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PROJECT MANAGEMENT HANDBOOK

Project name: Green Education in Higher Education in Asia

Project ID: 101177627

CHAPTER 1: INTRODUCTION

This document serves as a guide for the project management of GreenEdAsia project and ensures clear internal communication regarding partners' roles and responsibilities. It is a working document that will be updated as needed throughout the project duration. All partners agree to adhere to the guidelines outlined herein. The document will be securely stored.

1.1 Project Overview

Topic	ERASMUS-EDU-2024-CBHE-STRAND-2
Type of Action	ERASMUS-LS
Call	ERASMUS-EDU-2024-CBHE
Type of Model Grant Agreement	ERASMUS-AG-LS
Project title	Learning for Sustainable Future - Higher Education for Green Transition in Southeast Asia
Acronym	GreenEdAsia
Proposal ID	101177627
Project Coordinator	HCMUTE
Project start date	01/11/2024
Project duration	36 months

1.2 Objectives

- GreenEdAsia is an initiative aimed at advancing environmental sustainability and promoting green practices through higher education in Southeast Asia. The project's primary objective is to enhance the capacity of higher education institutions in Vietnam and Thailand to produce a skilled workforce in the fields of circular bioeconomy and renewable energy.

The project develops innovative curricula that integrate principles of sustainable development across various disciplines. In addition, it provides professional development for educators and fosters collaboration with local industries and government agencies, thereby offering students valuable practical experience and opportunities to actively engage in the green transition within their communities.

1.3 Objectively Verifiable Indicators

Achieving a 70% increase in the number of graduates from higher education institutions in Vietnam and Thailand enrolled in degree programs focused on circular bioeconomy and renewable energy by 2027, relative to the baseline year of 2024.

Implementing eight redesigned curricula across four higher education institutions in Southeast Asia. Training and professionally developing 40 academic staff, including faculty members and teacher educators, by 2027.

Building capacity and providing professional development for eight university managers by 2027.

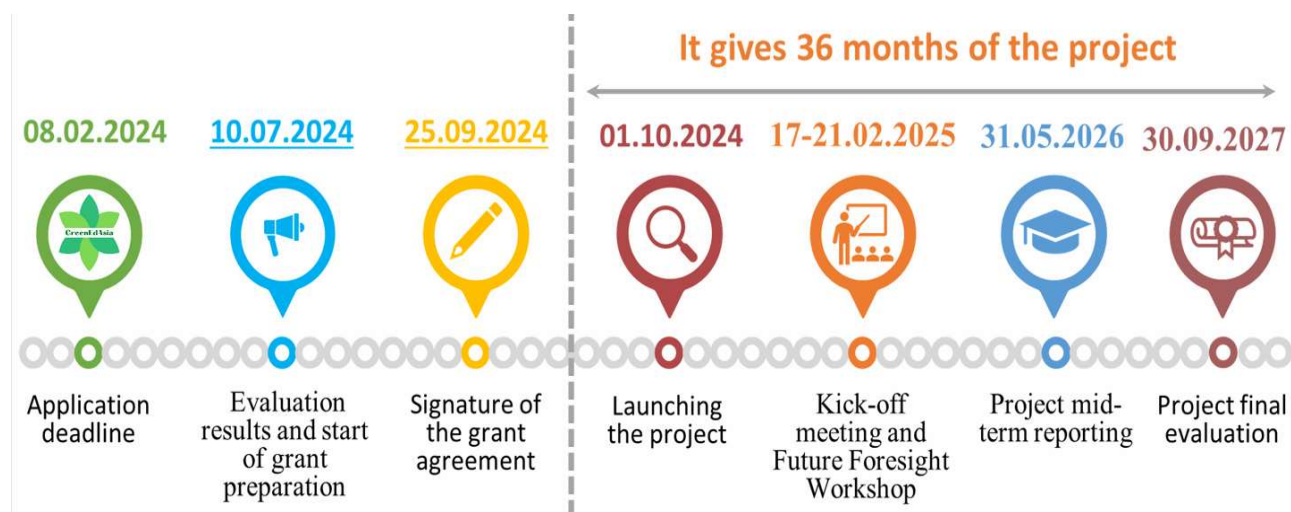
Establishing eight formal partnerships with industry and societal stakeholders in Vietnam and Thailand, aimed at fostering collaborative initiatives, research projects, and knowledge exchange.

Organizing six student challenges designed to encourage innovation and problem-solving in the fields of circular bioeconomy and renewable energy. Implementing four sustainable practices within partner higher education institutions.

Developing and submitting four new project proposals by higher education institutions in Vietnam and Thailand. Enhancing governance and management competencies among 12 administrative staff members. Publishing six open-access articles and scholarly papers to disseminate research findings and academic knowledge.

CHAPTER 2: PROJECT INFORMATION

2.1 Project start date and duration



2.2 Consortium members and their roles



No	Short Name	Legal Name	Contry	Role	Contact person
1	HCMUTE	Ho Chi Minh University of Technology and Education	Vietnam	COO	Hoang An Quoc hanquoc@hcmute.edu.vn
2	DThu	Do Thap University	Vietnam	BEN	Nguyen Thi Anh Thu nathu@dthu.edu.vn
3	RMUTL	Rajamangala University of Technology Lanna	Thailand	BEN	Pracha Yeunyongkul ypracha@rmutl.ac.th
4	RMUTT	Rajamangala University of Technolofy Thanyaburi	Thailand	BEN	Pakornkiat Sawetmethikul pkkt@rmutt.ac.th
5	HAMK	Hämeen ammattikorkeakoulu Oy – Häme University of Applied Sciences	Finland	BEN	Hanna Lindroos hanna4@hamk.fi
6	UBU	Universidad de Burgos	Spain	BEN	Elena Carrión ecarrion@ubu.es

