

ASEAN University Network /  
Southeast Asia Engineering Education Development Network

# **AUN/SEED-Net**

Implementation Guidelines  
for  
**Regional Conference Program  
(RC)**

**For the Japanese Fiscal Year 2012**

**AUN/SEED-Net Project**

*As of 10 January 2012*

## 1. Background

To publicize research work done under the AUN/SEED-Net Project and to maximize the outreach of the AUN/SEED-Net network for stronger impacts, Field-wise Seminar (FWS) organized in the first phase of the AUN/SEED-Net Project has been expanded/merged to be **Regional Conference (RC)**, which involves more participants from broader communities including industry, community, non-Member Institutions, and other professional organizations. The Regional Conference is not only a place where faculty members in Member Institutions (MIs) and Japanese Supporting Universities (JSUs) review the progress of research carried out by graduate students of AUN/SEED-Net and Member Institutions under the *Collaborative Research Program* and discuss related activities for further research collaboration, but also a venue to collect and disseminate the most updated technology and the research of regional issues and public interests in order to contribute to the community and to draw support from the industrial and the governmental sectors.

The Regional Conference in each of the nine fundamental engineering fields and the five interdisciplinary research areas should be organized annually by the MIs on a rotational basis, with technical assistance from JSUs. The venue should spread all over the ASEAN region. However, at the early stage, it may be arranged in a smaller scale as the Regional Workshop before being organized fully as the Regional Conference.

*The Regional Conferences/Workshops will be supported mainly by JICA with contributions from MIs.* It is also encouraged that the organizers should seek external funding to jointly support the conferences.

The relationship between AUN/SEED-Net's main and supporting programs is depicted in the concept structure below.

### The concept structure of AUN/SEED-Net Project activities



## 2. Objectives

- 1) To review, discuss and design annual implementation plan for various AUN/SEED-Net activities in each field/common issue.
- 2) To publicize research progress and outputs of the collaborative research in each field/common issue.
- 3) To share recent research trend, experiences and research work among academicians, industry, community, and policy makers; and discuss future direction of collaborative research in each field/common issue.
- 4) To collect the most updated technology and research in each field/common issue and to disseminate the knowledge among the experts and researchers.
- 5) To strengthen the relationship among MIs, JSUs, industry, community, and policy makers.

## 3. Requirements

- 1) The conference/workshop to be supported by the Program should be organized by MI(s) in the respective Member Country, and should be at a regional or international level.
- 2) The conference/workshop should be closely related to any of the nine fundamental engineering fields or any of the five interdisciplinary areas, as follows;

Fundamental Fields	Interdisciplinary Areas
Civil Engineering	Biotechnology
Chemical Engineering	Disaster Mitigation
Electrical and Electronic Engineering	Global Environment
Information and Communication Technology	Natural Resources/Materials
Environmental Engineering	New/Renewable Energy
Geological Engineering	
Manufacturing Engineering	
Materials Engineering	
Mechanical and Aeronautical Engineering	

- 3) The participants of the conference/workshop are, in principle, faculty members of MIs and JSUs, academics and researchers of non-MIs, and interested persons from the government, the industry, the community, and other professional organizations.
- 4) The involvement of Japanese professors from JSUs in designing and participating in the conference/workshop is required.
- 5) The AUN/SEED-Net students are required to participate in the conferences/workshops organized by their Host Institutions and/or in their Host countries, and are encouraged to participate in other conferences/workshops by using the Collaborative Research (CR) budget if recommended by their advisors.
- 6) A special discussion session is required to be held particularly for AUN/SEED-Net participants, during the conference/workshop. The special session should enhance strengthening of the Network and create a forum for future collaboration in academic activities/research.
- 7) For the conference only, there are three categories of papers presented: papers with review, papers without review, and poster presentation.

## 4. Features of the Program

- 1) The conference/workshop can be organized as a single event, or in conjunction with other conferences. In case it is jointly organized with other conference(s), **AUN/SEED-Net name should be mentioned as co-organizer and the logos of AUN/SEED-Net should be shown.**
- 2) It is expected that the conference/workshop should be organized so as to achieve the following activities.

a) Exchange of research experiences and outputs

It is required that the topic(s) of the academic presentation and discussions are related to the theme of the conference. Apart from those from the MIs and the JSUs, guest speakers and outstanding researchers from non-MIs in the locality, the government, the industry, the community, and even other regions are also encouraged to join the conference.

