

ASIA LINK PROJECT

Minutes of Meeting

Date: 19-02-2008(Tuesday)

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

1st session

Time: 9.00 - 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 Settar (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. Participants went over the content and structure of Unit 3 prepared by Geoffrey Browning of UOP. Comments were made and Terry will forward these comments to the author (Geoff).

3. The prerequisite of “basic knowledge on environmental management” is unclear. What is “basic”? Description needs to be more specific. It was pointed out that “knowledge of business terms” and more may be appropriate.

4. The slides were too “wordy”, author needs to be referred to Torston’s comments on the structure in “bullet-form”. It was agreed in Cebu last year that the content needs to be chopped off.

5. The literature is also missing.

6. The DLSU team tried to come up with an acceptable estimate of the cost of running the units from the center at DLSU. The budget allocated for the current project (monthly/annually for human resource, facilities, miscellaneous etc.) is used as a guideline, DLSU has no prior experience in offering short courses. However, because there is a big difference between partners in running a short course, it was agreed that the cost is based on running it from DLSU, which is lower than that in Malaysia and the European countries. Terry pointed out the advantages of offering it from DLSU; beside the lower cost, participants who are taking vacations in the Philippines may be attracted by the course content for career development.

7. The meeting was adjourned at 4.00 pm.