



CONCEPT NOTE

Webpage: <http://seatvet.seameo.org/news/31>

Email: tvetmeeting@seameo.org; InternshipASEAN4.0@gmail.com

1. Background

Technical Education and Vocational Training (TVET) has been identified as one of the seven priority areas of SEAMEO Education Agenda for development in Southeast Asia, which were agreed at the Strategic Dialogue of Education Ministers (SDEM) meeting in September 2014.

To promote the internationalisation of TVET institutions, and leverage the global competitiveness and 21st century skills of TVET students in Southeast Asian countries, the Southeast Asian Ministers of Education Organization (SEAMEO) in collaboration with Ministries of Education and related Ministries and TVET institutions developed a network of TVET institutions called SEAMEO Polytechnic Network for enhancing internationalisation and partnership of TVET institutions (colleges, polytechnics and university of technologies) in the Southeast Asian region through **cross-country exchange programme and other collaboration**.

In addition, the 3rd High Officials Meeting on SEA-TVET hosted by the Ministry of Education of Malaysia in May 2017 also recommended to improve the student mobility and suggested that the SEAMEO Secretariat serve as a Coordinator to facilitate the implementation process of TVET Student Exchange Programme.

Since 2018, the SEAMEO Secretariat in collaboration with TVET institutions, and relevant Ministries of Education and Technical Education has organised the “SEAMEO Polytechnic Meeting” twice a year as a “Meeting Platform” to discuss the implementation process and seek commitments from the participating institutions for SEA-TVET Student Exchange Programme. As a result, the SEA-TVET Student Exchange Programme has been implemented for **4 batches** with the total number of **1,143 TVET students exchanged in 2018-2019**.

The current 4th batch is being implemented with the participation of approximately 542 students from 90 institutions in Indonesia, Malaysia, Philippine, Thailand and Vietnam.

SEAMEO Polytechnic Network Meeting	Outputs	Number of Participating Institutions	Number of Student Exchange	Exchange Period
1 st SEAMEO Polytechnic Network Meeting, Brunei Darussalam, June 2016	6 Frameworks of Cooperation were signed.	62 participants from 6 Brunei Darussalam, Cambodia, Indonesia, Malaysia, Philippines and Thailand	The exchange was implemented by bilateral agreements	2017
2 nd SEAMEO Polytechnic Network Meeting, Chiangmai, Oct 2017	Letter of Agreement for 1 st Batch of SEA-TVET Student Exchange Programme	12 institutions from 4 countries: Indonesia, Philippines, Thailand, Vietnam	55	Jan- Feb 2018 for 30 days

SEAMEO Polytechnic Network Meeting	Outputs	Number of Participating Institutions	Number of Student Exchange	Exchange Period
3 rd SEAMEO Polytechnic Network Meeting, Surabaya, Apr 2018	Letter of Agreement for 2 nd Batch of SEA-TVET Student Exchange Programme	49 institutions from 5 countries: Indonesia, Philippines, Thailand, Malaysia, Vietnam	233	Aug-Sept-Oct 2018 for 30 days
4 th SEAMEO Polytechnic Network Meeting, Pangasinan, Oct 2018	Letter of Agreement for 3 rd Batch of SEA-TVET Student Exchange Programme	50 institutions from 5 countries: Indonesia, Philippines, Thailand, Malaysia, Vietnam	313	Jan-Feb-Mar-April 2019 for 30-90 days
5 th SEAMEO Polytechnic Network Meeting, Ipoh, Malaysia, 26-27 March 2019	Letter of Agreement for 4 th Batch of SEA-TVET Student Exchange Programme	90 institutions from 5 countries: Indonesia, Philippines, Thailand, Malaysia, Vietnam	542 (On-going)	Aug-Nov 2019 for 30-90 days
6 th SEAMEO Network Meeting, Danang, Vietnam, October 2019	Letter of Agreement for 5 th Batch of SEA-TVET Student Exchange Programme	100 institutions from 5 countries: Indonesia, Philippines, Thailand, Malaysia, Vietnam	Estimation of 400 students to be exchanged	April-Sept 2020

