SEAMEO CELLL PROGRESS REPORT

FY 2012-2013

SEAMEO REGIONAL CENTRE FOR LIFELONG LEARNING

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MESSAGE FROM THE CENTRE INTERIM DIRECTOR

The year 2013 saw the establishment of SEAMEO Regional Centre for Lifelong Learning, the youngest member of the SEAMEO family. For us SEAMEO CELLL staff, this is one of the unforgettable moments in our lives being part of SEAMEO and sharing the organization's proud history of promoting regional understanding and cooperation in education, science and culture for a better quality of life in Southeast Asia.

With only a few months in operation, what we include in this document can hardly be considered as a Fiscal Year Integrated Report at all. Instead, what we try to do is to present a clear picture of what we did and where we are in the initial stage of setting up a new SEAMEO centre, a process which, as can be seen from the history of similar centres, may take many years and requires a lot of efforts from all stakeholders.

Last July, in the Centres Accomplishments Session at the first Centre Directors Meeting that I attended, I could not help giving words of admiration to the achievements of all other SEAMEO centres and expressed my eagerness to learn lessons from them. A centre director kindly advised SEAMEO CELLL to take notice of the diverse contexts that we had. While I understand that it is our feet that we must stand on to build up our future, it is my belief that our SEAMEO countries are more alike than different. I am sure that through this progress report, some of you can see the past images of your centre many, many years ago. I welcome your comments and value your sharing of good practices.

I would like to take this opportunity to sincerely thank all of you for your support, guidance and inspiration in this initial stage of SEAMEO CELLL.

LE HUY LAM
Centre Interim Director

About SEAMEO CELLL

The SEAMEO Regional Centre for Lifelong Learning (SEAMEO CELLL) was officially established following the signing ceremony of Memorandum of Agreement between SEAMEO and the Government of Vietnam on 20/3/2013 at SEAMEC 47 in Ha Noi. The Centre aims to cater for the regional needs in promoting lifelong learning and provide opportunities for cooperation in the field of lifelong learning among SEAMEO Member Countries and Associate Member Countries, help strengthen the relationship and increase mutual understanding among educational researchers, practitioners, and policy makers of the region, in a spirit of mutual respect and partnership.

Vision

A regional centre of excellence in research and training on lifelong learning, a regional forum for educational policy development on lifelong learning and a focal point for linkage among Southeast Asian, Asian and European countries to promote cooperation in lifelong learning.

Mission

To cater for the regional needs in promoting lifelong learning and provide opportunities for cooperation in the field of lifelong learning among SEAMEO Member Countries and Associate Member Countries, helping strengthen the relationship and increase mutual understanding between educational researchers, practitioners, and policy makers of the region, in a spirit of mutual respect and partnership.

Goals

a. to conduct research on lifelong learning;
b. to act as an information centre and consultation/ service provider on lifelong learning; and
c. to conduct training for lifelong learning managers, researchers and adult education managers

Purposes and functions

Purposes and functions of the Centre include:

a. maintaining close cooperation with ministries/departments in charge of lifelong learning policies, particularly with the ministries of education and ministries of labour in SEAMEO Members Countries;

b. promoting the concept and good practices of lifelong learning in SEAMEO Member Countries in order to widen participation in education and training in employment and civic life, and to combat exclusion and inequality in educational opportunities

c. conducting joint research and comparative studies on lifelong learning, as well as research for policy making at national and regional levels;

d. disseminating knowledge by publishing books, international academic journals and operating a website in English;

e. organising appropriate events serving the purpose of the Centre, including high profile conferences, seminars and workshops, flexible and tailor-made training courses, lifelong learning festivals and promotion of good practices;

f. facilitating, where necessary, policy learning among governments of SEAMEO Member Countries;

g. supplying, where necessary, expert consultancy, advice and support services on request;

h. maintaining close cooperation in the field of lifelong learning with relevant regional and international organizations; and

i. undertaking other activities as may be deemed necessary to realise the purpose of the Centre.

