



SEAMEO CELL 2nd Governing Board Meeting and Expert Meeting
3-5th October, 2016
Ho Chi Minh City - Vietnam

PROPOSED MEETING AGENDA

(Participants: SEAMEO CELL Governing Board Members, SEAMEO Secretariat, MOET Viet Nam, Invited Observers and SEAMEO CELL Key Personnel)

TIME	PROGRAM	NOTES
Sunday, 2nd October 2016		
	Arrival of participants - Hotel check-in	
19:00 – 21:00	Welcome Dinner hosted by SEAMEO CELL	
DAY 1: Monday, 3rd October 2016		
2nd GOVERNING BOARD MEETING		
08:00 – 08:30	Registration	
8.30 – 9.15	Session 1: Opening Formalities	
	<ol style="list-style-type: none">1. Video presentation on SEAMEO CELL2. SEAMEO Song3. Welcome remarks by the Centre's Director4. Opening statement by the Chair of the Governing Board5. Statement by the Director of the SEAMEO Secretariat6. Introduction of Participants (GB members and observers)7. Election of Chief Rapporteur8. Adoption of Agenda	
9:15 – 9:25	Photo Session	

TIME	PROGRAM	NOTES
9:25 – 9:55	<p>Session 2: Matters for Acknowledgement</p> <ol style="list-style-type: none"> 1. (GBM-2/IP1) Matters for Acknowledgement 2. (GBM-2/WP2) Report of follow-up actions from SEAMEO meetings and updates on the recent developments in SEAMEO (by SEAMEO Secretariat) 	
9.55 – 10.10	Coffee Break	
10.10 – 11.10	<p>Session 3: Matters for Approval</p> <ol style="list-style-type: none"> 1. (GBM-2/WP3) Follow-up actions taken by SEAMEO CELLL on the Decisions and Recommendations of the 1st SEAMEO CELLL Governing Board Meeting 2. (GBM-2/WP4) Draft Annual Report for FY 2015/2016 3. (GBM-2/WP5) Audited Financial Report for FY 2015/2016 4. (GBM-2/WP6) Proposed current FY 2016/2017 budget, Three-year budget for FY 2017/2018, 2018/2019, 2019/2020 and personnel strength budget ending 30 June 2018 5. (GBM-2/WP7) Proposed Re-appointment of the External Auditor for FY 2016/2017 	
11.10 – 12:00	<p>Session 4: Matters for Considerations</p> <ol style="list-style-type: none"> 1. (GBM-2/WP8) Proposed programmes for FY2016-2017 2. (GBM-2/WP9) Soft Skills Manual 3. (GBM-2/WP10) Project on “Towards an ASEAN Lifelong Learning Agenda” 	
12.00 – 12.10	<p>Session 5: Matters for Information</p> <p>(GBM-2/IP11) International workshop with ASEM LLL Hub “Lifelong Learning and Resilience in Disaster Management: Asian and European Perspectives” in HCM City, 8-10 November 2016</p>	
12.10 – 12.30	<p>Session 6: Other Matters</p> <ol style="list-style-type: none"> 1. Date and Venue of the 3rd Governing Board Meeting 2. Any Other Matters 	

TIME	PROGRAM	NOTES
12.30 – 13.30	Lunch	
13.30 – 15.30	Site visit	
15.30 – 16.30	Review and Adoption of the GBM Proceedings <i>(for GB Members only)</i>	
16.30 – 17.00	Closing Formalities	
18:00 – 20:00	DINNER	

TENTATIVE AGENDA FOR EXPERT MEETING

(04-05 OCTOBER 2016)

(Participants: SEAMEO CELLL Governing Board Members, Project Country Focal Points (1 participant per country), International participants (UIL, UNESCO BKK, NILE, DVV-International and SEAMEO CELLL Project Management Team)

ACTIVITY	RESPONSIBLE PERSON(S)	TIME
DAY 1 (04/10/2016) – MORNING		
REGISTRATION	Participants	8:15-8:30
OPENING SESSION	Welcome remarks by the centre director	8:30-8:40
	Remarks by UIL representative	8:40-8:50
	Remarks by SEAMEO CELLL GB Chairperson	8:50-9:00
	Participants Introduction	9:00-9:15
GROUP PHOTO	Participants	9:15-9:25
TEA BREAK	Participants	9:25-9:40
SESSION 1: PROJECT REPORT		
Presentation 1	Project Introduction & Progress Report	9:40 - 10:10
SESSION 2: COUNTRY REPORT¹		
Presentation 1	Brunei Darussalam	10:10 – 10:30
Presentation 2	Cambodia	10:30 – 10:50
Presentation 3	Indonesia	10:50 - 11:10
Presentation 4	Lao PDR	11:10 - 11:30
Presentation 5	Philippines	11:30 - 11:50
LUNCH	Participants	11:50 - 13:30

¹ Tentatively as of 15/7; if Malaysia and Cambodia can join later on, each country will be allotted 20 mins.

DAY 1 (4/10/2016) – AFTERNOON**SESSION 2: COUNTRY REPORT (cont.)**

Presentation 6	Singapore	13:30 - 13:50
Presentation 7	Thailand	13:50 – 14:10
Presentation 8	Timor Leste	14:10 - 14:30
Presentation 9	Vietnam	14:30 - 14:50
TEA BREAK	Participants	14:50 – 15:05
Presentation 10	Synthesis report based on executive summaries of participating countries and Q&A	15:05 – 16:05
Presentation 11	Introduction to regional online portal and Q&A	16:05 – 16:50
	Wrap-up DAY 1	16:50 - 17:00
WELCOMING DINNER	All participants	18:00 - 20:00

DAY 2 (05/10/2016) – MORNING**SESSION 3: DISCUSSION ON LESSONS LEARNED AND RECOMMENDATIONS**

	Introduction to Parallel Discussions— Grouping	8:30 - 8:45
	Parallel Discussion Session 1: Purposes of Lifelong Learning	8:45 - 10:15
	Parallel Discussion Session 2: System of Lifelong Learning	8:45 - 10:15
	Parallel Discussion Session 3: Sites of Lifelong Learning	8:45 - 10:15
TEABREAK	Participants	10:15 - 10:30
	Report of Discussion Sessions	10:30 - 11:30
	Dissemination of draft recommendations	11:30 - 12:00
LUNCH	Participants	12:00 - 13:30

DAY 2 (5/10/2016) – AFTERNOON**SESSION 4: THE WAY FORWARD**

	RECOMMENDATIONS ADOPTION	13:30 - 14:00
	The way forward	14:00 - 14:45
CLOSING	Participants	14:45 - 15:00
	Site visit	15:00 - 17:00

