

ASEAN University Network /
Southeast Asia Engineering Education Development Network

AUN/SEED-Net

Implementation Guidelines
and
Application Form
for
**Regional Conference Program
(RC)**

For the Japanese Fiscal Year 2016

AUN/SEED-Net Project

As of February 2016

1. Project Background

Due to the need for sustainable development after a severe economic downturn in the ASEAN region in 1997, AUN/SEED-Net was established officially in 2001 from leaders' initiatives derived at the earlier ASEAN - Japan Summit and the ASEAN + 3 Summit. Full operation of the AUN/SEED-Net Project however started in 2003 with main support from the Japanese Government through Japan International Cooperation Agency (JICA) and partially by ASEAN Foundation, Member Institutions (MIs) and member countries. Activities of the Project shall be approved in principle by the AUN/SEED-Net Steering Committee and implemented by the member institutions and the AUN/SEED-Net Secretariat with support from the JICA Project for AUN/SEED-Net. The network of AUN/SEED-Net is composed of 26 member institutions from 10 ASEAN countries with academic support from 14 leading Japanese Supporting Universities (JSUs).

Based on these remarkable achievements, the ASEAN Member Countries, MIs, Government of Japan and JICA have a strong intention to continue AUN/SEED-Net aiming to bring about larger impacts not only to other universities in the region and Japan, but also to industry and community by making more direct contribution to the socio-economic development in the region and Japan. After continuous discussion, all parties agreed to implement the Phase 3 Project of AUN/SEED-Net with these following objectives:

- (1) Contribution to advancement and globalization of regional industry
- (2) Contribution to solution of regional common issues in Asia
- (3) Establishment of human resource development platform in science and technology in Asia

2. Program Concept

The Regional Conference Program (RC) is a platform to share the most updated technology and research of regional common issues. RC Program also provides opportunities for participants to discuss future collaborations and activities related to each engineering field. Moreover, it aims at maximizing the outreach of the AUN/SEED-Net Network for stronger impacts by involving external participants such as representatives from the government, industry, community, non-MIs, and other professional organizations.

3. Objectives

- (1) To share recent research trend, the most updated technology and experiences among academicians, industry, community, and policy makers related to a regional common issue.
- (2) To publicize research progress and outputs of collaborative research related to a common regional issue.
- (3) To review, discuss and design annual implementation plan for AUN/SEED-Net activities in each field and direction of collaborative research related to a common regional issue.
- (4) To extend and strengthen research network among MIs, JSUs, industry, community, and policy makers.

4. Applicant Eligibility

Representatives of the MI who will organize RC (hereinafter organizing MI/organizer)

5. Roles and Responsibilities of the Organizing MI

The organizing MI should seek advice from Field Management Members (FMM), namely all Host Institutions (HIs) and Japanese Field Supporting Universities (JFSUs)¹ of the respective field on:

- a) selecting the date, venue and theme of RC
- b) selecting and inviting Japanese academic staff from JSUs
- c) selecting and inviting guest speakers outside the AUN/SEED-Net Network (especially from the industry sector)
- d) jointly designing program and preparing proceedings

Other matters such as budget estimation and local arrangement must be solely under the responsibility of the organizing MI.

