



Australia Awards

Australia Awards Vietnam

Annual Plan 2015-2016

April 2015



Table of Contents

Executive summary.....	1
1 Introduction.....	3
1.1 Australia Awards in Vietnam	3
1.2 Implementing Agencies	3
1.3 Preparation of the Annual Plan	3
2 Activity Description.....	4
2.1 Program Design	4
2.2 Program Goal	4
2.3 Program Outcomes	4
2.4 Program Components	5
2.5 Program Targets	5
3 Review of Progress and Implementation	6
3.1 Selection Results.....	6
3.2 Selection Issues	6
3.3 Placement and Mobilisation	7
3.4 On-award.....	8
3.5 Reintegration and alumni support	8
4 2015 – January 2016 Program Implementation Plan	9
4.1 General Awareness and Promotion (GAP) Strategy and Plan	9
4.2 Academic Advising Strategy and Plan	14
4.3 Reintegration and Alumni Strategy and Plan	15
4.4 Gender, Disability and Social Inclusion Strategy and Plan	19
4.5 Monitoring and Evaluation Strategy and Plan	22
5 Short Courses	24
Post-course follow up for the TVET Leadership and Management course.....	24
6 End of Program Handover	24
6.1 Handover of Program Activities.....	24
6.2 Data Management.....	25
6.3 Human Resources.....	26
6.4 Program Accounts.....	26
6.5 Program Assets.....	27
7 Work Program	27
8 Budget	27
Annexes	
Annex 1 End of Program Schedule.....	28
Annex 2 Proposed Content Outline for the Program Completion Report	39
Annex 3 Annual Plan 2015-January 2016 Budget	41

Abbreviations

AAAN	Australia Awards Alumni Network
AAV	Australia Awards Office Vietnam
AEI	Australian Education International
AAF	Australia Awards Fellowships
AVID	Australian Volunteers for International Development
CA	Central Agency
CEMA	Central Committee for Ethnic Minority Affairs
DFAT	Department of Foreign Affairs and Trade (Australia)
DPO	Disabled Peoples Organisation
GAP	General Awareness and Promotion
HRD	Human Resource Development
IELTS	International English Language Testing System
JSC	Joint Selection Committee
MC	Managing Contractor
MOET	Ministry of Education and Training (Vietnam)
MOLISA	Ministry of Labour, Invalids and Social Affairs (Vietnam)
NGO	Non-Government Organisation
OASIS	Online Australian Scholarships Information System
PCC	Program Coordinating Committee
PCR	Program Completion Report
PhD	Doctorate of Philosophy
PPC	Provincial People's Committee
PWD	Persons with Disability
ReAP	Reintegration Action Plan
RMIT	Royal Melbourne Institute of Technology
RMM	Risk Management Matrix
SGS	Small Grants Scheme
TESOL	Teachers of English to Speakers of Other Languages
VGAC	Vietnam Graduates of Australia Club
VTV	Vietnam Television

Executive summary

This final Australia Awards Vietnam Annual Plan serves to deliver a highly satisfactory end-of-program position that allows the Managing Contractor (Coffey) and DFAT to bring to conclusion program activities and investments. It will also ensure the successful transfer of all relevant program activities and investments into the follow-on program.

This Annual Plan specifically focuses upon ensuring that Australia Awards Vietnam optimises the program innovation and learning (as well as ensuring effective transition to the new Program phase) that has been delivered to date, specifically:

- The successful implementation an Equity of Access Fund as part of a package of support to advance the development of appropriate social inclusion strategies to ensure people with disabilities and rural disadvantaged people are included and prioritised in Australia Awards;
- The use of social and on-line media to promote Australia Awards and generate applicants;
- The delivery of an informed Options Paper to strengthen Australia's People-to-People and Organisational Links with Vietnam, understanding that whilst this may not be funded in this Annual Plan, subject to DFAT's comments it can be delivered, when appropriate; and
- The opportunity to deliver an agreed series of briefs to allow DFAT and AAV to increase its public diplomacy contribution to strengthen bilateral relationships and advance Australia's interests in Vietnam. The Promoting Equal Access brief is already available in English and Vietnamese.

The Plan covers four areas: i) continued Australia Awards program implementation until January 2016; ii) Short Courses¹; iii) a Monitoring and Evaluation Plan; iv) and a Handover Plan which forms the final section of the Plan. This is named the End-of-Program-Position Schedule and includes a live Gantt Chart and all transferable activities to the new program.

Program Implementation. Continued program implementation will occur under five main plans.