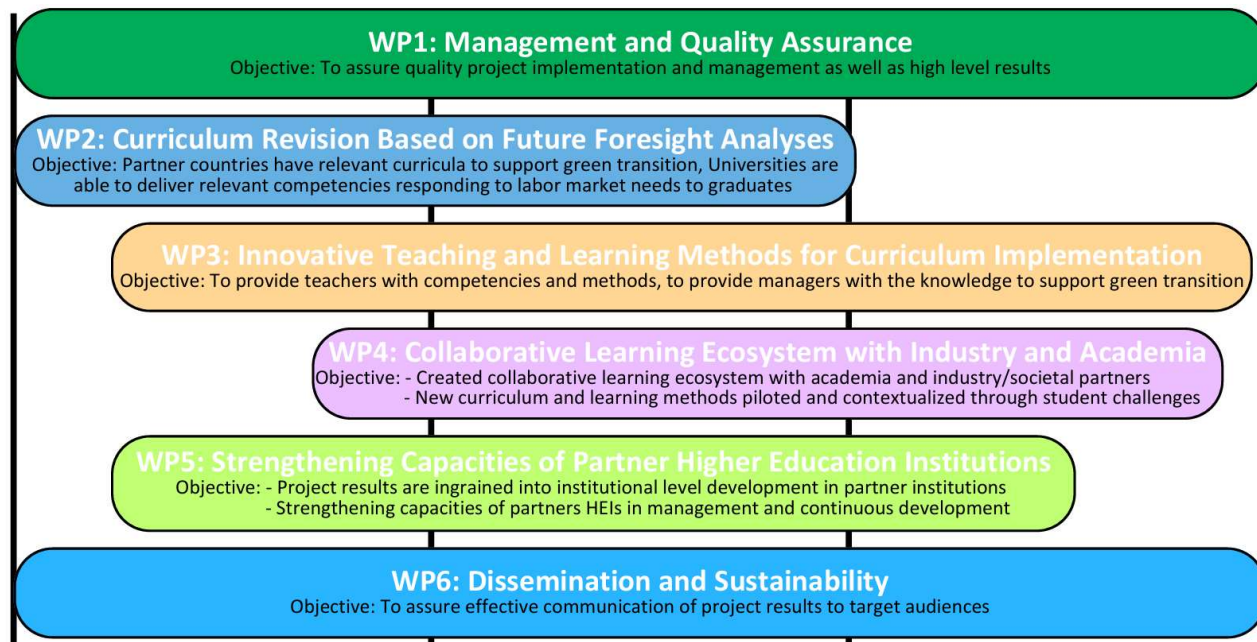
2.3 Participants

No	Name	Role	University	Email
1	Le Hieu Giang	AB	HCMUTE	gianglh@hcmute.edu.vn
2	Hoang An Quoc	PM	HCMUTE	hanquoc@hcmute.edu.vn
3	Ngo Van Thuyen	QAC	HCMUTE	thuyen.ngo@hcmute.edu.vn
4	Huynh Thi Minh Thu	Teacher	HCMUTE	thuhtm@hcmute.edu.vn
5	Nguyen Xuan Vien	Teacher	HCMUTE	viennx@hcmute.edu.vn
6	Nguyen Duy Dat	Teacher	HCMUTE	datnd@hcmute.edu.vn
7	Diep Phuong Chi	Teacher Educator	HCMUTE	chidp@hcmute.edu.vn
8	Tran Thi Kim Anh	Teacher	HCMUTE	anhttk@hcmute.edu.vn
9	Dinh Bao Huy	Secretary	HCMUTE	huydb@hcmute.edu.vn
10	Krischonme Bhumkittipich	AB	RMUTT	krischonme.b@en.rmUTT.ac.th
11	Pakornkiat Sawetmethikul	PM	RMUTT	pkkt@rmUTT.ac.th
12	Benjaporn Meeprom	QAC	RMUTT	benjaporn@rmUTT.ac.th
13	Pim-on Kaewdaeng	Teacher & Secretary	RMUTT	pimonk@rmUTT.ac.th
14	Supit Boonlab	Teacher & Administrator	RMUTT	supit_b@rmUTT.ac.th
15	Surasak Jotaworn	Teacher & WP-3 Task Leader	RMUTT	surasak_jo@rmUTT.ac.th
16	Julaluk Watthananon	Teacher	RMUTT	julaluk_w@rmUTT.ac.th
17	Prapas Thongrak	Teacher	RMUTT	prapas_t@rmUTT.ac.th
18	Sanitdech Jintana	Teacher	RMUTT	sanitdech_j@rmUTT.ac.th
19	Natthineeporn Pingkaew	Teacher	RMUTT	natthineeporn_p@rmUTT.ac.th
20	Wanpen Poomarin	Teacher	RMUTT	wanpen_p@rmUTT.ac.th
21	Prof. Wichet Thipprasert	President	RMUTL	wichet_thip@rmUTL.ac.th
22	Pracha Yeunyongkul	AB	RMUTL	ypracha@rmUTL.ac.th
23	Rungnapha Khiewwijit	Lecturer	RMUTL	rungnapha@rmUTL.ac.th
24	Sumana Sorathiwa	PM	RMUTL	sumana@rmUTL.ac.th

