



Internal Report on FRIENDS Project Implementation

Partner institution: Royal Institute of Management (RIM)

Country: Bhutan

Period: November 2018 – August 2021

Overall achievements

Please provide a description of the **key activities carried out** for the specific period and describe to what extent, the **results** achieved, are contributing to the project objectives.

Activity	Result achieved	Remarks
1. Entering into agreement for FRIENDS Project	Management Advisory Committee, the highest decision-making committee endorsed the Project management proposal to enter into agreement.	Agreement signed as a result of WP-I
2. WP-I meeting participation meeting	The HR committee discussed and decided Head of the institute & Project Manager attend the 1 st project meeting.	February 2019
3. FRIENDS Meeting at Malaysia (WP-I)	Head or Legal Representative of the Institute (Director) & Project Manager attended the meeting.	March 2019
4. Webinar meeting	Attended the entire scheduled & stipulated webinar project meeting.	
5. Subsite	RIM has been maintaining & hosting the FRIENDS sub site.	Well updated
6. Information dissemination	FRIENDS boucher & newsletter shared (circulated through email) to more than 300 individuals.	Boucher translated into national language.
7. WP-II	Project Finance Officer & Sr. Lecturer attended the WP-II meeting at Turkey.	Institution takes this as an opportunity to tickle down the concept of internationalize not just at the IRO or focal person, but right to the individual staff.
8. SWAG Design	Only one entry and was submitted for open voting amongst the PIs.	Posted on institute's social and main web page.
9. Equipment	Equipment procured under project	Received equipment
10. WP-III	HRO & Sr. Lecturer attended the WP-III Cambodia project meeting	October 2019
11. Discussion with the Project team on Digital Story-telling, MOOC testing and identifying a project	Floated the ad on RIM webpage and the subsite. Students are already registering for the contest and the online MOOC. Project Coordinator, Kuenga Yangki and Jigme along with few students also participated in the MOOC pilot testing on March 18, 2020.	March 11, 2020



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Manager for the Institute.		
12. Digital Story telling contest advertised on the sub-site and RIM Web	Students registering online for the contest. Digital Story telling translation is under process.	March 12, 2020.
13. Webinar	Attend FRIENDS Webinar	March 12, 2020.
14. Webinar	Attended the Webinar Meeting	April 9, 2020.
15. Submission of Project Dissemination Report	Submitted the FRIENDS Project Dissemination Report to Mike.	April 13, 2020.





Table of achieved / planned results

Activities carried out to date to achieve this result:

WP N°	Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
I	1	Initial project activities aimed at setting up consortium project teams; internal distribution of tasks and identification of project support systems at institutional level.	Nov 2018	February 2019	RIM	Management Advisory Committee, the highest decision-making committee endorsed the Project team's proposal to enter into agreement.	Agreement signed as a result of WP-I
	2	The Auditing and Self-Assement Tool will be applied in the project initial survey to be conducted at each of the Asian partner HEIs; Asian HEIs IRO officers to coordinate data collection and institutional survey submission.	April		RIM	Data collection, compilation and submission of IaH self-assessment tool.	Submitted to FRIENDS (VUM) on 24 th April 2019



	3	Conduct analysis of the data collected and to summarize the audit results in the framework of infographics.	May	VUM/RIM	Preparation of Info-graphic	Uploaded onto FRIENDS website
II	1	Participation in 3 Webinar organized by European HEI.	24 th , 3 st July & 5 th September	RIM	57 staff including faculty members and project team participated in the webinar.	
	2	Conduct round table meeting	15 th October	RIM	Conducted roundtable meeting with faculty and members along with the project team members.	
	3	Drafting of action plans	September	October	Drafting of action plan	
IV	1	Equipment purchase and for the purposes of the FRIENDS	August	October	Equipment purchase by RTC for RIM and involvement in opening of the tenders.	Equipments received
VI	1	Student Swag Design Contest	1 st July	9 th September	Call for SWAG open competition and selection of winner.	Tashi Yangzom won the competition from RIM



