

Steering Committee Report

Date & Time

Friday, April 5th 2019

9:30-10:30 (GMT +1)

Present (Zoom)

Katrien Vanderstappen

Eva Vantournhout

Sangay Dorji

Francisco Machado

Matthew Schuelka

Topics

1. Feedback visit week

The visit week has been good. The RUB team was introduced to the VUB Study Guidance and related student services. The manual development has also been discussed by the end of the week.

Feedback to the report of the visit week:

- Apart from ICT experts counselors should be visiting Portugal. Sangay himself and his wife will probably come, who both have a counselling background and will be helping with the manual development. Sangay will soon have the exact list of visitors but will make sure counsellors are part of the visiting team.
- Dissemination.
 - RUB will work on the dissemination plan (as suggested in the visit report; referral scheme, plan to involve students & staff to use the platform etc.).
 - In November the connection of the H&W centers with and within the RUB university structures will be assessed.

2. Partnership Agreements

Sangay will send a revised version of the PA soon. The comments of UoB and VUB still have to be processed. The PA with ISMAI is in a further process already. We have asked to have one multilateral agreement for everyone. Therefore the revised PA should be sent to everyone simultaneously (in one mail) to ensure transparency.

3. Manual development

The first draft for the manual is okay for all the partners.

- UoB has a vacancy now for a project assistant who should start beginning of June. This will be a 0.6fte (60%), therefore he/she can also help with the manual development.
- RUB will closely contribute as well (e.g. for the chapters assigned such as the mission statement)
- By July a first draft will be ready, but the final version will take more time.

4. Platform development

Francisco will be in touch with ICT officers from RUB for the first development phase. Some first users (counselors but also a teacher and student) will also be asked to do the first tests. Sangay asks for close cooperation in the development as it will have to be adapted to the Bhutanese context.

5. Timeline

- The suggested dates for the Portugal visit are ok (RUB: 9-12 July, VUB & UoB: 11-14 July)
- The training will take place beginning of November 2019.

6. Varia

- End of April Sangay will organize a dissemination event for press, government representatives etc. to inform them about the project and try to get them involved with it. This kind of event will be organized more often (every two months?).
- Date for the next steering committee?

Steering Committee Report

Date & Time

Friday, May 17th 2019

9:30-10:30 (GMT +1)

Present (Zoom)

- Katrien Vanderstappen
- Eva Vantournhout
- Sangay Dorji
- Francisco Machado
- Matthew Schuelka

Topics

1. Update PA

The partnership agreement has been signed. The first transfer has been done a couple of days ago. Sangay will send an update later and asks for confirmation once the partners have received the first amount.

2. Initial assessment study report

Nearly 1400 students filled in the online survey and almost 400 staff members.

Matthew will process the data with RUB (descriptive analysis etc.). It is enough material for a paper. Sangay will give Matt names of RUB staff members who can help with writing.

There will be a research associate starting at UoB in June who can also help.

The aim is to have the report ready by the Portugal visit in July. It will not be fully analyzed by then, but some descriptive statistics, trends etc. should be ready.

3. Manual development

VUB and RUB are working on the chapters. As soon as (part of) a chapter is ready it will be added to the shared document and team members will be informed to give feedback.

Depending on the expertise of the new UoB research associate (s)he can contribute to specific chapters.

4. Platform development

Jaime and 2 RUB ICT officers are working on the platform development.

5. Visit Portugal

Attendees:

- RUB: Sangay, president Paro college Dorji Thinley, 2 ICT officers, project co-coordinator (Paro), president with counseling background from another college.
- VUB: Eva & Katrien
- UoB: Matt (2 days) and the new research associate

Main objectives:

- Finalize prototype of the center
- First evaluation of manual
- Testing of platform

Francisco will make a (tentative) agenda for the visit.

6. Dissemination

Sangay asks all the partners to think about dissemination.

- Add information about the project on your website.
- Think of other ways for dissemination (e.g. discussion with students, ...).

The event organized by RUB that was initially scheduled end of April has been postponed to next week (?). Sangay will give an update later.

7. Bhutan visit

10 days of training in total, the first two weeks of November. The exact date and arrangements for the visit will be discussed during the Portugal visit. It should be added to the agenda of the Portugal visit on the 12th or 13th of July (when all partners are represented).

8. Varia

New steering team committee: 21 or 28 June depending on what is possible for Francisco.

