



561630-EPP-1-2015-1-FR-EPPKA2-CBHE-JP - ERASMUS+
ASIFOOD : Universities as key partners for the new challenges regarding food safety & quality in ASEAN

**Programme for Steering Committee 1,
Hanoi Vietnam, 7 to 11/03/2016**

<i>time</i>	<i>event</i>	<i>responsible</i>	<i>comments</i>
March 6th (and early morning the 7th)			
All day	Arrival of the participants		
Monday March 7th			
9:30 - 10:00	reception		
10:00 to 12:30	Opening ceremony: Opening and welcome speeches and project presentation: <ul style="list-style-type: none"> · HUST Rector – Assoc. Prof. Hoang Minh Son · SBFT Director – Assoc. Prof. Quan Le Ha · ASIFOOD Project Coordinator – Dr. Frédéric Mens · From Regional CIRAD · Administration of Science Technology and Training, Ministry of Health– Prof. Nguyen Cong Khan 	HUST	<i>invited guest proposed (tentative) : + EU representative at VN + French Embassy in Hanoi +CCIFV +Enterprises (representative in the area of Food and Food Safety), AUF, IFAD...</i>
	Photo session		
	Short introduction of all participants	all	each participants tell his/her name, the university and his/her function in the organization
	Presentation of SC1 objectives, and of project's objectives and roles of the partners.	SUPAG RO	
12 :30 – 13 :30	Lunch		Hust to find a place to eat for all
14 :00 – 18 :00	Each WP leader presents his/her WP : 10min presentation (objectives, activities, risks,	SUPAG RO, KU,	Internet connection would be a bonus in



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	deadlines...) followed by 20min discussion on the possible improvements and shortcoming actions. Coffee break in mid-afternoon	VNUA, HUST, ITC, AIT, BOKU.	order to work directly on smartsheet.
evening	Dinner		Hust to propose a place to eat ?
Tuesday March 8th			
9 :00-9 :30	Team building exercise	SUPAG RO and others	Please propose activities
All morning Coffee break in between	Each partner presents one way to build and maintain relationships with professionals. Also some words on the local economic agrofood context and Food safety and quality related masters. 10min presentation + 10min discussion (specific practices, emphasis on the importance of the given way...)	Partner 1 to partner 13	Topics to be chosen by each partner prior to SC1 (and presentations to be prepared). Main objective is to build a common understanding on « professionals » and « relationships »
	Lunch		
Afternoon (coffee break at mid-afternoon).	Workshops (2 groups) Topics to be confirmed: So far : <ul style="list-style-type: none"> • What is (are) the best strategy(ies) for surveying professional relationships and professional needs? (WP2 and WP3). Including previous surveys already done by some partners. • What are the stakeholders to involve in the project (teachers, students, other staff, ministries...)? And how? and when?...? 	KU&VN UA	
17.00-18.00	Presentation of group work results		
evening	Dinner		
Wednesday March 9th			
9 :00-9 :30	Team building exercise	SUPAG RO and others	Please propose activities
Morning Coffee break at mid-morning	A bit of admin : grant agreement, partnership agreement, individual agreement, timesheet, expenses declaration, dropboxes and google drive... Staff costs : how staff is remunerated while working for the project?	SUPAG RO	Come with your questions !



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	VAT exemption? different cases for Asean and EU partners? equipment : IT eqpt UP TO DATE please. Exchange rates Practical exercises: procedures, do and don't Basics on project management. Smartsheet; tutorials (camcorder...)		
Late morning	Presentation of project website (draft). Discussion of what should be added, modified, removed Communication plan and communication tools		
Lunch			
14:00 – 15:30	Training on training engineering. Objectives and main steps.	BOKU.	
Coffee break			
16 :00 – 18 :00	Presentations & discussions on current masters dealing with food safety and quality. Focus on the VNUA's one. Other partners to volunteer. How to take this work on board? Students from VNUA may attend?	VNUA & ULg (ULg by visioconference) Other partners?	To be prepared before. Each uni to send the detailed programs of their masters in these areas.
Thursday March 10th Professionals shall attend			
8:30- 9:00	Welcoming of Professionals and teachers <i>Professionals to be invited by the 3 VN partners. As many as possible. They must work in the area of food (production, analyses, research...).</i> <i>University staff (teachers and others) can attend too.</i>	HUST	
9:00 -9:30	Reminder : Presentation of project objectives and activities and outcomes	SUPAGRO	
9 :30 – 10 :00	Open discussion (moderated though) on the project and needs and involvement of professionals	HUST & KU for moderation ?	
Coffee break			
10:30 -12:30	Workshop (several groups, working on the same thing?). Topic around : what are the expectations of the professionals that are not filled yet by university? Debriefing with all attendants during the last 30min	KU. To be prepared in advance.	During the workshop, KU, agreenium and SUPAGRO test the questionnaire on prof relationships with the professionals attending
12 :30 - 14:00	Lunch		
afternoon	Visits to food enterprises.	HUST and	2 groups (~10 per group).



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	One “reporter” is declared volunteer per factory. The “reporter” will present a short debrief the following morning.	VNUA to organise	4 visits ideally. Hence 2 visits per group.
Friday March 11th			
9:00 – 10:30	Debriefing of factory visits : level regarding food safety and quality, current actions with universities...	By the “reporters” then discussion	
Coffee break			
11.00-12.30	Roles of UILOs in Asifood Existing UILOs	ITC to prepare, present and coordinate.	
12 :30 - 14:00	Lunch		
14 :00-15 : 30	Quality management and monitoring. Presentation then discussion.	BOKU	
Coffee break			
16 :00-17 : 45	Short coming actions. Conclusion	Supagro to moderate	
17:45-18:00	Farewell by rector		

What about involvement of students: Why? Where can they attend? Can they even be involved in the project? How?