



Project: CADEO

Object: Kick Off meeting

Date: 21-23 March 2023

Place: Politecnico di Milano, Milan, Italy

Participants:

Maria Antonia Brovelli (POLIMI)	Hà Thúc Viên (VGU)
Ludovico Biagi (POLIMI)	La Vinh Trung (VGU)
Daniele Oxoli (POLIMI)	Doan Van Binh (VGU)
Vasil Yordanov (POLIMI)	Pham Thai Son (VGU)
Emanuela Zonca (POLIMI)	Hoang Khanh Linh Nguyen (HUE)
Ali Mansourian (LU)	Gia Tung Pham (HUE)
Micael Runnstrom (LU)	Bich Ngoc Nguyen (HUE)
Andreas Persson (LU)	Nguyen Thi Bao Ngoc (HUE)
Rachid Oucheikh (LU)	Pham Thanh Huy (PU)
Quang Minh Nguyen (HUMG)	Nguyen Quoc Dinh (PU)
Van Anh Tran (HUMG)	Le Phuoc Thanh (VidaGIS)
Trung Dung Pham (HUMG)	Hoang Tuan Nguyen (VidaGIS)

This report is a summary of the discussion at the in-presence kick-off meeting. The three-days event followed the predefined schedule (Appendix I)





Day 1 (21st March 2023)

The event convened in Aula Magna of Politecnico di Milano Rectorate.

All arrived participants registered.

Prof. Monica Riva, Prof. Giovanna Venuti and Prof. Attilio Frangi welcomed the guests.

Maria Antonia Brovelli (CADEO project lead) welcomed the partners and presented an overview

- 1) of the next three days of meetings;
- 2) of the CADEO project structure and timeline

Then she focused on the first upcoming deliverables to be submitted by May 2023:

- o D1.6 Consortium agreement.
- o D2.1 Need analysis report.
- o D5.1 Project website and visual identity material

And the upcoming deliverables for November 2023 deadline. She proposed to define internal deadlines agreed upon among the partners in order to be sure to submit the deliverable on time. Everyone agreed to define these deadlines during the meeting.

She recommended the usage of the shared Google drive storage available for the project documents.

It was decided to define a contact point from each partner for each task contributing - https://docs.google.com/spreadsheets/d/1bM2877di-03m_iS4KVI5x9VwJbUkdGwUZY9Udg4VgFA/edit?usp=sharing

It was recalled that there are 3 more MCM this year: in May, in August 2023 and in correspondence to the First Year Meeting. The meeting in May was fixed for 22 May 2023 at 9 am CEST.

It was discussed and decided that the First Year and MCM 2023 will be held on 3-5 October 2023 in Lund.

Nguyen Quoc Dinh (PU) presented the website draft.

- If partners want to send information to be published on the website, they should send it to the team: cadeo@phenikaa-uni.edu.vn.
- Each partner is responsible for providing photos and short CVs for each participating member to be published on the website.





- WP, Task and course leaders are responsible to double check the relevant content and information for the website is published (respectively about WPs, Task and courses)

Each team member presented themselves and their institutions.

The guests were offered a short, guided tour through the POLIMI Leonardo campus.

Day 2 (22nd March 2023)

Micael Runnstrom (LU), representing LU as WP2 leader, presented all the participants included into the course design.

It was also discussed the communication inside the working groups for each course.

- o Keep the Gdrive structure already set by the project.
- o There is a need of communication channels for each course group. Each course group will decide which platform will be used for the communication (this task is assigned to course leaders). It was highlighted the importance of keeping communication. on. Each course will have its folder and each document will have its Version noted. Each course group should put internal deadlines to be able to keep up with the deliverables (maximum 3 weeks before the official deadline of submission). The leaders of each course will decide the internal final deadlines and communicate them with Maria and Micael.
- o Vacation/holidays should be announced in advance via spreadsheet where everyone will put their presence/absence.

European partners need input from the Vietnamese partners for the regulation in Vietnam on developing syllabus for the course to comply with them.

It should be organized some introduction to Bologna process for the Vietnamese partners (a half day online webinar will be organised by Lund University) to get familiar with the requirements, in order to help them into the syllabus/content design.