Steering Committee Report

Date & Time

Friday, June 21st 2019
14:00-15:00 (GMT +1)

Present (Zoom)

- Katrien Vanderstappen
- Eva Vantournhout
- Sangay Dorji
- Francisco Machado
- Claudia Azevedo
- Matthew Schuelka

Topics

1. Prefinancing

Has been received by ISMAI and VUB.

Sangay has not heard from Birmingham yet and asks for an update.

2. Financial report

Sangay will send an example of the kind of financial report that is expected.

Annexe VIII (joint declaration) will have to be submitted at the end of the project only. Sangay asks if the other annexes can be submitted with RUB.

RUB will have to submit an annual report by November 15th to the EU project officer. By October an update of the financial situation might be asked.

VUB asks if it has to be an official report, or if an update is enough (with time sheets and a update of the expenses). All financial updates can be asked directly from the VUB financial officers (contact details have been sent earlier), preferably with Katrien and Eva in copy.

3. Training Manual

VUB has uploaded the first sections on Thursday and asks for feedback. It has a practical approach, which is good. Francisco will write the chapters about career training in the same line. Francisco will share some of his sections by July.

Everyone agrees that there has to be a strong connection between the chapters and the annexes.

There will be a meeting tomorrow (Saturday 22nd June) with the RUB team members. They will also discuss the manual development then and share some chapters soon.

Vocational career guidance: does not have to be very technical. Rather general (practical and applicable), CV skills, conversation skills etc.

4. Digital platform

Francisco asks everyone to give feedback to the document that was sent together with the July visit agenda.

The platform and manual will have to be connected. This is something we will have to look into during the July visit.

Sources will have to be added on the platform (anything the others can prepare by July?).

5. Portugal/ July visit

The RUB team can stay on Saturday as well.

The agenda for the visit is ok for everyone. Sangay asks to get some time to give a general update. This will be scheduled on Friday.

We can expect Portuguese hospitality and there will be time for some sightseeing

Three RUB visiting members still have to arrange their visa in Delhi. The other three have theirs.

6. Dissemination

Sangay asks everyone to think about dissemination at their institutes.

Francisco will try to disseminate during/after the Portugal visit (article/ video). Any footage made will also be shared by VUB (social media updates about the project).

7. Initial assessment study

A presentation will be given during the July visit by UoB.

8. Next steering group committee (SGC)

Everyone agrees that these monthly SGC are very helpful.

During the July visit the dates for the next SGC will be set.

Steering Committee Report EMCWUB

Date & Time

Friday, August 23rd 2019
09:30-11:00 (GMT +1)

Present (Zoom)

- Katrien Vanderstappen
- Eva Vantournhout
- Sangay Dorji
- Francisco Machado
- Matthew Schuelka (excused)
- Tashi Phuntsho

1. Reporting to RUB

Sangay has sent an email in which a number of documents were asked from the EU HEI. So far only VUB has given feedback on this. VUB indicates that they were a bit surprised with these questions, especially given the short deadlines and the fact that it had not been previously mentioned.

At the end of the project the EU will audit the activities and expenses that have taken place. Therefore, RUB has to keep track of everything and coordinate it. In order to be able to do this they ask for a number of documents in order to make it transparent for all of the partners what everyone's role is but also to be able to make an estimate of the funds needed where and when etc. Therefore, RUB asks for following documents:

Project Blueprint

An updated version of the project blueprint for the coming 6 months to be able to estimate what the budget will be used for. In this blueprint it is important that all the partners take their different roles into account (manager, administrative, technical et.) as well as the work-packages (preparation, dissemination etc.). 10% of project costs can be moved to another category, but this can only be done for the entire team (not separately for each beneficiary). e.g. VUB considers asking RUB to shift part of the budget for costs of stay to the travel budget (as the Porto and Birmingham visit were initially not planned). Only when all the partners have given a budget estimate it can be decided if and how the budget can/should be revised. FYI relevant chapters in EU guidelines below (2.3.3.3 and 3.1.3).

Financial report

RUB has to report to the EU agency about the project finances, and therefore they need following documents (also see chapter 3.3 of the EU guidelines for use of the grant).

- The timesheets (for each role and indicating the work package) -> see example shared from VUB, the EU template should be used (annex X). Separate timesheets should be reported for each individual and/or role.
- Boarding passes (scan) and travel reports (annexe IX)
- Annexe XI - updated overview of budget used and remaining per category and role.