25	Supornphan Konchiab	QAC	RMUTL	supornphan@rmutl.ac.th
26	Ronnachart Munsin	Senior Lecturer	RMUTL	ronnachart@rmutl.ac.th
27	Surapin Promdan	Senior Lecturer	RMUTL	Surapin_me@rmutl.ac.th
28	Tulaya Daroon	Lecturer	RMUTL	tulaya@rmutl.ac.th
29	Ho Van Thong	Advisory board	DThU	hvthong@dtu.edu.vn
30	Nguyen Anh Thu	Coordinator	DThU	nathu@dtu.edu.vn
31	Nguyen Thị Phuong Thao	QAC	DThU	ntpthao@dtu.edu.vn
32	Pham The Hung	WP 2 tasks leader	DThU	pthung@dtu.edu.vn
33	Nguyen Thị Phuong	WP 6 tasks leader	DThU	ntphuong@dtu.edu.vn
36	Phạm Quoc Nguyen	Teacher Educator	DThU	pqnguyen@dtu.edu.vn
35	Nguyen Ho	Teacher	DThU	nguyenho@dtu.edu.vn
36	Ha Danh Duc	Teacher	DThU	hdduc@dtu.edu.vn
37	Nguyen Thi Pha Ly	Teacher	DThU	ntply@dtu.edu.vn
38	Nguyen Thach Thao Ly	Teacher	DThU	nttly@dtu.edu.vn
39	Hanna Lindroos	Expert	HAMK	hanna.lindroos@hamk.fi
40	Anne-Maria Korhonen	Expert	HAMK	anne-maria.korhonen@hamk.fi
41	Ulla-Maija Knuutti	Expert	HAMK	ulla-maija.knuutti@hamk.fi
42	Teija Lehtonen	Expert	HAMK	teija.lehtonen@hamk.fi
43	Clara Rojo Izquierdo	Expert	UBU	crizquierdo@ubu.es
44	Elena Carrión	Expert	UBU	ecarrion@ubu.es
45	Jesús Pedro Barrero	Expert	UBU	cpcornejo@ubu.es
46	Clara Pérez	Expert	UBU	jpbarrero@ubu.es
47	Esther de Quevedo	Expert	UBU	equed@ubu.es
48	Carlos Larrinaga	Expert	UBU	carlos.larrinaga@ubu.es
49	Paula Rodríguez	Expert	UBU	prtorrico@ubu.es

CHAPTER 3: WORK PACKAGES AND TASKS

3.1 Work packages (WP) and Responsibilities of partners



WP1: Management and Quality Assurance (Lead: HCMUTE; Co-lead: HAMK; Duration) Months 1–36

WP2: Curriculum Revision Based on Future Foresight Analyses (Lead: DThU; Co-lead: HAMK; Duration) Months 1–23

WP3: Innovative Teaching and Learning Methods for Curriculum Implementation (Lead: RMUTT; Co-lead: HCMUTE; Duration) Months 4–36

WP4: Collaborative Learning Ecosystem with Industry and Academia (Lead: RMUTL; Co-lead: UBU; Duration) Months 13–34

WP5: Strengthening Capacities of Partner Higher Education Institutions (Lead: HAMK; Co-lead: UBU; Duration) Months 3–35

WP6: Dissemination and Sustainability (Lead: HCMUTE; Co-lead: DThU; Duration) Months 1–36

3.2 Task details with timelines

ACTIVITY	YEAR 1				YEAR 2				YEAR 3			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1 Informing partners of responsibilities												
Task 1.2 Kick-off meeting												

Task 1.3 Project management meetings												
Task 1.4 Advisory board meetings												
Task 1.5 Creation of a platform for the project												
Task 1.6 Creating the Quality plan												
Task 1.7 Implementation of the Quality Plan												
Task 1.8 Organising external evaluation												
Task 2.1 Future foresight workshop												
Task 2.2 Redesigning curriculum												
Task 2.3 Curriculum approval process												
Task 3.1 Management training												
Task 3.2 Teacher training												
Task 3.3 Student-centered teaching methods Workshop												
Task 3.4 Teacher training												
Task 3.5 Training the trainer activities												
Task 4.1 Mapping existing industry/societal partner learning ecosystem												
Task 4.2 Creating partnerships with industry/societal partners												
Task 4.3 Piloting new curriculum and learning/teaching methods with students												
Task 4.4 Mentoring teaching staff in student challenges												
Task 4.5 Organising collaborative learning ecosystem workshop												
Task 4.6 Sharing lessons learnt /organising webinars for stakeholders												
Task 5.1 Mentoring administrative staff												
Task 5.2 Administrative Workshops												
Task 5.3 Managers Study Visit												
Task 5.4 institutional implementation plans												
Task 6.1 Project visual identity												
Task 6.2 Project webpage												

Task 6.3 Dissemination and sustainability strategy												
Task 6.4 Work package 6 team meetings												
Task 6.5 Production of dissemination materials												
Task 6.6 Project final seminar in Dong Thap University												
Task 6.7 Dissemination of project results												

WP1: Management and quality assurance; Lead: HCMUTE

No	Task Name	Description	Participants		Timetable
			Name	Role	
T1.1	Informing partners of legislative and financial responsibilities and creation of partner agreements	The coordinator draws up partner agreements or a consortium agreement with specified roles and responsibilities of partners. The agreement includes the amounts and timeline of pre financing from the agency.	HCMUTE	COO	M1-M6 12/2024-5/2025
T1.2	Kick-off meeting in HCMUTE	The project management team members from partner organizations as well as WP leaders and administrative staff gather together to go through the project work plan, reporting guidelines and other administrative matters.	HCMUTE DThU; RMUTL RMUTT; HAMK; UBU	COO BEN BEN	M1-M3 12/2024-2/2025
T1.3	Project management meetings	PMT meets online every 2 months to discuss the progress of the work plan and make any necessary decisions for the project.	HCMUTE DThU; RMUTL RMUTT; HAMK; UBU	COO BEN BEN	M1-M36 12/2024-11/2027
T1.4	Advisory board meetings	AB meet every 6 months online to	HCMUTE DThU; RMUTL RMUTT; HAMK; UBU	COO BEN BEN	M1-M36 12/2024-11/2027
T1.5	Creation of a platform for the project	An online platform for project management team will be set-up to store all vital project	HCMUTE DThU; RMUTL	COO BEN BEN	M1-M3 12/2024-2/2025

		administrative documents as well as work package working documents.	RMUTT; HAMK; UBU		
T1.6	Creating the Quality plan	HAMK together with the project manager finalise quality evaluation methods, indicators and timeline to produce the Quality plan	HCMUTE HAMK	COO BEN	M1-M6 12/2024- 5/2025
T1.7	Implementation of the Quality Plan; continuous monitoring and quality assurance activities	HAMK experts will collect data and present the findings to the PMT and AB.	HCMUTE RMUTL; RMUTT HAMK UBU; DThU	COO BEN BEN	M7-M36 6/2025- 11/2027
T1.8	Organising external evaluation	An external evaluator will evaluate the project activities during mid-term and end of project to evaluate the outreach and activities of the project activities and present them to the advisory board and PMT.	HCMUTE HAMK	COO BEN	M4- MTask 36 3/2025- 11/2027