PRESENT CONDITIONS OF THE CENTRE (AS OF THIS DATE OF REPORT)

Governing Board Members

Following SEAMEO guidelines, the Centre has requested SEAMES to facilitate the procedures of establishing the Governing Board. At this date of report, the Centre is informed by SEAMES that 8 out of 11 members were officially nominated and appointed by the President of SEAMEO Council

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The Centre's first Governing Board Meeting is scheduled to take place in August 2014 to review and approve the first Five-year Development Plan, among other documentation and appointments.

Infrastructure

The Centre building is conveniently located in the very centre of Ho Chi Minh City, which is the biggest commercial and financial centre of the country. In term of real estate value, the land is worth millions of dollars.



Total land area: 704m2

(16m x 44 m)

Buiding area: 1152 m2

(8m x 36m x 4 floors)

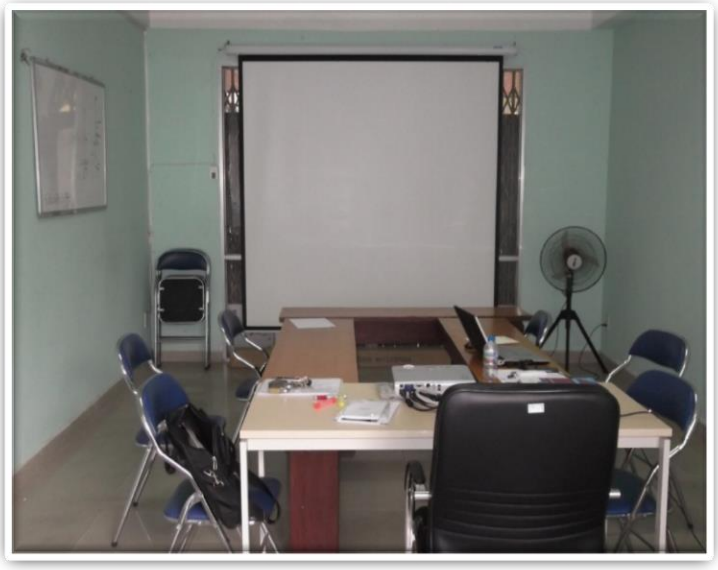


The building shell is in relatively good condition although all rooms and utilities are in thorough renovation need (water, drainage and electricity systems unusable; most doors and windows lost; rubble everywhere…)



Poor conditions of the interior

At the moment, the Centre has managed to set up one room in working conditions with full telephone and fax lines, computers with fiber internet connection, printers, photocopiers and basic meeting facilities.



Sole room in working conditions

Renovation blueprint was completed and is now in the process of being inspected for approval by authorised agencies. The budget for renovation is limited, though, (100,000 USD secured) due to national budget cuts.

The Centre physical conditions are now our main bottle-neck as no actual in-house activities can be conducted in such a limited setting.

Staff

At present, the Centre has 6 key staff including the directors (Director, deputy director and 4 department heads, most of whom have a background in education, all with master degrees).

Action Plan Statement

" To raise the Centre profile and visibility, improve infrastructure to facilitate Centre operations and make every effort to ensure that the first GBM will take place with the best results that can be expected."

Objectives

1. To raise the Centre profile and visibility both nationally and internationally.
2. To improve infrastructure to facilitate Centre operations
3. To improve internal management and enhance capacity building
4. To prepare for the first GBM scheduled to take place in Q3/2014

KRA 1: Raising the Centre profile and visibility both nationally and internationally

03/2013

At SEAMEC 47, right after the Centre's establishment ceremony, SEAMEO CELLL was quick to introduce itself to regional and international delegates, especially to key lifelong learning organizations such as UNESCO, UiL, ASEM Lifelong Learning Hub, ASPBAE



and dvv-international. The Centre's strategic plan and action plan 2013 was also disseminated to call for collaborational projects and support.

The Centre also expressed its interest in participating the Vietnam National Project 2020 which aims at enhancing English proficiency of civil servants, teachers and students by the year 2020. Contact was established between the Centre and the Steering Committee of the Project for further concrete contributions of the Centre to this national project.

In this same month, the Centre was invited by the HCMC Open University to undertake the design of an e-learning freshman course for distant learners.