To evaluate and improve the collaboration of TVET institutions, the SEAMEO Secretariat in collaboration with Duy Tan University, Vietnam will organise the “**6th SEAMEO Polytechnic Network Meeting: Agreement for SEA-TVET Network Action Plan**” at **Magnolia Hotel, Da Nang City, Vietnam**

In response to the recommendations from the 5th High Officials Meeting on SEA-TVET, held on 9-10 September 2019 in Brunei Darussalam, the High Officials Round Table suggested to optimise the collaboration of TVET institutions from the student mobility to the areas of Teacher Development/ Exchange; and Research and Development.

In addition to the discussion for the **5th batch of SEA-TVET Student Exchange programme**, the 6th SEAMEO Polytechnic Meeting will expand the collaborative discussion to the areas of **Teacher Capacity Development, Teacher Mobility, and Research and Development**.

2. Objectives of the Meeting

The 6th SEAMEO Polytechnic Network Meeting aims to:

- 1) Share and learn the successful practices of collaboration from the participating institutions;
- 2) Identify the SEA-TVET Network Action Plan of 2020 to 2023 for a) Student Mobility; b) Teacher Development/Faculty Exchange, and c) Research and Development, among the participating institutions.
- 3) Seek commitments from participating TVET institutions in the implementation of a) 5th batch of SEA-TVET Student Exchange Programme in 2020, b) Teacher Development/Faculty Exchange; and c) Research Development; and
- 4) Strengthen partnership among participating institutions.

3. Host Organisation and Partners

Host Organization: Duy Tan University, Vietnam

Co-organiser: SEAMEO Secretariat

4. Date and Venue

Date:	16-19 October 2019 <ul style="list-style-type: none"> • 16 Oct 2019 (Arrival of participants) • 17 Oct 2019 (Workshop: 09.00-17.00 hrs) • 18 Oct 2019 (Study Visit/ Departure of participants)
Meeting Venue and Official Hotel:	Magnolia Hotel Address: 06 Le Loi, Hai Chau District, Da Nang City, Vietnam https://magnoliahoteldn.com/
Meeting Room:	Sakura-Camellia Conference Room
Arrival Date:	16 Oct 2019
Departure Date:	18 (PM)/19 Oct 2019

5. Participants

The meeting will be attended by approximately 100 participants from TVET Institutions/Polytechnics/Universities in Indonesia, Malaysia, Philippines, and Thailand; and 30 representatives from TVET Colleges/Community Colleges/ Polytechnics in Vietnam.

Since the meeting will require the decision from the TVET institutions during the meeting, the participants should be from the management level such as Director, Deputy Director, Head of Programme, Head of International Relations, Head of Academic Affairs, and others.

The participating TVET institutions should provide **Diploma/Higher Diploma, and TVET Bachelor** in the following priority study areas.

- Mechatronics/Electronics and Manufacturing
- Computer Science/IT/ Informatics
- Agriculture/Animal Science
- Hospitality and Tourism
- Business
- Health Science

Limited Number of Participants:

- The host organisation can accept only **60 institutions or 120 international participants** to participated in the meeting.
- The acceptance of registration and hotel reservation will be based on a first come, first serve basis.
- Due to the budget constraints, the host organisation would like to request the maximum participation of **2 persons from each institution** for both local and international participants.
- Additional participants will need to pay the registration fee of meeting package which is **70 USD/ person** to Duy Tan University at the on-site registration desk on 17 October.

6. Expected Outcomes

- 1) Experiences and lessons learned on institutional collaborations are shared.
- 2) SEA-TVET Network Action Plan of 2020-2023 for a) Student Mobility; b) Teacher Development/Faculty Exchange; c) Research and Development
- 3) A Letter of Agreement for the 5th batch of SEA-TVET Student Exchange Programme, Teacher Development/Faculty Exchange; and Research and Development is agreed/signed at the meeting.
- 4) Bilateral agreements are signed between institutions.

