

**ROK-ASEAN Cooperative Projects:
Southeast Asia and Korea Educational Material Development for Cultural
Understanding through Everyday Objects**
(Funded by ROK-ASEAN Future Cooperative Funds)

Summary of Editorial Meeting

Location: Tulip Hall (1F), Guro Hotel, Seoul, Korea

Date: 2014/9/26 (11:00 – 13:00)

1) Participants

- APCEIU: Dr. KIM Kwang-Hyun / Mr. KIM Hyun
- SEAMEO Secretariat: Ms. Piyapa Su-angavatin
- SEAMEO SPAFA: Dr. M.R. Rujaya Abhakorn / Ms. Linh Anh Moreau

2) Background:

In reference to outcomes of the preliminary meeting (12/June/2014), preparatory meeting (23/September/2014) and regional meeting (24-25/September/2014) on “ROK-ASEAN Cooperative Projects: Southeast Asia and Korea Educational Material Development for Cultural Understanding (through everyday objects)”, This Editorial Meeting (among implementing organizers) was convened to discuss the details of the implementation plan as the following meeting agenda.

A) Revised Budget Breakdown for Translations and Publication

Activity	Total Amount (USD)	Description	Remark
Translating the manuscript	9,600	Translation fees \$1,200x 8 languages=\$9,600 <i>*1,200USD will be excluded for Myanmar</i>	* Donor condition would not allow any changes in budget per activities
Publicizing the sourcebook	33,100	A. E-book (including Design/Layout cost) \$1,700x7languages=11,900	*Individual contract shall be established for translation per each language.
		B. Hardcopy material production expenses \$106 x 100copies x 2types(Korean/English)=\$21,200	
Mailing the sourcebook	650	Mailing cost \$5x130copies=\$650	

*2014-07-09 Letter of permission to request changes in programme and budget has been sent out to Ministry of Foreign Affairs of Republic of Korea, based on the recommendation resulted from preliminary meeting(12/June/2014)

*2014-07-22 Letter of permission to request changes in programme and budget has been sent out to ASEAN through Ministry of Foreign Affairs of Republic of Korea

*2014-09-25 Ministry of Foreign Affairs and ASEAN has agreed on the revised budget and programme

Note taken by Hyun Kim

B) The languages of the publication

Within the donor conditions (on the submission of final outputs), the publication should be produced in 8 local languages. However, Myanmar will be excluded due to the rejection of participation to this project from the Ministry of Culture. Overall, translation shall be made from English text into 7 languages as follows:

- English
- Korean
- Thai
- Vietnamese
- Khmer
- Myanmar
- Bahasa Melayu
- Bahasa Indonesia
- Lao

C) The types/design of publication

- It was agreed that out of the 150 items only 100 would be selected. Each country would keep 10 objects.
- The hard copy will be in English and Korea (100 copies per each), and the rest will be produced for the electronic version.
- For the design of artwork, we need to provide the fonts to the printing company.
- Overall layout and design for 8 leagues should be equal (except, we need to work on space, size of font depending on the characters of each languages)

D) Agreement on Timeline of Activities (for Editing, Translation, Publication and Distribution)

Deadline	Action Plans	Remark
30/Sep/2014	Circulation of the following documents to the country representatives by APCEIU A. Summary of agreements from the regional meeting during 24/25 September 2014 (Including Selected objects) B. Tentative Action plans / Timeline C. Reminder of request on securing translators	
5/Oct/2014	Submission of English text & Visual Data (Philippines, Korea, Vietnam) –Vietnamese national dress, Philippines' boat and textile (*Korea Objects will be handled by APCEIU in cooperation with Dr. Han)	
15/Oct/2014	SEAMEO will request country representatives to help us Identifying 6 translators for translation into local languages(Thai, Vietnamese, Khmer, Bahasa Melayu, Bahasa Indonesia and Lao) / (APCEIU will contact Korean translator) *Send the country texts to the each country representatives to review and return it to us by 25 October 2014	
25/Oct/2014	Deadline to receive the country texts reviewed and approved by the country representatives	
30/Oct/2014	Layout, Editing and Finalization of English Manuscript by SEAMEO SPAFA, SEAMEO Secretariat and APCEIU (Foreword of 3 Directors(1page/each), acknowledgement, academic introduction (2pages / focus on Southeast Asia)	

Note taken by Hyun Kim

	,table of contents and references – all texts shall be equally translated) 1 st Circulation / SEAMEO SPAFA 2 nd SEAMEO Secretariat & APCEIU (including Dr. Chung) Final – Dr. Rujaya *Priority -Editing of the everyday object texts & visual data	
15/Oct/2014	Finishing the draft of Letter of Agreement (including TORs) for Translation with 7 translators (to be confirmed by SEAMEO Secretariat and SEAMEO SPAFA) by APCEIU Send the draft LOA & TORs to the country representatives by APCEIU *Clarify the total sum of honorarium they will receive (Overseas bank transfer fee included in 1,200USD should be clearly stated) *Description (English text) of what they will be translating shall be attached	
30/Oct/2014	Confirmation of the translators by country representatives	
1/Nov/2014 - 30/Dec/2014 (2Months)	Translation into 7 languages from English (Approximately 50pages)	
1/Jan/2015 - 15/Jan/2015 (2weeks)	Review the final version of the translated text by the country representatives (Korean, Thai, Vietnamese, Khmer, Bahasa Melayu, Bahasa Indonesia, Lao)	
30/Oct/2014	Design/layout and consolidation: English version	
1/Dec/2014 - 28/Feb/2015	Printing English / Korean version	
16/Jan/2015 - 15/Feb/2015	Design/layout and consolidation: (Thai, Vietnamese, Khmer, Bahasa Melayu, Bahasa Indonesia, Lao)	
15/Feb/2015	Distribution	

I) Agreement on the Tentative Book Specifications

- 1) The design and printing will be done by the Printing Company in Thailand (Coordinated by SPAFA)
- 2) Book Specs: (This shall be modified depending on the budget, quotations to be received based on the pages, cover design)
 - A4, matt art paper, 4/4 colour, 60 pages (Approximately)
 - Cover: 2 pages, art card paper, **matt PVC lamination**, spot UV, with flaps
 - Binding: sections sewn, soft cover bound
 - Completed Artwork by Amarin
 - Quantities: 100 copies for English / 100 copies for Korean
 - Maps (Additional reference), Highlighting SEA countries and Korea (including Myanmar)
- 3) The electronic version will use the same design of English and Korean language

Note taken by Hyun Kim