The papers published in the conference proceeding will be selected to be revised and published in ASEAN Engineering Journal supported by AUN/SEED-Net.

b) Discussions on annual implementation plan

The following issues should be concluded in the special discussion session during the conference. The conclusions along with an action plan should be reported to the Secretariat in the Final Report as an output of the conference.

- Recruitment planning of the candidates for the Graduate Degree Programs (review, problem finding and solving, recruitment activities, promotional activities, etc.)
- CR themes and topics (selection, revision, progress review, involvement of personnel, etc.)
- Joint research proposals for external funding (selection, progress review, involvement of personnel, funding sources, etc.)
- RC organization (next theme, venue, etc.)

c) Collection and dissemination of the most updated technology, research, and knowledge

The collection of the most updated technology, research, and knowledge in each field/common issue should be disseminated among the experts and researchers at the conference. This may be done through the special lectures or the presentation of the guest speakers in the relevant theme of the conference.

## 5. Roles and Responsibilities of the Implementing Member Institution

For the RC in the fundamental field: The implementing MI should seek advice from the Host Institution (HI) of that host field about (1) *selecting and inviting Japanese professor(s) from JSUs*, (2) *selecting and inviting guest speakers outside the AUN/SEED-Net Network* (if any), and (3) *jointly designing program and preparing proceedings in consultation with Japanese Field Coordinator(s)*. Other matters such as budget estimation and local arrangement must be solely under the responsibility of the implementing MI.

For the RC in the interdisciplinary area: The implementing MI should consult with the Main Facilitating Institution (Main FI) in charge about (1) *selecting and inviting Japanese professor(s) from JSUs*, (2) *selecting and inviting guest speakers outside the AUN/SEED-Net Network* (if any), and (3) *jointly designing program and preparing proceedings in consultation with the faculty staff of JSU(s)*. Other matters such as budget estimation and local arrangement must be solely under the responsibility of the Implementing MI.

(The preparation checklist for conference organization will be forwarded by the AUN/SEED-Net Project to the implementing MI after the proposal is approved.)

## 6. Eligible Applicants

Representatives of the implementing MI that will organize the RC (hereinafter the organizer)

## 7. Venue

In the city where the implementing MI is located. Other cities may be considered on a case by case basis.

## 8. Period and Maximum Duration of the Conference

The Program must be implemented between 1 May 2012 and 15 February 2013. Depending on the implementing MI; however, **only two (2) days** will be supported by the Program.

## 9. Number of Participants and Details of Support

- 1) A Regional Conference targets **a group of participants of 80-100** (or less for a Regional Workshop) from MIs as well as academicians and practitioners from non-MIs, governmental/industrial sector, community, and other networks/regions. Among those participants, the Program can support the participants from the AUN/SEED-Net Network in the following categories:

Category	Max No.	Remarks
<b>1. MI staff</b>	18	- In case the RC is organized by non-HI of the field or non-MFI of the interdisciplinary area, the maximum quota allocated to the staff of the HI or the MFI in principle is <b>three</b> . - It is strongly encouraged to invite <u>at least</u> one participant from each MI, as well as, members of the editorial board of ASEAN Engineering Journal in the field*.
<b>2. AUN/SEED-Net's Alumni</b>	2	- Research presentation is required. - Alumni must fulfill all graduation requirements at the time of application, and must not study in any AUN/SEED-Net Graduate Programs at the time of conference.
<b>3. AUN/SEED-Net's students in Singapore</b>	-	- Research presentation is required. - Student can be invited to RC only once during his/her scholarship period.
<b>4. AUN/SEED-Net's students in Japan (PhD in Japan)</b>	-	

\* Participants from Brunei Darussalam and Singapore are not included in this quota but can join RCs with their own subsidies.

- The Program encourages the implementing MI to invite external lecturers/ guest speakers outside AUN/SEED-Net Network to give keynote presentations related to the RC theme. *However, the honorarium and travel expenses of the speakers (if any) are under the support of the MI or other funding sources.*
- To promote the Network recognition and relationship with other regions, participants from other regions are welcome to join RCs on self support basis.
- AUN/SEED-Net students are required to participate in the RC(s) organized by their HIs and/or in their host countries, and are encouraged to participate in other RCs by using CR budget if recommended by their advisors.
- AUN/SEED-Net students under the PhD Sandwich Program cannot use the CR budget to join RCs while they are taking Short-term Study in Japan.