WP2: Curriculum revision based on future foresight analyses; Lead: HAMK

Task No	Task Name	Description	Participants		Timetable
			Name	Role	
T2.1	Future foresight workshops	3 days face-to-face workshops in the beginning of the project to start working with facilitated future foresights methods. The process continues in 2 online workshops and the aim is to finally define competence profiles in bio circulate economy sector and discover what impact the findings have towards curriculum and educational operations (courses, modules).	HCMUTE DThU RMUTL RMUTT HAMK UBU	COO BEN BEN BEN BEN BEN	M1-M15 12/2024- 2/2026
T2.2	Redesigning curriculum based on future foresight scenarios, self-assessment and evaluation	Curriculum is redesigned according to the new competence profiles in an online workshop. The work continues in a face-to-face workshop that is combined with T3.3. workshop.	HCMUTE DThU RMUTL RMUTT HAMK UBU	COO BEN BEN BEN BEN BEN	M13-M24 12/2025- 11/2026
T2.3	Sending the new curriculum to the approval process and planning the implementation	In an online workshop the results (the new curriculum) are presented. The new curriculum is sent to the approval process.	HCMUTE DThU RMUTL RMUTT HAMK UBU	COO BEN BEN BEN BEN BEN	M22-M24 09/2026- 11/2026

WP3: Innovative teaching and learning methods for curriculum implementation; Lead: RMUTT

Task No	Task Name	Description	Participants		Timetable
			Name	Role	
T3.1	Management training on student-centred teaching methods	This training is designed for faculty managers to familiarise them with student-centred teaching methods and provide them with tools to support teachers and students in this process. Online training session. 2 hours per university. (total 10-15 managers trained)	HCMUTE DThU; RMUTL RMUTT ; HAMK	COO BEN BEN	M4-M6 03/2025- 05-2025
T3.2	Teacher training for student-centered teaching methods	Teachers and teacher educators (total 40) are trained to use student-center teaching methods. This online training packet includes the theory of the methods. Training includes 3 online training sessions, 2 hours per each, 6 hrs together. Teachers must participate in the training sessions as well as work through the given assignments.	HCMUTE DThU; RMUTL RMUTT ; HAMK	COO BEN BEN	M7-M36 06/2025- 11/2027
T3.3	Student-centered teaching methods Workshop	After the online theory training there will be a workshop for the teachers practical tools of student-centered teaching methods. Teachers are testing the methods and tools in a 3 days workshop (F2F). (Total 40 teachers and teacher educators)	HCMUTE DThU; RMUTL RMUTT; HAMK	COO BEN BEN	M9-M11 08/2025- 10/2025
T3.4	Teacher training	After piloting the student centered teaching methods and testing the tools in practise the teacher training continues. The topics are needs based, according the needs of teachers. For example supporting students, motivating methods etc. Two 1-2 days F2F -training sessions for teachers implementing the methods to curriculum and degree programme (after the student challenges/WP4). (Total 40)	HCMUTE DThU; RMUTL RMUTT ; HAMK	COO BEN BEN	M7-M33 06/2025- 08/2027
T3.5	Training the trainer activities	Teacher's manual for DBE will be created in co-operation between all the partners during the project. This manual will be used later for training the other teachers and teacher educators. Also a plan for training the other trainers (total 4) will be created during the	HCMUTE; DThU; RMUTL RMUTT; HAMK	COO BEN BEN	M7-M33 06/2025- 08/2027

		project as a part of the institutional plans for ingrainin the project results.			
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WP4 Collaborative learning ecosystem with industry and academia; Lead: RMUTL

Task No	Task Name	Description	Participants		Timetable
			Name	Role	
T4.1	Mapping existing industry/societal partner learning ecosystem	Mapping different types and extent of current industry/societal partner cooperation in the partner HEIs' learning ecosystem, method: focus group discussions	HCMUTE DThU; RMUTL RMUTT; HAMK; UBU	COO BEN BEN	M13- M15
T4.2	Creating partnerships with industry/societal partners	Identifying, contacting and creating industry/societal partnerships for collaboration, total 20 partnerships (min 5/HEI)	HCMUTE DThU; RMUTL ; RMUTT	COO BEN	M13- M33
T4.3	Organising collaborative learning ecosystem workshop	Participatory workshop to support and create university-industry collaboration model for student-centered learning model	HCMUTE DThU; RMUTL RMUTT; HAMK; UBU	COO BEN BEN	M16- M33
T4.4	Piloting new curriculum and learning/teaching methods with students	Student teams working in courses with real-life challenges of industry/societal partners. 2 international challenges (25 students/challenge, total 50 students) and 4 national challenges (30 students/challenge, total 120 students), total 170 students	HCMUTE DThU; RMUTL RMUTT; HAMK; UBU	COO BEN BEN	M16- M33
T4.5	Mentoring teaching staff in student challenges	Online and f2f coaching of challenge mentors during the implementation of student challenges (3-4 months timespan with two weeks for the field work), number of participants min 20	HCMUTE DThU; RMUTL RMUTT; HAMK; UBU	COO BEN BEN	M16- M18
T4.6	Sharing lessons learnt / organising webinars for stakeholders	Sharing lessons learned and engaging more industry/societal partners to cooperate with the partner HEIs. Number of webinars: 2 (1 after international student challenges and 1 after national student challenges). Number of participants: 120 (students, teachers, managers, industry/societal partners)	HCMUTE DThU; RMUTL RMUTT; HAMK; UBU	COO BEN BEN	M31- M36

