaH Action Plans are of key importance for partners' progress with the activities in WP3 and WP4 as the latter build on WP2 outcomes. In addition, Christina reminded the partners that the IaH Action Plans are supposed to evolve and get updated over the project lifetime and beyond. In other words, it is completely acceptable if a partner HEI feels that their currently endorsed IaH Action Plan is not the perfect one as long as the institution continues to stimulate and support efforts and work related to internationalisation at home. In any case, at the final project stage all 12 PC HEIs will need to formally update their IaH Action Plans in light of the project impact achieved and the sustainability plans for the time after formal FRIENDS project lifetime is over.

2. WP3: project progress and the way ahead

In terms of IACD MOOC, Christina informed the webinar participants on the results of the discussion European partners present at IAU had during the previous day on 17th December. The 6-week IACD MOOC will consist of 18 units whose content will be drip-fed through the IACD MOOC platform on the project website 3 times a week, namely on Monday, Wednesday and Friday. Unit 1 and 18 will be dedicated to introduction and respectively summary and wrap-up. In fact, in the afternoon of 18 December 2020, the partners will together shoot a video with introduction to IACD MOOC that will feed into Unit 1. Outside Units 1 and 18, VUM be in charge of 5 units, IAU of 3, and BMU and SUT of 4 each. Each unit will consist of videos with a total duration of 30 to 45 min. Ideally, each video should be of 5 to 7 minute-length. Tibor from BMU will be responsible for the consistent visualization and final editing of all videos. These as every other project publication and communication should bear the compulsory Erasmus+ logo and disclaimer. IACD MOOC impact will be measured through pre- and post-surveys to be filled out by the learners in Units 1 and 18. Furthermore, partners will collect feedback on MOOC learners' satisfaction. A pilot testing of the IACD MOOC will take place in March 2020 prior to the online course start in early April. Further to a question of Raymond from DIU linked to the IACD MOOC syllabus, Christina confirmed that the document will be circulated in the consortium and shared through the website in mid-January 2020 at the latest. Immediately after that, PC HEIs will be able to start planning relevant exploitation measures incl. embedding of the IACD MOOC content into their formal curricula.

Richel from SLU asked if FRIENDS partner HEIs in Asia could start promoting the IACD MOOC before mid-January. Christina confirmed that the promotion among target users that are PC HEIs' students across campuses, of the Intercultural Passport with its 2 key components should start as early as possible. The IACD MOOC's initial run will kick-start on 6 April 2020 and will end on 17 May 2020. By that time, at least 1200 PC HEIs students should have registered on the IACD MOOC platform and at least 15% of them, or 180 students should have completed it and submitted a relevant digital story.

Speaking of students' digital stories, Christina gave the floor to Richel to report on the progress with the second key component in WP3, namely the digital storytelling activities PC HEIs are in charge of. Richel informed the partners that a number of FRIENDS HEIs from Asia incl. RTC, BUC, UC and SLU are already working on the Digital Storytelling How-to Manual and that the document is expected to be ready for publishing in English in the beginning of January 2020. Furthermore, in line with the project application form, the partners from Asia will translate and further circulate the document in their national languages to ensure high level of engagement in the digital storytelling activities.

3. 4th FRIENDS Meeting in Budapest

The 4-day long 4th partner meeting will be hosted by BMU in the period of 23rd March 2020 (arrival day) to 28th March 2020 (departure day). The meeting agenda will cover activities related to the Intercultural Passport guidelines' design and drafting, Student Boot Camp's planning and preparation, project management, dissemination and quality activities, etc. In particular, partners will work together on various aspects of the upcoming project progress report to be submitted to EACEA in early May 2020. Gyury from BMU informed that partners that the meeting will take place at BMU's main campus and that the host institution will take care of the preliminary organization of various meeting practicalities such as extracurricular activities, catering during the meeting, transportation in Budapest etc. The total costs of the services organized in advance by the host institution will amount to approx. 160 EUR and partners should pay in HUF at BMU during the first meeting day at BMU. Richel asked for clarifications on the progress with the visa invitation letters to be issued by BMU. Tibor confirmed with the partners that BMU will send away all visa invitations to be presented at the embassies upon visa application in early January 2020 and reminded everyone who is intending to attend the meeting but has not registered for participation yet to do so no later than 20th December 2019.

4. Project management and internal reporting

Christina confirmed that VUM has processed the information and evidence shared by the partners through the first internal technical reports they had submitted so far. Some of the partner institutions seem to be facing challenges with their financial reports and the supporting documentation. Christina informed the partners that a specific financial management related webinar will take place on 20th December 2019 at 10 am Brussels time where everyone in the consortium will be able to ask in person further questions and to receive clarifications from the project's financial officers at VUM.

Christina reminded the partners that ideally, project equipment across the 12 PC HEIs should be purchased, paid and delivered prior to the submission of the progress report. She shared a table with updates on the progress with equipment tendering procedures VUM is aware of at the moment. She also confirmed that VUM procurement team is fully at partners' disposal to support them throughout the whole process.

Finally, Christina told that the partners that in the course of project implementation, the FRIENDS family is expected to grow significantly with more and more partner universities' staff members will join and engage the project activities. To ensure transparency across the consortium and to keep everyone involved updated on all project developments, Christina highlighted that importance of smooth internal communication within the 16 FRIENDS HEIs. In this respect, she asked the partners identified as project contact persons in the signed Partnership Agreement's respective annex to always forward all emails coming from VUM to everyone concerned at their universities. VUM will continue to use the friends@yumk.eu as key communication channel for the project both internally as well as towards the other partner HEIs.

In closing, Christina thanked everyone for their proactive participation and support in FRIENDS in 2019 and wished all FRIENDS partners a happy and successful new year.