

ASIA LINK PROJECT

Minutes of Meeting

Date: 18-02-2008(Monday)

Venue: Faculty's Meeting Room (C24), UTM, MALAYSIA

Time: 9.30 - 4.00 pm

1. Participants of the Meeting:

- 1) Dr. Normah Mohd. Ghazali (UTM)
- 2) Dr. Mazlan Abdul Wahid (UTM)
- 3) Mr. Mohsin Mohd. Sies (UTM)
- 4) Mr. Mohd Faizal Bin Hasan (UTM)
- 5) Mr. Mahmood Anwar (UTM)
- 6) Mr. Nurudin b. Habeed Mohd Abd Settari (UTM)
- 7) Dr. Terry Oliver (UOP)
- 8) Eur Ing. John R Bishop (UOP)
- 9) Dr. Alvin Culaba (DLSU)
- 10) Dr. Raymond Tan (DLSU)
- 11) Dr. Susan A. Roces (DLSU)
- 12) Dr. Kathleen Aviso (DLSU)
- 13) Dr. Jose Edgar Mutuc (DLSU)
- 14) Engr. Alma P. Eufinado (XU)
- 15) Engr. Melba T. Mendoza (XU)
- 16) Engr. Hercules R. Cascon (XU)

2. Normah welcomed all the participants on behalf of the team. Everyone was introduced to Terry as the new Project manager.

3. Terry Oliver who is now the Project Manager introduced John Bishop, the Head of the Learning At Work Department in Environmental Design and Management (EDAM) at UOP. He had come to join the group in this Annual Review meeting. Terry proposed the placement

of the units at the department of at UOP and John will present the UOP experience later this week.

4. The agenda for the week was discussed ([Annex 1](#))
5. Terry presented the overall report that he had submitted to the EU office January 31st 2008. He then presented the budget for year 3 which had been prepared by Gilbert. Partners are encouraged to look at their respective allocations and he will explain any questions regarding the budget.
6. Normah asked when the budget will be received by all partners. Terry informed everybody that he will find out from UOP Finance Office when he returns to UOP.
7. Terry then discussed the issues associated with activities in the project;

i) Activity -13: About the assembly of Companies which is being done by DLSU. Alvin stressed that the database of companies must be secured. At least 150 companies willing to be involved in the project should be in the database by the end of this project. Currently, DLSU has about 150 company profiles (addresses) that can or had made verbal promises to commit to the units. It was pointed out by John that companies in general will not commit to writing, their willingness/promise to be involved in the Center for Sustainable Development (CSD) at DLSU. There is a law in some countries (eg.UK) that forbid the delivery of company profiles. It was suggested that the letter of commitment be as general as possible, as a letter of intent. A template was discussed and drafted which described the units (what is it), the reasons why it is important to the companies and requesting their interest in the units. DLSU will finalize the draft after this week and distribute to partners. It is agreed that companies be invited to try out the units on a trial basis (3 – 6 months) before they commit to joining the database. During/after this period they may showed the letter of intent.

ii) Activity -18: The UOP Finance office will contact its counterparts at partner universities if further documents are needed to support the financial report submitted.

iii) Activity -23 : A Business Plan on the draft business proposal for short courses and also MSc need to be prepared by DLSU.

iv) Activity -24: Finalization of the International MSc. and preparation of the syllabus for short courses will be based on the minutes of the meeting in Cebu held October 2007. The learning outcomes (LOs) will be put together by Terry and John who are very experienced in the matter having dealt with similar issues at UOP. Distant-learning short courses based on the prepared units by partners may become useful to students around the globe as countries become more aware of the sustainability issue. The distant-learning approach is popular among students who are learning about their work and at work. Specifically, governments of countries involved in putting up a nuclear industry may look at the units as a training ground for their technical staffs.

8. Terry mentioned the aspect of security in the AsiaLink platform, raised by Torston Fransson in his email (who will join tomorrow). It was discovered that just about anybody could get into the Yahoo platform and somebody did, trying to sell a used computer. Alvin assured that the matter will be looked into.
9. Participants then viewed Unit 1 as uploaded by Marianne on the CompEdu platform, going along with the comments made Torston in his emails before this meeting. Normah is going to organized his comments into (i) specific to Unit 1, and (ii) general to all units. These issues will then be discussed tomorrow when Torston is present. Terry suggested that these comments will then be discussed tomorrow. Everybody agreed.
10. XU could not test the 3 units because some chapters of the completed units did not follow the structure and format required by the CompEdu platform.
11. Hercules then presented the case Study on Chicken Feed for Unit 3. Questionnaires on the evaluation of the case study are given out so that participants may fill up their opinions as and after the Case Study is run through. Every body was impressed with the Case Study

prepared by XU. There were suggestions of more pictures specific to the activities described in the Case Study. However, due to the long period taken for the complete overall process in a chicken feed industry, specific pictures for some of the processes could not be obtained.

12. Terry reminded that the finance audit was changed from January to March 2008 with another audit in June.

13. The meeting adjourned at 4 pm and will continue tomorrow at 9am.