6. Program Requirements

- (1) RC must be held in the city where the organizing MI is located.
- (2) RC must be closely related to any of the 10 engineering fields as follows:
 - a. Chemical Engineering (ChE)
 - b. Civil Engineering (CE)
 - c. Computer and Information Engineering (CIE)
 - d. Electrical and Electronics Engineering (EEE)
 - e. Geological and Geo-Resource Engineering (GeoE)
 - f. Materials Engineering (MatE)
 - g. Mechanical and Manufacturing Engineering (ME/ManuE)
 - h. Energy Engineering (EneE)
 - i. Environmental Engineering (EnvE)
 - j. Natural Disaster (ND)
- (3) **The organizing MI shall require presenter to submit an abstract or an extended abstract only (not full paper) for RC in order to involve a variety of participants from each of MIs. AUN/SEED-Net also expects participants from MIs to develop abstract/extended abstract into full papers after RC for the submission to ASEAN Engineering Journal (AEJ), which is another research platform of AUN/SEED-Net.**
- (4) The organizing MI must set up an international scientific/technical committee, which consists of representatives from the organizing MI and FMM (HIs and JFSUs) to design conference theme/program, review submitted abstracts/extended abstracts and etc. The organizing MI is encouraged to involve the Editorial Board Member of ASEAN Engineering Journal of respective engineering field in international scientific/technical committee.
- (5) The organizing committee must recommend 70% of abstract/extended abstract (30% as highly recommended and 40% as recommended) presented during the conference to AUN/SEED-Net for finding potential research work for ASEAN Engineering Journal (AEJ).
- (6) The involvement of Japanese academic staff from JSUs as keynote speakers/ presenters, giving technical/academic advice related to field strategies and AUN/SEED-Net activities is required. The organizing MI needs to ask keynote speakers to give speeches and presentations which are closely related to the theme of the conference.
- (7) At least one speaker representing the industry sector **must be** invited. Speakers from the government/community sector and outstanding researchers from non-MIs in the locality are

¹ The list of HIs and JFSUs of each field can be referred to in Attachment II.

encouraged. (*AUN/SEED-Net supports neither the honorarium nor travel expenses of the speakers.*)

- (8) A Field Management Meeting with the participation of FMM and AUN/SEED-Net shall be organized to discuss the direction of related activities. Also, a presentation session from AUN/SEED-Net should be given to all participants from MIs during RC to update and discuss field activities. The organizing MI is expected to communicate with AUN/SEED-Net to set the entire schedule.
- (9) An RC 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 should be mentioned as a co-organizer and the logo of AUN/SEED-Net should be shown.**
- (10) AUN/SEED-Net students are encouraged to participate in the conferences organized in their Host countries.

7. Details of Support

- (1) Duration: AUN/SEED-Net supports a maximum of **2 days of conference**. Additional days are possible at the organizing MI's own cost.
- (2) Period: Each RC must be implemented between 1 May 2016 and 15 February 2017.
Note: Financial report shall be submitted within 30 days after the completion of RC (see below 9. (3)).
- (3) Target Number of Participants:

An RC targets a **group of participants of 80-100**. AUN/SEED-Net can support attendance of a maximum of 22 participants as listed below:

Quota of support	Eligible participants	Requirements	Remarks
Maximum: 22 participants (including 1 AUN/SEED-Net student of PhD Singapore Program and 1 AUN/SEED-Net student of PhD Japan Program)	1. Faculty member of AUN/SEED-Net MIs	Abstracts/Extended abstracts must be selected for oral presentation at RC	*At least 1 one participant from 1 Member Institution is strongly encouraged. **Participants from Member Institutions in Brunei Darussalam and Singapore are not supported, but welcome to join upon their own budget.
	2. AUN/SEED-Net alumni (supposed to be academic staff of MIs)		
	3. AUN/SEED-Net students		
	4. ASEAN Field Management Members		
	5. Editor-in-Chief of ASEAN Engineering Journal of respective field		Editor-in-Chiefs are exempt from oral presentation & invited to join RC subject to their availability
	6. AUN/SEED-Net students of PhD Singapore program	Abstracts/Extended abstracts must be for oral presentation at RC	Students are eligible to utilize this quota to join RC only once throughout his/her scholarship period.
	7. AUN/SEED-Net students of PhD Japan program		

**The list of MIs and JSUs within AUN/SEED-Net can be referred to in Attachment II*

(4) Financial Support relevant to Regional Conference:

