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MARE Implementation Meeting - Phase 2

17th – 19th of September 2020

Meeting Minutes



Title:	MARE - Marine Coastal and Delta Sustainability for Southeast Asia
Number:	610327-EPP-1-2019-1-DE-EPPKA2-CBHE-JP
Coordinator:	Ho Chi Minh City University of Natural Resources and Environment
Partners:	HCMUNRE, VMU, CTU, MCD, VNIO

NOTE: All below-mentioned items are decisions by consensus, made during the seminar-Meeting in Can Tho on 17th – 19th of September 2020. For further items and earlier made decisions please consider the presentations and official documents which can be found on the MARE Platform for Project Management (IMP-PM). This URL is <http://sakai12.escience.uni-bremen.de>. Every partner can access the platform with their individual account. Partners who still don't have an account, please contact I. Novopashenny (novopashenny@zmml.uni-bremen.de).

Outline

01. Attendees
02. Welcome
03. Evaluation of the first period performance from each partners
04. Development of online courses and course materials
05. Introduction of the detailed course's outlines
06. Financial and Administrative Issues
07. Next activities - date and products

01. Attendees:

- **Thoa Le Thi Kim**, Ho Chi Minh City University Of Natural Resources and Environment (HCMUNRE)
- **Ha Nguyen Thi Van**, Ho Chi Minh City University Of Natural Resources and Environment (HCMUNRE)
- **Kim Tran Thi**, Ho Chi Minh City University Of Natural Resources and Environment (HCMUNRE)
- **Nam Tran The**, Vietnam Maritime University (VMU)
- **Hang Dinh Thi Thuy**, Vietnam Maritime University (VMU)
- **Tuan Dao Van**, Vietnam Maritime University (VMU)
- **Dung Pham Tien**, Vietnam Maritime University (VMU)
- **Phu Tran Duc**, Vietnam Maritime University (VMU)
- **Hien Quan Thi Kinh Hien**, Vietnam Maritime University (VMU)
- **Huyen Hoang Thi Khanh**, Vietnam Maritime University (VMU)
- **Tuan Le Anh**, Can Tho Univeristy (CTU)
- **Nam Nguen Dinh Giang**, Can Tho Univeristy (CTU)
- **Thinh Lam Van**, Can Tho Univeristy (CTU)
- **Tri Van Pham Dang**, Can Tho Univeristy (CTU)
- **Thanh Vo Quoc**, Can Tho Univeristy (CTU)
- **Minh Huynh Vuong Thu**, Can Tho Univeristy (CTU)
- **Trung Nguyen Hieu**, Can Tho Univeristy (CTU)



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- **Thu Ho Thi Yen**, Centre for Marinelife Conservation and Community Development (MCD)
- **Thu Phan Minh**, Oceanography Institute (VNIO)
- **Long Bui Ta**, Oceanography Institute (VNIO)
- **Sang Huynh Minh**, Oceanography Institute (VNIO)

