



Mission Report

2nd SEAMEO CELLL Governing Board Meeting 3 October 2016

Prepared by
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Deputy Director for Programme and Development

A. SEAMEO Officials and Staff Member on Mission

Dr Ethel Agnes Pascua-Valenzuela
Deputy Director for Programme and Development, SEAMEO Secretariat

B. Background, Description and Objectives of the Activity

1. SEAMEO Governing Board Meetings (GBM) are conducted annually and aims to set ways forward for the Centre's direction for the coming fiscal year. SEAMEO CELLL's 2nd GBM provide opportunities for SEAMES to coordinate activities in the regional organization.
2. SEAMEO Secretariat seats as Ex-Officio member of SEAMEO RIHED GBM. It is mandatory function of SEAMES to update GB members on its key points, policies, activities, programmes and projects undertaken by SEAMEO as a regional organization in the last FY.
3. SEAMEO DDPD presented an opening remarks and a presentation of updates from SEAMES. (Working Paper No 1)

C. Participants

1. SEAMEO CELLL Director and staff
2. SEAMES Deputy Director representing the SEAMEO Director
3. SEAMES PSO
4. Observers and Collaborators such as the High Officials from UNESCO Institute for Lifelong Learning and DVV International Germany

D. Organizer/s

SEAMEO CELLL and in cooperation with Ministry of Education of Vietnam

E. Highlight of the Activity/Summary Points

1. The 2nd SEAMEO CELLL Governing Board Meeting was held in HO Chi Minh City and it was held back to back with the Experts Meeting on Lifelong Learning organized with UIL and DVV Germany.
2. The opening program has the following flow:

- Video presentation of SEAMEO CELLL and SEAMEO Song
- Welcome Remarks by the SEAMEO CELLL Director and SEAMEO Secretariat
- Introduction of the participants
- Election of Chief Rapporteur
- Adoption of Agenda
- Matters for Acknowledgement
- SEAMES Report on FF up Actions on SEAMEO Meetings

3. The WPs were tackled:

- WP1: Follow up Actions on SEAMEO CELLL GBM from the 1st GBM were reported to include:
 - This actions are on the official appointment of SEAMEO CELLL Director and no loner as interim Director
- The SEAMEO CELLL organizational chart was also approved
- The SEAMEO CELLL logo was approved
- The proposed five-year Development Plan was also approved
- WP2: Draft Annual Report for FY 2015-2016
- WP3: Audited Financial Report 2015-2016
- WP3: Proposed current FY budget and Three Year budget
- WP4: Proposed reappointment of the External Auditor
- WP5: Proposed programmes for FY 2016-2017
- WP6: Soft Skills Manual
- WP7: Proposed Project: Towards the Development of ASEAN Lifelong Learning Agenda

4. Matters for Information:

SEAMEO CELLL announced a Collaboration on International Workshop on ASEM LLL which will be held from 8-10 Nov in Ho Chi Minh City

The date and venue of the next meeting was approved as last week of Sept 2017

F. Role/Participation of SEAMEO

1. SEAMEO Sec presented Welcome Remarks
2. DDPD also presented the Updates from SEAMES which is the presentation on Significant Points, Agreements, and Actions Taken on Key Agenda Items from SEAMEO Meetings in FY 2015-2016, which generates interests from GB members.

G. Side Meeting/s

DDPD met with UIL Director to discuss SEAMEO as a sub-regional member of the Global Alliance for Literacy and requested for a possible collaboration to do the SEAMEO and UIL Roadmap.

H. Follow-up Actions Needed

The SEAMEO CELLL and SEAMES proposal will be finalized and organized in 2017.

I. Photos of the 2nd SEAMEO CELLL GBM





SEAMEO CELLL 2nd Governing Board Meeting and Expert Meeting
3-5th October, 2016
Ho Chi Minh City - Vietnam

PROPOSED MEETING AGENDA
(Participants: SEAMEO CELLL Governing Board Members, SEAMEO Secretariat, MOET Viet Nam, Invited Observers and SEAMEO CELLL Key Personnel)

| TIME | PROGRAM | NOTES |
|---|---|--------------|
| Sunday, 2nd October 2016 | | |
| | Arrival of participants - Hotel check-in | |
| 19:00 – 21:00 | Welcome Dinner hosted by SEAMEO CELLL | |
| DAY 1: Monday, 3rd October 2016 | | |
| 2nd GOVERNING BOARD MEETING | | |
| 08:00 – 08:30 | Registration | |
| 8.30 – 9.15 | Session 1: Opening Formalities | |
| | <ol style="list-style-type: none">1. Video presentation on SEAMEO CELLL2. SEAMEO Song3. Welcome remarks by the Centre's Director4. Opening statement by the Chair of the Governing Board5. Statement by the Director of the SEAMEO Secretariat6. Introduction of Participants (GB members and observers)7. Election of Chief Rapporteur8. Adoption of Agenda | |
| 9:15 – 9:25 | Photo Session | |

| TIME | PROGRAM | NOTES |
|---------------|---|-------|
| 9:25 – 9:55 | <p>Session 2: Matters for Acknowledgement</p> <ol style="list-style-type: none"> 1. (GBM-2/IP1) Matters for Acknowledgement 2. (GBM-2/WP2) Report of follow-up actions from SEAMEO meetings and updates on the recent developments in SEAMEO (by SEAMEO Secretariat) | |
| 9.55 – 10.10 | Coffee Break | |
| 10.10 – 11.10 | <p>Session 3: Matters for Approval</p> <ol style="list-style-type: none"> 1. (GBM-2/WP3) Follow-up actions taken by SEAMEO CELLL on the Decisions and Recommendations of the 1st SEAMEO CELLL Governing Board Meeting 2. (GBM-2/WP4) Draft Annual Report for FY 2015/2016 3. (GBM-2/WP5) Audited Financial Report for FY 2015/2016 4. (GBM-2/WP6) Proposed current FY 2016/2017 budget, Three-year budget for FY 2017/2018, 2018/2019, 2019/2020 and personnel strength budget ending 30 June 2018 5. (GBM-2/WP7) Proposed Re-appointment of the External Auditor for FY 2016/2017 | |
| 11.10 – 12:00 | <p>Session 4: Matters for Considerations</p> <ol style="list-style-type: none"> 1. (GBM-2/WP8) Proposed programmes for FY2016-2017 2. (GBM-2/WP9) Soft Skills Manual 3. (GBM-2/WP10) Project on “Towards an ASEAN Lifelong Learning Agenda” | |
| 12.00 – 12.10 | <p>Session 5: Matters for Information</p> <p>(GBM-2/IP11) International workshop with ASEM LLL Hub “Lifelong Learning and Resilience in Disaster Management: Asian and European Perspectives” in HCM City, 8-10 November 2016</p> | |
| 12.10 – 12.30 | <p>Session 6: Other Matters</p> <ol style="list-style-type: none"> 1. Date and Venue of the 3rd Governing Board Meeting 2. Any Other Matters | |

| TIME | PROGRAM | NOTES |
|---------------|--|--------------|
| 12.30 – 13.30 | Lunch | |
| 13.30 – 15.30 | Site visit | |
| 15.30 – 16.30 | Review and Adoption of the GBM Proceedings <i>(for GB Members only)</i> | |
| 16.30 – 17.00 | Closing Formalities | |
| 18:00 – 20:00 | DINNER | |