General Awareness and Promotion (GAP) Plan. The FY 2015-2016 GAP plan follows closely the current FY plan. However, at this stage, the contents of the GAP plan can only be provided in notional terms, as it will need to be revised once the Request for Tender for the new HRD program is released. Moreover, adjustments may need to be made in light of the experience in implementing the current plan. The revised GAP plan will contain analysis of two key activities to ensure continuous improvement: i) assessing the effectiveness of advertising on Google and Facebook; and ii) further analysis of the effectiveness of the provincial visits.

Academic Advising Plan. Academic advising will continue to contribute to the program's overall efficiency and effectiveness, specifically through helping to ensure that awardees choose courses consistent with their academic background, work experience and university entry requirements. The continuation of research design workshops for new conditional PhD and Masters research awardees by the International Adviser is a key plan component.

¹ In the 2015-2016 FY activities under Short Courses will be limited to monitoring workshops for the Leadership and Management course conducted in 2014 for TVET college leaders. A planned follow-up course for TVET college leaders could not be undertaken in the FY because of budget considerations.

Reintegration and Alumni Plan. The reintegration and alumni plan seeks to address the issues and modalities associated with maximising the opportunities for scholarship graduates to successfully reintegrate into the workplace and apply the knowledge and skills they have acquired during their studies to contribute to development objectives and build linkages between Vietnam and Australia. For the reintegration workshops in Australia and Vietnam, scheduled for October, there will be continuing strategies to increase the rate of attendance by scholars/returnees (including piloting online delivery). The effectiveness of AAV staff in conducting the Vietnam workshops will also be reviewed to ensure program quality. Also, based on discussions with Post in June 2015, AAV (through the M&E Specialist) will review the results of the previous assessment done on the Program's model of support to reintegration (see Section 3.2 of the M&E Report 2014). The intention is to identify areas of relevance to the next Program that AAV could further investigate (via a tasking note subject to Post's approval).

The alumni support program will emphasise professional development activities, in particular replication of the highly successful workshops on journal writing and a new workshop on research design for alumni. Cost sharing principles will be applied where practical for alumni events. Alumni will continue to be mobilised to assist with promotion, mentoring of awardees and returning graduates and pre-departure interaction as well as for DFAT consultations. Support will be provided to the Australia Awards alumni to meet their aspirations for some form of national organisation that maintains their identity as a distinctive group.

Gender Equality and Social Inclusion Plan. This plan addresses gender equality, disability and other issues of social inclusion through all aspects of the scholarship cycle. The focus will be on continuing links and consultations with organisations dealing with disability, gender and ethnic minorities to obtain more applications from persons with a disability and ethnic minorities as well as increased applications for gender and disability studies. The innovative Equity of Access Fund for Vietnam will be used to facilitate equal access of the disadvantaged to the scholarship program. Special attention will continue to be paid to the placement of persons with a disability and their monitoring on-award.

Monitoring and Evaluation Plan. The M&E FY 2015-2016 Plan will focus on two key activities²: a continuation of the Organisational Conditions and Practices (OCP) study and Support for the Program Completion Report.. In the 2014-2015 FY the OCP study on organisational conditions that have facilitated or constrained the application of alumni skills, knowledge, experience and contributions in the work place was undertaken. The study report included two versions of an instrument for organisations to use in this assessment. In the next FY the report will be finalised in accordance with DFAT comments with a focus on the field research findings and refining the recommendations and the instruments.

The Support for the Program Completion Report will focus on reporting on progress toward program outcomes.

² Planning activities were also undertaken to develop an **Options Paper on Strengthening Australia's People-to-People and Organisational Links with Vietnam**. The intent of the Options Paper is to explore and clearly identify relevant program options to enhance the contribution of the AAV program under the HRD portfolio in developing and strengthening people-to-people and organisational linkages through more effective alumni networks. However the study could not be undertaken in the 2015-2016 FY because of budget considerations

1 Introduction

1.1 Australia Awards in Vietnam

The Australian Scholarships for Development in Vietnam (ASDiV) program, now renamed Australia Awards Vietnam, commenced on 1 October 2009 and will end on 31 January 2016. The program encompasses Australia Awards Scholarships (AAS), formerly Australian Development Scholarships; and Australia Awards Fellowships (AAF), formerly Australia Leadership Awards Fellowships administered by DFAT.

