



Tentative Program

Sunday, June 13th

Arrival in Hanoi

start: 19:00 h

Dinner Reception

Restaurant Hanoi

Greeting

Hannelore Bossmann, Director DAAD Regional Office

Southeast Asia

*Prof. Dr. Brigitta Schütt, Department of Earth Sciences,
Freie Universität Berlin, Germany*

Monday, June 14th

8:00 – 9:00 h

Registration of participants

Lobby

9:00 – 9:40 h

Welcome Addressees

Multipurpose Hall

Hannelore Bossmann

Director DAAD Office Hanoi

N.N.

Head of Cultural Department German Embassy (tbc)

9:40 h – 10:00 h

Key-note Address:

Multipurpose Hall

N.N.

10:00 – 11:00 h

Introduction of participants

*Prof. Dr. Mathias Becker, Department of Agriculture,
Universität Bonn*

11:00 – 11:30 h

Coffee break

11:30 – 13:00 h

Expectations

*Prof. Dr. Brigitta Schütt, Department of Earth Sciences,
Freie Universität Berlin*

13:00 – 14:00 h

Lunch break

14:00 – 14:15 h

Results of the Systematic Analysis of expectations

*Dr. Siawuch Amini, Institute for Socio-cultural Studies,
Universität Kassel, Germany*

Multipurpose Hall

14:15 – 14:30 h

Why does this event matter? (Objectives and outcomes)

*Prof. Dr. Brigitta Schütt, Department of Earth Sciences,
Freie Universität Berlin, Germany*

Multipurpose Hall



14:30 – 14:40 h	Program Presentation <i>Prof. Dr. Mathias Becker, Department of Agriculture, Universität Bonn</i>	Multipurpose Hall
14:40 – 16:00 h	Developing of criteria for evaluating research proposals, research designs <i>Dr. Siawuch Amini, Institute for Socio-cultural Studies, Universität Kassel, Germany</i>	Multipurpose Hall
16:00 – 16:30 h	Coffee Break	
16:30 – 17:30 h	Presentation of results <i>Prof. Dr. Mathias Becker, Department of Agriculture, Universität Bonn</i>	Multipurpose Hall
17:30 – 18:00 h	Overall discussion <i>Prof. Dr. Brigitta Schütt, Department of Earth Sciences, Freie Universität Berlin, Germany</i>	Multipurpose Hall
20:00 h	Cultural event	

Tuesday, June 15th

9:00 – 10:30 h	SWOT-Analysis <i>Dr. Siawuch Amini, Institute for Socio-cultural Studies, Universität Kassel, Germany</i>	Multipurpose Hall
10:30 – 11:00 h	Coffee break	
11:00 – 11:30 h	SWOT-Analysis continued <i>Dr. Siawuch Amini, Institute for Socio-cultural Studies, Universität Kassel, Germany</i>	Multipurpose Hall
11:30 – 12:30 h	Presentation of groups <i>Dr. Siawuch Amini, Institute for Socio-cultural Studies, Universität Kassel, Germany</i>	Multipurpose Hall
12:30 – 13:00 h	General discussion <i>Dr. Siawuch Amini, Institute for Socio-cultural Studies, Universität Kassel, Germany</i>	Multipurpose Hall
13:00 – 14:00 h	Lunch break	
14:00 – 15:00 h	Aspects of proposal writing Logistic framework Skills and Resources Discussion and specific questions <i>Prof. Dr. Mathias Becker, Department of Agriculture, Universität Bonn</i>	Multipurpose Hall
15:00 – 15:30 h	Coffee Break	



15:30 – 17:00 h	Proposal evaluation (part I) – Quality and relevance of proposals <i>Prof. Dr. Brigitta Schütt, Department of Earth Sciences, Freie Universität Berlin, Germany</i>	Multipurpose Hall
	Examples <i>Prof. Dr. Brigitta Schütt, Department of Physical Geography, Freie Universität Berlin, Germany</i>	Multipurpose Hall
17:00 – 17:30 h	Overall discussion <i>Prof. Dr. Brigitta Schütt, Department of Earth Sciences, Freie Universität Berlin, Germany</i>	Multipurpose Hall

