



## **Meeting Notes**

**Editorial Meeting for 2013 SEAMEO-APCEIU Collaboration on Educational Material  
Development for Cultural Understanding through Paintings of Southeast Asia and Korea  
14-15 October 2013  
APCEIU, Korea**

### **I) Participants:**

1. SEAMEO Secretariat: Dr Tinsiri Siribodhi and Ms Piyapa Su-angavatin
2. SEAMEO SPAFA: Dr M.R Rujaya Abhakorn and Ms Linh Anh Moreau
3. APCEIU: Dr. Kwang-Hyun Kim (Chief, Research and Development Team), Ms. Hyo-Jeong Kim (Assistant Programme Specialist)

### **II) Agreement from the Meeting:**

#### **1. Selection of Paintings**

- There are 8 countries submitted the paintings, namely Cambodia, Korea, Malaysia, Myanmar, Philippines, Thailand and Vietnam.
- SPAFA (Dr.Rujaya) will contact Indonesia for the paintings which use the technique of glass painting. – If the process to obtain the paintings from Indonesia takes time, we may not include Indonesia.
- A painting from Malaysia called “Mandi Safar” should be changed.
- APCEIU indicates that they would like to change the paintings of Korea to be more variety on festival. APCEIU is to follow-up with the expert from Korea on this matter.

#### **2. Explanatory Texts**

- Dr Rujaya showed the example of edited explanatory text and suggested that the explanatory text of all the paintings should have the same format.
- SPAFA needs to follow up the text from Philippines and Malaysia on the text of the painting.
- APCEIU need to send the revised texts of the Korean painting to SPAFA (if the paintings are changed).
- Dr Rujaya and Dr Arsenio will review and edit the content in the text of all the paintings.
- Language editing of the text will be done by Linh
- SPAFA informed that the lay-out design and art/work will take 1.5 months and printing will take 15 days – therefore all texts should be edited and ready for the art work by the end of Oct.



- The agreed timeline is as follows:
  - All texts to be ready by the end of Oct
  - 1<sup>st</sup> draft of book layout - End of Oct
  - 1<sup>st</sup> draft of text - End of Oct
  - Revision of text and book layout: - 1<sup>st</sup> week of Nov
  - Finalising text and layout - 2<sup>nd</sup> week of Nov
  - Finalising the book artwork - 3<sup>rd</sup> week of Nov

### 3. Contents of User's Guide

- SPAFA presented the contents of the User's Guide
- The meeting suggested to improved the User's Guide as follows
  - The contents of the User's Guide will be for the general readers.
  - Shorten the introduction part.
  - Combine the introduction part with the objectives of the User's Guide and reformat as the narrative style
  - Add "Introduction" (a small paragraph) at the "Suggested Activities"
  - The guiding questions under "Suggested Activities" should be more difficult for the secondary students by adding inquiry-based questions.
  - "Resources" should be at the end.
- SPAFA will revise the content of the User's Guide and send to all for agreement.

### 4. Contents, Design and Format of the book

- SPAFA presented the drafted contents of the book
- The meeting agreed on the tentative title of the book "**Cultural Understanding through Paintings of Southeast Asia and Korea**".
- The meeting agreed on the style and format of the project publication as follows:
  - Font type - Arial
  - Design of the front cover can be drafted in 3 styles: 1) Collage of paintings from countries, 2) No painting, just usual illustration and 3) Play around the design with the book title.
  - The section page of each country should be designed.
  - A full page of painting should be allocated for 1 page.
  - Size – as in the quotation – 4 color printing
  - Number of pages – approx 120-150 pages
  - SPAFA will request a new quotation from the printing company
- SPAFA will draft "Foreword" and "Introduction" part of the book