Direct arrangement by AUN/SEED-Net Secretariat	Within 14,000 USD under RC program (Actual rate)	Others
<ul style="list-style-type: none"> ▪ Air tickets for supported AUN/SEED-Net participants ▪ Bandung-Jakarta round-trip transfer at fixed rate of 18 USD for AUN/SEED-Net supported participants from Institute of Teknologi Bandung, Indonesia 	<ul style="list-style-type: none"> ▪ Accommodation for supported participants (<i>Actual rate, but not over 90 USD/night</i>) ▪ Consumables ▪ Conference room charge/ meeting package (including banquet for one night only) ▪ Conference kits ▪ Local transportation at the city where the conference is held (excluding transportation for the organizer) ▪ Production of proceedings with ISBN ▪ Miscellaneous costs (public relations, post, communication) 	<p>*Conference Registration fee*</p> <p>Conference registration fee MUST be waived by organizer for;</p> <ul style="list-style-type: none"> • 22 supported AUN/SEED-Net participants • FMM members and Professors using JPDP quota in each field • AUN/SEED-Net staff <p>The organizer is also encouraged to waive full/partial conference registration fee for other students or academic staff from AUN/SEED-Net MIs.</p>

Remarks:

- **Following items are NOT supported under RC program: Any tax fee, Visa fee, Travel insurance, Fuel, Overhead fee, Honorarium, Souvenirs, Sightseeing trip, Entertainment and Language service fee.**
- RCs are funded mainly by JICA through AUN/SEED-Net. However, organizing MI can seek external funding to jointly support the conferences.

8. Financial Management

- (1) Detailed budget estimation must be submitted upon request by AUN/SEED-Net.
- (2) The first disbursement (80% of the total budget) will be remitted after the budget estimation is approved by AUN/SEED-Net and RC contract is signed between the organizing MI and AUN/SEED-Net. The second disbursement (a maximum of 20%) will be remitted after the complete Final Report (please see 9. (4)) is submitted and approved. Only an official bank account of the organizing MI, or equivalent, is applicable.
- (3) Carryover of funds (surplus or deficit) from one financial year (April - March) to the next is not permitted.
- (4) Expenditure incurred after each RC except one caused by some delay of invoices from suppliers, and expenditure without academic contribution to the conference's purpose (such as day-trip costs for visiting known sites in the city etc.) are not supported by AUN/SEED-Net.
- (5) Original receipts of all expenses must be attached with the official financial report.
- (6) All financial expenditures must conform to the regulations of JICA.

9. Obligation

- (1) Submission of RC application is **Mandatory**.
- (2) AUN/SEED-Net requires that the organizing MI prepares the Financial Report according to the Financial Guideline provided by AUN/SEED-Net.
- (3) AUN/SEED-Net requires that the organizer provides the **Final Report** within 30 days after RC is completed (before the second disbursement is released). Failure to submit the required report within 30 days after RC will result in withholding of future installments.
- (4) **Final Report** should contain the following documents:
 - a) Financial Report
 - b) Proceedings with ISBN
 - c) The list of recommended abstract/extended abstract to be published in the ASEAN Engineering Journal.
 - d) The list of actual participants (name, title, position, affiliation, contact address and/or e-mail address)

**Details of responsibility of arrangement for RC can be found in Attachment V*

10. Application Requirement and Deadline

- (1) Application requirements

An RC in each of the ten engineering fields supported by AUN/SEED-Net should be organized annually by the MIs basically on a competition basis, with technical assistance from JSUs. Selection of RC organizing MI will be done by AUN/SEED-Net and FMM based on the submitted proposals.

- (2) Application Deadline

Applications (Attachment I), in either hard or soft copy (in PDF or JPG format), must be submitted to the unit in charge of each field³ in compliance with the deadline indicated in the Call for Proposals of the respective engineering fields.

Remarks: This Implementation Guidelines and other information of AUN/SEED-Net MIs and JSUs are available on the website www.seed-net.org.

³ The list of units in charge of 10 fields, together with the corresponding email addresses, can be referred to in Attachment IV.


AUN/SEED-Net


(ASEAN University Network / Southeast Asia Engineering Education Development Network)

APPLICATION FORM

Regional Conference Program 2016

Application form can be downloaded from <http://www.seed-net.org/> and can be photocopied as needed. Please print or type all entries. **Please submit the form to the below address at least 6 months prior to the expected date of the Conference.** (Soft copy in PDF or JPG format is acceptable.)