*minute taker

02. Welcome

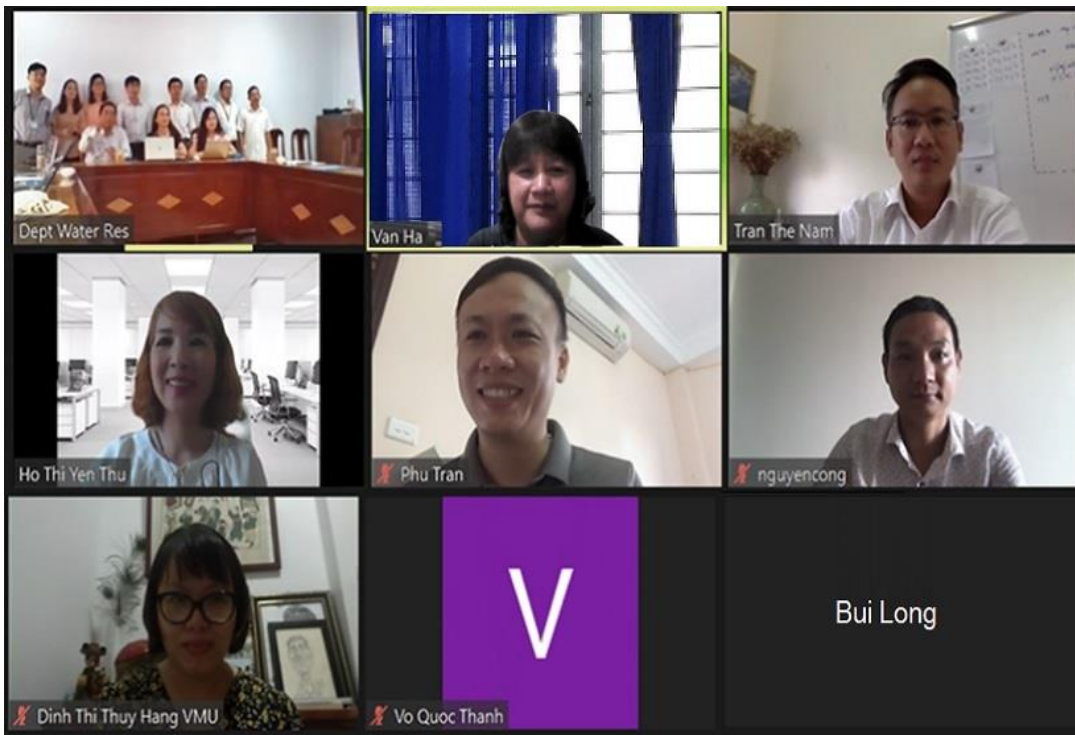
Tuan Le Anh, representative of Can Tho University-CTU. He also represented Dragon Institute to introduce about Dragon Institute and Can Tho University, potential cooperation opportunities within and outside the scope of the MARE project.





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03. Evaluation of the first period performance from each partners

Ha Nguyen Thi Van - Ho Chi Minh City University of Natural Resources and Environment - HCMUNRE gave a brief presentation of the MARE project's activities in the first period. In work package 1, the implemented contents include: Development of ToRs for the development and update of curricula and course materials; . Development of ToRs for MARE research framework and capacity building for doctoral training; Development of ToRs for MARE e-services; Development of ToRs for MARE research practice collaborative arrangements and the dissemination plan;Future Plan; Template for revised course; Activities will be monitored by the Quality Assurance Team.

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4. Template for new courses

Name:..... – XX credits

Coordinator	
Credits	
Lecturers	
Level	
Host institution	
Course duration	

Fall semester, 2020-2021

Summary
 This 3 ECTS course....
 Student will provide
 Target student audiences
 Master or PhD students majoring in.....
 Prerequisites
 Required courses (or equivalents):

Aims and objectives
 The main course objective is to

* The Authentic Tasks are:

Zoom gallery view participants: Van Ha (Dept Water Res), Phu Tran, Dinh Thi Thuy H..., Ho Thi Yen Thu, nguyencong

Attendees suggested using one template for the revised and new detailed outline courses. Each content in the course outline could state as updated or new content (if necessary).

All partners presented the number of credits and online courses that need to develop by each partners or join together as well as to report the work completed in the phase 1.

Thu Phan Minh – VNIO shared that the VNIO has not received the first payment from MARE project up to this moment. As a result, it is really difficult for us to get the stamp from VNIO Director.

Minh Huynh Thi Thu raised a problem in the seminar on the declaration of staff costs for online meeting activities. Due to the influence of the Covid-19 epidemic, two seminars in Hai Phong and Nha Trang were postponed. However, Can Tho University has conducted many online meetings. So we could declare the staff costs in WP 4.3.

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Recording | You are viewing Dept Water Res' screen | View Options | 01:41:55 | Speaker View | Exit Full Screen

MARE - DEPLOYING WORK PACKAGE PHASE 2 MEETING
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I. Activities completion (Cont)

1. Establishing CTU's coordinating board of the MARE project (Cont)

Meetings of CTU's coordinating board

Van Ha

Phu Tran

Dinh Thi Thuy H...