04/2013

SEAMEO CELLL received Intel delegates led by Ms Shelly Shott, Global Director of Intel Education, to discuss possibilities for SEAMEO CELLL to introduce and implement

Intel EZ Steps, a computer skills literacy course, through the system of more than 10,000 CLCs (community learning centres) in Vietnam as well as similar systems in other SEAMEO countries if they are interested. The Centre took the opportunity to introduce SEAMEO basics to Intel guests.



Ms Shelly Shott, Global Director of Intel Education



Discussion with Intel Education Delegates



Introducing SEAMEO CELLL



Meeting with OISCA International

Also in April 2013, following OISCA invitation, SEAMEO CELLL sent a staff member to take part in a training course in communication skills in an effort to strengthen the link between the two organisations and raise the Centre visibility.

05/2013

With support from Prof. Dr. Heribert Hinzen, Regional Director of dvv-international, SEAMEO CELLL organised a series of events to bring about updated information on adult education and introduce itself to a number of target audiences: students from the Psychology-Education Department at the HCMC University of Education, senior administrative staff of the HCMC Open University and directors of Continuing Education centres in Ho Chi Minh City, Vietnam.



Dr. Heribert Hinzen with Rector of HCMC University of Education
and SEAMEO CELLL directors at HCMC University of Education

06/2013

SEAMEO CELLL Interim Director participated in the **2nd International Expert Working Group Meeting to Prepare the International Conference on Learning Cities** which took place on 4 and 5 June 2013 in Jeju Island in the Republic of Korea. The meeting focuses were to:

(1) refine the Key Features of Learning Cities based on the feedback from the prepiloting consultation;

(2) produce guidelines for conducting consultations on the Key Features of Learning Cities in a number of cities; and

(3) discuss the draft Beijing Declaration on Learning Cities

SEAMEO CELLL was the only regional organisation that represented SEAMEO countries at this conference, which prepared for the first International Conference on Learning Cities scheduled to take place 4 months later, in Beijing, October 2013, coorganised by UNESCO and the Municipal City of Beijing.



The 2nd International Expert Working Group Meeting



SEAMEO CELLL Interim Director at the Meeting

Also in June 2013, SEAMEO CELLL was invited by UNESCO and Office of the Permanent Secretary for Education, Ministry of Education, Thailand (The Office of the Non-Formal and Informal Education and Thai National Commission for UNESCO) to

take part in the **Regional Conference on Community Learning Centres (CLCs): National Qualifications Frameworks for Lifelong Learning and Skills Development , which took place in Bangkok, Thailand**, from 19 to 21 June 2013. At this large-scale regional forum, SEAMEO CELLL had the honour to present the Regional Advocacy on Lifelong Learning for All.



SEAMEO CELLL Interim Director presented the Regional Advocacy on Lifelong Learning Policies

07/2013

At CDM 2013, in his presentation at the Centres Accomplishments Session, the Centre Interim Director briefed the meeting on the present situation of SEAMEO CELLL and expressed his eagerness in taking lessons learned from other SEAMEO centres.



Regional Conference on CLCs

KRA 2: Improving infrastructure to facilitate Centre operations

In spite of limited budget and difficulties in purchase settlements, the Centre managed to equip itself with office facilities to ensure its daily routine operations. As of this date of report, the following items have been purchased and registered as assets:

Nº	Item	Quantity
1	Multimedia projector	02
2	Desktop computer	05
3	Laptop computer	06
4	Fax machine	01
5	Multi-function laser printer	06

6	Photocopier	01
7	Heavy-duty document duplicator	01
8	Heavy-duty scanner	01
9	Air conditioner	10
10	Furniture	Sufficient for operations

Regarding building renovation, although progress was relatively slow due to complex procedures under Vietnamese law, the Centre was assured that a budget allocation of approximately 200,000 USD would be made available for the purpose (in two years) . The first phase of survey and blueprint design is in progress, but the estimated time of completion is not yet fixed due to recent changes in construction and renovation regulations.