As RUB has to report by mid-November, and they still need time to process everything, they ask to submit the documents **by the end of October by the latest**.

RUB stresses the importance of keeping records of all activities that are done at the beneficiaries' institutes in the case of an audit (e.g. meeting reports, attendance lists, dates worked on the project).

VUB has checked with their financial office, and they can give an update and the abovementioned documents by that date.

Project Mid-Report

RUB will provide a template for this document. It can be concise and will be shared between all the team members.

2. Training plan

RUB has sent a first draft of the training proposal for the November visit. They stress that this is a first draft and that the input from the EU partners is very important. A new meeting date will be set soon (see final point), but feedback can also be shared by email already.

VUB gives following feedback

- The structure looks good, with three training sessions per day (2hrs each) and each training give twice, by two different cohortes.
- It is good that in each cohorte a member from an EU HEI is linked to an RUB team member. RUB team members can help e.g. with the cultural translation. However, VUB would prefer that the EU members in each training session are from the same HEI. This makes it easier to develop the trainings as there will be 4 team members for each training session from 2 different institutes, instead of 3 or 4 institutes.

e.g. training I, cohort A: Eva & Dechen Wangmo, cohort B: Katrien & Pema; training II, cohort A: Matthew & Khandu, cohort B: Mollie & G.; training III, cohort A: Francisco & Sangay, cohort B: Karma N. & Dechen Wangda).

- There are some topics not represented in the training, such as:
 - Study skills
 - Time management
 - Presentation skills
 - Mindful/non-violent communication
 - Fear of failure
 - Etc.

Some topics can only be discussed briefly, as the counsellors will not be certified to help students with issues such as depression, suicide, eating disorders etc. Then can be trained in the basics (how to recognize symptoms and who to refer to). An entire session might be too long for those topics. The manual will be a good starting point to decide on the importance of each topic. This is something that should be further discussed with all partners.

- VUB asks to assign topics for trainings to those partners who have also written manual chapter(s) on them.
--> RUB feedback: RUB has taken that into account. As not all partners will write the same number of chapters, sometimes trainings will be given by different people from the ones who wrote the chapters. As the team is skilled in counselling, this should not be a problem. VUB suggests that each HEI indicates the topics that they feel most comfortable with and then divide who will do what.

RUB is putting a lot of effort in the organization of the week, with an opening and closing program. The BBCC will also be closely involved.

3. Training Manual

RUB wanted to make some adjustments to the shared document, but could not edit. Eva will send a new editing link to Sangay. If that would not work, Eva and Katrien can make the necessary adjustments.

Adjustments, e.g.:

- A chapter on leadership of self will be added
- Not all subtitles have to be added to the table of contents

VUB asks everyone to check the referencing and refer according to APA.

The Training templates will be added as annexes to the manual. Once the training plan is final the training sheets can be developed (by the team working on a specific training).

4. Logistics Bhutan visit

Tashi will arrange the logistics for the Bhutan visit (visa, accommodation). Therefore, he should know the exact dates for all the partners (flight dates, how many nights and when in Paro etc.). He will write everyone to ask for these details. He can also be contacted directly on tashiphuntsho.pce@rub.edu.bt

Katrien and Eva have booked their flights to Paro as follows:

- Arrival Saturday 2 November 1 p.m. (Bhutan Airlines)
- Departure on Saturday 23 November 7.30 am (Bhutan Airlines)
- Accommodation in Paro needed for: 2 November until 15 November (tentative: no accommodation needed on Friday 9 and Saturday 10 November, Thimpu visit with Matthew S.)

5. Next meeting date

Sangay will propose some dates on Basecamp. Ideally we find a date soon on which all the coordinators can be available.

For the next steering group committee meeting Mollie and Matt will also be invited (as the training manual and trainings will also be discussed in more detail).

Relevant chapters from EU guidelines for use of the grant

2.3.3.3 Change in the budget breakdown

An amendment request relating to an adjustment to the budget breakdown is only necessary when the amount indicated in Annex III of the Agreement for one or more of the budget headings needs to be increased by more than 10 %.

In order to request such amendment the coordinator must justify the need for this change and send an updated budget breakdown following the template of Annex III of the Agreement, together with a revised budget allocation per beneficiary and an explanation of the envisaged changes. If the Agency accepts this change, an amendment letter including a new Annex III will be sent to the coordinator.

