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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)**

17th WEBINAR
12th October 2022

MINUTES

Venue: online session via Zoom

Attendees: FRIENDS Partner institution representatives

1. Christina Armutlieva, FRIENDS project coordinator, opened the meeting by welcoming the partner HEI representatives. As an update to the question on whether or not the Final Partner Meeting will be held in the Philippines, Christina announced that since no authorization has been received, the final meeting event will have to be conducted online.

Next on the agenda was the organization of the final meeting, scheduled for November 8th to 10th. Each of the days of the event will be completed in a session with duration of 4 hours. Partners will discuss the final report during this online meeting.

2. After the above announcement, the meeting continued with discussing the Final International Conference which will be held in a hybrid mode on October 20th and 21st.

As previously discussed, keynote speakers will kick-start the conference: Dasho Nidup Dorj will be delivering the opening speech (of approximately 15 minutes). Ronald Binati from BUC updated that he is in contact with from Adrian Veale and is looking forward to his confirmation of attendance. Once response is received, Ronald Binati will notify APU, Bhutan partners and Christina Armutlieva. APU will help with backstage technical support.

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3. Leki Dem Tamang from RTC asked the question whether key speakers should be invited to the 18th October rehearsal of the conference. Christina Armutlieva responded that if the speakers are available and can take time from their busy schedule, they are most welcome to join the conference rehearsal.
4. Ayse Ozkan also gave an update in regards to the speaker she is waiting to confirm – Mr. Jos Beelen. Ayse will notify us when he confirms attendance.
5. Towards the middle of the online meeting, Christina Armutlieva proceeded with clarifying a few details with APU. One of the first questions she asked was if the presentations that needed to be sent to VUM have to be in a ppt or pdf format. Those presentations will be sent to VUM by the speakers on the agenda so both hVUM and APU have access if needed. Prof. Dr. Andrew Seddon responded to Christina's question by clarifying that the presentations should better be in a ppt format. Assoc. Prof Wong Bee Suan added that speakers will control their own presentation. A deadline for sending presentation was given: October 18th. Every presentation must be no more than 5 slides (or approximately 10 minutes per presentation). By the end of the day VUM will create a shared folder so everyone can drop their files there.
6. Further into the meeting, the breakout sessions were discussed. They will be conducted on day 2 of the conference from 9 am Brussels time. VUM will be sharing links for the break out sessions. Leki from RTC confirmed that 20 invitation letters to HEIs in Bhutan has been sent and so far 13 HEIs outside the FRIENDS consortium have confirmed attendance. A decision on the relocation of attendants in the break out session will be taken by Friday at the latest. Christina asked Leki to send out the list of universities expecting to participate from Bhutan (list to be received by Friday morning, October 14th).
7. Ayse Ozkan suggested that every HEI in Bhutan prepare 1 page document with information about their institution. Christina asked Ayse if it is possible for her to share such template with VUM by Friday evening so VUM in its turn can send this infocard-template to everyone by Tuesday morning, October 18th).
8. Leki from RTC confirmed with Christina that during the first day of the conference participants will be in the conference room in RTC and online attendees will join via links. During the second day, everyone should join from their own computer.
9. The online meeting ended with a Q&A session.

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