Ho Thi Yen Thu

nguyencong

Vo Quoc Thanh

Tuan Le Anh

Unmute | Start Video | Participants (9) | Chat | Share Screen | Record | Reactions | Leave

Mr. Le Anh Tuan- Can Tho University (CTU) reported the result of the first period

TRƯỜNG ĐẠI HỌC HÀNG HẢI VIỆT NAM
VIETNAM MARITIME UNIVERSITY

Các học phần đề xuất cập nhật

Bậc đào tạo	CTBT liên quan	Học phần	Điều chỉnh/ Tổng	Contents will be updated	Changes in course materials (Lists)	Hạn hoàn thành
Cử nhân 25 SV/năm	Global Studies and Maritime Affairs	Ocean Environmental Management (<i>Quản lý môi trường đại dương</i>)	2/3 (50%)	- Interaction between the Atmosphere and the Oceans - Typical marine resources: Biological resources; Physical resources; Energy; etc. - Plastic and microplastic pollution	Update latest materials regarding sustainable management of the Ocean	Tháng 4/2021
Cử nhân 25 SV/năm	Global Studies and Maritime Affairs	Environmental Law (<i>Luật Môi trường</i>)	1/3 (10%)	Area-based management of marine environment: Policies on the Marine Protected Areas, Particularly Sensitive Sea Areas	Update recent publications on the international management of the global environment, with the focus on maritime activities	Tháng 4/2021
Kỹ sư 50 SV/năm	Kỹ thuật môi trường	Management and Control of marine pollution (<i>Quản lý và kiểm soát ô nhiễm môi trường biển</i>)	1/4 (10%)	Update national and international legislation on the management and control of marine pollution	Update latest legislation on the management and control of marine pollution	Tháng 4/2021

Tran The Nam

Van Ha

Hang VMU

Mr. Phan The Nam- VMU reported the results of the first period implementation



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Objective of course

Help to:

- Understanding abundance of marine organisms.
- Understanding processes to change the abundance of marine organisms.
- Understanding the effect of humans on marine ecosystem changes and its biogeographic contingencies.
- Improving scientific communication skills and teamwork.

Mr. Phan Minh Thu- VNIO presented the results achieved in the first phase

04. Development of online courses and course materials

Toha Le Thi Kim, Ho Chi Minh City University of Natural Resources and Environment (HCMUNRE) presented the process of building an online teaching module. This is the implementation content of the WP3.2. Development of online learning modules.

Ms. Le Thi Kim Thoa – HCMUNRE presented the process of building online teaching modules



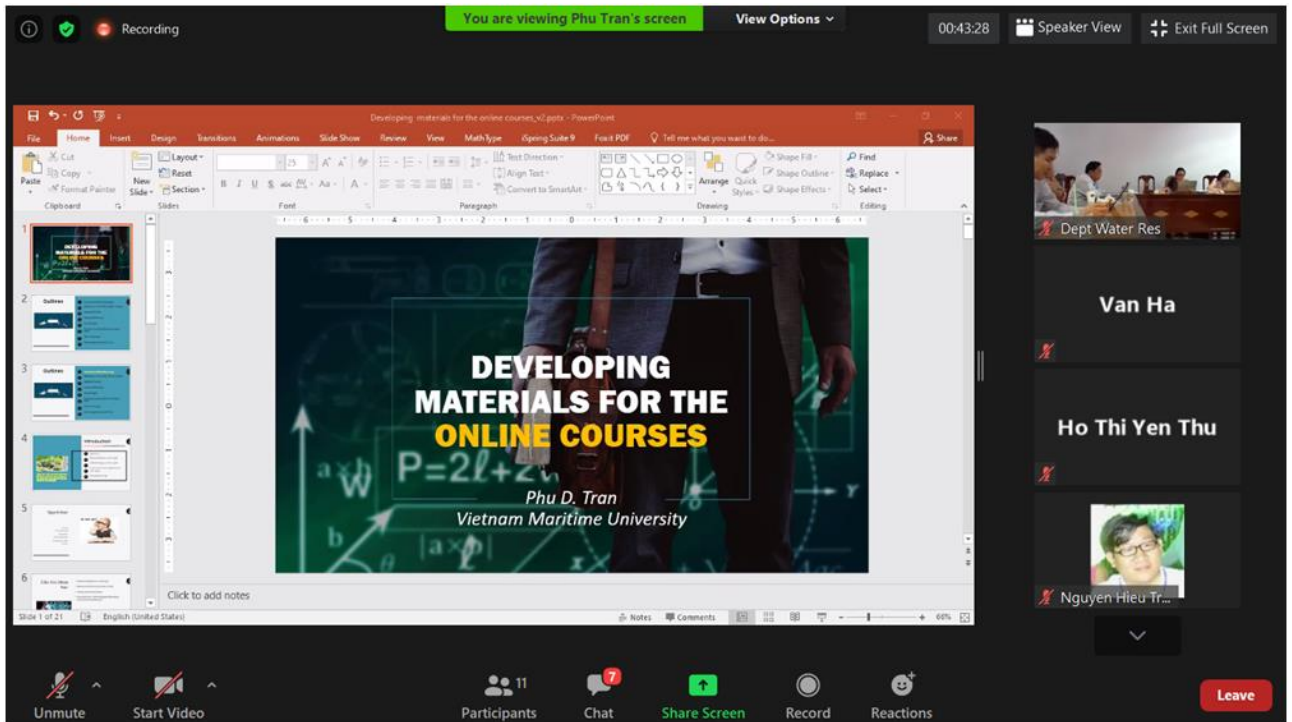
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Toha highlighted that building an online course will be very different from building a face-to-face lesson in class. Therefore, online content must be selected intelligently to attract learners to involve.