Other provisions on the change of the budget breakdown are set out in section 3.1.2.

If the maximum ceiling set for staff (40%), equipment (30%) and subcontracting (10%) is exceeded as a consequence of the increase of these budget headings by more than 10%, the request for a change in the budget breakdown will not be accepted.

Please note that under no circumstance an amendment to the budget can lead to an increase of the maximum grant amount specified in Article I.3 of the Agreement.

3.1.3 Budget transfers and flexibility of budget headings

As specified in Article I.8 of the Agreement, the coordinator may, in agreement with the beneficiaries, when carrying out the action, adjust the estimated budget as shown in Annex III by transfers between budget headings, provided that:

- this adjustment of expenditure does not affect the implementation of the action
- the amount indicated in Annex III of the Agreement for one or more of the budget headings is not increased by more than 10 %, and
- the total estimated budget indicated in Article I.3 of the Agreement is not exceeded.

In practice, this means that in the final report, the maximum amount declared under a budget heading can be 110% of the authorised amount as indicated in Annex III of the Agreement for the budget heading in question without prior authorisation required. Please note that this 10% increase flexibility can still be applied even if the authorized amount for the budget heading concerned had already been set at its maximum ceiling (i.e. 40% for staff costs, 30% for equipment costs and 10% for subcontracting costs).

The corresponding increases as well as any significant decrease of expenditure under a given budget heading should however be justifiable with regards to the objectives and overall funding of the project.

For increasing the budget heading by more than 10% please refer to the section 2.3.3.3 under 'Amendment to the Agreement'.

The maximum grant as specified in Article I.3 can never be exceeded.

For those projects that have been awarded a Special Mobility Strand, the budget granted for the implementation of the Special Mobility Strand and the budget granted for the implementation of project activities referred in these Guidelines must be kept separated. Under no circumstances a transfer of funding between the latter and the Special Mobility Strand or vice versa will be allowed.

Steering Committee Report EMCWUB

Date & Time

Friday, September 6th 2019
09:30-10:30 (GMT +1)

Present (Zoom)

- Katrien Vanderstappen (excused)
- Eva Vantournhout
- Sangay Dorji
- Francisco Machado
- Claudia Azevedo
- Matthew Schuelka (excused)
- Mollie Braznell
- Matt Leavesley (excused)
- Tashi Phuntsho

1. Coordination

ISMAI:

Jaime will not come to Bhutan, which should not be an issue for the training (since the trainings focus mainly on counselling). Jaime will deal with the technical issues of the platform remotely with the RUB ICT officers. Only Francisco will come to Bhutan.

There have been email exchanges between Claudia and RUB for the administrative follow-up and that is sorted.

The template for the mid review report will be shared soon by RUB.

App development: the initial project proposal that has been approved by ISMAI did not mention the app. Therefore, ISMAI cannot guarantee its development. Francisco is trying to solve it, by asking a colleague if he can do it outside of the project budget but is still unsure if it will be ready by November.

Sangay proposes two possible solutions:

- It is possible to transfer part of the budget from one category to another for the app development. It costs will remain staff costs, but they can e.g. be shifted from quality assurance to development (category shifts can be done without asking for an amendment). Francisco will check with Claudia if this is an option.
- An alternative for the app would be to make the platform compatible for mobile devices.

2. Training structure

Francis is okay with it. Good that there are mixed teams and the structure is clear.

Session timings were not mentioned in the first draft. They will be as follows:

- First session: 9-11 am
- Second: 11am - 1 pm
- Third: 2-4 pm

The opening/first day of the training week: RUB has invited the prime minister, representatives from the BBCC etc..

All the sessions will be in nearby places. The teams not teaching can attend other sessions as an observant.

Francis agrees with VUB's point of adding other content (more skills related), instead of spending too much time on psychopathology/clinical issues.

Francis is okay with lecturing on other topics than the ones he worked on for the manual.

RUB is waiting for comments from UoB on the training content.

VUB and ISMAI prefer that the trainers make their own ppt's. If it is on a different chapter from the one written by the trainer, feedback can be asked from the other team members. It will be more difficult for trainers to work with ppt's developed by others. The ppt's will be guided by the manual content.

