

Programme UEM-Sweden 2017-2022

Annual Planning Meeting

Venue: *Biblioteca Central Brazão Mazula*

Dates: 22 – 26 October, 2018

Agenda

Day One: 22nd of October 2018 (Monday) – Management Meeting

Venue: *Rectorate Building, room no. 33*

Time	Activity	Participants
14:00 – 16:00	Analysis and approval of the Agenda Discussion of other issues related to the implementation of the Program UEM-Sweden	UEM-Program Support Unit (PSU), Embassy of Sweden (EoS) and International Science Program (ISP)

Day Two: 23rd of October 2018 (Tuesday); from 09:00 to 10:30 am – Plenary Session: Opening of the Annual Planning Meeting (APM) and general issues of implementation of the Program

Venue: *Central Library*

Participants: *Vice-Rectors, Deans of faculties, Directors of Central Units, Thematic Areas and Sub-Programs/KSE Coordinators, Swedish and South African partners, PSU, EoS and ISP*

Time	Activity	Presenter
08:40 – 09:00	Arrival and registration of participants	
09:00 – 09:10	Welcome address and presentation of the agenda	Mr. Manuel Guilherme Junior, Director of Cooperation
09:10 – 09:25	Opening of the Annual Review Meeting	Prof. Amália Uamusse, Vice-Rector for Academic Affairs
09:25 – 09:40	Reflection on the starting stage of the Program implementation	Dr. Claire Lynga, Senior Research Advisor at the Embassy of Sweden
09:40 – 09:55	Management of the Program in Sweden	ISP – International Science Program
09:55 – 10:10	Procurement Practices – lessons learnt and perspectives	Ms. Dulce Faife, Director of Logistics and Procurement
10:10 – 10:30	Status of the implementation of the Program	Mr. Manuel Guilherme Junior, Director of Cooperation and Prof. Manuel Chenene, Coordinator of the Program UEM – Sweden 2017-2022
10:30 – 10:55	Coffee/Tea break	

Group Sessions: Thematic areas; Key Supporting Elements, with visits by PSU + EoS + ISP

Day Two: 23rd of October 2018 (Tuesday); From 11:00 am to 16:30

Day Three: 24th of October 2018 (Wednesday); All day

Day Four: 25th of October 2018 (Thursday); From 9:00 am to 12:00 pm

Place: Rooms to be indicated for each group (thematic area); Key Supporting Elements meet at respective offices

Agenda: Thematic Area and Program implementation issues (according to Terms of Reference)

Participants: Thematic Areas and Sub-Programs/KSE Coordinators, Supervisors, Co-Supervisors, Swedish and South African partners, Researchers, UEM Administrative staff, Post-Doc and PhD Students

Day Two: 23rd of October 2018 (Tuesday) – 11 am to 16:30

Time	Activity	Participants
11:00 – 13:00	PSU + EoS + ISP meet with Thematic Area 1 (Population, health and well-being of the society) and discuss Thematic Area and Program implementation issues (according to Terms of Reference) based on ToRs	Thematic Area and Sub-Programs Coordinators, Supervisors, Co-Supervisors, Swedish and South African partners, Researchers, UEM Administrative staff, Post-Doc and PhD Students
13:00 – 14:00	<i>Lunch on campus</i>	<i>All involved in the APM</i>
14:30 – 16:30	PSU + EoS + ISP meet with Thematic Area 3 (Natural resources, environment and climate change) and discuss Thematic Area and Program implementation issues (according to Terms of Reference) based on ToRs	Thematic Area and Sub-Programs Coordinators, Supervisors, Co-Supervisors, Swedish and South African partners, Researchers, UEM Administrative staff, Post-Doc and PhD Students

Day Three: 24th of October 2018 (Wednesday); All day – Continuation of Group Sessions – Thematic areas and Key Supporting Elements, with visits by PSU + EoS + ISP

Place: Rooms to be indicated for each group (thematic area); Key Supporting Elements meet at respective offices

