

EMMA-E14
Da Nang Meeting
(30 September- 3 October 2013)

Cooperation mechanisms

Francine Diener
Emma Coordinator

Da Nang declaration

1. We want to organize 176 individual mobilities for people between Europe and Asia - 176 chances to improve personal education
2. We want to enhance the EMMA consortium, adding a new network of experts in the field of Sciences and technology to the group
3. We want to build a base for student exchange, research cooperation and joint education across the two regions.

Assembly of representatives (AR)

- Emma is build on a group of people: **one Emma contact per partner** (or 2-3) who work all together
 - through emails
 - in taking part to two meetings
 - through the website
 - through 3 data bases:
 - Application data base
 - Selection data base
 - Management data base

A Local Organization Bureau (LOB) in each partner University

Each Emma contact is assisted locally in his/her work by a group of 5-15 people (faculty and administrative staffs)

Role of the **LOB**:

- Set up as many MO and PW as possible
- Advertise the programme (find TG1, TG2, TG3)
- Coach the applicants (Appli. DB)
- Grade applications (Eval. DB)
- Find home supervisors and set LA/RP
- Follow up the grantees when abroad (manag. DB)

Board of Directors (BoD)

- Consists in :
 - The coordinator
 - 2 Asian Emma contact people
 - 2 European Emma contact people
- Role :
 - To assist the coordinator in general management, especially in case of problem
 - To be responsible of the three final selections.
- Will be elected Wednesday

Suggested BoD

- Francine (UNS)
- Frank (BTU)
- Anna (UW)
- Phal Des (RUPP)
- Reggie (ADMU)

Selection committee

- Any Emma contact person has in charge the evaluation of ALL applicants coming from his/her country (TG1+TG2+TG3)
- Each applicants will receive two evaluations, one from his/her home country, one from his/her host country.
- Anyone (from the AR) may see all files and all grades, anyone is welcome to comment and discuss on line, but, please respect the deadlines!
- As member of the Selection Committee, any Emma contact person will have to sign a « declaration of non conflict of interest ».

Co- coordinator and Monitoring Board

- UD shares the coordination of the programme with UNS
- Its specific role is to:
 - Organize the kick-off meeting
 - Set up of the web site
 - Monitor the 176 individual mobilities with the help of the Monitoring Board (MB)
- The Monitoring Board:
 - The co-coordinator
 - 2 Asian Emma contact people
 - 2 European Emma contact people

Suggested Monitoring Board

- Tram (UD)
- Phung (QNU)
- Yu (YTU)
- Dana (LBUS)
- Teresa (UE)

Reporting

- Dates of the programme Emma-E14:
15 July 2013 to 14 July 2017

Reports:

- First technical report : 1st September 2014
- Second technical and financial report: 1st February 2015
- Third technical and financial report: 1st February 2016
- Final report: 14 September 2017