RUB will revise the training plan and try to attribute as much as possible the topics to those trainers who wrote the manual chapters. However, there will also be training sessions on chapters that others wrote. There will be a deadline for feedback. After that deadline it will be endorsed.

RUB, ISMAI and VUB agree on following deadlines:

- **Final week of September:** team members will be connected to peers to work on the ppt's

- **First two weeks of October:** the ppt's will be developed by the trainers.
- **Third week of October:** the ppt's will be shared with the other team members (those responsible for manual content) for feedback.
- **Last week of October:** wrap-up, last changes.

3. Platform

RUB has the servers ready. ISMAI is now working on the platform design. The platform can be migrated to the RUB servers.

ICT officers have shared information with Jaime and are waiting for feedback. Francis will discuss this with Jaime.

4. Travels

Tickets will be booked by someone from his institution for Francisco. He is waiting for the confirmation.

Everyone can expect an email from Tashi soon.

5. New meeting date

20 September at 10 a.m. UK/Portugal time (GMT +1).

Steering Committee Report EMCWUB

Date & Time

Friday, October 11th 2019

10:00-11:00 (GMT +1)

Present (Zoom)

- Katrien Vanderstappen
- Eva Vantournhout
- Sangay Dorji
- Francisco Machado
- Claudia Azevedo
- Matthew Schuelka
- Mollie Braznell
- Matt Leavesley
- Tashi Phuntsho

1. Logistics Bhutan visit

Matt S. will share a packing list with everyone. According to Matt it is okay to bring euros or pounds and exchange it in

Bhutan. Probably 20€ a day for food etc. should be enough.

The team confirms that it is okay to book at Tashi Namgay Hotel.

Day 1 (4 Nov) coincides with foundation day celebration. The prime minister will also attend. Dresscode is formal wear for the opening. Lunch will be arranged during the trainings. There will be some dinners arranged as well.

2. Trainings

ISMAI wants to use some instruments (questionnaires) during the trainings (vocational instruments), but there may be copyright issues. Would it be possible for RUB to purchase the instrument or should it be left out? For the trainings ISMAI will provide material, but if the counsellors want to adopt the instrument themselves later it will have to be purchased.

VUB is working on their preparations. They have a meeting scheduled next week to discuss the trainings and give feedback on each other's draft.

UoB is also on track with the training preparations.

RUB has prepared some preparatory work for the training participants. This will be shared with the other team members as soon as RUB has received it.

3. Platform development

There are some unexpected technical issues. Currently ISMAI is trying to solve the problem. Problem to connect /combine different softwares. Jaime will discuss this with the RUB ICT team.

The structure of the platform is in place, but ISMAI is waiting for input (information) to add to the platform.

4. Manual development

ISMAI is working on the chapters, but there is some delay due to other obligations. VUB have completed most of their chapters and uploaded them for reviewing.

RUB and UoB have completed their chapters and reviewed them.

The manual development will be discussed during the Bhutan visit. It can be finalized in the months after the trainings.

5. Coordination

RUB asks for an updated financial statement and mid report by the 21st of October. All EU partners will provide it by the given deadline.

RUB is working on the mid-report to the EU. Sangay will share it by the 15th of October with Matt S. for proofreading. Matt will give feedback by the 25th of October.

6. Dissemination

ISMAI will share the video from the Porto visit in the coming week for dissemination purposes. It might be screened during the opening day on 4 November.

RUB has developed communication materials for the HWC's, such as pen drives. Sangay asks Matt S. to drop by when in Bhutan to get some of those.

7. HWC's

The interim centers have been launched at all of the campuses. They have full support from all the college presidents. Funding has also been provided from their side for the centers.

8. Next meeting

In Bhutan. The meeting calendar for the following months will also be discussed then.

Steering Committee Report EMCWUB

Date & Time

Tuesday, November 12th 2019

16:00-17:00 (Bhutanese time zone)

Present (Paro)

- Katrien Vanderstappen
- Eva Vantournhout
- Sangay Dorji
- Francisco Machado
- Matthew Schuelka (excused)
- Tashi Phuntsho
- Mollie Braznell
- Matt Leavesley
- Pelden Dorji

1. Supervision

3 RUB colleges will be assigned to each EU partner. Sangay will share the list with all partners. They will also have supervisors in Bhutan and/or their own colleges. It will be discussed in more detail later this week. What is exactly expected for the supervision?

