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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)**

FRIENDS KICK-OFF MEETING AGENDA

5th – 8th March 2019

Venue: Berjaya University College

Address: Level 11 West Wing, Berjaya Times Square, No. 1 Jalan Imbi, 55100 Kuala Lumpur, Malaysia

4th March, Monday

Check-in and Welcome to Kuala Lumpur

5th March, Tuesday

09:30– 09:40	Registration @ Lobby Level 11 West Wing
09:40 – 09:45	Group photography session @ Lobby Level 11 West Wing
09:50 – 10:00	FRIENDS kick-off meeting: official opening Welcome speech by Emeritus Professor Walter Wong, Vice-Chancellor, Berjaya University College Opening address by Prof. Todor Radev, President of Varna University of Management
10:00 – 10:20	Introduction to FRIENDS project Christina Armutlieva, Varna University of Management
10:20 – 10:30	FRIENDS partners presentations (8 minutes per partner institution) 1. Introduction to Berjaya University College

10:30 – 11:00	<i>Coffee break</i>
11:00 – 13:00	FRIENDS partners presentations (8 minutes per partner institution) 2. Varna University of Management 3. Budapest Metropolitan University 4. Silesian University of Technology 5. Istanbul Aydin University 6. Royal Thimphu College 7. Royal Institute of Management 8. Svay Rieng University 9. Dewey International University 10. Asia Pacific University of Technology and Innovation 11. Saint Louis University 12. University of Cebu 13. Cebu Technological University 14. Prince of Songkla University 15. Payap University 16. Mahasarakham University
13:00 – 14:00	<i>Lunch @Samplings on the Fourteenth, Level 14 East Wing</i>
14:00 – 15:00	Campus tour
15:00 – 16:00	Project and Contract Management (1) Workshop led by Varna University of Management
16:00 – 16:30	<i>Coffee break</i>
16:30 – 17:30	Project and Contract Management (2) Workshop led by Varna University of Management
17:30 – 18:00	Joint online meeting with Mr Luigi Saia, Project Officer at EACEA
19:00	<i>Welcome dinner @ Upper East Side Café, Level 14 East Wing</i>

6th March, Wednesday	
09:30 – 10:30	Internationalisation at Home: State of Play (WP1) Plenary session led by Varna University of Management and Berjaya University College
10:30 – 11:00	<i>Coffee break</i>
11:00 – 13:00	Development of Project Task Force Action Plans: Parallel Workshops Internationalisation at Home: From Awareness to Action (WP2) Workshop facilitated by Silesian University of Technology Intercultural Certificate: Design and Prototyping (WP3) Workshop facilitated by Saint Louis University FRIENDS Teahouse: Setup and Piloting (WP4) Workshop facilitated by Prince of Songkla University

13:00 – 14:00	<i>Lunch @Samplings on the Fourteenth, Level 14 East Wing</i>
14:00 – 16:00	Development of Task Force Action Plans: presentation of workshops outcomes
16:00 – 16:30	<i>Coffee break</i>
16:30 – 17:30	Round table on project management topics specific to the Partner Countries (VAT, equipment tendering procedures and instalment, etc.) Project teams of partner HEIs in Bhutan, Cambodia, Malaysia, Thailand, Philippines and Varna University of Management
	<i>Free and easy</i>

7th March, Thursday	
09:30 – 10:30	Project Financial Management (1) Workshop led by Varna University of Management
10:30 – 11:00	<i>Coffee break</i>
11:00 – 13:00	Project Financial Management (2) Workshop led by Varna University of Management
13:00 – 14:00	<i>Lunch @Samplings on the Fourteenth, Level 14 East Wing</i>
14:00 – 17:30	Visit to Asia Pacific University of Technology & Innovation. Campus tour Dissemination and Exploitation Panel (WP6&7) Workshop led by University of Cebu, Payap University and Varna University of Management
	<i>Free and easy</i>

8th March, Friday	
09:00 – 10:00	Quality Panel (WP5) Workshop led by Svay Rieng University and Varna University of Management
10:00 – 11:00	Programming of Year 1 project activities including upcoming partner meetings in Turkey and Cambodia
11:00 – 12:00	Debriefing and closing session Delivery of certificates
12:00 – 13:00	<i>Lunch @Samplings on the Fourteenth, Level 14 East Wing</i>
13:00 – 13:30	<i>Short break</i>
13:30 – 18:30	Getting to know KL together
19:00	<i>Farewell dinner @ Songket Restaurant, Kuala Lumpur</i>

9th March, Saturday
<i>Check-out and farewell</i>

Dress code:

Meetings & Welcome Dinner: **Smart casual**

KL City Tour & Farewell Dinner: **Casual and comfortable walking shoes**

Contact persons:

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