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	2	FRIENDS Newsletters, leaflets and brochures distribution	July	19 th September	<ul style="list-style-type: none"> Translate the newsletters in national language and distributed FRIENDS Newsletters, leaflets and brochures to more than 300 individuals. 	
VII	1	Elaboration, adoption and endorsement of project management related documents	Nov 2018	March 2019	Agreement signed	
	2	Organization of 6 Partner Meetings to ensure proper planning, execution and monitoring of project activities	<ol style="list-style-type: none"> 4th March 11th June 8th October 	<ol style="list-style-type: none"> 8th March 14th June 11th October 	<ol style="list-style-type: none"> Malaysia Turkey Cambodia 	Project Meeting
	3	Regular review and update of the project website	May – till date		Maintenance of sub-site and linking of sub site on RIM's main website.	www.rim.edu.bt and click FRIENDS for the link https://bt.erasmusplusfriends.eu/

*** Detail of the above activities is provided as annex in the following.

Activities to be carried out to achieve this outcome during the next period:

WP N°	Activity N°	Activity Title	Start date	End date	Place	Description of the activity to be carried out	Specific and measurable indicators of progress
WP III	1	Digital Story telling contest	May 2020	September, 2020 with the boot camp	RIM for the contest and Outside Bhutan for the Boot Camp	Organize Digital Story telling contest amongst students. Select the best ones and recommend the best ones for the student Boot Camp at Bulgaria.	Meeting and the Contest Meet.

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	2	MOOC Course	May 2020	June 2020	RIM/Online	Encourage students to participate in the online MOOC course so that they will be granted bonus of participating in the Digital Story telling contest and to attend the Boot Camp.	Online MOOC.
	3	Digital Story Telling Manual	Dec 2020		RIM	Translation of the manual which is under process.	Translated copy of the manual.
WP II	3	SWAG Design	June 2020		RIM	Formalize the SWAG Design	SWAG Design
WP I	4	FRIENDS Tea House	Feb 2019	Oct 2019	RIM	To formally put in place proper mechanisms for its use so that it is used in a best way possible.	Tea House usage.

Changes that have occurred in this result since the original proposal:

- The approval for purchase of projector was only one, however, since there was room for procurement of 1 additional projector RTC on behalf of RIM procured additional projector with due permission from VUM.

Please add as many rows as needed.



Partner claim for payment

Partner organisation	Royal Institute of Management (RIM)
Country	Bhutan
Period covered	November 2018 – October 2019

4. Unit costs in EUR

Type of expenditure	Unit costs declared	Payments actually incurred
Staff Costs		
Travel Costs		
Costs of Stay		
Total costs		

2. Actual costs in EUR

Type of expenditure	Costs incurred
Equipment Costs	
Subcontracting Costs	Nil
Total costs	

5. Costs declared by the beneficiary in EUR

Unit costs	
Actual costs	
Total	

6. Due payment from the coordinator to the beneficiary

Due payment linked to unit costs	
Due payment for actual costs	
Total due payment	


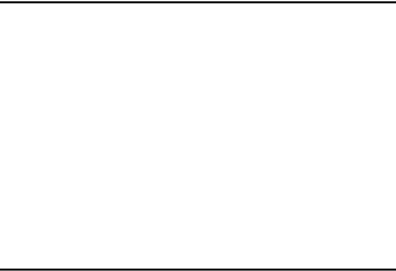

Name:


Position:





Signature:



Date:


**Dissemination of activities
Royal Institute of Management, Bhutan**

No.	Date	Short description of the activities	Responsible Person	Participants/ beneficiaries n. of participants/ beneficiaries	Evidence: links, pictures, agendas, participant lists, screen shots
1	17 th January 2019	Overview presentation of activities in the institute to the incoming Director (Head of the Institution).	Dorji Peljor	All Heads of the Department, Registrar and Heads of the Units (15 Nos)	 <p>Linkages and activities</p> <ul style="list-style-type: none"> University of Canberra since 2011 CPA, Australia; Singapore Jipuria Institute of Management (MOU signed in October 2017) University of Economics in Bratislava, Slovakia (Erasmus-Project 2019-2020) for staff mobility FRIENDS Project under Erasmus- Project (2019-2021)
2	4 th February	Introduction of FRIENDS Project during the Orientation program for the 2019 PGD trainees	Dorji Peljor	120 Trainees	 <p>Institutional linkages and Activities</p> <ul style="list-style-type: none"> University of Canberra since 2011 (Reviewing MOU) CPA, Australia; Singapore Jipuria Institute of Management (MOU signed in October 2017) University of Economics in Bratislava, Slovakia (Erasmus-Project 2019-2020) for staff mobility FRIENDS Project under Erasmus+ Project (2019-2021)
3	15 th February	Brief presentation to the Hon'ble Board of Directors during the 68 th Board Meeting of RIM.	Dorji Peljor	Hon'ble Hon'ble Members (7 nos)	 <p>Institutional linkages and Activities</p> <ul style="list-style-type: none"> University of Canberra since 2011 (Reviewing MOU) CPA, Australia; Singapore Jipuria Institute of Management (MOU signed in October 2017) University of Economics in Bratislava, Slovakia (Erasmus-Project 2019-2020) for staff mobility FRIENDS Project under Erasmus+ Project (2019-2021)
4	8 th February	Briefing to HRC committee members regarding the FRIENDS Project and participation in the meeting.	Dorji Peljor	Head of the institution and Department Heads (9 Heads)	For participation in the Kick-off meeting