7. Funding Support

- The Host Organisation will support the airport transfers, meals on 17 Oct, meeting venue, and meeting kits.
- A maximum of 2 participants from each institution will be waived for the meeting package. The *additional participants* from the same institution will be charged the meeting package of 70 USD per person for meals and coffee break. The payment can be provided at the on-site registration table.
- The travel expenses of international and local participants such as **return airfare ticket, and hotel** should be supported by the participant's institution.

8. Administrative Arrangements

a) Airport Transfers between Da Nang International Airport to the Hotel

- The airport transfer services will be provided to international participants who **arrive at Da Nang International Airport on 16 Oct and Depart on 18 (after 15.00 hrs)/19 Oct only.**
- It takes 10-20 minutes from the airport to the hotel.
- Location of Meeting Points in Da Nang International Airport:
“Main Exit Gate – Ground Floor – DAD International Terminal”
- Contact Person at the Airport: Mr Noo – WhatsApp Number: +84 9352 92284

b) Room Booking at the Hotel

Meeting Venue/Official Hotel: **Magnolia Hotel**
 Address: 06 Le Loi, Hai Chau District, Da Nang City, Vietnam
 Website: <https://magnoliahoteldn.com/>
 Check-in/Out Time: = 14.00 onwards/12.00 hrs

Room Rates:

Booking with e-ticket before 20 Sept:

- Single and Twin = 30 USD/room/night

Booking after 20 Sept:

- Single/Twin = 45-60 USD/room/night

Optional Hotel: If the Magnolia Hotel is fully booked, the participants will be booked at the **Danang Petro Hotel**
 (01 km to meeting venue - Shuttle bus will be provided)
 07 Quang Trung, Hai Chau District, Da Nang City
<http://danangpetrohotel.com.vn/>
 Room Rate: Single = Twin = 35 USD / room / night
 Check-in/Out Time: 14.00 onwards / 12.00

How to reserve the room:

- DTU will reserve the room for all participants (Only for 70 rooms).
- **By Sept 13:** Deadline for submitting “Participation Form” to the email: InternshipASEAN4.0@gmail.com (DTU) and tvnetmeeting@seameo.org (SEAMEO).
- **By Sept 20:** Participants must provide **e-ticket** to guarantee the room booking. Then DTU will send the Participant List to the Hotel for following up the guests' check in and payments when participants arrive the hotel.

9. Timeline

Activities	Schedule
1) Sending invitation to 4 th Batch of TVET institutions, and related Ministries of Indonesia, Malaysia, Philippines, Thailand, and Vietnam	30 Aug 2019
2) Deadline for confirmation of all participants • Deadline for submitting “Participation Form”	13 Sept 2019
3) Deadline for submitting the flight schedule	20 Sept 2019
4) Sharing draft Letter of Agreement to all participants for reviewing before the meeting	10 Oct 2019
5) Arrival of participants	16 Oct 2019
6) Proper Meeting	17-18 Oct 2019
7) Departure of participants	18 (after 15.00 hrs) /19 Oct 2019

10. Focal Persons

1) SEAMEO Secretariat

Ms Piyapa Su-angavatin: Project Officer/SEA-TVET Programme Coordinator
Mobile/Whatsapp: +66 95 165 5002 | Email: piyapa@seameo.org

Ms Kansiripak: Secretary for Administration and Communication
Email: tvetmeeting@seameo.org

2) Duy Tan University

Mr. Tuan LE: General Coordination and Programme:
Mobile: +84 90 5469 433 | Email: letuan15@dtu.edu.vn

Mr. Noo Nguyen: Registration, Transportation, Meeting Venue/IT/Documentation:
Mobile: +84 93 5292 284 | Email: phuocdtu@gmail.com

Ms. Anh Nguyen: Hotel Reservation
Mobile: +84 85 6538 874 | Email: nguyenthilanh@duytan.edu.vn