2. Assessment Plan

UoB will write another report on the data collected from the initial assessment study/survey (with cross-referencing).

UoB will take the lead in the assessment of the project.

There will probably be a book chapter based on this plan (Matt S.).

3. Training Manual

ISMAI will get back to the manual soon. VUB will then review the chapters.

Aim is to distribute the final training manual by end of February. It will have to be externally reviewed, which will take approximately one month. Therefore all the chapters should be ready by the end of January.

Deadline for reviewing and adjusting the chapters is **24th of January**.

4. Midterm Report

EU will review RUB's midterm report. Deadline for submission is 15 November 2019. Depending on the feedback from EU it will/ will not have to be adjusted.

5. Dissemination and Exploitation

Dissemination has to take place in one of the countries of the consortium. RUB will look into the possibility of presenting at the education conference in June at Paro college of Education.

The other partners are asked to explore possibilities in their countries.

6. UoB visit

As agreed in Porto, UoB will organize a visiting week. **Tentative dates: 15-19 June.**

The UoB team will check with Matt S. which dates are okay and how long they can host the team.

Activities during that week; dissemination event, planning & trainings for the evaluation of the project in August (focus group conversations, ...), platform evaluation.

7. Memorandum of Understanding

RUB will make a draft version and share it with the other partners. One of the things that can be included is to make mobility between the universities more easy (regarding visa etc.).

8. Second visit to Bhutan

This will take place in the last two weeks of August. During this visit several colleges will be visited for evaluation of the H&W Centres.

9. Training Platform

The structure is ready. ISMAI will need feedback from the ICT officers.

Once counsellors start using the platform, adjustments will have to be made based on their feedback.

ISMAI will ask all the partners for input for the platform.

10. Code of Ethics

By the end of March the draft version will be ready and shared by RUB with all the partners.

11. Next Steering Committee date

Monday, 16th of December – 10 am (UK/Porto time)

Steering Committee Report EMCWUB

Date & Time

Monday, January 27th 2020

10:00-11:00 (GMT +1)

Present (Zoom)

- Katrien Vanderstappen
- Eva Vantournhout
- Sangay Dorji
- Francisco Machado
- Matthew Schuelka

1. Progress

The project is progressing well. The centers are ready to be launched soon (next semester). Resources have been purchased and the trainings have been successful so far.

2. Training manual

ISMAI is behind on schedule (due to some recent developments, with a change in staff etc.). A new deadline is agreed to complete the manual chapters: **the 29th of February 2020**. Francisco will ask colleagues of his to review ISMAI's chapters.

Sangay stresses the importance of the manual to run the centers, as the center's managers need a theoretical framework. However, everyone agrees that the manual can be used as a reference but it is not a tool that is required to launch the actual centers. The center's managers should also explore other resources.

The manual will be reviewed on two levels:

- BBCC will review the content (in connection to Bhutanese context)
- the consistency of lay-out and referencing will be checked (by an external reviewer?)

BBCC can already start with reviewing those chapters that are ready. For the lay-out it is best to only start reviewing when all the chapters have been submitted.

3. Digital platform

The center's managers have been oriented about the digital platform. RUB asks if a user manual can be developed by ISMAI. Francisco will ask the developers about such a user guide and inform Sangay by email.

4. Supervision

VUB has received some supervision reports so far and gave feedback on those. The RUB team is in regular contact with the centers' managers to give feedback. Should the EU partners

5. Working framework (Center framework)

This will be sent by RUB by the end of February. The EU partners are asked to then share their feedback.

6. Ethical code of conduct

The program will be endorsed by the BBCC. Therefore, the centers will use their code of conduct.

7. EU mid-term report

RUB has not yet received official feedback. Sangay will check with the financial officers if a 2nd pre-financing has been received. If that is the case part of it will be dispersed to the partners.

8. Birmingham visit

Sangay has already sent a first list with names of the RUB team members who will come to Birmingham, but will have to confirm the final list. It should be people who will participate in the final assessment.

This visit is scheduled for the week of 15-19 June. The first 2-3 days the RUB team will visit the counselling center(s) at UoB. From Wednesday 17 or Thursday 18 June the EU team members will join for the discussion of and trainings in the final assessment. Will be discussed those final days:

- Final logistics for the Bhutan visit
- Focus group questions
- Evaluation framework (have the project outcomes been achieved?)
- Research/assessment training

9. Bhutan visit 2

The final two weeks of August.