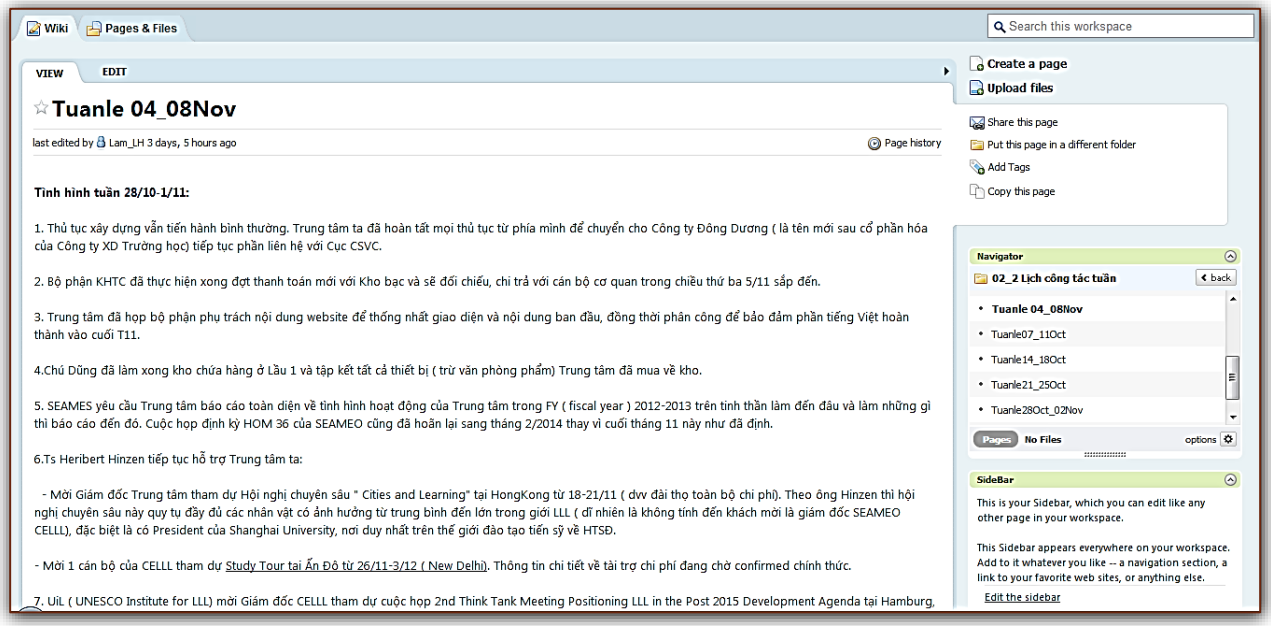


SEAMEO CELLL after renovation (CAD image)

KRA 3 Improving internal management and enhancing capacity building

Communication:

To ensure timely and efficient two-way communication among staff members, the Centre has maintained an office wiki at joinmenow.pbworks.com through which:



