



Mr. Bo Wiberg, project leader and Mr. Nguyễn Thanh Bình, Vice Chairman of An Giang People's Committee

MINUTE OF THE MEETINGS

10th – 13th December, 2018 in An Giang

I. MAIN ACTIVITIES

1. Project group meetings
2. Steering committee meeting
3. Site visits

II. RESULTS

1. December 10th, 2018

1.1. In the morning: (Bo, Helena, Goran, Karin, Myriam, Mrs. Do Phuong Thao, Mr. Tran Nam Binh, Pham Ngoc Xuan, Trinh Thi Kim Vo, Tran Nhan Tam, Doan Duc Dinh, Pham Thi Nhu)

- Visited Vinh Binh rice mill in Chau Thanh district





● Visited An Giang BioTech center



- Visited demonstration model of incubating rice straw with urea for cow feed



1.2. In the afternoon: (Bo, Helena, Goran, Myriam, Mrs. Do Phuong Thao, Mr. Tran Nam Binh, Pham Ngoc Xuan, Trinh Thi Kim Vo, Tran Nhan Tam, Cu Minh Trong, Doan Duc Dinh, Le Ngoc Quynh, Pham Thi Nhu, Hoang Thi Thanh Thuy, Le Thanh Thao, Tran Truong Giang, Nguyen Huu Truc and young group: Tran Hoang Thuy Duong, Tran Trung Hieu, Mai Hoa Phuc, Le Hoang Phuc, Vo Minh Tri, Nguyen Tuan Vu, Le Xuan Phi, Nguyen Duy Khanh)



Project group meeting with the following details:

* Mrs. Pham Ngoc Xuan, Director of Project Management Unit cooperating between An Giang and Sweden (hereinafter referred to as the Project Management Unit) reported results of a number of activities:



- Designed and published leaflets introducing project content and brochure summarizing the Action Plan.

- Coordinated with An Giang Television Station to record images, make video clips and broadcast activities on the demonstration model.
- Organized a study tour for farmers to visit An Giang Biotechnology Center. People learn about the center's general information and mission as well as visit farming models applying high technology, planting techniques of high valued-trees which promising to bring high economic value.

* Mr. Doan Duc Dinh, head of the Agriculture and Rural Development Chau Thanh reported progress of demonstration programs in 2018 as well as information of financing to support households for participating in models in 2019 and in 2020.



* Mrs. Le Thanh Thao, Official of Biotechnology Center informed what they have prepared for distant meeting with Grans/ Pitea's Students. Currently, An Giang has built a group of young people to participate in the project.



* Mr. Tran Truong Giang, Director of Informatics Center has shared result of the project website as well as the difficulty of the lack of funding for maintenance and operation. He also recommended Pitea provides funding as well as can connect the project website with Piteå Science Park to post information on start-up support activities.



* Comments:

- The project has completed activities according to the plan. However, to achieve the goal of helping young people to develop business ideas and startups, we need to prepare carefully for the cultural exchange between youth groups of An Giang and Piteå, the meeting will be moved to 01/2019. The project members also proposed a number of tools to use for online meetings such as Skype, Zoom, GoToMeeting.
- According to Mr. Bo Wiberg, the project website is a stable and important tool of information transparency. The content of the website should be updated: Member of the Steering committee, Monitoring group, project group and the project contents.

2. December 11th, 2018:

* ***In the morning:*** (Bo, Helena, Goran, Myriam, Mrs. Do Phuong Thao, Mr. Tran Nam Binh, Pham Ngoc Xuan, Trinh Thi Kim Vo, Tran Nhan Tam, Tang Phu An, Nguyen Hoai Vung, Cao Phan Tam Yen, Le Thanh Thao, Vo Hua Huyen Tram, Nguyen Tuan Vu, Le Xuan Phi, Nguyen Duy Khanh, Tran Hoang Thuy Duong)

- Profess Jan Dalh was brought to Long Xuyen on December 10th and joined the meetings
- Mr. Bo Wiberg introduced the history of forming cooperation projects between An Giang and Piteå from 2012. At the same time, emphasized the role of youth in project's sustainability.
- Mrs. Helena Karlberg, CEO of Piteå Science Park introduced the Science Park and spent time to support young group to develop business ideas.
 - Ms. Trần Hoàng Thùy Dương, Human Resource Development & Community Development: Food technology: Packing line of specific tourism products of An Giang province; Information technology: IT application in the promotion and development of community tourism and traditional craft villages of An Giang in a systematic and professional way; Applying technology in the production of specific tourist products bearing the culture of An Giang province and have a high applicability (eg, brooches ..)



