

VOYAGE PROJECT

project No. 561656-EPP-1-2015-1-IT-EPPKA2-CBHE-JP - ERASMUS+ CBHE

*“Opportunities for the young and graduates
employability in Vietnam”*

PROJECT MEETING

-Training and Capacity Building WP.2.-

-Students’ Secretariat Staff Training D.2.1.; IT Staff Training D.2.2.-

-Management Meeting-

**University of Posts and Telecommunications
Institute of Technology (PTIT)
7-11 November 2016**

A1 Building-PTIT, km 10, Nguyen Trai Road, Ha Dong District, Hanoi.



Meeting Programme

Project Consortium



**Università degli Studi di
Padova**

Meeting Content and Participants

The Voyage Project meeting opens with the **PLENARY SESSION**, an institutional moment aimed at welcome the participants and thought as a dissemination session of the Voyage Project. Then, the meeting is organized in parallel sessions:

a. IT AND SECRETARIATS' STAFF TRAINING:

Universities' Student Secretariats' Staff (student office and/or career service staff), and **IT staff** of the Voyage Universities of **HANU, NUEA and PTIT** are the target of the training. At least 3 IT experts and at least 3 person from Students Secretariat (and staff from career service) will be trained in the meeting. At least 3 **HIZA-CES staff involved in placement services** and in involving the firms/companies in the **Voyage Platform** will be trained.

The scope of the training is to transfer to the local staff of PTIT HANU NUAE and HIZA-CES the tools to manage the Voyage Platform locally.

b. MEETING OF COORDINATORS (MANAGEMENT MEETING): The meeting is addressed to **local coordinator** and **Voyage Working team other than ITs and Secretariats Staff (researchers, administrative staff and dissemination team)**. The parallel sessions are intended to cover all technical aspects related to the Project, to assess the project state of art according to WPs and deliverables, including the financial issues.



Meeting Day 1: Monday, November 7, 2016

Plenary Session

- 9:30 – 10:00** Registration of participants
- 10:00 – 10:30** **Welcome address**
Vu Van San, Rector of PTIT
Nguyen Dinh Luan, Rector of HANU
Pham Le Hoa, Rector of NUAE
Le Quang Long, President of HIZA-CES
- 10.30-11.00** *Coffee break*
- 11:00 – 11:40** **Introduction to the Voyage Project meeting**
Alberto Leone and Luisa Mengoni, AlmaLaurea

PARALLEL SESSION

Day1. Training Session (room t.b.c.)¹

Day 1. Management Session (room t.b.c.)²

<p>11.40-17.30 IT and Secretariats' Staff Training³: Trainers: Alberto Leone, AL IT Chief Officer; Luca Santandrea, AL IT expert Meeting Contents:</p> <ul style="list-style-type: none"> • Introduction to the Voyage pilot platform-System demo (platform presentation, university course list, multi-language tools, login, credentials retrieve, registration, national code duplication, password, privacy policy, e-mail of receipt). <p>12.30 13.30 Lunch</p> <ul style="list-style-type: none"> • Student area: modify tools (personal data, password change, data modify, upload of profile picture). • Questionnaire fill out: fill out and modify of questionnaire replies, print of fill out receipt. • CV section: consent to personal data treatment, alert, visibility, flag newsletter, CV modify section. • Student help desk <p>16.30 17.30 Open discussion and closing of the day <u>Simultaneous translation Italian-Vietnamese available</u></p>	<p>11.40-17.30 Meeting of Coordinator and Voyage Working Group⁴ 11.30-12.30 The state of Art of the Voyage Project Luisa Mengoni, AlmaLaurea 12.30 13.30 Lunch 13-30 14.30 Voyage Project: Progress of Activities Participants presentation of activities carried out, main results and constraint faced according to Internal Quality Report Sections (D.8.2.1.)</p> <ul style="list-style-type: none"> • Hoang Gia Thu, HANU • Tran Quang Anh, PTIT • DinhThi Phuong Hoa, NUAE • Doan Minh Duc, HIZA-CES • Zeineb Mazouz, University of Barcelona • Sergio Teixeira, University of Minho • Stefania Chellin, University of Padua <p>14.30-15.00 Launching of Platform Trials and Evaluation (WP.3.) AlmaLaurea, Voyage Consortium, WP leader HANU 15.00-16.30 Voyage Project Next Steps and Mobility Luisa Mengoni, AlmaLaurea 16.30 17.30 Open discussion and closing of the day</p>
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6 p.m. Social Dinner, location to be confirmed

¹ Training session is addressed to University Staff (at least 3 IT experts, 3 secretariat staff/career office per university) and at least 3 experts in employability services for HIZA-CES.

² Management meeting is addressed to the local coordinators of Voyage Partners plus the team other than IT and Secretariat staff (researchers, administrative, dissemination team).



Meeting Day 2: Tuesday, November 8, 2016

PARALLEL SESSION

Day 2. Training Session (room t.b.c.)

Day 2. Management Session (room t.b.c.)