Task 2.2 Collection and analysis of the local needs

Pham Thai Son (VGU) presented:

- o Collection of primary data from.
- o Proposing to collect the data from workshops.
- o List of partners to be interviewed.
- o Questions for the interview
- o It was discussed the event for data collection (presence or online).
- Ali Mansourian (LU) suggested considering 5-6 questions per course to determine the missing skills and Knowledge. The example for the Geospatial Web Applications course is [here](#). All partners agree with this suggestion.
- It was discussed and decided to include national and regional organizations to fill questionnaire.
- In the survey the following auxiliary information will be collected: gender; age; education;





profession; years of experience in GIS and remote sensing)

- Course leaders will draft the questions and put them in the [folder](#).
- About the target groups, Ali Mansourian suggested to consider 2 target groups:
 - individuals: minimum 10 students (last year, graduate) and minimum 10 alumni;
 - organizations: minimum 20-25 organizations ranging from national to the local level:
 - national level (e.g, Ministry of environment), technical expert (GIS and remote sensing (min 6 organizations). Use personnel network, not official. MONRE, MOC, MPI, MARD
 - provincial level – min 4 from all provinces, Hanoi, Hue, Bing Duong, Ho Chi Minh City
 - private/governmental companies (min 5) – GIS companies if the already have proposed knowledge.

It was decided that each partner needs to collect the information from the following number of people/organizations:

- VGU – 10 students, 10 alumni, 6 organizations, 1 company.
- HUMG – 10 students, 10 alumni, 6 organizations, 1 company.
- HUE – 10 students, 10 alumni, 6 organizations, 1 company.
- PU - 20 students, 6 organizations, 1 company.
- VIDAGIS – 5-6 organizations.

The Vietnamese coordinator of the course will translate the questionnaire to Vietnamese.

The questions had to be immediately available (by 23 March morning).

Important deadlines

Questionnaire preparation: end of March

Questionnaire delivery: 20 April

Report: 10 May

Task 2.3

Vasil Yordanov (POLIMI) presented the [proposed syllabus draft](#).

- There was a discussion about the number of hours per ECTS, which is different for Vietnam. In any case, the Bologna rules have to be adopted.





- Ali Mansourian suggested simplifying the Dublin Descriptors to only 3: Knowledge and understanding; Competences and skills and Judgements and evaluations.
- In the case of Lund University, 1.5 ETCS is equal to 40h; in the case of Politecnico, 1 ECTS is equal to around 25h. With the new courses, we will stay within these ranges.
- Courses must become part of the official offering by Vietnamese Universities as either mandatory or elective courses.
- The process of officialising the courses has to start as soon as the syllabus is ready (immediately after August 23).
 - HUMG – will offer 4 courses.
 - VGU – will offer 2 courses.
 - HUE – will offer 4 courses (1 mandatory, 3 elective).
 - PU – will offer 4 courses.

Deadlines

Syllabus draft – 15 May 2023 (to be discussed during the MCM May 2023)

From June, Vietnamese partners will work on the introduction of the courses in the offering of their university.

Day 3 (23rd March 2023)

Hoang Khanh Linh Nguyen (HUE) introduced the WP5 activities. Most of the tasks are starting almost one year after starting. Only D5.1 is currently active.

- Only D5.1 has started with the project KO. Due date is May 2023
- The partners should upload CVs and information for the Partners' section of the website.
- Only PU will have an account for uploading materials, the rest of the partners should send materials, news and updates to PU (details below).

Nguyen Quoc Dinh presented the website.

- Each university has a folder in the GDRIVE/website for uploading materials to be published on the website.
- **Instructions to request for uploading materials to the website:**
 - upload material to CADEO GDrive/website folder
 - contact cadeo@phenikaa-uni.edu.vn with CC to anh.lehoang@phenikaa-uni.edu.vn and dinh.nguenquoc@phenikaa-enu.edu.vn





- o Notifying them about the new content ready to be published (included related section and text, if needed)
- PU will buy the website domain, which is unanimously voted as: www.cadeo-eu.edu.vn. By **15th April 2023** the draft website, currently available on a PU server, will be migrated to the new domain.
- The MC will be responsible for checking and monitoring the content of the website.
- Identity material (templates for posters, slides, documents, etc) will be presented to the partners for their selection.