Phu Tran Duc, Vietnam Maritime University (VMU) introduced the development of materials for online courses.



Phu Tran Duc -VMU presented the developing materials for a online course

Toha Le Thi Kim- HCMUNRE focused on the importance of developing online course materials. we should pay more attention to the copyright of materials when upload them to the flatform for students to refer to.

In order to help participants visualize how an online course can be built, Ms. Le Thi Kim Thoa – HCMUNRE introduced a number of equipment and software used to build a online course.



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Thoa Le Thi Kim – HCMUNRE introduced some equipments and softwares used to build a online course.

Most of the participants were still quite vague about the learning management system-LMS of the project? When will that LMS be established and introduced to all partnerships? Demo of the online teaching platform should be provide to us to facilitate the construction and design of online courses.

Thoa Le Thi Kim, HCMNRE emphasized that the implementation of work package 3.2 requires close interaction among project members, especially members working together in develop a online course. All members should pay attention to complying with the process of implementing and developing online courses as agreed in the WP1. This will make the evaluation and monitoring more convenient.



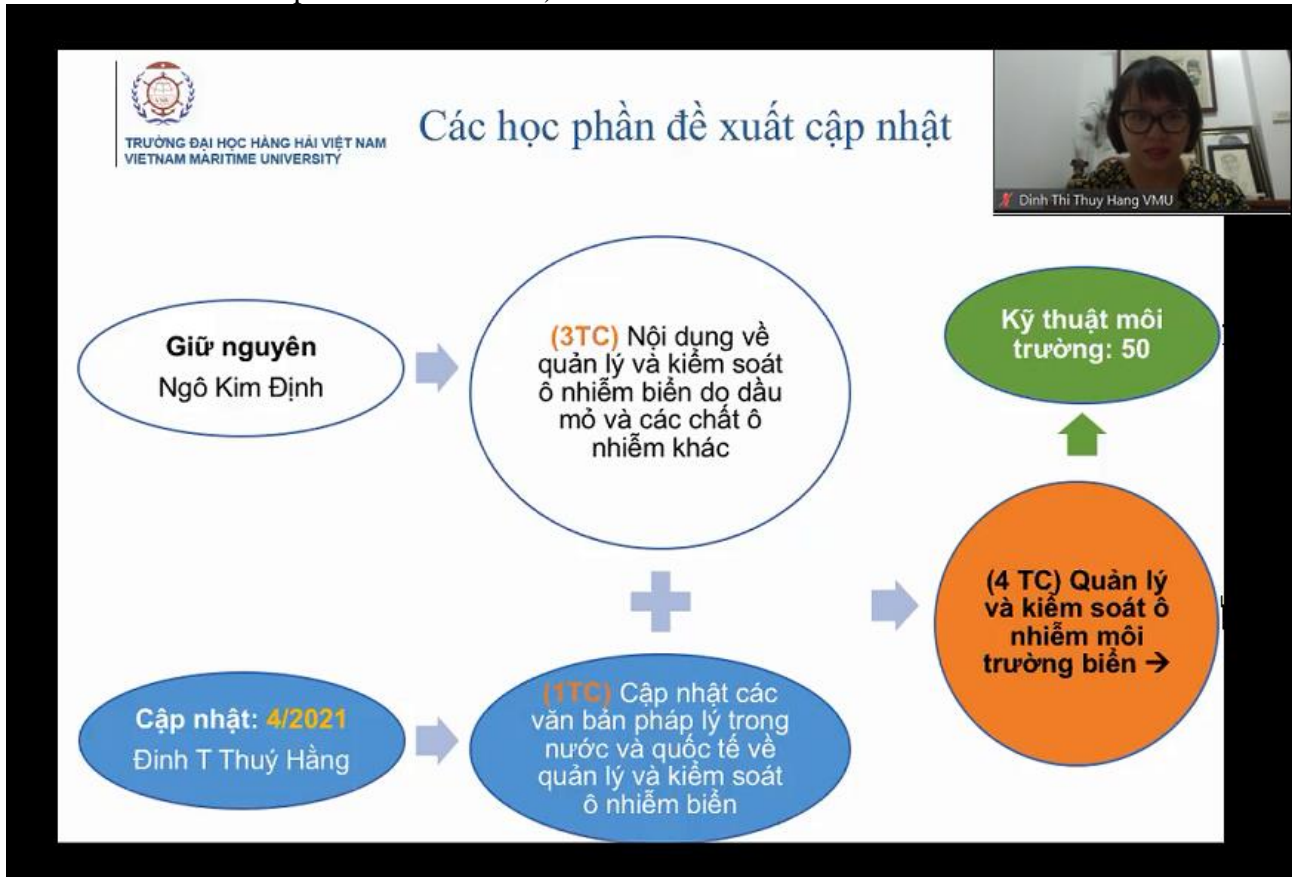
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05. Introduction of the detailed course’s outlines

Three revised online courses registered by VMU are presented by Hang Dinh Thi Thu- VMU (Ocean Environmental Management – 4.5 ECTS, Environmental Law – 4.5 ECTS; Management and Control of marine pollution – 6 ECTS).



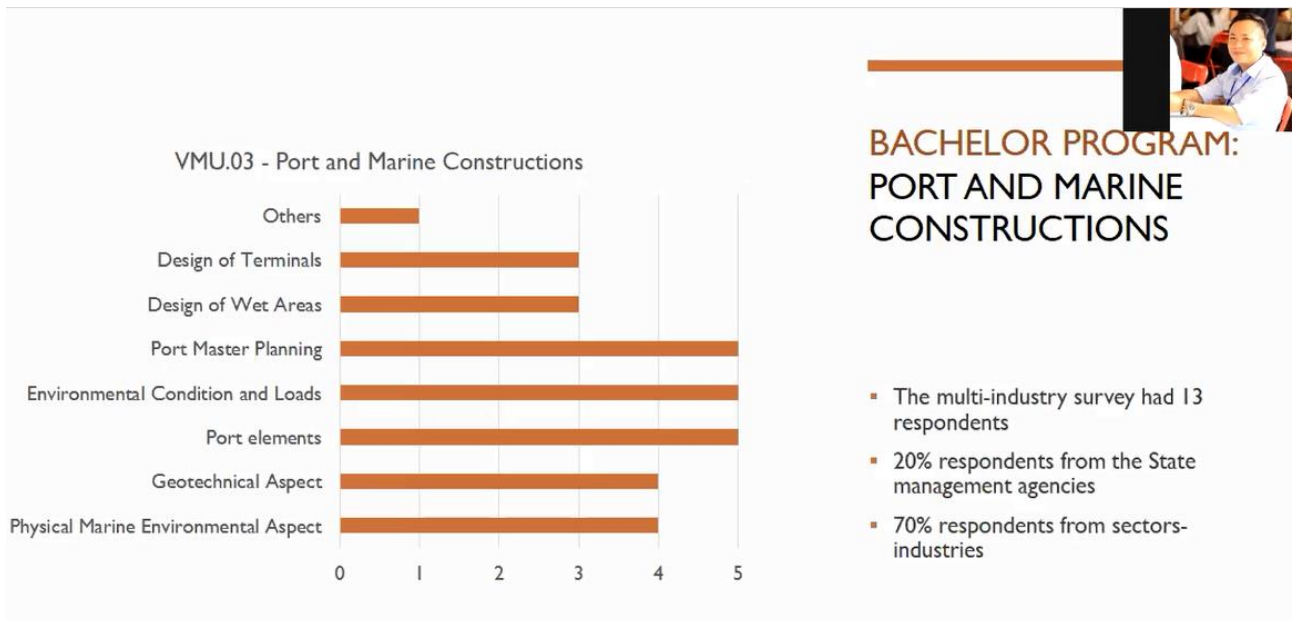
Dinh Thi Thu Hang – VMU introduced the detailed course outline of revised courses