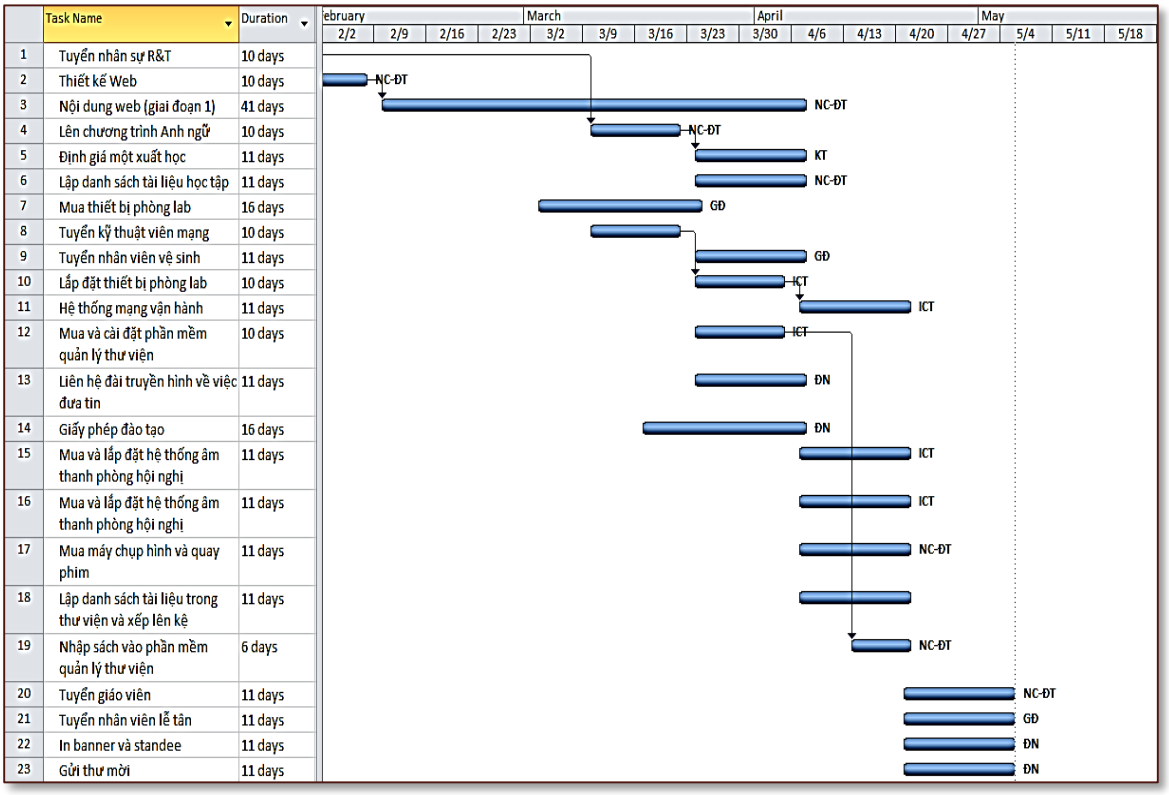
SEAMEO CELLL wiki

- Weekly working agenda can be communicated, reviewed and kept track of
- Ideas can be input, solicited, exchanged and commented on in a most convenient manner
- Documentation can be kept and retrieved conveniently for reference

Action Plan:

Based on the Enabling Instruments adopted by SEAMEO Council, functions and purposes of each Centre's department and supporting staff were identified and clearly articulated for better cooperation/ collaboration mechanism and capacity building. The action plan of each department was built in view of SEAMEO Strategic Plan 2011-2020 as well as the drafted SEAMEO CELLL strategic plan 2013-2015 and

was thoroughly reviewed and commented on by Centre staff. The Centre then built its own action plan for the interim period.