AUN/SEED-Net Project

(Regional Conference Program)
 Faculty of Engineering Bld 2, Rm 109-110
 Chulalongkorn University
 Bangkok 10330, THAILAND

Tel: (66 2) 2186419, 2186420, 2186421
 Fax: (66 2) 2186418
 E-mail: *Please refer to Attachment IV*

Program Guidelines

Applicants should study the Implementation Guidelines of the Regional Conference Program 2016. It is advised to provide detailed information and description for each item below, and attach supporting documents when necessary.

1 Field of Engineering

- Chemical Engineering (ChE)
- Civil Engineering (CE)
- Computer and Information Engineering (CIE)
- Electrical and Electronics Engineering (EEE)
- Geological and Geo-Resource Engineering (GeoE)
- Materials Engineering (MatE)
- Mechanical and Manufacturing Engineering (ME/ManuE)
- Energy Engineering (EneE)
- Environmental Engineering (EnvE)
- Natural Disaster (ND)

2 Applicant's Personal Information

2.1	Family Name	
	Given Name(s)	
2.2	Current Position	
2.3	Academic Title	
2.4	Department/Faculty	
2.5	University	
2.6	Contact Address (Mailing Address)	
	Tel / Fax	
	Mobile Phone	
	E-mail Address	

3 Contents of the Proposed Conference				
3.1	Title of the Conference			
3.2	Theme(s) of the Conference			
3.3	Technically Sponsored by (Organization/Country)	(1)		
		(2)		
		(3)		
		(4)		
3.4	Co-Organizer(s)	(1)		
		(2)		
		(3)		
		(4)		
3.5	Venue			
3.6	Proposed Conference Period	Total Period	Day(s)	(maximum of 2 days)
		From (dd/mm/yy)		To (dd/mm/yy)
3.7	Expected Total Number of Participants			
3.8	Tentative Program of the Conference			
	Time	Day 1 (dd/mm/yy)	Time	Day 2 (dd/mm/yy)
	Option 1:			
	Option 2:			
	Option 3:			
3.9	In case the Conference is to be held in conjunction with other conference(s) , please give details of the other conference(s) below and submit the tentative program of the other conference(s) in a separate sheet. (If the Conference is a single event, please skip to Item 4.)			
	Title(s) of the Other Conference(s)			
	Period of the Other Conference(s)	Total Period	Day(s)	
		From (dd/mm/yy)		To (dd/mm/yy)
Sponsor(s) of the Other Conference(s)				

4 Expected Names of Japanese academic staff Participating in the Proposed Conference (Please attach e-mail endorsement from the Japanese academic staff mentioning his/her availability)	
Japanese Supporting Universities	Names (if applicable)
(1)	
(2)	
(3)	

5	Estimated Cost of the Proposed Conference to be Supported by the Program						
	Supported Items		Estimated Amount (USD)				
5.1	Accommodation	Room rate		No. of rooms		Total amount	
5.2	Consumables						
5.3	Conference room charge/Meeting package (coffee break, banquet)						
5.4	Conference kits						
5.5	Local transportation						
5.6	Production of proceedings						
5.7	Miscellaneous costs (PR, post, communication)						
	Total						

6	Expected Names of External Lecturers/Guest Speakers Invited to the Proposed Conference (Please attach CV) (Honorarium for External Lecturers/ Guest Speakers are not included in the AUN/SEED-Net support package)		
	Institution(s)/Affiliation(s)	Name(s)	Lecture Topic(s)
(1)			
(2)			

7	Co- Financial Sponsorship of the Proposed Conference (If there is no co-financial sponsorship other than AUN/SEED-Net budget, please skip to Item 9.)	
	Names of Co-Financial Sponsors	Expected Amount of Budget (USD)
(1)		
(2)		
(3)		
	Total	

