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## Minute

### Skype Meeting # 2

Tuesday September 18, 2018

13.30 – 15.00 Thailand time

#### Members: Project Partner Coordinators/Representatives

P1 -PSU	Dr. Chutima Tantikitti, Dr. Krajana Tainchum
P2 - KU	Dr. Buncha Chinnasri
P3 - CMU	Dr. Pornsiri Suebpongsang
P4 - Supagro	Dr. Didier Pillot
P6 - KKU	Dr. Supat Issarangkool na Ayuthaya
P7 - CULS	Dr. Petra Chaloupková
P9 - Agrinatura	Dr. Didier Pillot

#### 1. Report on the progress of PISAI

- WP1 - Report on the assessment study of key elements of sustainable agricultural production in Thai and European environments:** Drafted report has been sent to all partners for improvement and suggestion, please send the feedback by the end of this month (30 September 2018). The final report will then be checked for English usage and processed for submission to Erasmus+ and distributed to all partners, please indicate number of copies that you would like to have, if any. The copy will also be sent to EU office and related government offices in Thailand.

#### **Conclusion:**

*Petra will review the report and send comments by this week. Didier and Thai partners agreed to proceed for the final report to be sent to Erasmus+ as the output of the WP1 and the report can be sent to partners as a PDF file.*



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- **Students under PISAI in the first batch:** enrolment at each home university is done and orientation was conducted during the module 1 at CMU. There will be one KKU student withdrawing from the project. This will allow for 1 space to be filled by other Thai partners in the second semester. The application is therefore open from now.

**Conclusion:**

CMU which will be the host univ. was informed. Thai partners will prepare to enrol 1 student in the 2<sup>nd</sup> semester.

- **MOU and MOA between Thai partner universities:** MOU between Thai partners has been partially signed by the presidents and representatives at Office of Higher Education Commission (OHEC) on July 20, 2018. MOA has been developed with the participation of 4 Thai partners, Deans of Graduate School and Agriculture which is important for quality assurance of the double degree programs under PISAI. The MOA is in the process of fine tuning and signing of the presidents. The document is now at KKU waiting for the KU additional comments.

**Conclusion:**

Dr. Buncha agreed for proceeding with MOU and MOA by the president of KKU to sign. The document will then be returned to PSU. Since CMU has already signed the MO, the MOA will then be sent to CMU for the president to sign. Both signed MOU and MOA (by PSU, CMU and KKU) will then be sent to KU for the president to sign.

- **Review of modules:** Awaiting a report from Drs. Didier Pillot and Thilde Bech Brunn

**Conclusion:**

Dr. Didier Pillot will coordinate with Dr. Thilde Bech Brunn for the module review report and send to by Oct. 4/2018.

- **Permission from Erasmus+ agency to purchase equipment by each Thai university partner:** The permission has been granted on June 29, 2018 and the notice has been sent to all Thai partners to process for the equipment which should be done by the end of October 2018 as in the work plan.

**Conclusion:**

Well agreed by Thai partners.

- **Teaching staff going to EU partners:** Activity 2.4 (as in work plan) – (15 Oct. – 14 Dec. 2018). The list is in the table below.

PISAI staff to EU							
Univ.		Name		EU country	Univ.	Period*	No. of day
PSU	1	Dr. Ladawan Lerslerwong	Asst.Prof.	Denmark	UCPH	28 Jan - 1 Feb, 2019	5
	2	Dr. Teeyaporn Keawtawee	Lecturer	Denmark	UCPH	28 Jan - 1 Feb, 2019	5
	3	Dr. Krajana Tainchum	Lecturer	Denmark	UCPH	28 Jan - 1 Feb, 2019	5
KU	1	Dr. Sudsaisin Kaewruang	Asst.Prof.	France	SupAgro	19 Sept - 5 Oct, 2018	17*
	2	Dr. Buncha Chinnasri	Asst.Prof.	France	SupAgro	19 Sept - 5 Oct, 2018	17*
	3	Dr. Oranutda Chinnasri	Asst.Prof.	Denmark	UCPH	28 Jan - 1 Feb, 2019	5
CMU	1	Dr. Jirawan Kitthaichareon	Asst.Prof.	Denmark	UCPH	March	5
	2	Dr. Saowaluck Yammuen-art	Asst.Prof.	Denmark	UCPH	28 Jan -1 Feb, 2019	5
	3	Dr. Pornsiri Suebongsung	Asst.Prof.	Czech	CULS	April 2019 (planned)	5
KKU	1	Have not received information					
	2						
	3						

\* PISAI will be responsible for 7 days including the travelling days, according to the proposal and agreed by partners at the meeting on 1 June 2018 at KU.

**Conclusion:**

Dr. Thilde Bech Brunn has just informed that UCPH will not exempt for the course fee. Two teaching staff from CMU may then reconsider for the EU host university and will inform later. Dr. Pornsiri will go to CULS during 8-12 April 2019. KKU will inform of the decision in November during the Module 2.

For the field course at Supagro, there will also be another person from PSU, Miss Rungrat who is currently doing her research study at Supagro will be a part of PISAI staff taking this field course.