## 5. Monitoring and Evaluation Process

- APCEIU would like to measure the effectiveness of the learning material.
- The suggestions from the meeting included:
  - APCEIU should summarise the results from the evaluation forms which APCEIU received from the previous projects in order to identify what areas that they would like to review/focus.
  - Create an evaluation form and post on the project website
  - SEAMEO Secretariat offered the schools under the community Involvement Programme could be the case study for using the APCEIU learning materials.
  - Schools apply for joining the activity (extension of distribution part/ allocate at least 100 copies of the project publication to the schools / more budget is needed / trace the schools on-line / the monitoring and evaluation form for the schools must be redesigned and customised)
  - Promote the activities through website and facebook – and to the SEAMEO database of ESD award and SEAMEO school network
- If the school wants to join the monitoring activity:
  - Apply to APCEIU directly through the website of the project
  - Provide incentive such as learning materials to the schools which send a feedback after using the materials.
  - Monitoring results should be qualitative and quantitative
- SEAMEO Secretariat should update all project outputs of the SEAMEO-APCEIU project on the SEAMEO website and create a weblink to the APCEIU website (<http://nest.unescoapceiu.org/>)
- The school target should include - schools under the APCEIU training on EIU and schools which have no background on EIU background – This is to see the comparative results.
- Dr Rujaya suggested that the SEAMEO Centres' alumni and non-school alumni should be considered and selected for participating in the monitoring process.
- APCEIU to design the mechanism and allocation of the school target.
- List of target group for monitoring
  - Ministry of Education (Permanent Secretary, Secretary-General, Head of Basic Education, Director of Curriculum, Director of English Department, Director of ASEAN Education)
  - Faculties of Education of some main universities in 11 countries (Need to combine the lists from APCEIU)
  - SEAMEO Centres – alumni of SEAMEO Centres / schools under the Centres's projects



- Related International Development Agencies – (Need to combine the lists from APCEIU)
- National libraries
- Project country representatives, resource persons
- Schools
  - EIU alumni (school principles) – (Need to combine the lists from APCEIU)
  - Schools which apply through website (mail the publication to them later)
  - Schools in general selected from SEAMEO ESD database
- The objectives of the M&E should be established and clear - such as how many feedback APCEIU needs for the report. (If we need 100 feedbacks - 60 per cent from schools 40 percent from non-schools)
- APCEIU will design the monitoring and evaluation mechanism, including the target sample, mechanism to select schools, and M&E tools (questionnaire - what to ask the schools and what to evaluate).
- APCEIU will monitor and follow up with the schools
- This monitoring and evaluation mechanism will start from this project

## 6. Possible Future collaboration

- 2014 Paintings Project
  - Use the same paintings or other theme for other outputs such as animation
  - The budget for 2014 will be the same amount or less.
  - The meeting agreed that to animate the paintings is too limited.
  - Other theme suggested such as specific things on daily life or market
  - Target group – primary children
  - The output could be mixed with cartoon presentation.
  - The ideas on the theme and outputs of this 2014 project will be communicated through email by APCEIU
  - Further ideas are to be discussed.
- 2013-2014 Everyday 100 Objects Project
  - APCEIU will follow up with the Ministry of Foreign Affairs and ASEAN for the approval for this project proposal.



### **III) Summary of the Next Actions**

#### **1. Paintings**

- APCEIU to contact the Korean expert for re-submission of new paintings and revised scripts
- SPAPA to follow up with Indonesia for the glass painting and scripts.
- SPAPA to contact the expert of Malaysia for changing the Painting “Mandi Safar” (if possible)

#### **2. Explanatory Text**

- SPAPA to follow up texts with Malaysia and Philippines
- SPAPA to shift and restructured texts before sending for the editing

#### **3. Contents of the Book**

- SPAPA to revise the contents of the books based on the agreement
- SPAPA to draft “Foreword” and “Introduction” for the book

#### **4. User’s Guide**

- SPAPA to revise the User’s Guide and send to all for agreement

#### **5. Book Production**

- SPAPA to ask a new quotation based on the reduced number of pages
- SPAPA to brief the supplier for the lay-out design based on the agreement of the meeting

#### **6. Monitoring and Evaluation Process**

- APCEIU to design the monitoring and evaluation mechanism and target group
- APCEIU to design the monitoring and evaluation forms based on the target group.
- APCEIU to send the mailing lists of schools and partners under EIU network to SEAMEO
- SEAMES to revise the mailing list based on the discussion
- SEAMES to create the weblink to the APCEIU page
- SEAMES to develop the webpage on the SEAMEO-APCEIU project which include all learning materials developed from the past.

#### **7. Next Collaboration**



- APCEIU to facilitate communication and exchanging of ideas through email regarding the 2014 Painting Project
- APCEIU to follow-up and update the project partners on the status of the 100 Objects Project funded by the ASEAN Secretariat

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Note Taken by Piyapa (SEAMEO Secretariat)