The logistics for this trip will be more difficult as the entire team will not stay together. Therefore it is important to have a framework for the visit soon, to start planning accordingly.

Will the EU partners visit the colleges from their own supervision cluster (as suggested during the steering group meeting in November)? The East of the country (where the colleges from the VUB cluster are located) might be more difficult to access that time of the year.

- VUB could reserve extra time for the 2nd visit if necessary, taking into account longer travel times.

Or

- RUB researchers could be trained to collect data from those colleges (e.g. in October, after the monsoon season).

Francisco might not be able to visit Bhutan in August himself. He could ask someone from the digital platform team (Jaime) to come to Bhutan. He could help the center's with the digital platform use, however he might not be able to help with the assessment of counseling. VUB could help with assessing some colleges in the West of the country if necessary.

10. Next meeting

Monday, March 2nd 10:00-11:00 (GMT +1/ UK+Porto time). Will Matt send a new zoom link?

Steering Committee Report EMCWUB

Date & Time

Monday, March 2nd 2020

10:00-11:00 (GMT +1)

Present (Zoom)

- Katrien Vanderstappen
- Eva Vantourhout
- Sangay Dorji
- Francisco Machado
- Matthew Schuelka

1. Update UoB

Matt will leave UoB in July 2020. This should not pose a problem for the continuation of the project. He'll probably work under a consultancy contract the final months of the project. The UoB's research office is looking into it. Worst case scenario: the project will have to be followed up by someone else the final months. Matt and Mollie will work on it until November 2020.

UoB will probably pull out of the book chapter, as the book is taking a different direction. It will probably be submitted as a journal article instead.

2. Second prefinancing

The second prefinancing has been disposed about 3 weeks ago. Sangay asks everyone to check with their financial office and send an update if the money has been well received.

The coordinator will transfer to the respective account of each beneficiary in advance of the actual activities (/expenditures) [part of] the estimated Erasmus+ grant contribution identified under Annex I of this Agreement, in the following way:

1. 1st Payment:

For VUB and ISMAI: 40 % of the estimated Erasmus+ grant contribution at the time of signature of this Agreement

For UoB: 20 % of the estimated Erasmus+ grant contribution at the time of signature of this Agreement

2. 2nd Payment:

For all the partners: 30% from remaining estimated Erasmus+ grant contribution within 21 days of the reception of the necessary proofs of expenditure/activity covering the amount of advance payment(s) already made (Annex XI), and only after the coordinator received the second pre-financing from the Executive Agency (EACEA). The proofs should contain documents validating execution of the activity as per the project application, and the project grant agreement

3. Manual development

ISMAI has submitted chapters for the manual. RUB asks for an update of the chapters that still have to be completed. Eva will send the chapter overview (as discussed in Porto) to Sangay.

4. Update H&W Centers

- The centers have been launched. Equipment will be sent the next couple of weeks.
- RUB will share a report from the Thailand visit soon.
- A draft for the framework of the centers will be shared in the coming week.
- Supervision: for now the EU partners do not have to take any steps. The counselors are busy launching the centers. They will contact their supervisors in a later phase.

5. Evaluation of the H&W centers

In April the RUB team members will go to the different H&W centers for evaluation. Matt advises that this should be an assessment **for** learning, not an assessment of learning. In other words, it should be a developmental assessment rather than a summative one. This will also be the case for the final evaluation of the project (August).

The criteria for evaluation are:

- Action blueprint for all the centers
- Are the resources put in place? (they will be distributed by then)
- ...

Sangay will send a draft framework for the evaluation (share action plan & expectations, list of resources distributed, ...) **end of this week** to Matt. Matt will give his feedback by **the end of March**.

6. UoB visit June 2020

The visa assessment forms have been received and are being processed. Matt will send an update as soon as he hears back from the project office.

VUB has arranged everything for the trip (traintickets & accommodation). They will arrive Tuesday evening and will leave Friday around noon.

7. Bhutan visit August 2020

VUB will go ahead with booking their flights to Delhi (as the travel budget is limited, due to a miscalculation in the initial project proposal). They will make sure to guarantee there is enough time (in case the plan would be to travel to the East).

Probably all partners will be asked to travel to Paro or Thimphu and visit the 6 easily reachable colleges from there. This will be discussed further in the next meeting.