8	Document Checklist :	
Please check (√) that your application is complete and that you have enclosed all documents listed below. These documents are compulsory and <u>please note that AUN/SEED-Net will NOT consider any application with incomplete documents.</u> You may also attach other supporting document that can reinforce your application.		
8.1	<input type="checkbox"/>	This application, completed with signatures.
8.2	<input type="checkbox"/>	Cover letter signed by the Dean or the Rector of implementing Member Institution
8.3	<input type="checkbox"/>	Letter of Endorsement by Head of Department at Host Institution or Main Facilitating Institution (e-mail endorsement is acceptable)
8.4	<input type="checkbox"/>	E-mail endorsement from participating Japanese academic staff
8.5	<input type="checkbox"/>	Any document that will reinforce your application (tentative program, participants list, CV of expected lecturer, etc.)

9 Declaration

I declare that all information supplied in this application as well as the attached documents are true and correct to the best of my knowledge. I agreed to take full responsibility to manage the given fund to organize the regional conference in accordance with the financial regulations of Japan International Cooperation Agency. I also understand that any misuse of the fund and expense without proper evidence will incur compensation.

Applicant

Name and Title:

Position:

Signature:

Date:

Guarantor (Head of Department or Dean)

Name and Title:

Position:

Signature:

Date:

List of Host Institutions and Japanese Field Coordinating Universities by Field

Field	ASEAN Host Institutions	Japanese Field Coordinating Universities
Chemical Engineering (ChE)	<u>De La Salle University (DLSU)</u> Universitas Gadjah Mada (UGM) Universiti Malaya (UM)	<u>Tokyo Institute of Technology</u> Kyoto University University of Tokyo
Civil Engineering (CE)	<u>Chulalongkorn University (CU)</u> Universiti Malaya (UM) Universiti Teknologi Malaysia (UTM) Thammasat University (TU)	<u>Hokkaido University</u> Tokyo Institute of Technology
Computer and Information Engineering (CIE)	<u>King Mongkut's Institute of Technology Ladkrabang (KMITL)</u> Universitas Gadjah Mada (UGM)	<u>Tokai University</u> Hokkaido University Toyohashi University of Technology
Electrical and Electronics Engineering (EEE)	<u>Chulalongkorn University (CU)</u> Universiti Malaya (UM) University of the Philippines – Diliman (UP) Institut Teknologi Sepuluh Nopember (ITS)	<u>Tokyo Institute of Technology</u> Keio University
Geological and Geo-Resource Engineering (GeoE)	<u>Universitas Gadjah Mada (UGM)</u> Chulalongkorn University (CU) Universiti Sains Malaysia (USM)	<u>Kyushu University</u> Hokkaido University Waseda University
Materials Engineering (MatE)	<u>Universiti Sains Malaysia (USM)</u> Universitas Gadjah Mada (UGM) Universiti Malaya (UM)	<u>Toyohashi University of Technology</u> Kyoto University Tokyo Institute of Technology
Mechanical and Manufacturing Engineering (ME/ManuE)	<u>Institut Teknologi Bandung (ITB-INA)</u> Universiti Malaya (UM) De La Salle University (DLSU) Universiti Putra Malaysia (UPM)	<u>Keio University</u> Toyohashi University of Technology Tokai University
Energy Engineering (EneE)	<u>Institut Teknologi Bandung (ITB-INA)</u> Universiti Sains Malaysia (USM) King Mongkut's Institute of Technology Ladkrabang (KMITL)	<u>Kyoto University</u> Kyushu University
Environmental Engineering (EnvE)	<u>University of the Philippines – Diliman (UP)</u> Chulalongkorn University (CU) Institut Teknologi Bandung (ITB-INA) Kasetsart University (KU)	<u>University of Tokyo</u> Kyoto University
Natural Disaster (ND)	<u>Universitas Gadjah Mada (UGM)</u> Institut Teknologi Bandung (ITB-INA) Chulalongkorn University (CU)	<u>Kyoto University</u> Tokyo Institute of Technology Kyushu University

*Underlined: main coordinator

**Should you need to contact the member of Host Institutions and Japanese Field Coordinating Universities, please contact AUN/SEED-Net Secretariat.