WP5: Strengthening capacities of partners HEIs; Lead: HAMK

Task No	Task Name	Description	Participants		Timetable
			Name	Role	
T5.1	Mentoring partner country institutions admin staff and strengthening their capacities to carry out development processes	Guidance and mentoring to partner country institutions admin staff in order to strengthen their capacities to plan, implement and evaluate development processes. Task strengthens the sustainability of the project results and enhances partner institutions possibilities to carry forward development activities during and after the project period.	HCMUTE DThU; RMUTL RMUTT; HAMK ; UBU	COO BEN BEN	M16- M36
T5.2	Workshops for admin staff in partner institutions to strengthen their capacities in management and continuous development	Mentoring also strengthens the quality of the project outputs as there is more institutional level support from the admin staff. Online workshops (4) as well as face to face training (1) organised for admin staff outlining good governance practices, bases of the project management and responding to the emerging needs from partner institutions. Survey data collected from participants prior to workshop sessions and after all the workshops are completed.	HCMUTE DThU; RMUTL RMUTT; HAMK ; UBU	COO BEN BEN	M16- M21
T5.3	Organising Managers Study Visit to UBU	One week Managers Study Visit to UBU is organised involving at least 2 educational managers per partner institution. Managers Study Visit engages educational managers with the development process and ensures their support for the institutional development processes carried out in each partner institution. Study Visit program includes keynotes and workshops focusing on the main themes of the project; student-centred and competence-based education, education-industry collaboration, future foresight methods as a tool for enhancing relevance of education offer etc.	HCMUTE DThU; RMUTL RMUTT; HAMK ; UBU	COO BEN BEN	M4-M7

T5.4	Partner institutions prepare institutional plans for ingrainning the GreenEdAsia project results	Each partner institution prepares institutional plans for ingrainning the project results. Educational managers lead the development of institutional plans. Ingrainning means in example integration of new/renewed curricula into learning offer, ensuring the use of train-the-trainer model for institutional level impact of the new teaching and learning methods, institutional models for continuing collaboration with work life partners after the project period and other relevant topics. Institutional plans are presented to the GreenEdAsia Advisory Board.	HCMUTE DThU; RMUTL RMUTT; HAMK; UBU	COO BEN BEN	M4-M36
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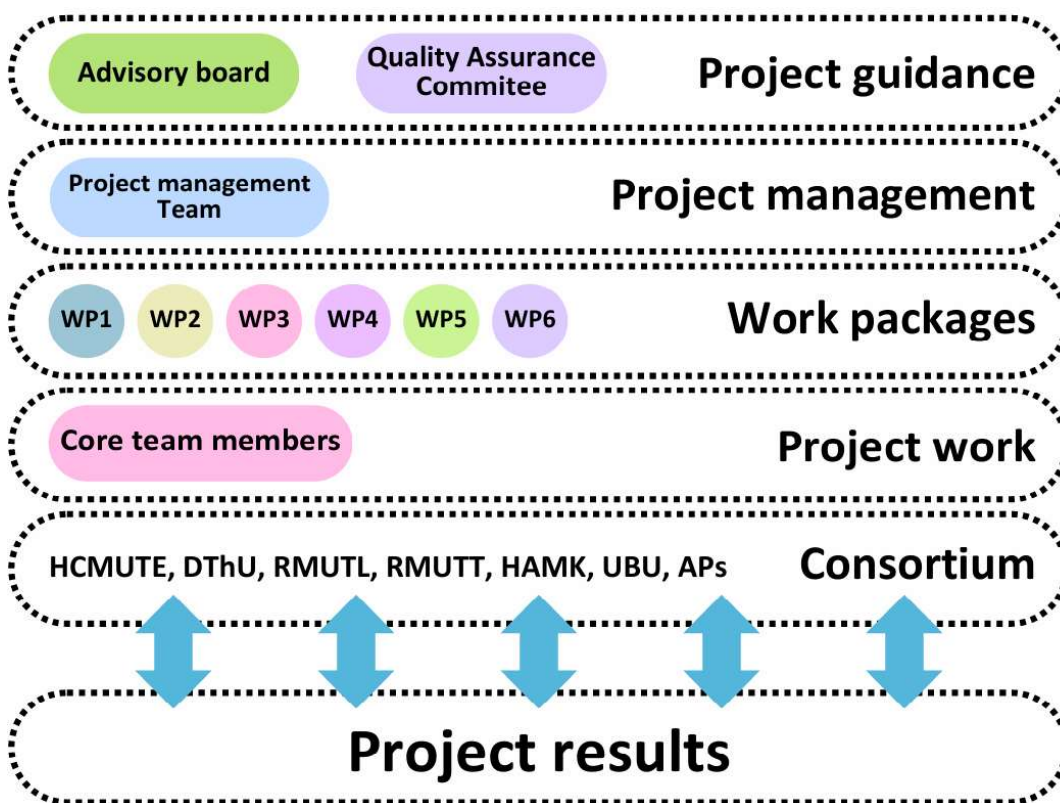
WP6: Dissemination and Sustainability; Lead: HCMUTE

Task No	Task Name	Description	Participants		Timetable
			Name	Role	
T6.1	Project visual identity	Designing the project visual identity, logo and dissemination/marketing templates	HCMUTE	COO	M1-M6
T6.2	Project webpage	The coordinator will create a website for project dissemination following the agency guidelines	HCMUTE	COO	M1-M6
T6.3	Dissemination and sustainability strategy	Dissemination and sustainability strategy including finalised target groups, dissemination channels, project tags, timetables, share of responsibilities and key performance indicators with guidelines on how to implement and sustain project results after the project	HCMUTE DThU; RMUTL RMUTT; HAMK; UBU	COO BEN BEN	M1-M33
T6.4	Work package 6 team meetings	WP team members meet online every 2-6 months to discuss dissemination activities and channels as well as select themes for publications	HCMUTE DThU; RMUTL RMUTT; HAMK; UBU	COO BEN BEN	M1-M36
T6.5	Production of dissemination materials and marketing of project activities and results to target groups	WP experts produce dissemination materials such as marketing materials, articles, press releases, news articles and disseminate activities through arranging regional seminars	HCMUTE DThU; RMUTL RMUTT; HAMK; UBU	COO BEN BEN	M4-M36