5	5 th – 8 th March	Attended Kick-off meeting at Malaysia	Sonam P. Thaye & Dorji Peljor	Head of the Institute & Project Focal Officer	
6	13 th March	Finalization of Key Project team members	Dorji Peljor	The management identified 3 individuals as FRIENDS Project's key member: 1. Head of the Institute as legal representative 2. Finance officer 3. Program Officer as Project Focal Officer	To finalization Project team members
7	1 st April	Briefing to HRC committee members for up-coming meeting at Turkey and activity of FRIENDS Project.	Dorji Peljor	Head of the institution and Department Heads	For participation in the Turkey meeting
8	20 th May	Briefing on FRIENDS Project during the orientation program of the 2019 Diploma in Financial Management trainees	Dorji Peljor	54 Trainees + staff	
9	11 th - 14 th June	Attend meeting at Turkey	Sonam Wangmo & Kesang Dechen	Sonam Wangmo & Kesang Dechen	
10	19 th June	De-briefing of 2 nd FRIENDS meeting by the participants to the Project team	Key Project Team members	Sonam Wangmo & Kesang Dechen	
11	23 rd – 26 th June	Discussion for purchase of FRIENDS equipment with Partner institute (RTC)	Dorji Peljor	Tshering Choden & Leki from RTC and Dorji Peljor of RIM	
12	25 th June	Meeting with ICT Officer and Project team on hosting of sub-web site	Dorji Peljor	ICT Officer & Project team	

13	26 th June	FRIENDS Sub-web link created	ICT Officer	Open to all the that helped in information dissemination	www.rim.edu.bt and click FRIENDS for the link https://bt.erasmusplusfriends.eu/
14	1 st & 2 nd July	Meeting for SWAG design completion	Project team	Project team	
15	4 th July	Circulated SWAG Design competition announcement to all the trainees	Dorji Peljor	All trainees (223)	
16	24 th July	FRIENDS webinar	Dorji Peljor	27 academic staffs	
17	31 st July	FRIENDS webinar	Dorji Peljor	20 academic staffs	
18	14 th August	Briefing to HRC committee members (9)	Dorji Peljor	Head of the institution and Department Heads	For participation in the Cambodia meeting
19	19 th August	Tender opening for FRIENDS Equipment at RTC	Dorji Peljor	Tender committee, Project Focal, Dean International relation of	RTC Oval room

				RTC and FRIENDS Focal RIM.	
20	31 st August	Submission of SWAG design	Dorji Peljor	Only one submission.	Miss. Tashi Yangzom, 1 st DFM.
21	2 nd September	Finalization of SWAG design	Key Project team members	Key Project team members	
22	9 th September	Declaration of SWAG winner	Dorji Peljor	Project team and the winner. The design is uploaded on the Facebook page https://www.facebook.com/pg/RoyalInstituteofManagement/posts/?ref=page_internal	
23	3 rd October	Pre departure meeting with the WP-III meeting participants (Cambodia)	Project team	Project team and the 2 participants	RIM Board room
24	16 th October	Briefing to the project team on Cambodia meeting	Project team	Project team and the 2 participants	RIM Board room
25	October	Meeting with Partner institute (RTC) and handing taking of project equipment	Project team of RIM & RTC	Project team of RIM & RTC	RTC, Thimphu
26	28 th October	Project equipment	Project team	Project office	RIM
27	30 th October	Conducted roundtable meeting with faculty members and project team members in RIM Board room.	Project team`	15 number of participants (faculty members + project team).	

28	10 th March, 2020	Conducted Meeting with Partners at RTC	Project Team	7 Members of the Project from RIM and RTC participated in the Meeting.	
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