Wednesday, June 16th

9:00 – 10:00 h	Proposal writing: Do's and Don'ts (part I) <i>Prof. Dr. Brigitta Schütt, Department of Earth Sciences, Freie Universität Berlin, Germany</i>	Multipurpose Hall
10:00 – 10:30 h	Collection of criteria Do's and Don'ts <i>Prof. Dr. Brigitta Schütt, Department of Earth Sciences, Freie Universität Berlin, Germany</i>	Multipurpose Hall
10:30 – 11:00 h	Coffee break	
11:00 – 11:30 h	Proposal evaluation (part II) – Evaluation of second proposal resp. update <i>Prof. Dr. Brigitta Schütt, Department of Earth Sciences, Freie Universität Berlin, Germany</i>	Multipurpose Hall
11:30 – 12:30 h	Collection of results and discussion (incl. requirements of funding organisations) <i>Prof. Dr. Brigitta Schütt, Department of Earth Sciences, Freie Universität Berlin, Germany</i>	Multipurpose Hall
12:30 – 13:00 h	Proposal writing skills (Language, Format, Clients) <i>Prof. Dr. Mathias Becker, Department of Agriculture, Universität Bonn</i>	Multipurpose Hall
13:00 – 14:00 h	Lunch break	
14:00 – 15:30 h	Proposal writing: Do's and Don'ts (part II) Exercise: Breakdown structure <i>Prof. Dr. Brigitta Schütt, Department of Earth Sciences, Freie Universität Berlin, Germany</i>	Multipurpose Hall
15:30 – 16:00 h	Coffee break	
16:00 – 17:00 h	Best Practice <i>Prof. Dr. Mathias Becker, Department of Agriculture, Universität Bonn</i>	Multipurpose Hall



	<i>Prof. Dr. Brigitta Schütt, Department of Earth Sciences, Freie Universität Berlin, Germany</i>	
17:00 – 17:30 h	One example <i>Prof. Dr. Brigitta Schütt, Department of Earth Sciences, Freie Universität Berlin, Germany</i>	Multipurpose Hall
17:30 – 18:00 h	Discussion <i>Prof. Dr. Brigitta Schütt, Department of Earth Sciences, Freie Universität Berlin, Germany</i>	Multipurpose Hall

Thursday, June 17th

9:00 – 10:00 h	Research and knowledge management requirements <i>Dr. Siawuch Amini, Institute for Socio-cultural Studies, Universität Kassel, Germany</i>	Multipurpose Hall
10:00 – 10:30 h	Discussion <i>Dr. Siawuch Amini, Institute for Socio-cultural Studies, University of Kassel, Germany</i>	Multipurpose Hall
10:30 – 11:00 h	Coffee break	
11:00 – 12:00 h	Preparation of proposal writing – Design of title and topics for proposal (with final discussion) <i>Prof. Dr. Mathias Becker, Department of Agriculture, Universität Bonn</i>	Multipurpose Hall
12:00 – 13:00 h	Trust and confidence in inter-, trans- and multidisciplinary projects <i>Dr. Siawuch Amini, Institute for Socio-cultural Studies, University of Kassel, Germany</i>	Multipurpose Hall
13:00 – 14:00 h	Lunch break	
14:30 – 15:00 h	Sightseeing non-formal meeting, individual program	
19:00 h	Farewell dinner	

Friday, June 18th

9:00 – 10:00 h	Discussion of the issues concerning proposal writing <i>Dr. Siawuch Amini, Institute for Socio-cultural Studies, Universität Kassel, Germany</i> <i>Prof. Dr. Brigitta Schütt, Department of Earth Sciences, Freie Universität Berlin, Germany</i>	Multipurpose Room
10:00 – 10:30 h	Tasks and Discussion of the program for part II <i>Prof. Dr. Mathias Becker, Department of Agriculture, Universität Bonn</i>	Multipurpose Room



10:30 – 11:00 h Coffee break

11:00 – 13:00 h

Feed back, lessons learnt and homework

Oral and written evaluation

Closing ceremony and award of certificates

*Dr. Siawuch Amini, Institute for Socio-cultural Studies,
Universität Kassel, Germany*

*Prof. Dr. Brigitta Schütt, Department of Earth Sciences,
Freie Universität Berlin, Germany*

*Prof. Dr. Mathias Becker, Department of Agriculture,
Universität Bonn*

Multipurpose Room

13:00

Lunch

Departure