T6.6	Project final seminar in Dong Thap University	The main dissemination event will be held at the end of the project when two representatives of each partner organisations will come together in DThU to present the project results to an audience consisting of educational managers, teachers, Industry representatives as well as Educational policy/decision makers from national and regional levels. This seminar will be hosted by DThU, the co-leads of WP6	HCMUTE DThU; RMUTL RMUTT; HAMK; UBU	COO BEN BEN	M28- M36
T6.7	Dissemination of the project results in Asian contact networks and international publications	Project partners produce open access publication on the project activities, impact and results	HCMUTE DThU; RMUTL RMUTT; HAMK; UBU	COO BEN BEN	M28- M36

CHAPTER 4: PROJECT MANAGEMENT

4.1 Management groups and their responsibilities



a. Advisory Board

The Advisory board (AB) consists of partner organisation directors and/or managers, project manager (HCMUTE) and project administrative coordinator (HCMUTE) and will reflect on project results and impact. The AB will also discuss ways to, in cooperation, affect the achievement of long-lasting results in partner organisations and countries. To ensure sustainability of project results, management from partner institutions, in addition to advisory board roles, will also be involved in WP5 activities creating Institutional implementation plans (D5.4) including organisational cascading plan created by the teachers and teacher educators in (D3.3). The advisory board will not act as a decision-making body but give their input on the project quality and progress.

Advisory board consists of partner directors/senior managers who will gather at least twice a year to discuss the project and ways to implement the project results in each partner organisation (should be able to influence that the organizational plan can be implemented). During meetings, the project manager will introduce project progress and activities to the board. The project administrative coordinator will act as the secretary and the quality manager will be included in the team when necessary. The Advisory board will assess the

project impact and give suggestions to the project team as well as further the use of project results in their own organisations.

Quality plan, External evaluation 1&2 and partner institutional plans to be presented to AB

Partner	Name	Contact
HCMUTE	Le Hieu Giang	thuyen.ngo@hcmute.edu.vn
RMUTT	Krischonme Bhumkittipich	krischonme.b@en.rmutt.ac.th
RMUTL	Pracha Yeunyongkul	yPracha@rmutl.ac.th)
UBU	Jesús Barrero	jpbarrero@ubu.es
HAMK	Martti Majuri	Martti.Majuri@hamk.fi
DThU	Ho Van Thong	hvthong@dthu.edu.vn

b. Quality Assurance Team

Partner	Name	Contact
HCMUTE	Ngo Van Thuyen	gianglh@hcmute.edu.vn
RMUTT	Benjaporn Meeprom	benjaporn@rmutt.ac.th
RMUTL	Sumana Sorathiwa	sumana@rmutl.ac.th
UBU	Elena Carrión	ecarrion@ubu.es
HAMK	Hanna Lindroos	hanna.lindroos@hamk.fi
DThU	Nguyen Quoc Vu	nqvu@dthu.edu.vn

c. Project Management Team

In order to ensure the successful achievement of GreenEdAsia's objectives with the highest standards of quality, comprehensive planning for project management, quality assurance, and assessment methodologies has been meticulously incorporated into the

continuously updated project handbook (D1.1). This handbook functions as a critical reference for project management and contains key administrative components, including the project work plan, participant profiles, GANTT chart, reporting guidelines, and contingency plan. Furthermore, essential deliverables, such as the dissemination and sustainability plan, as well as the quality plan (inclusive of the data management plan), will be appended as annexes to further facilitate the effective implementation of the project. The following outlines the project management structure.

Partner	Project manager	Contact	WP Lead
HCMUTE	Hoang An Quoc	hanquoc@hcmute.edu.vn	Project manager (WP1 lead), WP6 lead, project administrative coordinator, WP3 co-lead
RMUTT	Pakornkiat Sawetmethikul	pkkt.rmutt@gmail.com	RMUTT project manager, WP3 lead
RMUTL	Suornphan Konchiab	yPracha@rmutl.ac.th)	RMUTL project manager, WP4 lead
UBU	Elena Carrión	ecarrion@ubu.es	UBU project manager, WP4 co-lead, WP5 co-lead
HAMK	Hanna Lindroos	hanna.lindroos@hamk.fi	HAMK project manager, Quality manager (WP1 co-lead)
HAMK	Teija Lehtonen	teija.lehtonen@hamk.fi	WP5 lead,
DThu	Nguyen Anh Thu	thu@dthu.edu.vn	DThu project manager, WP2 lead, WP6 co-lead

4.2 Meetings and event descriptions

4.3 Financial management and reporting guidelines

CHAPTER 5: TIMETABLE, MILESTONES AND DELIVERABLES

5.1 Project timetable

WORKPAKAGES	DELIVERABLES			LEAD	Due date
W1: HCMUTE (LEAD) Management and quality assurance	W1.1	D1	D1.1	Project handbook	HCMUTE 31 Mar 2025
	W1.2	D2	D1.2	Quality plan including data management plan	HCMUTE 31 May 2025
	W1.3	D3	D1.3	Progress report	HCMUTE 31 Mar 2026
W2: HAMK (LEAD) Curriculum revision based on future foresight analyses	W2.1	D4	D2.1	Future scenarios in collaboration of green transition industry and education	HAMK 30 Nov 2025
	W2.2	D5	D2.2	Revised curriculum supporting competence-based education	DThU 31 Aug 2026
W3: RMUTT(LEAD) Innovative teaching and learning methods for curriculum implementation	W3.1	D6	D3.1	Training materials	RMUTT 31 Jan 2027
	W3.2	D7	D3.2	Teacher's manual for DBE	RMUTT 31 Mar 2027
	W3.3	D8	D3.3	Institutional Cascading plan	RMUTT 31 Jul 2027
W4: RMUTL (LEAD) Collaborative learning ecosystem with industry and academia	W4.1	D9	D4.1	Organizational student-centered teaching and learning concept supporting green transition	RMUTL 31 Jul 2027
	W4.2	D10	D4.2	Article on the results of piloting	HAMK 31 Jul 2027
W5: HAMK (LEAD) Strengthening capacities of partners HEIs	W5.1	D11	D5.1	Managers Study Visit to UBU	UBU 31 May 2025
	W5.2	D12	D5.2	Institutional plans for ingraining the GreenEdAsia project results	HAMK 31 Aug 2027
W.6: HCMUTE (LEAD)	W6.1	D13	D6.1	Dissemination and Sustainability strategy	HCMUTE 31 Mar 2025