Agenda: Thematic Area and Program implementation issues (according to Terms of Reference)

Participants: Thematic Areas and Sub-Programs/KSE Coordinators, Supervisors, Co-Supervisors, Swedish and South African partners, Researchers, UEM Administrative staff, Post-Doc and PhD Students

Time	Activity	Participants
08:30 – 10:30	PSU + EoS + ISP meet with Thematic Area 2 (Agriculture, nutrition and food security) and discuss Thematic Area and Program implementation issues (according to Terms of Reference) based on ToRs	Thematic Area and Sub-Programs Coordinators, Supervisors, Co-Supervisors, Swedish and South African partners, Researchers, UEM Administrative staff, Post-Doc and PhD Students
11:00 – 13:00	PSU + EoS + ISP meet with Thematic Area 4 (Technology and innovation) and discuss Thematic Area and Program implementation issues (according to Terms of Reference) based on ToRs	Thematic Area and Sub-Programs Coordinators, Supervisors, Co-Supervisors, Swedish and South African partners, Researchers, UEM Administrative staff, Post-Doc and PhD Students
13:00 – 14:00	<i>Lunch on campus</i>	<i>All involved in the APM</i>
14:30 – 16:30	PSU + EoS + ISP meet with Thematic Area 5 (Education, culture, good governance, ethics and human rights) and discuss Thematic Area and Program implementation issues (according to Terms of Reference) based on ToRs	Thematic Area and Sub-Programs Coordinators, Supervisors, Co-Supervisors, Swedish and South African partners, Researchers, UEM Administrative staff, Post-Doc and PhD Students

Day Four: 25th of October 2018 (Thursday); From 9:00 am to 1:00 pm – Continuation of Group Sessions – Thematic areas and Key Supporting Elements, with visits by PSU + EoS + ISP

Place: Central Library

Agenda: Key Supporting Elements and Program implementation issues (according to Terms of Reference)

Participants: Thematic Areas and Sub-Programs/KSE Coordinators, Supervisors, Co-Supervisors, Swedish and South African partners, Researchers, UEM Administrative staff, Post-Doc and PhD Students

Time	Activity	Responsibility
08:30 – 12:30	PSU + EoS + ISP meet with all Key Supporting Elements and discuss Key Supporting Elements and Program implementation issues, based on ToRs.	Coordinators of Key Supporting Elements, Supervisors, Co-Supervisors, Swedish and South African partners, Researchers, UEM Administrative staff, Post-Doc and PhD Students
13:00 – 14:15	Lunch on campus	All involved in the APM

Day Four: 25th of October 2018 (Thursday); From 14:30 to 16:30 pm – Plenary Session for feedback and closing remarks

Participants: Vice-Rectors, Deans of faculties, Directors of Central Units, Thematic Areas and Sub-Programs/KSE Coordinators, Swedish and South African partners, PSU, EoS and ISP.

Venue: Central Library

Time	Activity	Presenter
14:15 – 14:30	Arrival and registration of participants	
14:30 – 14:50	Feedback on group sessions' discussions	Prof. Manuel Chenene, Coordinator of the Program UEM – Sweden 2017-2022
14:50 – 16:10	Discussion	All
16:10 – 16:20	Closing remarks	Dr. Claire Lynga, Senior Research Advisor at the Embassy of Sweden
16:20 – 16:30	Closing remarks	Prof. Amália Uamusse, Vice-Rector for Academic Affairs at UEM

Day Five: 26th of October 2018 (Friday) – Management Meetings

Time	Activity	Participants
08:00 – 10:00 <i>Venue: Embassy of Sweden</i>	Meeting at the Embassy of Sweden	Swedish and South African partners of the Program + EoS
11:00 – 14:00 <i>Venue: Rectorate Building, room no. 33</i>	Decisions on some issues related to the implementation of the Program UEM-Sweden and writing of Agreed Minutes	UEM-PSU, EoS – Embassy of Sweden and ISP – International Science Program