Two new courses registered by VMU are introduced by Phu Tran Duc- VMU. they are Port and Marine constructions – 3 ETCS and Adapting building construction to the effects of climate change – 4.5 ETCS.



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Phu Tran Duc – VMU introduced the detailed course outline of new courses

Kim Tran Thi- Ho Chi Minh City University of Natural Resources and Environment (HCMUNRE) presented the detailed outline of 3 new courses: Modeling the marine environment- 4,5 ECTS; Control of marine pollution- 3 ECTS and Management and Control of marine pollution- 3 ECTS.

THÔNG TIN MÔN HỌC (GENERAL INFORMATION)

- Tên môn học tiếng Việt: Kiểm soát ô nhiễm biển
- Tên môn học tiếng Anh: Control of Marine pollution
- Thuộc khối kiến thức: Chuyên ngành
- Số tín chỉ: 2,0
- Số tiết lý thuyết/ số buổi: 30 tiết/10 buổi
- Số tiết thực hành/ số buổi: Không
- Môn học tiên quyết: Không
- Môn học song hành: Không

Kim Tran Thi - HCMUNRE introduced the detailed outline of courses



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Thu Phan Minh- VNIO introduced the detailed outline of Marine ecology course- 4,5 ECTS and River-sea interactions course – 3 ECTS.

Objective of course

Help to:

- Understanding abundance of marine organisms.
- Understanding processes to change the abundance of marine organisms.
- Understanding the effect of humans on marine ecosystem changes and its biogeographic contingencies.
- Improving scientific communication skills and teamwork.



Dept Water Res

Van Ha

Tran The Nam

Sang Huynh Minh- VNIO presented Fisheries Oceanography course – 3 ECTS and the course of Marine Primary Production – 3 ECTS presented by Bui Ta Long- VNIO.



The screenshot shows a Zoom meeting interface. The main content is a slide with the following text: "Co-funded by the Erasmus+ Programme of the European Union", "MARE", "Marine Coastal and Delta Sustainability for Southeast Asia", and "Fisheries Oceanography Institute of Oceanography Vietnam". The slide also features logos of various institutions. On the right side of the Zoom window, there is a list of participants: "Dept Water Res", "Van Ha", "Tran The Nam", and "Vo Quoc Thanh". The Zoom control bar at the bottom shows options like "Unmute", "Start Video", "Participants", "Chat", "Share Screen", "Record", "Reactions", and "Leave".

Sang Huynh Minh - VNIO presented the detailed outline of Fisheries ocesanography course



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CTU introduced 5 detailed outline courses as follows: Fundamentals of climate change and natural disasters presented by Le Anh Tuan- CTU; Watershed management- 3 ECTS presented by Nguyen Dinh Giang Nam; Watershed and coastal zone management- 3ECTS presented by Pham Van Dang Tri-CTU; Principles of Climate change mitigation and adaptation- 4,5 ECTS presented by Nguyen Hieu Trung- CTU; and -Hydrological Modelling- 3ECTS presented by Huynh Thi Thu Minh- CTU.



