

Proposed Participation of SEAMEO to the China-ASEAN Education Cooperation Week (CAECW)

Roles and Responsibilities of SEAMEO, ACC and GPDE

Guizhou Provincial Department of Education (GPDE), China and Ministry of Education-China are the main organizers of the China-ASEAN Cooperation Week (CAECW).

ASEAN-China Centre (ACC) and SEAMEO will play vital role in its development and conduct.

a. Roles and Expectations from SEAMEO:

- i. Participate in the development of programme and preparatory activities for the Cooperation Week. SEAMEO to form a committee, to be comprised of representatives from relevant SEAMEO Centres, who will be involved in the preparatory activities for the Cooperation Week; ACC and GPDE to likewise form a counterpart committee;
- ii. Serve as Resource Persons/Speakers in the Thematic Forums;
- iii. Participate in the education exhibit/exposition;
- iv. Co-host or Co-organize selected thematic forum with counterpart education institutions or universities in China forum. SEAMEO to provide the technical expertise to the education institutions or universities in developing the programmes and activities; while the universities or education institutions will provide the venue for the thematic forum;
- v. Assist in promoting the Cooperation Week and facilitate the invitation for the participation of SEAMEO Member Countries, SEAMEO Centres and education partners;
- vi. Assist in developing the programme/forum design for the students' forum/dialogues; and
- vii. Assist in facilitating the participation of SEAMEO Member Countries in the cultural shows/exhibits; and
- viii. Responsible for press release and media promotion of the event in Southeast Asia;

b. Roles and Expectations from ACC and GPDE:

- i. Serves an oversight function in organizing and coordinating the event;
- ii. Participate in the development of programme and preparatory activities for the Cooperation Week, including that of the thematic forums, education exhibit, student forum and cultural shows,
- iii. Provide the financial and technical support on the conduct of the Cooperation Week;
- iv. With support from education institutions in China, organize the event, including assisting in logistical and administrative arrangements for participants coming from SEAMEO Member Countries, invitation to experts/specialists/officials not from SEAMEO;
- v. Responsible for invitation to experts/speakers from China and local participants; and
- vi. Responsible for press release, media promotion of the event in China;