

Project: CADEO

Date: 5 October 2023 (13:30-15:00)

Place: Lund University, Lund, Sweden

Subject: Minutes Management Council Meeting (MeetingMinute_MCM_20231005)

Participants: Maria Antonia Brovelli (POLIMI), Ludovico Biagi (POLIMI), Daniele Oxoli (POLIMI), Ali Mansourian (LU), Micael Runnström (LU), Hà Thúc Viên (VGU), Quang Minh Nguyen (HUMG), Hoang Khanh Linh Nguyen (HUE), Tuan Nguyen Quang (VidaGIS), Nguyen Quoc Dinh (PU)

The Managing Council Meeting (MCM) was held at the end of the last day of the 1st year general meeting, hosted by Lund University (3-5 October 2023). The MCM convened in the Geocentrum 1 of Lund University.

1. Maria Antonia Brovelli (POLIMI, CADEO project leader) presented the agenda ([link to slides](#)):
 - o Update on WP1 – (POLIMI)
 - o Update on WP2 – (LU)
 - o Update on WP3 – (HUMG) Forms for collecting feedback about the syllabi.
 - o Update on WP5 – (HUE + PU)
 - o Discussing the upcoming 2nd year project meeting in Vietnam
 - o Discussion on the upcoming deliverables

2. WP1

Maria Antonia Brovelli (POLIMI) reported that WP1 activities are ongoing without any particular problem. POLIMI will prepare the 1st year general meeting report (D1.2) by 30th November 2023.

3. WP2

Ali Mansourian (LU) reported that WP2 activities are almost concluded and on time within the project timeline.

4. WP3

Quang Minh Nguyen (HUMG) discussed the initial activities of WP3 and annotated the comments on the form for syllabi review, already outlined during the 1st year general meeting. The review of course syllabi from pilot experts is due on 15th November 2023 and the associated deliverable (D3.1) - Students and associate partners participation (HUMG) must be submitted by 30th November 2023.

5. WP5

Task 5.1: Nguyen Quoc Dinh (PU) recalled the activities of the project website and

visual identity material. He asked to share CVs and pictures for the participants who have not done it yet on the Google Drive folder ([link to folder](#)).

Task 5.3: Ali Mansourian (LU) suggests copying the prototype Moodle eLearning system which is being developed by Lund University (D2.3 - eLearning System, due on 31st May 2024) on the PU server. A virtual connection with the server will be necessary for transferring the system. Maria Antonia Brovelli (POLIMI) suggested having a first test on installation on PU server by the end of April 2024 which will include the course material already published at that time.

6. Discussing the upcoming 2nd year project meeting in Vietnam

Hoang Khanh Linh Nguyen (HUE) explained the preliminary program for the Vietnam meeting. The program has not been finalised yet. The project leader suggested preparing and sharing the travel plan for the EU partner and delivering it by 15th October 2023.

7. Discussion on the upcoming deliverables

Status of official declaration from VN universities to teach the CADEO courses in existing study programmes

Maria Antonia Brovelli (POLIMI) asked each responsible of VN partners for an update on the status of the declaration in which it is stated that the different VN faculties recognize the CADEO courses in their existing study programmes. Responses were the following:

- PU: Declaration in progress. They intend to teach all four courses as optional in their existing programmes (Earth Observation and Geospatial Web both in BS.c and MS.c programmes, Digital Twin Earth and Geospatial Intelligence only in MS.c programmes).
- HUMG: Declaration still needs to be prepared. All four courses will be recognized.
- VGU: Declaration not ready. Digital Twin Earth and Geospatial Intelligence will be recognized.
- HUE: Declaration in progress. Digital Twin Earth and Earth Observation will be recognized in their Land Planning MS.c programme.

Maria Antonia Brovelli (POLIMI) asked to prepare and deliver the declaration before the next MCM. She will provide to Vietnamese partners the template of the declaration which must include dates for teaching in AY 2024/2025 and the list of courses that each Vietnamese partner university intends to teach. She finally asked VN partners to carefully consider the expected number of students to which the

courses will be supplied, as this is a key performance indicator of the project.

Courses for professionals (Task 5.6)

The task will start officially in May 2024 and conclude by the end of June 2025. The MC proposed to anticipate the start in February 2024 as soon as the initial version of the course material will be ready.

Mid-term project meeting May 2024 (D1.3)

The mid-term project meeting will be held online and organised by POLIMI. A minimum of 25 attendees are expected which should include trainers for VN partners. Not optional to attend is expected for project partners while extension of invitation of other colleagues is envisaged.

The MC discussed and outlined a preliminary agenda for the ToT activities:

- One presentation by LU on the student-centred teaching approach (45 min, tentative title: “European Standards in Education”).
- One presentation from each of the courses responsible focusing on the course content
- One sample/abstract course lecture (45 min) for each of the courses.
- Round table with discussions on teaching strategies.

Regarding the meeting dates, POLIMI suggested deciding in January 2024. A doodle will be prepared by POLIMI and circulated among the other partners to check their availability. VN preliminary suggested the second half of May 2024, Ali Mansourian (LU) suggested the week 13-17/5/2024 by considering splitting the meeting into 2 days of that week (if two consecutive days will not be available). He also suggested counting 1 day of meetings equal to 5 working hours and using the time slot 8:00 AM - 1:00 PM CET to accommodate EU and VN time zone differences.

POLIMI will prepare the meeting report (D2.3).

Quality Assurance Group (QAG)

The responsables of the QAG are Ludovico Biagi (POLIMI), Juan-Nicolas Poussant (LU) and Du Thi Xuan Thao (PU)

Each WP leader is in charge of sending a quaternary report to the QAG on the ongoing activities for their corresponding WP. The report could be 1 or ½ pages depending on the amount of work carried out in the period.

Next MCM in February 2024



The agreed date for the next MCM is 20th February (9:00-11:00 CET). The MCM preliminary agenda was organised as follows.

- Quang Minh Nguyen (HUMG): review of course syllabi feedback collected by pilot experts through the questionnaire.
- HUE + All: Planning and discussion of 2nd Year meeting in Vietnam
- Introduction of courses to partner universities.

Deadlines and deliverables summary

15th October 2023: Draft preliminary program for the Vietnam meeting (HUE)

15th November 2023: Revision of syllabi by pilot experts (All)

30th November 2023: (D3.1) - Students and associate partners participation (HUMG); (D1.2) - 1st year general meeting report (POLIMI)

20th February 2024: MCM (All)

31st May 2024: (D1.3) - mid-term meeting report (POLIMI); (D2.3) - eLearning System (LU)

