

## CALIBRE

### European Union Funded Asia-Link Project “Cambodia And Lao Initiative for Building human Resources for the Environment” KH/Asia-Link/04 (142966)

#### WORKSHOP 1: AGREED POINTS & ACTIONS

Version Draft 0.1

30 May 2008

<b>Prepared by</b>	<b>David Polya</b>	<b>University of Manchester</b>	<b>UK</b>
<b>Drafting History</b>	<b>VER: D0.1</b>	<b>DATE: 30 May 2008</b>	
	<b>VER:</b>	<b>DATE:</b>	
	<b>VER:</b>	<b>DATE:</b>	
	<b>VER:</b>	<b>DATE:</b>	
<b>Dissemination Level</b>	PU: Public		
	PP: Restricted to other programme participants (including the Commission Services)		
	RR: Restricted to a group specified by the Consortium (including the Commission Services)		
	<b>CO: Confidential, only for members of the Consortium (including the Commission services)</b>		✓
<b>Verification &amp; Approval</b>	<b>Coordinator</b>	<b>DATE: 30 May 2008</b>	
	<b>Partners</b>	<b>DATE:</b>	
<b>Deliverable</b>	<b>Reference/Name</b>		
	<b>Due</b>	<b>DATE:</b>	
	<b>Completed &amp; Submitted</b>	<b>DATE:</b>	

This document has been produced with the financial assistance of the European Union. The contents of this document are the sole responsibility of The University of Manchester and can under no circumstances be regarded as reflecting the position of the European Union.

**Agreed Points and Actions arising from the Kick-Off/Launch Meeting of the CALIBRE Project at Phnom Penh, May 7-10 2008.**

Meeting Ref.	Point/ Action No.	Point / Action	Responsible	Date Due
W1	1	AGREED. The Project Management Committee will comprise the Team Leaders of the 4 Partner Institutions – University of Manchester (UNIMAN), Universite Joseph Fourier (UJF), National University of Laos (NUOL) and Royal University of Phnom Penh (RUPP) and any further members by invitation as is appropriate from time to time.	N/A	N/A
	2	<p>AGREED. The Team Leaders and Team Co-Leaders, who would delegate for the Team Leaders when the Team Leaders were unavailable, were agreed to be as follows:</p> <p>UNIMAN Team Leader: David Polya  UJF Team Leader: Laurent Charlet  UJF Team co-Leader: Lorenzo Spadini  NUOL Team Leader: Lammai Phiphakhavong  NUOL Team Co-Leader: Bounthanh Bounvilay  RUPP Team Leader: Neth Barom  RUPP Team Co-Leader: Dany Va  UNN Team Leader: David Cooke  UNN Team Co-Leader: Samantha Jones</p> <p>It was AGREED that the Team Leaders would be responsible for ensuring that their institution fulfilled their required responsibilities to the Project, including execution of agreed actions for which they were responsible.</p>	N/A	N/A
	3	AGREED. The role of University of Northumbria personnel, particularly David Cooke and Samantha Jones, was strongly welcomed. If deemed appropriate and practical, steps would be taken to formalize UNN's involvement as a Partner unless their role as advisors / contractors was determined to be logistically more efficient.	N/A	N/A
	4	<p>AGREED. Approximate dates for workshop should be revised as follows:</p> <p>W1 (Kick-Off) Phnom Penh May 2008  W2 (QA) Manchester September 2008  W3 (Field) Vientianne &amp; Laos January 2009  W4 (Remediation) Grenoble September 2009  W5 (Summary) Vientianne December 2010</p> <p>With the W3 meeting to be timed to immediately</p>	N/A	N/A

		pre or post date the proposed Chapman Conference to be held in Siem Reap in early 2009		
	5	<p>AGREED. The following candidates forwarded by NUOL for research training in the European Union were approved for funding under the CALIBRE Project subject to acceptance by their host institutions:</p> <p>Vilayth Vongdara (to UNIMAN for 1 year)  Sengathit Choulamany (to UNIMAN for 1 year)  Nhotkeo Phawadee (to UJF for 1 year)</p>	N/A	N/A
	6	<p>AGREED. It was appropriate to consider supporting (i) research training not leading to a degree; (ii) research training leading, in part, towards a European PhD – this might for example involve a candidate studying at both UJF and UNIMAN; (iii) language training only where this was to support further research training.</p>	N/A	N/A
	7	<p>AGREED ACTION. RUPP should forward suitable candidates for research training in UNIMAN (1 year) or UJF (2 years) by September 2008 and preferably considerably before that date.</p>	RUPP	1 <sup>st</sup> Sept 2008
	8	<p>AGREED ACTION. Coordinator to request UJF Language Centre Information to be forwarded to NUOL and RUPP.</p>	UNIMAN	23 <sup>rd</sup> May 2008
	9	<p>AGREED ACTION. Partners to make suggestions to Coordinator regarding recommended or possible contractors to complete the reviews required under tasks 4 and 5.</p>	RUPP NUOL UJF UNIMAN	16 <sup>th</sup> May 2008
	10	<p>AGREED ACTION. Coordinator to distribute draft terms of reference for the reviews required under tasks 4 and 5.</p>	UNIMAN	23 <sup>rd</sup> May 2008
	11	<p>AGREED ACTION. Lorenzo Spadini to email to RUPP and NUOL details of flow through cells and other equipment recommended to be purchased.</p>	UJF Spadini	23 <sup>rd</sup> May 2008
	12	<p>AGREED ACTION. Coordinator to email draft template for project report to the Partners</p>	UNIMAN	23 <sup>rd</sup> May 2008
	13	<p>AGREED ACTION. Partners to email to the Coordinator suggestions for suitable International Advisors for the CALIBRE Project.</p>	RUPP NUOL UJF UNIMAN	23 <sup>rd</sup> May 2008 and beyond
	14	<p>AGREED ACTION. Coordinator to invite appropriate personnel to act as International Advisors to the CALIBRE Project and advise Partners.</p>	UNIMAN	23 <sup>rd</sup> May 2008 and beyond
	15	<p>AGREED ACTION. Coordinator to complete</p>	UNIMAN	23 <sup>rd</sup>

