



TOOLKIT THIRD CONSORTIUM ASSEMBLY

15th January 2020 National University of Laos – Vientiane

Agenda

15th January 2020

Location: National University of Laos, President's Office, Room 213, 2nd Floor (Main Campus).

Participants: TOOLKIT Project partners only

09:00 Registration

09:15 Wrap Up on the WP2 Activities

09:45 Reporting (*Toolkit Coordination Team*)

- **Financial reporting**
- **Staff Cost**
- **Travel Cost**
- **First Reporting period: May 2020, what we need to do.**

11:30 Next steps

- **Equipment to be purchased for Partner Universities**
- **WP3 and WP4 activities:**
 - **Training on International Mobility – Uppsala University**
 - **Training on Project Writing and Management – University of Bologna**

13:00 Lunch Break

14:00 Establishment of the quality committee and definition of the work plan

15:00 end of the day

**Project
implemented by**