 **Module implementation:**

Module	Progress
<b>Module 1 – Value Chain Management (CMU and CULS)</b>	Done during 8-26 August 2018 at CMU
<b>Module 2 – Sustainable Agriculture - Environment (KKU, SupAgro, UHEL)</b>	To be implemented during 12 November – 2 December 2018 at KKU
<b>Module 3 – Agricultural Production (KU and UCPH)</b>	Schedule is to be settled. The content is .....completed.

**Conclusion:**

Dr. Bunch and team will inform of the final schedule and contents of Module 3 by 31 October.

**2. Report on Module 1 at CMU by CMU and CULS**

The Drafted report which has been prepared by Petra, Olga and Pornsiri is in the **Annex B**. Of the agenda of meeting

**Conclusion:**

Change of period: The same is kept for next year.

Dr. Didier suggested to include the summary on the topics of student work and the additional details on how they performed. Dr. Pornsiri and CULS team can work together to decide for the suitable format of the report to include the suggested contents.



### 3. Issues for consideration and report

#### 3.1 Preparation for KKU Module – EU students and teaching staff

##### ***Students***

1. Application webpage for EU students to apply for Module 2 is on, please announce for students at UHEL and Supagro to apply. There will be 1 space for UHEL and 2 spaces for Supagro who will be supported by PISAI. However, if there are students who can be self-supported, we are happy to take them in consultation with KKU.
2. Accommodation – KKU is seeking for the best choice of shared rooms for both PISAI supported and self-supported students. PISAI is responsible for the cost for 1 student from UHEL, 2 students from Supagro. For UCPH, the supported slots are for next year. However, if UCPH would like to involve few students in this module, you are welcome, please specify.
3. Living allowance (10,000 baht/student for the period of 21 days)
4. Tickets, Travel and Health insurance (advanced payment and will be reimbursed once at KKU, the allowed fund for tickets is 1,100 Euros including all travelling tickets and taxi)
5. Do's and Don't's in Thailand – CMU has prepared the document for this piece of information, if KKU would like to use the document, please ask CMU.

##### ***Conclusion:***

Dr. Didier informed of the possibility not to have students from Supagro this year at KKU but, will be a group of students in the 2019. For this year, invitation to universities in Cambodia and Laos would be a good idea to do so. Teaching staff from the universities in the mentioned countries will be beneficial to them.

##### ***Teaching staff***

1. Accommodation – KKU is seeking for the best choice. Payment to the landlord/companies is needed to reserve the rooms including deposit may be needed. PISAI will transfer the travel cost and cost of stay to the EU partner who is teaching in the Module 2 for the responsible period.
2. Tickets, Travel and Health insurance - the allowed fund is 1,100 Euros including all travelling tickets and taxi
3. Please inform of the duration to be at KKU for Module 2 by Oct. 5, 2018



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**Conclusion:**

Dr. Didier will inform of the tentative dates to Dr. Supat and cc. to Chutima.

**3.2 Preparation for KKU Module – Thai students and teaching staff**

The same process as agreed and already applied in Module 1 is also for the module 2

**Conclusion:**

Well noted by partners.

**3.3 Communication platform and Dissemination activities**

- Web page, Facebook, Google drive has been created as informed in the e-mail and the Skype meeting #1. Please use this and link to your university web page as I have learned for Erasmus+ project that this is very important for dissemination purposes.
- Please send the link or design web page for PISAI with EU logo within next month, 31 October 2018.
- Dissemination activity table will be sent to all partners for recording any activities related to PISAI

**Conclusion:**

Well noted by partners.

**3.4 Financial reporting**

Reporting document which is very important for the project for those who involves in the PISAI project is as follows:

- Employment contract and salary slips
- Joint Declaration (Annex II of EU), attached with this Agenda
- Individual Travel Report (Annex III of EU), attached with this Agenda
- Time Sheet (EU document), attached with this Agenda

The template as well as an example as how to fill in the Joint Declaration, Individual Travel Report and Time sheet have already been sent all partners with the project number in the template.

If any partner has any payment in the year 2017, please send the document, employment contract, salary slip, joint declaration and timesheet for the year



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2017. For the year 2018, there have been several meetings, review mission and module implementation. The individual travel report for those who travel, including your team, has to be submitted together with employment contract, salary slip, joint declaration and timesheet. In both cases, please upload the document on **Google Drive** as sent earlier to each partner by the end of next month, October 2018. For the next activities that will happen this year, please provide the document soon after completing the activity.

**Conclusion:**

Well noted by partners.

### **3.4 Mid-term steering committee meeting, student progress report and selection of best student project as a learning model for others**

Please consider the appropriate period:

- During next Module 1: August 2019 (if there is no change in the period for module 1)
- During next Module 2: November 2019 (if there is no change in the period for module 2)

**Conclusion:**

November 2019 in combination with Module 2 at KCU is the agreed period by partners.

### **3.5 The dissemination trip to ASEAN country**

As planned in Activity 4.4 Promotion of DDMP PISAI in a neighbouring country, please consider a country among Cambodia, Laos and Vietnam.

**Conclusion:**

November 2019 in combination with Module 2 at KCU is the agreed period by partners.

### **3.6 Timetable: planning of next meeting dates**

17 December 2018

**The meeting ended at 15.00 Thailand time**