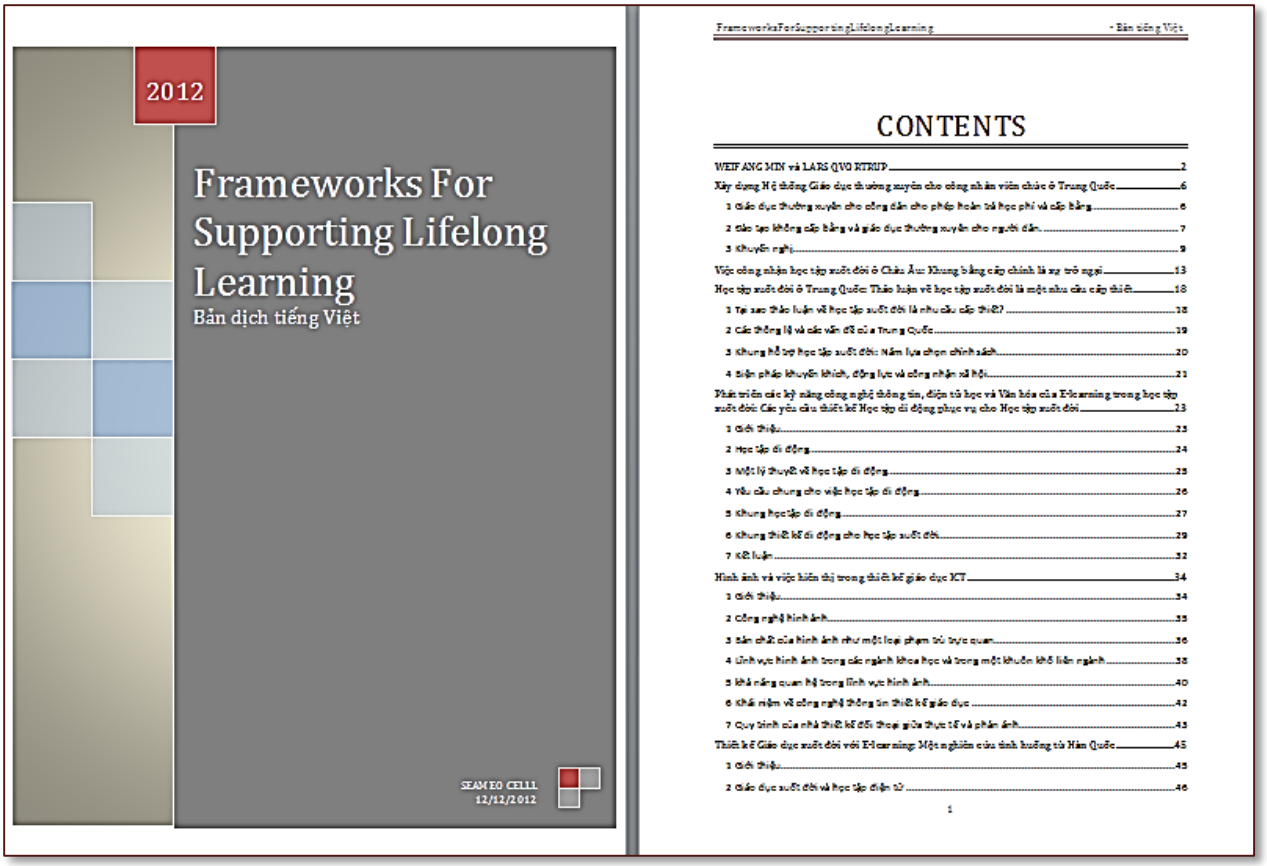
	Task Name	Duration
1	Tuyển nhân sự R&T	10 days
2	Thiết kế Web	10 days
3	Nội dung web (giai đoạn 1)	41 days
4	Lên chương trình Anh ngữ	10 days
5	Định giá một xuất học	11 days
6	Lập danh sách tài liệu học tập	11 days
7	Mua thiết bị phòng lab	16 days
8	Tuyển kỹ thuật viên mạng	10 days
9	Tuyển nhân viên vệ sinh	11 days
10	Lắp đặt thiết bị phòng lab	10 days
11	Hệ thống mạng vận hành	11 days
12	Mua và cài đặt phần mềm quản lý thư viện	10 days
13	Liên hệ đài truyền hình về việc đưa tin	11 days
14	Giấy phép đào tạo	16 days
15	Mua và lắp đặt hệ thống âm thanh phòng hội nghị	11 days
16	Mua và lắp đặt hệ thống âm thanh phòng hội nghị	11 days
17	Mua máy chụp hình và quay phim	11 days
18	Lập danh sách tài liệu trong thư viện và xếp lên kệ	11 days
19	Nhập sách vào phần mềm quản lý thư viện	6 days
20	Tuyển giáo viên	11 days
21	Tuyển nhân viên lễ tân	11 days
22	In banner và standee	11 days
23	Gửi thư mời	11 days

Extract of an action plan

Capacity building

04/2013

The Centre carried out an in-house training and practice on a collaborative translation project in which participants worked on different assigned sections of a compilation on Lifelong learning and collaborated through the Centre wiki. Lifelong learning terminology was compiled and indexed before, in and after the project.



Translation work

05/2013

With support from dvv international, SEAMEO CELLL International Cooperation Manager participated in a study tour taking place in Germany, from 25 May to 5 June, 2013. During the tour she had a chance to visit adult education centres and learn successful stories. It is part of SEAMEO CELLL plan to organise similar study tours in the future for adult education and community learning centre managers from SEAMEO countries to observe and learn from good practices in the field.

After the study tour in Germany, the Centre continued to get support from dvv international, ASPBAE and PRIA for more capacity building activities scheduled to take place in Lao PDR and India in Q3/2013.



Study Tour in Germany

KRA 4 Preparing for the Centre's first GBM

The Centre is fully aware that the first Governing Board Meeting should take top priority of the present development agenda, for it needs the approval of the board on key issues such as visions, missions, policies, operating programmes among other things.