List of Member Institutions and Japanese Supporting Universities

AUN/SEED-Net Member Institutions (MIs)	Japanese Supporting Universities (JSUs)
Institute of Technology of Cambodia (ITC)	Hokkaido University
Institut Teknologi Bandung (ITB-INA)	Keio University
Institut Teknologi Sepuluh Nopember (ITS)	Kyoto University
Universitas Gadjah Mada (UGM)	Kyushu University
Universitas Indonesia (UI)	Nagoya University
National University of Laos (NUOL)	National Graduate Institute for Policy Studies
Universiti Malaya (UM)	Osaka University
Universiti Putra Malaysia (UPM)	Shibaura Institute of Technology
Universiti Sains Malaysia (USM)	Tohoku University
Universiti Teknologi Malaysia (UTM)	Tokai University
University of Yangon (UY)	Tokyo Institute of Technology
Yangon Technological University (YTU)	Toyohashi University of Technology
De La Salle University (DLSU)	University of Tokyo
Mindanao State University - Illigan Institute of Technology (MSU-IIT)	Waseda University
University of the Philippines – Diliman (UP)	
Burapha University (BUU)	
Chulalongkorn University (CU)	
Kasetsart University (KU)	
King Mongkut's Institute of Technology Ladkrabang (KMITL)	
Thammasat University (TU)	
Hanoi University of Science and Technology (HUST)	
Ho Chi Minh City University of Technology (HCMUT)	
Institut Teknologi Brunei (ITB-BRU)*	
Universiti Brunei Darussalam (UBD)*	
National University of Singapore (NUS)*	
Nanyang Technological University (NTU)*	

Remark: MIs with * sign cannot receive financial support for organizing RC from AUN/SEED-Net.

List of Units in Charge, including e-mail addresses, by field

Field	Unit	E-mail Address
Chemical Engineering (ChE)	Research & Network Promotion Unit (RNP)	support@aun-seed.net
Civil Engineering (CE)	Research & Network Promotion Unit (RNP)	support@aun-seed.net
Computer and Information Engineering (CIE)	Research & Network Promotion Unit (RNP)	support@aun-seed.net
Electrical and Electronics Engineering (EEE)	Research & Network Promotion Unit (RNP)	support@aun-seed.net
Geological and Geo-Resource Engineering (GeoE)	Planning & Capacity Development Unit (PCD)	grad@aun-seed.net
Materials Engineering (MatE)	Research & Network Promotion Unit (RNP)	support@aun-seed.net
Mechanical and Manufacturing Engineering (ME/ManuE)	Planning & Capacity Development Unit (PCD)	grad@aun-seed.net
Energy Engineering (EneE)	Planning & Capacity Development Unit (PCD)	grad@aun-seed.net
Environmental Engineering (EnvE)	Research & Network Promotion Unit (RNP)	support@aun-seed.net
Natural Disaster (ND)	Planning & Capacity Development Unit (PCD)	grad@aun-seed.net

9	RC room (seating, equipment, backdrop, logo, name batch, video or tape recording, seminar photo and group photo)	M				
10	Coffee break	M				
11	Banquet (Dinner) on the first day of RC (Please ask AUN/SEED-net about detail)	M				
12	Transportations (Airport-Hotel-Airport. Please bargain for a group, discounted rate)	M				
13	Preparation of presentation materials	M				
14	Campus visit / Field trip (if any)	M				
15	Proceedings (CD format)	M	S			To be completed and distributed at the RC

*An abstract or an extended abstract shall be required from presenters to submit for RC (Please refer to item 6.(3), page 2/14)

Financial Matters for RC arrangement

	Activities	Responsible Person				Deadline / Remarks
		RC Organizer	HI	JSU	SN	
1	Advance payment to the organizer prior to RC (Details to be discussed and finalized)				M	After the contract signing
2	Direct payment to participants (if any)				M	During RC
3	Payment to hotel	M				
4	Payment of local transportation	M				
5	Final Report	M				
6	Final payment to the organizer				M	After the submission and acceptance of complete financial report