Dissemination and Sustainability	W6.2	D14	D6.2	Project website	HCMUTE	30 Sep 2025
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5.2 Key milestones and mean of verification

a. Milestones:

Milestone	Milestone	WP	Lead	Description	Due Date	Means of Verification
MS2	Project mid-term reporting	1	HCMUTE	Project partners gather and report activities and deliverables produced by the halfway of the project	(18) 7/26	Project activity log and financial reports have been finalised. All deliverables and milestones have been reported on the funding and tenders project portal
MS1	Future foresight workshops	2	HAMK	The face-to-face workshop is held in the beginning of the process. That includes future foresights methods, such as PESTE, scenarios and back casting that are facilitated. The participants work in small groups. Two online workshops are held to finalise the artefacts as an outcome from the facilitation process. The new competence profiles are defined	(13) 12/25	Attendance lists, Workshop presentations and produced outcomes

Milestone	Milestone Name	WP	Lead	Description	Due Date	Means of Verification
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MS3	Teacher education (online, F2F, piloting, trainer to trainer)	3	RMUTT	This project focuses on teachers of circular bioeconomy, renewable energy and other green transition courses. In this training, the teachers will be trained to teach through student-centred teaching methods in real-life settings. The training includes both theoretical parts and practical piloting. Learning outcomes: to understand the importance of student-centred teaching skills in relation to green transition, to be able to design a relevant real-life problem to motivate students to active self-directed knowledge construction, to be able to support student-centred learning process with interactive tools and learning activities, to be able to identify themselves as facilitators of students' learning process. Part of the teacher training is also the creation of the teaching manual and the creation of a trainer-to-trainer plan for cascading training.	(33) 08/27	<p>*Number of teachers and teacher educators actively participated and passed through the theoretical part of the training (participating and assignments).</p> <p>*Number of teachers and teachers educators working as a mentors in piloting the new methods in student challenges</p> <p>*Number of the Institutional Cascading plans created during the project</p> <p>*Teacher manual created for DBE</p>
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Milestone	Milestone Name	WP	Lead	Description	Due Date	Means of Verification
MS5	Industry partnerships established, student challenges organised, and mentors trained	4	RMUTL	Industry/societal partners identified & challenge topics designed, 2 international and 4 national student challenges organised, and mentors trained	(34) 9/2027	Partner collaboration agreements, Attendance lists

MS4	Online workshops for admin staff completed	5	HAMK	3 online workshops have been organised for admin staff outlining good governance practices, bases of the project management and responding to the emerging needs from partner institutions. Survey data was collected from participants prior to workshop sessions and after all the workshops are completed.	(33) 08/2027	Workshop presentations, attendance lists, pre-survey and participants feedback collected and analysed.
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CHAPTER 6: EVENT MEETING AND MOBILITY

The PC, in collaboration with the hosting partner, will organize a total of 13 events: the kickoff meeting and 12 training workshop and final seminar (see Table below). During these event, WPLs will deliver formal presentations on the progress of each active task and outline the actions required for the upcoming period. Additionally, monthly virtual meetings will be held to monitor progress and ensure the project stays on track.

Table. Event meeting and Mobility

Event	Participant	Description					Attendees
		Name	Type	Area	Location	Duration	
E1.1	HCMUTE DThU RMUTL RMUTT HAMK UBU	Kick-off meeting	Administrative meeting	Project management meeting providing guidelines for reporting and timeline for workplan implementation	Ho Chi Minh, Vietnam	2	14
E2.1	HCMUTE DThU RMUTL RMUTT HAMK UBU	Future foresight live workshop	Workshop	Workshop for the first part of WP2 future foresight methods to support	Ho Chi Minh, Vietnam	3	12

				curricula redesigning process			
E3.1	HCMUTE DThU RMUTL RMUTT HAMK	Teacher educator training	Training, workshop	Workshop to develop teachers' and teacher educators' innovative teaching methods and implement them in practice.	Hämeenlinn a, Finland	5	30
E4.1	HCMUTE DThU RMUTL RMUTT HAMK UBU	Collaborati ve learning ecosystem workshop	Workshop	Participatory workshop to support and create university- industry collaboration model for student- centered learning model	Khlong Luang Pathum Thani, Thailand	4	8
E4.2	HCMUTE DThU RMUTL RMUTT HAMK UBU	Internationa l Student challenge 1	Workshop	Student teams working in courses with real-life challenges of industry/socie tal partners	Chiang Mai, Thailand	10	29
E4.3	HCMUTE DThU RMUTL RMUTT HAMK UBU	Internationa l Student challenge 2	Workshop	Student teams working in courses with real-life challenges of industry/socie tal partners	Ho Chi Minh, Vietnam	10	29
E4.4	HCMUTE DThU HAMK	Vietnam National challenge 1	Workshop	Student teams working in courses with	Dong Thap, Vietnam	10	34

				real-life challenges of industry/societal partners			
	RMUTL RMUTT HAMK	Thailand National challenge 1	Workshop	Student teams working in courses with real-life challenges of industry/societal partners	Khlong Luang Pathum Thani, Thailand	10	34
	HCMUTE DThU UBU	Vietnam National challenge 2	Workshop	Student teams working in courses with real-life challenges of industry/societal partners	Ho Chi Minh, Vietnam	10	34
	RMUTL RMUTT UBU	Thailand National challenge 1	Workshop	Student teams working in courses with real-life challenges of industry/societal partners	Chiang Mai, Thailand	10	34
E5.1	HCMUTE DThU RMUTL RMUTT HAMK UBU	Managers Study Visit	Training	Manager training to support institutional change	Burgos, Spain	5	12
E6.1	HCMUTE DThU RMUTL RMUTT HAMK UBU	Final seminar	Seminar	Final seminar to communicate project results to wider society and, industry and academia	Dong Thap, Vietnam	3	50

CHAPTER 7: DISSEMINATION AND SUSTAINABILITY

7.1 Dissemination & sustainability strategy

- T6.3 Dissemination and sustainability strategy including finalized target groups, dissemination channels, project tags, timetables, share of responsibilities and key performance indicators with guidelines on how to implement and sustain project results after the project.
- The creation of the project dissemination and sustainability strategy (T6.3, D6.1) included as an annex in the project handbook will, in addition to dissemination activities, consider the sustainability and long-term impact of the project deliverables and results in more detail. This plan will be modified during the project period when necessary.