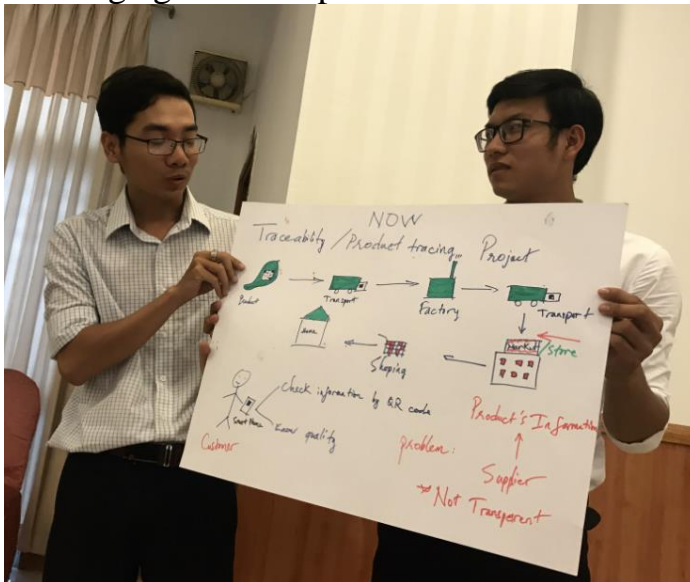
- Mr. Trần Nhân Tâm, Project management Unit of Cooperation between An Giang and Sweden: Establishing A center of teaching English.



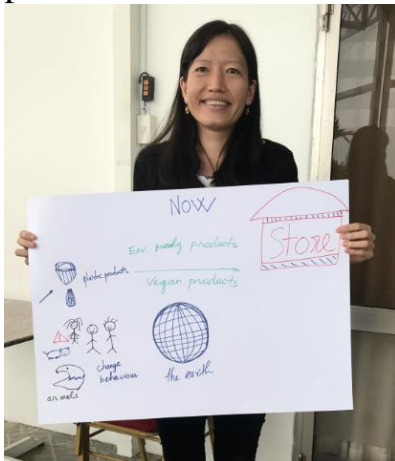
- Nguyễn Tuấn Vũ , Cachu shop – Product essential oil and other products from Kaffir Lime (Citrus Hystrix).



- Mr. Lê Xuân Phi Lecturer, Faculty of Information Technology and Mr. Nguyễn Duy Khánh, Student of DH16TH, Faculty of Information Technology - Application of information technology (Qr code) in tracking agricultural products.



- Ms. Cao Phan Tâm Yên, Department of Industry and Trade - Establishing shop of Vegetarian shop and environmentally friendly products



These ideas were also presented and received positive reviews from the project members.

- All participants also discussed and commented all 2019 activities to clarify the content in order to determine the time and tasks.
- Mrs. Le Thanh Thao from BioTech center presented plan for organizing innovation competition in 2019 and Mr. Tang Phu An, director of Science and Technology department suggested that we should combine this activity with the creativity and Innovation competition plan of his department. It is a big competition which will be held annually.
- Regarding the activity of study visit in the third country in 2019:
 - Project member from An Giang suggested choosing China for study visit in 2019 due to similarity between Vietnam and China.
 - Regarding this activity, professor Jan Dalh pressed that we have to discuss more with professor Nguyen Thi Van Ha and other people as well as funding source before deciding which country we should visit and who should be involved in.
 - Ms. Cao Phan Tam Yen from Industry and Trade department suggested we should visit the place we are sure that they are willing to share experience and information with us and language is a important thing that we should think about in decision making process.
 - Mr. Tang Phu An from Science and Technology department suggested inviting business owners because they are investor as well as user of technologies.