		Implementation Plan and distribute to members of the Project Management Committee for their comment and/or approval.		May 2008
	16	AGREED ACTION. Coordinator to check requirement or otherwise for Team Leaders and Team Co-Leader to maintain timesheets and to notify Partners accordingly.	UNIMAN	23 <sup>rd</sup> May 2008
	17	AGREED ACTION. RUPP and NUOL to notify of Coordinator of details of any significant Asia-Link and other projects with potential links / overlaps / mutual interests with the CALIBRE Project	RUPP Dany  NUOL Bouthanh	23 <sup>rd</sup> May 2008
	18	AGREED ACTION. RUPP and NUOL to notify the Coordinator of current status of video-conferencing facilities at the respective institutions.	RUPP NUOL	23 <sup>rd</sup> May 2008
	19	AGREED ACTION. Coordinator to make arrangements for the establishment of a bespoke CALIBRE Project website.	UNIMAN	23 <sup>rd</sup> May 2008
	20	AGREED ACTION. Coordinator to circulate draft minutes and agreed points & actions to all Partners.	UNIMAN	23 <sup>rd</sup> May 2008
	21	AGREED ACTION. Coordinator to arrange for the drafting and distribution for approval.signing to the CALIBRE Project Partners of contracts between the Lead Beneficiary, The University of Manchester, and each of the other CALIBRE Project Partners to assure that the other CALIBRE Project Partners agree to the conditions in the Lead Contract as required by that Contract. Transfer of further funds from the Lead Beneficiary to the other CALIBRE Project Partners would be dependent upon appropriate accession of the Partners to the Lead Contract.	UNIMAN	13 <sup>th</sup> June 2008
	22	AGREED. All RUPP personnel and in particular Dr Neth Barom, Ms Dany Va (Lead Organiser of the Workshop) and her team including Ms Chea Eliyan (as Master of Ceremonies) should be thanked for their thoroughly professional organization of the CALIBRE Kick-Off/Launch Meeting and should be thanked for their hospitality.	N/A	N/A

## **Matters Arising After the Kick-Off Meeting**

[1] The Coordinator was heavily involved in compulsory jury service for two weeks after his return to the UK from the Kick-Off/Launch meeting – this has unfortunately delayed the completion of a number of actions. June 13<sup>th</sup> 2008 is a suggested realistic revised date for the completion of all Actions previously agreed to be completed by May 23<sup>rd</sup>.

[2] The dates of the Chapman Conference organised by Lex Van Geen (Columbia University) and Scott Fendorf (Stanford University) and to be held in Siem Reap, Cambodia are now known to be March 23-29 2009 – the Project Management Committee may wish therefore to reconsider the timing of the 3<sup>rd</sup> Workshop in Vientiane & Laos – possibly to move it to March 2009 from January 2009.

[3] Correction. At the meeting the Coordinator indicated that there was funding available for 6 persons from each of NUOL and RUPP to travel from South-East Asia to Europe for the Workshops to be held in Manchester and in Grenoble. This is not correct. There is funding for 3 persons from each of NUOL and RUPP to travel to each of these workshops. However, further NUOL and RUPP personnel who are studying in Europe at the time of a workshop would obviously also be able to attend without the need for further international Asia-EU travel support.

[4] As a general point, it is noted that wherever there is an inconsistency between what is stated in Meetings or by Partners or Partner representatives and what is stated in the Contract between the European Commission and the Lead Beneficiary (University of Manchester) the Contract takes precedence.

If there any queries, please do not hesitate to contact me.

David Polya  
Coordinator, CALIBRE

[David.polya@manchester.ac.uk](mailto:David.polya@manchester.ac.uk)

+ 44 161 275 3818 (Phone)  
+44 161 306 9361 (FAX)

30 May 2008  
Manchester, UK