<p>9.00-9.30 Registration of Participants 9.30-17.30 IT and Secretariats' Staff Training: Trainers: Alberto Leone, AL IT Chief Officer; Luca Santandrea, AL IT expert Meeting Contents:</p> <ul style="list-style-type: none">• Voyage Platform' Enterprise area: company registration, reserved area, enterprise users management. <p>10.30-11.00 Coffee Break</p> <ul style="list-style-type: none">• CV search tools: CV structure, sorting parameters, search results, download, bookmark. <p>12.00-13.00 Lunch</p> <ul style="list-style-type: none">• Job offer tools: publication, approval, preview, CV modify and online application, rating and selection of application, advanced tools. Staff enterprise area tools. <p>16.30 17.30 Open discussion and closing of the day</p> <p><u><i>Simultaneous translation Italian-Vietnamese available</i></u></p>	<p>9.00-9.30 Registration of Participants 9.30-17.30 Meeting of Coordinator and Voyage Working Group Meeting Contents: Project Dissemination (Wp.6.)</p> <p>9.30-11.00 Presentation of dissemination strategy towards students HANU, NUEA, PTIT</p> <p>10.30-11.00 Coffee Break</p> <p>11.00-12.00 Presentation of Best practice in dissemination towards Companies University of Padua, HIZA-CES 12.00 13.00 Lunch</p> <p>13.00 15.00 Project dissemination: Handbook of participants AlmaLaurea</p> <p>15.00 17.00 Open discussion and closing of the day</p>
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Meeting Day 3: Wednesday, November 9, 2016

PARALLEL SESSION

Day 3. Training Session (room t.b.c.)

Day 3. Management Session (room t.b.c.)

<p>9.00-9.30 Registration of Participants 9.30-17.30 IT and Secretariats' Staff Training: Trainers: Alberto Leone, ALIT Chief Officer; Luca Santandrea, AL IT expert Meeting Contents:</p> <ul style="list-style-type: none"> • Voyage Platform Help Desk function - Student area: student research, student details, course modify, history operation, password reset, exclusion, critical cases <p>10.30-11.00 Coffee Break</p> <ul style="list-style-type: none"> • Voyage Platform Help Desk function – Ticketing: ticket search, ticket take, Ticket history and closure <p>12.00-13.00 Lunch</p> <ul style="list-style-type: none"> • Voyage Platform Help Desk function- Duplication cases: national tax number duplicable search, duplicable use, plafond modify, new duplicable insertion <p>16.30 17.30 Open discussion and closing of the day</p> <p><u>Simultaneous translation Italian-Vietnamese available</u></p>	<p>9.00-9.30 Registration of Participants 9.30-17.30 Meeting of Coordinator and Voyage Working Group Meeting Contents: Project Sustainability (Wp.7)</p> <p>9.30-11.00 Voyage Project Sustainability (Technical requirement for platform centralization in Vietnam and Timing of System migration) AlmaLaurea</p> <p>10.30-11.00 Coffee Break</p> <p>11.00-12.00 Assessment of Voyage University internal resources for platform management in Vietnam (part 1) HANU, NUAЕ, PTIT</p> <p>12.00-13.00 Lunch</p> <p>13.00-14.30 Assessment of Voyage University internal resources for platform management in Vietnam (part 2) HANU, NUAЕ, PTIT</p> <p>14.30 17.00 Open discussion and closing of the day</p>
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Meeting Day 4: Thursday, November 10, 2016

PARALLEL SESSION

Day 4. Training Session (room t.b.c.)

Day 4. Management Session (room t.b.c.)

<p>9.00-9.30 Registration of Participants 9.30-13.30 IT and Secretariats' Staff Training: Trainers: Alberto Leone, ALIT Chief Officer; Luca Santandrea, AL IT expert Meeting Contents:</p> <ul style="list-style-type: none"> • Voyage Platform' Report section: report by university, rate of completion of questionnaire and CV, student report. • Voyage Platform: Manual Certification of Students' Career tool <p>10.30-11.00 Coffee Break</p> <ul style="list-style-type: none"> • Voyage Platform-Translation Tools: language tool. On site translation of platform' section in Vietnamese. <p>12.00-13.00 Lunch</p> <p>13.00 17.30 Open discussion and training conclusion</p> <p><u>Simultaneous translation Italian-Vietnamese available</u></p>	<p>9.00-9.30 Registration of Participants 9.30-17.30 Meeting of Coordinator and Voyage Working Group and Responsible of Project financial Management</p> <p>Meeting Contents: Equipment Purchase. 9.30-10.30 Presentation of the Equipment required For the voyage Project AlmaLaurea</p> <p>10.30-11.00 Coffee Break</p> <p>11.00-11.30 Presentation of procedures for tender and equipment purchase AlmaLaurea</p> <p>11.30 12.00 Collection of information on local Procedures and best practices Voyage Vietnamese Partners</p> <p>12.00 13.00 Lunch</p> <p>13.00 16.00 Open discussion and closing of the day</p>
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Meeting Day 5: Friday, November 11, 2016

10.00-10.30 Registration of Participants

10.30-13.30 Meeting of Coordinator and Responsible of Project financial Management

10.30-12.00 Assessment of Voyage Budget

AlmaLaurea

12.00 13.00 Lunch

13.00-14.30 Practical session of Financial Reporting

(Staff cost –Timesheet and Staff Convention Fill out)

AlmaLaurea, Project Consortium

14.30 End of Practical Session and Meeting Conclusion