- 2) The support items are as follows:

a) Travel expenses

- For participants in Category 1 and 2

Item	From Overseas	From Other Cities in the Country
<b>Airfare</b>	Air tickets provided by SEED-Net	Air tickets provided by SEED-Net or support for other sorts of public transportation, in principle

Item	From Overseas	From Other Cities in the Country
<b>Inter-city airport transfer (receipt required)</b>	Indonesia: Indonesia Bandung - Jakarta Airport and vice versa at <u>fixed</u> rate of 150,000 Rupiah / way Thailand: Chonburi - Suvarnabhumi Airport and vice versa at <u>actual</u> rate by public transportation	
<b>Airport tax</b>	Actual rate	Actual rate
<b>Visa fee</b>	Actual rate	-
<b>Accommodation</b>	Actual rate, but not over US\$90/night	Actual rate, but not over US\$90/night
<b>Travel insurance</b>	Actual rate, but not over US\$27/person/whole stay	-

\*Daily Allowance can be supported for Participants in Category 2 (AUN/SEED-Net's Alumni) for the maximum of 2 days.

- For participants in Category 3 and 4, only airfare, airport tax, and accommodation can be supported.

b) Conference expenses

- Consumables
- Conference room charge/meeting package (including banquet for one night only)
- Conference kits
- Local transportation (excluding the transportation for the organizer)
- Production of proceedings (CD-Rom with ISBN only)
- Miscellaneous costs (public relations, post, communication )

3) Costs for organizing the RCs will be shared among stakeholders as follows:

- Registration fee: waived for participants from the AUN/SEED-Net Network including AUN/SEED-Net students. In case that the RCs are organized in conjunction with other conference(s) that also charges registration fee, the Program will not support the fee for those conferences.
- Accommodation and travel-related costs of participants: supported by the Project according to the above table.
- Conference expenses: supported by the Project, the implementing MI and other agencies, if any
- Honorarium for guest speakers: supported by the implementing MI or co-organizers.
- Miscellaneous costs: supported by the Project, the implementing MI and other agencies, if any
- Daily Allowance for MI staff: Self-support in principle. (It is encouraged that the participant's institution supports the allowance following its regulations.)

## 10. Financial Management

- 1) **Detailed budget estimation of the requested support must be submitted upon request by Program Coordinator of the AUN/SEED-Net Project.**
- 2) Only official bank account of the implementing MI or equivalent is applicable.
- 3) Carryover of funds (surplus or deficit) from one financial year (April - March) to the next is not permitted. Expenditure incurred after the contract termination date will not be paid by the Project.
- 4) Original receipts of all expenses must be attached with the official financial report.
- 5) All financial expenditures must conform to the regulations of JICA.

## 11. Submission of Report

- 1) The AUN/SEED-Net Project requires that the organizer provides the **Final Report** after the RC is completed. Submission of the report is mandatory. Specific instructions for completion of the report will be either forwarded to the organizer directly or available from the Project upon request. Failure to submit the required report will result in the Project's withholding of future installments.
- 2) **Final Report** should contain the following documents:
  - a) **Official financial report, which must attach original receipts of all expenses, must be submitted by one month after the RC is concluded.**
  - b) Proceedings, which should include
    - Actual participant list (name, title, position, affiliation, contact address and/or e-mail address)
  - c) All the materials presented
  - d) Minutes of the discussion, which should include
    - Minutes (resolution) of the discussions
    - Future activity plan
    - Tentative theme, host, date and venue for the next conference
  - e) Photos taken during the conference (in digital format)

For convenience, the items no. b), c), and d) can be combined into a compact disk (CD) in individual folders.

## 12. Application and Deadline

An individual proposal for each RC must be endorsed by and signed by:

Focus of the RC	Endorsed by	Cover Letter Signed by
Fundamental Fields	Head of Department of HI (e-mail endorsement is acceptable)	Dean or Rector of the implementing MI
Interdisciplinary Areas	Head of Department of Main FI (e-mail endorsement is acceptable)	Dean or Rector of the implementing MI

The proposal must be submitted **at least 6 months prior to the proposed conference period**, in either hard or soft copy (in PDF or JPG format) to the Project Office.