8. NACADA

The VUB team has submitted a proposal for [NACADA](#) which has been accepted. In June they will travel to Greece for a presentation (dissemination of the project).

VUB will share more information with RUB, so Sangay can enquire with the EU office (Patricia) if this can be accepted (as travel might only be accepted if it is to one of the countries from the agreement). If not funding will be sought from another source.

9. Digital platform

RUB has not yet received the guidelines for the digital platform. They ask Francisco if he can send an update.

@Francisco: is any input required for the platform from the partners?

10. Next meeting

Friday April 17th, same time. Matt will send a Zoom invite.

Steering Committee Report EMCWUB

Date & Time

Monday, April 20th 2020

09:15-10:45 (GMT +1)

Present (Zoom)

- Katrien Vanderstappen
- Eva Vantournhout
- Sangay Dorji
- Francisco Machado
- Claudia Azevedo
- Matthew Schuelka
- Mollie Braznell
- Matt Leavesley
- Tashi Phuntsho

1. Platform

The platform is being used to reach out to students these days. Anxiety might be an issue for students now (due to the semi-lockdown) and the platform can be a way to reach out to them.

2. Second prefinancing

VUB has received it.

ISMAI sent an email that it has not yet been received. Francisco will check with Claudia.

Matt doesn't know about UoB but it has been prefinanced by UoB, so shouldn't be an issue.

3. Manual

VUB and ISMAI have been busy with other work due to the COVID19 measures.

The deadline can be extended, though RUB asks to complete it asap. As soon as the H&W centers re-open they will need it to plan activities.

Francisco will share his final chapter with VUB and RUB as soon as it's ready.

4. Impact of COVID19 outbreak

The EU Agency is granting some flexibility due to the outbreak:

- Expenses that have been made for activities that are cancelled can be claimed (e.g. the train tickets VUB purchased for Birmingham)
- Projects can be extended up to a max. of 36 months
- The total budget cannot be increased

Bhutan is in a semi-lockdown. All colleges and the H&W centers are closed for the moment. This impacts the project timeline, as an evaluation of the centers was planned. Moreover, it is very unlikely that travel will be possible in August 2020. Therefore, all partners agree that a project extension of one year should be requested from the Agency. RUB will write the email and share it with all the partners before sending it to the Agency.

UoB indicates that an extension might be difficult for them, since Matt S. will leave UoB. Matt L. and Mollie work on a contract that end by November 15th. They can apply for a Furlow scheme that would give 2 months of extension to Matt and Mollie's contract. Once there is news from the agency about the extension of the project Matt S. will contact the HR department of UoB to check the possibilities.

The UoB team is willing to travel to Bhutan after November, but they will no longer be paid then by UoB. This means that the working hours they spend on the project after November will have to be limited.

RUB will make a new timeline in case the extension is granted. The second visit to Bhutan (for the evaluation of the project) could happen in March 2021 (most colleges will be closed in January-February).

5. Birmingham visit

A trip to Birmingham will not be possible in June. It can be organized virtually in a one day ZOOM webinar. It would not have to be in June, can be postponed as well. It is better to plan it later on if the project will be extended. A date will be set once we have news about the extension. UoB could write and evaluation plan (explaining the different phases, with interview questions etc.) by November 2020. The evaluation will be formative and summative.

It was one of the objectives of the project that RUB would visit the three EU partner institutes. The evaluation training can also take place digitally (ZOOM webinar). RUB would therefore have to justify what they hope to gain from the visit. Matt S. will be leaving Birmingham in July 2020, but Matt L and Mollie could organize something if necessary (before half November). One could also think about a dissemination event later on. VUB offers that they could also host a third visit to Brussels if necessary.

6. Memorandum of Understanding

It is not easy to have an MoU signed at the EU HEI. It is a legal document and commitment of human resources. It has to be signed by the board of directors. Not very optimistic that it will be possible. RUB says that we could have an informal commitment. A continuation of the mentorship? In the final report we will have to justify why an MoU was not possible.

7. Mentorship programme

UoB and VUB have received some reports and replied to those. The counselors from the H&W centers haven't reached out with specific questions.

ISMAI has had some specific questions and replied to those (from one counselor).

The counselors can definitely contact the EU partners in these days as well. Some institutes are working specifically on reaching out to students during the lock down.

8. Next meeting

Sangay will set a new meeting once we have heard back from the agency about the extension.