* ***In the afternoon:*** (Bo, Helena, Goran, Myriam, Mrs. Do Phuong Thao, Mr. Tran Nam Binh, Le Kim Duyen, Dinh Thi Viet Huynh, Pham Ngoc Xuan, Trinh Thi Kim Vo, Tran Nhan Tam, Cao Phan Tam Yen, Le Thanh Thao, Vo Hua Huyen Tram)

- Mrs. Le Kim Duyen, Department of Planning and Investment had a report on the socio-economic situation of An Giang from 2011 to 2018. This was a report of general information at different sectors.
- Project members checked again what they have done in 2018 and what should be implemented in 2019, discuss about meeting agenda to prepare for the Steering committee meeting in the next day at People's committee of An Giang.
- Date for next Monitoring group and project group meetings were also discussed:
 - Monitoring group meeting in An Giang: From February 23 to March 7
 - Monitoring group and project group meeting in Pitea: In June
 - Project group meeting in An Giang: In November

3. December 12th, 2018

* ***In the morning: Steering committee meeting:*** (Bo, Helena, Goran, Myriam, Mrs. Do Phuong Thao, Mr. Tran Nam Binh, Nguyen Thanh Binh, Pham Ngoc Xuan, Trinh Thi Kim Vo, Tran Nhan Tam, Vo Hua Huyen Tram, Dinh Thi Viet Huynh, Cu Minh Trong, Pham Thanh Thai, Tang Phu An, Vo Thi Nhiem, Vo Hung Dung, Tran Thanh Tam, Nguyen Thanh Hai, Tran Minh Nhut, Vo Van Thang, Nguyen Thi Ngoc Tho, Nguyen Tran Thien Khanh, Ly

Thi Thanh Tuyen, Ho Thi Kim Anh, Le Kim Duyen, Nguyen Thien Thanh, Nguyen Minh Trang, Nguyen Huu Truc, Tran Truong Giang Cao Phan Tam Yen, Le Thanh Thao, preresentatives from An Giang televion station and An Giang News)



- The Steering committee meeting was chaired by Mr. Nguyen Thanh Binh - Vice Chairman of the provincial People's Committee. It was held on 12/12/2018 in the Office of the People's Committee of An Giang province. Participants were members of the Swedish delegation and the members of the Steering committee, Monitoring committee and project members involved in the cooperation program between An Giang and Sweden.
- Mrs. Pham Ngoc Xuan summarized the results and progress of the project "Implementation of the Action Plan for a sustainable development of An Giang province" in cooperation with Piteå in 2018 and the activities of the next two years.



- Mr. Bo Wiberg and Mrs. Pham Ngoc Xuan reported the results of the working sessions and presented the detailed work plan for 2019.



- Mrs. Helena Karlberg, CEO of Piteå Science Park introduced the history, mission and results of business incubation support and entrepreneurship support.



- Mrs. Pham Ngoc Xuan also briefly presented the results of the cooperation project with Växjö and content of new project proposal. It has been completed and submitted to ICLD.



** In the afternoon: Wrap-up meeting: (Bo, Helena, Goran, Myriam, Mrs. Do Phuong Thao, Mr. Tran Nam Binh, Pham Ngoc Xuan, Trinh Thi Kim Vo, Tran Nhan Tam, Vo Hua Huyen Tram, Dinh Thi Viet Huynh, Nguyen Cong Kha, Tran Truong Giang, Cao Phan Tam Yen, Le Thanh Thao, Nguyen Minh Trang, Nguyen Huu Truc)*



The key members of the project had a review meeting with the following discussion and agreement:

* Mrs. Dinh Thi Viet Huynh, monitoring group's member suggested that we will establish a new project group focusing on entrepreneurship.