Nguyen Quoc Dinh presented a logo draft. Van Anh Tran (HUMG) proposed a second version of the logo. Partners voted and it was accepted the HUMG proposal. PU designers will improve the draft.

Deadline

15th April 2023 the website will be migrated to the new domain.

Task 5.2

Hoang Khanh Linh Nguyen presented the proposed activities.

- Ali Mansourian proposed **3-4-5 October 2023** to be the 1st Year Meeting in Lund. The partners accepted it.
- VN partners will prepare a draft plan for the 2nd year activities in Vietnam for European partners.
- HUMG will host in Hanoi.
- HUE will host in Hue.
- VGU will host in Ho Chi Minh city.

Task 5.3

It was discussed the replicating the eLearning system.

Linh is collecting the names of Vietnamese partners that will be included in the task.

Task 5.4

It was discussed the general organization for the 2nd Year Meeting in Vietnam +ToT.

Tentative schedule:

2-5 October 2024 – Training in Hanoi

6-8 October 2024 – Training in Hue

9-10 October 2024 – Training in Ho Chi Minh City





Administrative comments

Emanuela Zonca (POLIMI) presented and commented on consortium agreement.

- The CA is almost ready need few points to be finalized.
- Explained the reporting periods. Two periods are foreseen M1-M18 (01/12/2022-31/05/2024) and M19-M36 (01/06/2024-30/11/2025). The procedure is described here <https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=8913115>
- The reporting procedure must be concluded within 60 days from the end of the Reporting Period.
- 1st of June to open and 30th of June to close the reporting period. The partners should make sure to have appointed your PFSING (Project Financial Signatory).
- Summarized the Deliverables till 31st May 2024.
- Discussed the additional prefinance (foreseen at the end of the first Reporting Period)
- No obligation for record keeping, however it is suggested to keep in case of audits.

Vietnam teams agreed to nominate Dr Nguyen Quoc Dinh (PU) as coordinator of Vietnam side, to facilitate the information exchange and the implementation of the project.

Deadlines

D1.6 Consortium Agreement – 31 May 2023

Reporting periods - 30/07/2024 and 29/01/2026

31 May 2023

D6 (D.16) - Consortium Agreement

D7 (D2.1) - Needs Analysis

D14 (D5.1) - Project website and virtual identity material

31 August 2023

D8 (D2.2) Course plans for 4 courses

30 November 2023

D2 (D1.2) 1st year general meeting -->Corresponding to Milestone 2

D10 (D3.1) - Students and associate partners participation

31 May 2024

D3 (D1.3) Mid-term meeting-->Corresponding to Milestone 3

D9 (D2.3) eLearning System







APPENDIX I

**Meeting programme**

Politecnico di Milano, Milan, Italy, 21 – 23 March 2023

Venue: Aula Magna, Campus Leonardo, P.zza Leonardo da Vinci, 32 - Milan

Tuesday, 21st March**09:30 – 11:30** Registration**11:30 -13:00** Welcome by Politecnico di Milano Authorities and visit of the Campus**13:00 – 14:00** Lunch**14:00 – 15:30** Project Aims and Management Organization WP1 (Maria Antonia Brovelli)**15:30 – 16:00** Coffee break**16:00 – 17:30** Introduction of the partner universities (All)**Wednesday, 22th March****09:00 – 11:00** Preparation Work Package (coordinated by Lund/All)**11:00 - 11:30** Coffee break**11:30 – 13:00** Mingling and socialising (All)**13:00 –14:00** Lunch**14:00 – 15:30** Administrative Issues (Emanuela Zonca)**15:30 – 16:00** Coffee break**16:00 – 18:00** Course Development Work Package (coordinated by HUMG/All)**19:30** Joint Dinner (All)**Thursday, 23th March****09:00 – 11:00** Dissemination and exploitation (coordinated by HU/All)**11:00 – 11:30** Coffee break**11:30 – 13:00** Planning and general discussion on practical issues (All)**13:00 – 14:30** Lunch**14:30 – 15:30** Planning and general discussion on practical issues (All)**15:30 – 17:30** Mingling and socialising (All)**17:30** Free time