The first step was made in May when the Centre officially requested SEAMES to facilitate the nomination of governing board members from SEAMEO countries. Up to this date of report there are 8/11 members appointed by the President of SEAMEO Council (please see pages 6-10).



The Centre Interim Director and Dr Nguyen Hong Son of Vietnam MOET at SEAMES office to be briefed on GBM preparation

Preparation work for the first GBM is still in progress:

On 21 June 2013, the Centre Interim Director was kindly received at SEAMES Office in Bangkok to be briefed on GBM procedures and provided with reference documents.

With kind support from SEAMEO RETRAC, SEAMEO CELLL is to send observers to the 16th GBM of SEAMEO RETRAC taking place in September 2013 in Ho Chi Minh City.

With kind support from SEAMEO BIOTROP, SEAMEO CELLL is to receive Dr Jesus Fernandez, BIOTROP Deputy Director, at the Centre office in October 2013. Among his topics of talk to SEAMEO CELLL staff is preparation for a fruitful GBM. Dr.Fernandez also communicated with Dr. Sandra Tempongko of SEAMEO TROPED Network for possible support SEAMEO CELLL may get from SEAMEO Mentoring Program in preparing for the first Five-year Development Plan, which is to be reviewed and approved by the Governing Board.

SUMMARY OF ACTIVITIES

Year 2013	**Activities**
March	SEAMEO CELLL was officially established following the signing of MoA between SEAMEO and the Government of Vietnam Establishing relationships with UNESCO, UiL, dvv international and ASEM HUB for Lifelong Learning. The Centre's Action Plan 2013 was disseminated for collaboration/ cooperation. Signing of ownership transfer of the 33C Le Thanh Ton Buiding between SEAMEO RETRAC and SEAMEO CELLL Receiving Dr Walter Baeten of Arteveldehogeschool University College (discussion on possible future cooperation). Taking on the design of a Reading E-learning course for freshmen at HCMC Open University.

April	Submitting drafted Organisational and Operational Procedures (as a government agency) to VNMOET for approval. Working on Glossary of Education and Lifelong Learning; website components; training syllabuses and job/division descriptions. Receiving Ms Shelly Shott, Global Director of Intel Education (together with Intel Country Manager, Mr Mai Sean Cang and Intel Education Manager VN , Mr Nguyen Thuong Hai); discussion on possible MoU on implementing EZ Steps, a computer literacy course, through community learning centres in SEAMEO countries. One SEAMEO CELLL staff taking part in a training course on business communication skills by OISCA
May	Phase 1 Building renovation budget allocation of 100,000USD approved in principle. Beginning bidding process for renovation design. Receiving Prof. Dr.Heribert Hinzen, Regional Director, dvv-international: - Organising the lecture event at HCMC University of Education where Dr Hinzen talked to students of the Psychology and Education Department about recent development in adult education. - Coordinating the meeting between Dr Hinzen, SEAMEO CELLL and rectors of HCMC Open University on possible cooperation. - Organising the event at SEAMEO CELLL office where Dr. Hinzen exchanged information and experience on adult education with HCMC directors of community centres.

	Ms Cao Thi Thu Hien, Head of International Cooperation Department participated in a study tour of adult education organised by dvv international (Germany, from 25 May to 5 June).
June	Mr Le Huy Lam, the Centre Interim Director, participated in the 2nd International Expert Working Group Meeting to Prepare the International Conference on Learning Cities (4 and 5 June) in Jeju Island, Republic of Korea. The Centre Interim Director also participated and presented the Regional Advocacy on Lifelong Learning Policies at the Regional Conference on Community Learning Centres (CLCs): National Qualifications Frameworks for Lifelong Learning and Skills Development, taking place in Bangkok, Thailand, from 19 to 21 June 2013. The Interim Director visited SEAMES office and consulted SEAMES directors and staff on GBM procedures and other SEAMEO related matters.

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SEAMEO Council

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Linkage Partners, especially dvv-international, UiL, and UNESCO

and many others

for their support, guidance and inspiration

during its very first year of operation