• In which the members of the group including:

- Trinh Thi Kim Vo - Team leader
- Nguyễn Công Kha - Vice team leader
- Cao Phan Tam Yên - Vice team leader
- Nguyen Ngoc Mong Kha - Member
- Le Thanh Thao - Member
- Nguyen Minh Trang - Member
- Dinh Viet Luan - Member
- Tran Nhan Tam – Member

• The main theme will focus on supporting start-ups in the field of green innovation of young people. Contents of this project will be prepared and submitted to ICLD for funding in 2019.

• This project will be implemented in parallel with the current project and the monitoring group members will manage both projects.

• Form a group on Facebook with the name “An Giang and Piteå - Start-Up”. The project name will be discussed when writing a detailed outline later.

• Members of the project on both sides will work together to draft the preliminary contents of the new project. This content will be presented to the Monitoring Committee meeting in 2019 in An Giang. Outline focuses on the need to attract young people to join the group and how to perform the operation.

• Mr. Bo Wiberg proposed to find participants from rural areas to create a startup group with many components. Mrs. Helena Karlberg also proposed creating a start-up group including members with English major. The number of participants is about 5-10 people.

* Regarding the activities of study visit in a third country, all participants agreed that we should choose the right person, right destination and depend on the project budget, we will then plan for detailed implementation. Professor Jan Dalh and An Giang's project members will contact to determine the location and detailed program. However, the Piteå's side needs to find funding to join the mission of An Giang province.



* Ms. Myriam Chilvers proposed An Giang and Piteå will write a short project on website development and business incubation. Thereby, if the project is granted, we could extend the project team to get more members going to Piteå to work and write a new project.

4. December 13th, 2018

- Visited Phan Nam farm – model of high tech agricultural cultivation combined with tourism and commercialize products.



- Swedish group departed to Ho Chi Minh city.

III. CONCLUSION AND RECOMMENDATIONS

1. Conclusion: All discussion among project members will be noted and must be informed to members of monitoring group on both sides. The activities also need to be discussed details later through email before final decisions.

2. Recommendations: To ensure the implementation demonstration models:

- Proposing Chau Thanh District People's Committee to provide funding to support materials/tools for farmers/households in 2019 and 2020.
- Proposing support for labour cost of technical teams in Chau Thanh districts as well as cost for operating the project website and information materials (brochures/flyers/video clips).

* Proposing the Department of Finance to appraise and provide funds for procurement of equipment, tools and repairing costs for Project Management Unit.

Prepared by: Ms. Trinh Thi Kim Vo, coordinator of the project

Appendix 1

ACTIVITY PLAN FOR 2019

Component 1. Support the implementation of the action plan		
Work	Time	Note
Organized 02 annual seminars in Vietnam to share experiences and review the progress of implementing the action plan	2019	15 participants
<p>Annual meeting to exchange experiences in Piteå</p> <ul style="list-style-type: none"> • Group work (project + MC) • Political talk (Piteå side : Mrs. Helena Stenberg, Mr. Anders Lundkvist and Mrs. Brith Fäldt) • Technical group learns knowledge and experiences on how to develop an activity plan • Field visit : Successful small-scale career model, workshop of Piteå Science Park (technical study tour) 	June 10-16	<p>* 6 members including:</p> <ul style="list-style-type: none"> • Chau Thanh district: 02 people • Project Management Unit: 01 person • Department of Finance: 01 person • Department of Science and Technology: 01 person • 01 official <p><i>* It is expected to organize with the MC (04 members). Detailed schedule and content will be discussed later</i></p>
<p>Annual meeting / workshop to exchange experiences about the project in An Giang: 02 times / year</p> <p>* Steering group meeting</p> <p>* Sightseeing: Japanese factory in Phu Tan district, Tra Su cajuput forest - Cam Mountain and some other locations</p> <p>* Project team meeting:</p> <ul style="list-style-type: none"> • New project of young generation • Creative idea contest • Online meetings between young generation groups • Seminar on establishing a network between entrepreneurs Piteå and An Giang • Action plan • Project progress 	<ul style="list-style-type: none"> • From February 23 to March 7 • November 	<ul style="list-style-type: none"> • The members of the project team will accompany Piteå 's MC to An Giang (*The exact time will be discussed later). • 01 Swedish project group will visit An Giang in November 2019
Communication programs (leaflets , video clips, websites, local media)	2019	<ul style="list-style-type: none"> • Project management board designs, builds leaflets, video clips • Informatics Center is in charge of the website

