

## ERASMUS + CBHE “FoodSTEM”

610052-EPP-1-2019-1-KH-EPPKA2-CBHE-JP



<b>Event</b>	Kick-off meeting
<b>Date &amp; time</b>	January 20-23 2020
<b>Venue</b>	Institute of Technology of Cambodia
<b>WP and activity Reference</b>	WP1 - 1.3. Kick-off meeting
<b>WP leader</b>	Institute of technology of Cambodia
<b>Description of the Activity</b>	First meeting of all Partners and launch of the project, one workshop day with stakeholders

**“Training a new generation of entrepreneurs in sustainable agriculture and food engineering”**

## AGENDA OF THE MEETING

DAY	TIME	ACTIVITIES	PEOPLE AND LOCATION
<b>Monday, January 20</b>	8:30 – 9:00	Welcoming Participants, welcoming remarks by the Director of ITC	Dr. Romny OM Room 113A, ITC
	9:00 – 9:30	Global presentation of the project and goals	Prof. Didier LECOMTE Room 113A, ITC
	9:30 – 9:45	Coffee Break	
	9:45 – 11:15	Review of the timeline and organizational chart of the project	Dr. Sophal TRY Room 113A, ITC
	11:15 – 12:00	Round Table of Partner's Expectations from the project	Room 113A, ITC
	12:00 – 14:00	Lunch Break	
	14:00 – 16:00 (with coffee break)	Presentation of each work packages (universities and people in charge, activities, organization, expected results, deliverables)	Dr. Sophal TRY Room 113A, ITC
	18:00 – 19:30	River cruise on Tonlé Sap	Riverside Boat Pear, in front of street 136
	19:30	Evening drinks and diner at Juniper skybar	# 10 Street 130
<b>Tuesday, January 21</b> Room 113A, ITC	8:00 – 12:00 (with coffee break)	Project management and European Commission rules for the use of the grant (financial and administration rules, Supporting documents per budget heading, equipment purchasing rules, etc)	Lucile Seguin, Adeline Ceccarelli

	12:00 – 13:30	Lunch Break	
	13:30 – 15:45	Consortium agreement preparation, project management rules, writing of the project management guide (internal operating rules)	Sophal Try, Lucile Seguin, Adeline Ceccarelli
	15:45 – 16:00	Coffee Break	
	16:00 – 18:00	Communication good practices and tools for the project (visual identity, website, social networks, organization of documents on a common platform, etc)	Lucile Seguin
<b>Wednesday, January 22</b>  (open to students and stakeholders)	8.00 -8.30	Registration of participants	Conference room A
	8.30 – 8.50	Welcoming remarks	Director General of ITC - AUF representative for Cambodia
	8.50 – 9.30	Global presentation of the C-NEUF and FoodSTEM project and goals; expected inputs from stakeholders	Mr. Lay Heng – Dr. Try Sophal
	9.30 – 10.00	Conference 1: Issues for agriculture and food processing in Cambodia - Q & A	Dr. In Sokneang, ITC
	10.00 – 10.15	Coffee Break	
	10.15 – 10.45	Conference 2: From local markets to International Market through innovation - Q&A	M. Hay Pisey, Sales manager and Hym Piseth, Deputy Managing Director, Confirel
	10.45 – 11.15	Conference 3: The Entrepreneurship Development Fund (EDF) - Q & A	Dr. Chhieng Vanmunin, CEO, Khmer Enterprise

	11.15 – 12.30	Round table 1: needs for technical facilities for entrepreneurs in agriculture and food processing	Hym Piseth (Confirel), Tan Reasmey (ITC), Nguon Samnang (RUA), Nicolas Rousseau (Dairy expert), Kry Sopity (Neaty), Im Soukhim (Baca Villa), Srean Pao (UBB - Moderator)
	12.30 – 14.00	Lunch Break	
	14.00 – 14.30	Conference 4: Agri-preneurship ecosystem- Agri-Foods Business Case - Q & A	Mr. Chan Sereiratha, Director, Grow Asia Cambodia
	14.30 – 15.00	Conference 5: The Dak Dam program - Q & A	Ms Mélanie Mossard, Impact Hub
	15.00 – 15.30	Conference 6: AgriFood business accelerators: needs for Cambodia	Mr. Stephane Münster, Accelium
	15.30 – 16.30	Round table 2: Which supports for entrepreneurs in agriculture and food processing ?	Marie-Odile Bisch (INPT), Frédéric Pichaon (INPT), Sereiratha Chan (Grow Asia), Mélanie Mossard (impact Hub PP), Lak Youssef (GIZ), Stephane Münster (Accelium), Chea Sreyros (Konchhla), In Sokneang (ITC-moderator)

	16.30 – 16.45	Closing Remarks	
	16.45 – 17.30	Visit of ITC Techno Innovation platform	
<b>Thursday, January 23</b>	8.30 – 10.00 (Including Coffee Break)	Presentation of the E-learning methodology at ITC  Needs of servers and classrooms  Visit of E-learning center	Lay Heng, ITC  Room 113A and E-learning center
	10.00 – 12.30	Discussion on E-learning courses: definition of the courses name and level, timeline  Decision on 2 pilot courses	Room 113A, ITC
	12.30– 14:00	Lunch Break	
	14:00 – 15:00	Discussion (continued)	Room 113A, ITC
	15:00 – 16:00	Revised action plan for year 1.	Sophal Try, Didier Lecomte, Lucile Seguin  Room 113A, ITC
	16:00 – 16:15	Coffee break	
	16:15 – 17:00	Evaluation of the week	Room 113A, ITC