All participants discussed the contents of each syllabus, how partners, at least among Vietnamese partners can inherit the same contents in each course to avoid duplication. For example, two courses have similar contents such as Control of marine pollution course from HCMUNRE and the management and control of marine pollution course from VMU or management of marine resources and environment course from HCMUNRE with ocean environmental management course from VMU. In fact, the content of marine resources and environmental management is a part of the ocean environment management course. However, this is an updated course for VMU and it is a new course for HCMUNRE with a duration of 3 ETCS.

In addition, participants also commented on the content of some of the detailed outlines is quite wide, it is necessary to remove the information that learners can self-learn and read in the course



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materials, we should focus on content that is of interest to many people, or content that many learners are still ambiguous or mentioned in few documents ...

MCD presented 4 short courses that MCD can organize for interested staff to attend in terms of short course for summer school, winter school...

MARE
DEPLOYING WORK PACKAGE PHASE 2 WORKSHOP
Can Tho, Vietnam
17th – 19th September 2020
MCD TENTATIVE SHORT COURSES 2020 - 2023

I. MCD in general

- Vietnamese NGO established in 2003 devoted to marine conservation and coastal community development in Vietnam – practitioner, connector, advisor
- Implemented more than 70 projects of various sizes – international funders
- Operational in 8-10 coastal provinces of Vietnam – north, central, south
- Team of 20-25 staff full time and tens of domestic and international interns and volunteers

Thu Ho Thi Yen - MCD indicated four short courses

06. Financial and Administrative Issues

Ha Nguyen Thi Van - HCMUNRE shared her experiences about the ERASMUS funded projects which she has carried out so far. All attendees agreed the following comments:

- To suggest all online courses would add social and integrated knowledge, practical skills rather than just focusing on deepening techniques.
- suggestion of adding 1 financial coordinator for easier and timely financial guidance.
- The meeting will be decentralized (manager – monitoring board and technical team), each meeting will have a separate meeting of the monitoring board.
- Technical teams will need to continue with online expertise to develop coursework.
- Each course has its steam leader and stakeholders
- Come to an agreement on time plan and procedures for applying into new course, joined courses.
- Come to an agreement with Igor on the process of changing categories in the budget, allowing 10% of the payments transfer to each category.



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- All partners should pay attention on 10 % of VAT when purchasing equipments, find ways to save 10% VAT.
- A regular online meeting should be held and request the project sponsor to allow additional funding to buy the software to make online meetings more professional.

07. Next activities - date and products

Thoa Le Thi Kim- HCMUNRE proposed an implementation plan for the next period. The participants discussed and agreed on a number of tasks with the deadlines for submitting products of each financial report period. As follows:

Next activities for course development

Next activities	Completed dated	Descriptions
1. Sending template for detail course online on word file	25/09/2020	Ms Ha will send to all VN participants
2. Detailed course outline	20/10/2020	All VN partners
3. Discussion agreement	01/11/2020	The person responsible for writing detailed outlines discussed within the group and sent to the coordinating partners to agree on the detailed outline.
4. revised the detailed course online	10/11/2020	
Report the 2nd periods (14/1/2021)		



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5. Detailed course content	10/05/2021	
6. Reviewing course content	30/5/2021	The person responsible for writing detailed course content will discuss within the group and sent to the coordinating partners to agree on the detailed outline.
7. Revised course content	30/6/2021	
8. Final peer review	07/07/2021	
Report the 3rd period (14/7/2021)		
9. Developing online course (each partner choose 1 elective course – 50% completion):	30/8/2021	
9.1. Review / discussion within partners	15/9/2021	The group responsible for developing online course will discuss coordinating partner(s) for agreement /discussion.
9.2. Revised online course	30/9/2021	
9.3. Pilot online course	15/10/2021	The group responsible for developing online course will discuss within VN partners for sharing experience.
10. Developing online course (each partner choose 1 elective course – 100% completion):	30/10/2021	
10.1. Review / discussion within partners	15/11/2021	
10.2. Revised online course	30/11/2021	
10.3. Pilot online course	07/12/2021	The group responsible for developing online course will run the first online course for the student.
Report the 4th period (14/1/2022)		