7.3 Website and social media platform

All intermediate and final results of the project (such as activities, publications, and news) will be published on the GreenEdAsia website:

<https://greenedasia.hcmute.edu.vn> to reach a broad audience. We will also use digital channels and social media for dissemination, including the GreenEdAsia fanpage: @GreenEduSaia, as well as existing communication channels from all GreenEdAsia partners.

CHAPTER 8: QUALITY ASSURANCE

8.1 Quality plan and data management

Will be added as a separate document in Annex 4.

8.2 Continuous monitoring and evaluation

CHAPTER 9: REPORTING AND DOCUMENTATION

The PC must submit the technical and financial reports, including requests for payment, to the EC via the Funding & Tenders Portal. These reports must be prepared using the forms and templates provided in the electronic exchange system. All reports (technical and financial, including financial statements) must be submitted in English.

The project is divided into the following reporting periods (RP):

- **RP1:** from Month 1 to Month 18 (01/11/2024 – 28/02/2026)
- **RP2:** from Month 19 to Month 36 (01/03/2026 – 31/10/2027)
- All partners are required to contribute to these reports, so they must allocate time for internal project management, providing necessary information on work progress, efforts, costs, and resources used. The procedure is outlined as follows:
- Three months before each RP due date, the PC will inform all partners of the requirements and obligations for the upcoming report, suggest a report generation work plan, and provide templates (available in the shared workspace). The technical reports are prepared at the WP level and should be supported by the corresponding WPLs.

One month before each RP is due, all partners must provide the requested input to the PC (excluding final financial statements). Once all documents are collected, the review process will commence.

- The PC will have two weeks to verify and approve the report, with assistance from WPLs if necessary.
- The PC will inform the partners if any changes are required, generate the final version, and submit it, along with all complementary documents, to the EC.

9.1 The periodic report

The periodic report must be submitted within 60 days following the end of each reporting period and must include the following:

- **Periodic Technical Report:**
 - ✓ An explanation of the work carried out.
 - ✓ An overview of progress towards the action's objectives, including milestones and deliverables.
 - ✓ A summary for publication by the EC.
 - ✓ Responses to the questionnaire, addressing issues related to action implementation and the economic and societal impact, particularly in the

context of Horizon 2020 key performance indicators and monitoring requirements.

- **Periodic Financial Report:**

- ✓ An individual financial statement from each beneficiary for the reporting period.
- ✓ An explanation of resource use, including information on subcontracting and in-kind contributions provided by third parties from each partner for the reporting period.
- ✓ A periodic summary financial statement, automatically generated by the electronic exchange system, consolidating the individual financial statements for the reporting period and including, except for the last reporting period, the request for interim payment.

Each partner must submit its individual financial statements (and, if required, certificates on the financial statements) and the necessary data for preparing the technical reports to the PC in a timely manner.

9.2 Final reporting procedures

In addition to the periodic report for the last reporting period, the PC must submit the final report within 60 days following the end of the last reporting period. This final report must include:

- A **final technical report**, which should contain a summary for publication.
 - ✓ An overview of the results, including their exploitation and dissemination.
 - ✓ Conclusions on the action.
 - ✓ The socio-economic impact of the action.
- A **final financial report**, which should include:
 - ✓ A final summary financial statement, automatically generated by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance.
 - ✓ A certificate on the financial statements for each partner.
- Each partner must submit its individual financial statements (and, if required, certificates on the financial statements) and the necessary data for preparing the technical reports to the PC in a timely manner.

9.3 Financial statement

Each partner is solely responsible for justifying its costs related to the project to the EC. All partners must complete their own financial statements, electronically sign them, and submit them to the PC in a timely manner. The individual financial statements must detail the eligible costs for each budget category.

9.4 Internal reporting

The partners to provide you with the following materials;

- Staff appointment letter signed by the legal representative of beneficiaries;
- Employment contract with the belonging organization;
- Evaluation forms, meeting minutes, presentations and signed attendance lists of trainings and project events;
- Flight tickets (flight reservations) and boarding passes;
- Contracts, CV of the service provider (natural person only), invoices and proofs of payment related to approved subcontracting.
- Project Timesheet, Joint Declaration, Individual Travel Report.

ANNEXES

Annex I. Time sheet

PROJECT TIMESHEET				
Project number :				
Surname :				
First Name :				
Institution :				
Country :				
Position :				
Staff Category :				
Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced
Total days:		0		

Signature of the staff member :

Signature of the person responsible in the institution (where the staff member is employed) :

Annex 2. Joint Declaration

JOINT DECLARATION

Ref. No.....

Project No.

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

FROM

Hereinafter "the Institution"*

AND

Name:

Address:

Hereinafter "the Staff member"*

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

1. The Institution is a member of the partnership for the above-mentioned project.
2. The Staff member is either:
 - employed by the Institution YES/NO
 OR
 - a natural person ** assigned to the project on the basis of a contract against payment YES/NO
3. The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

	<u>dd/mm/yy</u>		<u>dd/mm/yy</u>
FROM		TO	

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

Directly engage in project implementation activities. Coordinate, facilitate, and connect project stakeholders to achieve the project's objectives/outcomes.

Templates

A series of templates will be available in the shared workspace to streamline processes and ensure a consistent approach to project documentation and communication among partners:

- ✓ Agenda template
- ✓ Presentation template
- ✓ Minutes template
- ✓ Report template
- ✓ Deliverable template
- ✓ Peer review template
- ✓ Non-Disclosure Agreement
- ✓ Timesheet and declaration of exclusive work for the action



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Annex 3. Dissemination and sustainability strategy

Annex 4. Quality plan including data management plan