



## Developing Energy Efficient and Smart Lighting Education in Vietnam & Myanmar

### Kick-off meeting

#### Agenda

**Date:** January 16, 2020

**Place:** Yangon Technological University, Insein Township, Yangon, Myanmar

<b>9:30 – 10:00</b>	<b>Registration</b>	
<b>10:00 – 10:15</b>	<b>Opening and welcome from YTU</b>	(YTU)
<b>10:15 – 10:30</b>	<b>Introducing the participants</b>	(ALL)
<b>10:30 – 12:00</b>	<b>Presentation of partner organizations</b>	(ALL)
	Short introduction of each organization, its activities related to the theme of the project, project members and their tasks (8 minutes/ partner)	
12:00 – 13:00	<i>Lunch</i>	
<b>13:00 – 13:15</b>	<b>Overview of project</b>	(AALTO)
	Review of project Objectives, structure, activities, deliverables and overall schedule	
<b>13:15 – 13:45</b>	<b>Project organisation and management</b>	(AALTO)
	Review of project management structure and decision-making mechanisms, communication	
<b>13:45 – 14:45</b>	<b>Financial management and reporting</b>	(AALTO)
	Financial producers, reporting requirements and schedules	
14:45 – 15:00	<i>Break</i>	
<b>15:00 – 16:00</b>	<b>Brief description of WPs and plan for next six months</b>	(ALL)
<b>16:00 – 16:10</b>	<b>Summary and closure of the meeting</b>	



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### Needs assessment preparation workshop

#### Agenda

**Date:** January 17, 2020

**Place:** Yangon Technological University, Insein Township, Yangon, Myanmar

<b>9:30 – 10:00</b>	<b>Registration</b>	
<b>10:00 – 10:10</b>	<b>Opening of the workshop and agenda</b>	(AALTO)
<b>10:10 – 10:30</b>	<b>Overview of the Need Assessment activities</b> Co-ordinator's briefing on need assessment activities	(AALTO)
<b>10:30 – 11:30</b>	<b>Review of existing courses and development plan</b> Each partner university (Vietnam and Myanmar) presents existing courses on illumination engineering, smart lighting and course development plan including course approval procedure and time-line for course approval/course modification	(ALL)
<b>11:30 – 12:00</b>	<b>Lab development plan</b> Review of lab infrastructure and development plan	(ALL)
<b>12:00 – 13:00</b>	<i>Lunch</i>	
<b>13:00 – 14:00</b>	<b>Awareness raising seminar and stakeholder workshop</b> Discussion on defining target groups, seminar invitees, instruments for data collection, seminar topics, seminar and workshop date	(ALL)
<b>14:00 – 14:30</b>	<b>Survey using Questionnaires and interview</b> Discussions on questionnaires	(ALL)
<b>14:30 – 14:50</b>	<b>Time planning and task distribution</b> (with deadlines)	(ALL)
<b>14:50 – 15:00</b>	<b>Summary and closure</b>	(AALTO)
<b>15:00 – 16:00</b>	<b>Tour of Yangon Technological University</b>	