02 meetings between members of the executive board and key departments	<ul style="list-style-type: none"> • March • November 	Organize when Piteå members visit An Giang
Material support for demonstration programs in Chau Thanh district <ul style="list-style-type: none"> • Incubation of straw as cow feed • Growing mushrooms • Collecting straw 	2019	03 programs: 20 people / program, at least 50% of women. <ul style="list-style-type: none"> • <i>Chau Thanh District People's Committee supports materials for people</i>
Technical training on growing mushrooms and brewing straw with urea as animal feed in Chau Thanh district	2019	2 trainings/model
Component 2. Support the establishment of a network cluster between An Giang Biotechnology Center, Piteå scientific research facilities and Grans Competency Center and related organizations on the use and management of biomass from rice, energy renewable volume, increase the value chain of green agricultural products		
Work	Time	Targets
Organized 02 study tours at Biotechnology Center	2019	Twice a year
Organize remote meetings with the GransCompetency Center / student in Piteå <ul style="list-style-type: none"> • Online meeting via free app such as: Skype/Zoom/GoToMeeting • At least 01 meeting/year 	<ul style="list-style-type: none"> • 01 in January • Other meetings throughout 2019 	Details will be discussed in detail later
Organizing 01 contest of creative ideas and innovation on the use and management of biomass from rice, renewable energy, increasing green agricultural value chain	2019	20 participants, 5 prizes, 1 person selected <ul style="list-style-type: none"> • <i>Collaboration with the Department of Science and Technology</i>
Organize 01 workshop with a focus on establishing a network between entrepreneurs in Piteå and An Giang <ul style="list-style-type: none"> • Mrs. Helena Karlberg will conduct the workshop • At least 04 people on each side join together 	March	Details will be discussed in detail later <ul style="list-style-type: none"> • <i>The workshop will be held when Piteådelegation comes to An Giang</i>
Support to build capacity in spirit of ownership, start-up and commercialization of products <ul style="list-style-type: none"> • Mrs. Helena Karlberg will conduct the training 	March	02 training workshops <ul style="list-style-type: none"> • <i>The workshop will be held when Piteådelegation comes to An Giang</i>

Component 3. Supporting activities to turn waste from rice into energy

Work	Time	Targets
<p>Organize study tours in China or other countries with a focus on exchanging experiences in technology, policy and marketing</p> <ul style="list-style-type: none"> • 05 Vietnamese: Project Management Unit, Department of Industry and Trade, Department of Science and Technology, Chau Thanh district, Mrs. Nguyen Thi Van Ha. • Invite businesses to participate (self-financing) • 02 people of Piteå (need to find funding) 	2019	Details will be discussed later
<p>Support planning workshop to introduce latest information about rice value chain , energy technology</p> <ul style="list-style-type: none"> • Share experiences on how to turn waste from pine into energy • 01 internal workshop and 01 international workshop 	November	<p>Details will be discussed later</p> <ul style="list-style-type: none"> • <i>It is possible to support the Department of Industry and Trade and the Department of Agriculture and Rural Development in planning a workshop</i>
<p>Organize professional meetings to exchange knowledge and clarify plans for a small-scale pilot plant</p> <ul style="list-style-type: none"> • Online meetings or meetings • At least 03 people/meeting 	2019	Prof. Jan and Prof. Ha will be discussed in detail later

Component 4. Other support activities

Work	Time	Targets
<p>Project evaluation report</p> <ul style="list-style-type: none"> • Mr. Göran Dahlén and Ms. Pham Ngoc Xuan 	June 10-16	
Annual MC meeting in Piteå	June 10-16	The detailed process will be discussed later
Annual MC meeting in An Giang	March	The exact date will be discussed later