1.2 Implementing Agencies

Coordinating agencies for AAV are the Ministry of Education and Training (MOET) representing the Government of Vietnam and the DFAT Hanoi Post representing the Government of Australia. These two comprise the membership of the Program Coordinating Committee (PCC). The Managing Contractor (MC) through the Australia Awards Vietnam Office (AAV) and the English Language provider attend the PCC meetings in an advisory capacity. The two key stakeholders, MOET and Hanoi Post, cooperate in the selection process and are the final decision-makers on awarding AAS through their membership of the Joint Selection Committee (JSC).

The PCC provides policy direction, strategic planning and guidance to the program, agrees on or adjusts 'applicant profiles' to determine on-going relevance to development priorities and undertakes regular review of on-going operations. PCC meetings are held annually after the completion of each selection round. MOET is regularly kept informed of important developments and consulted on key decisions, including through its participation in the JSC. Contractor coordination between the MC and the ELT provider is undertaken through informal communication and formal meetings as required.

1.3 Preparation of the Annual Plan

This Annual Plan has been prepared for the shortened period July 2015 to January 2016 due to the AAV program's completion on 31 January 2016. The Plan has been prepared in consultation with Post, taking into account the lessons learnt and experience in implementing previous scholarships rounds, Post's feedback on the 2014 Annual Report, the AAS Policy Handbook February 2015, the Australia Awards Program Logic February 2015, Australia Awards Global Monitoring and Evaluation Framework March 2015, Australia Awards Alumni Network Strategy for Administrators February 2013 and Principles & Procedures for Disability Support Australia Awards Scholarships.

The Plan covers four areas: continued Australia Awards program implementation until January 2016; Short Courses; a Monitoring and Evaluation Plan until January 2016; and a Handover Plan which forms the final section of the Plan. This is named the End-of-Program-Position Schedule and includes a live Gantt Chart and all transferable activities to the new program.

To ensure continued program efficiency and effectiveness in the remaining time of the program, specific consideration has been given to the following areas for continuous improvement. These activities include:

- i) assessing the effectiveness of advertising on Google and Facebook;
- ii) further analysis of the effectiveness of the provincial visits, including cost effectiveness;

- iii) continuing consultations with organisations dealing with disability, gender and ethnic minorities to obtain more applications from persons with a disability and ethnic minorities as well as applications for gender and disability studies;
- iv) on-going exploration of strategies including online delivery to increase the rate of participation by scholars/returnees at reintegration workshops in Australia and Vietnam;
- v) reviewing the effectiveness of AAV staff in conducting the Vietnam workshops and strengthening the links between the in-Australia and in-Vietnam workshops;
- vi) appropriate alumni professional development activities to support the transfer of knowledge and skills and enhancement of Australia-Vietnam links;
- vii) implementation of the 2014 M&E Report recommendations and continuing the study on Organisational Conditions and Practices.

At the PCC meeting on 14 April 2011, it was agreed that the Annual Plan would be circulated to MOET members of the PCC for comment after submission to Post. The following Section 2 and Section 3 are included to allow this Annual Plan to be read as a stand-alone document.

2 Activity Description

2.1 Program Design

Through the AAV program “Australia seeks to support Vietnam’s continuing economic development by assisting in the creation of a greater pool of specialists with the highest level of education, and to link the acquisition and use of new knowledge to making contributions to areas of economic and social development that are identified in the Joint Australian-Vietnam Development Cooperation Strategy.”³ The program is directly relevant to the Vietnamese Government’s HRD plans by contributing to the following two Government of Vietnam strategies that are intended to accelerate Vietnam’s development:

1. improving the quality of higher education programs by expanding the proportion of university teachers that have PhD qualifications, and
2. improving the quality of Teaching English to Speakers of Other Languages (TESOL) programs through expanding the number of TESOL teacher-trainers who have post-graduate qualifications in TESOL.

2.2 Program Goal

Economic growth and poverty reduction in Vietnam is facilitated by access to new professional and technical capacity and leadership skills contributed by an expanded group of Vietnamese graduates from Australian tertiary programs and study placements.

2.3 Program Outcomes

1. Australia Awards scholarship and fellowship alumni make personal contributions to the priority development areas in the Country Strategy.

³ Program Design Document p. 13

2. Australia PhD qualified alumni improve the quality of teaching and research programs in Vietnamese universities; and TESOL qualified alumni support the national program to expand skills in English language.
3. Women and men have equal opportunity of obtaining Masters and PhD scholarships in order to develop and utilise new skills and contribute to development in the priority development areas and to gender equality in Vietnam.
4. Alumni return with and maintain linkages and positive perceptions of Australia that contribute to strengthening the Vietnam – Australia bilateral relationship and are supported to enhance their contribution to development objectives by applying what they have learnt and through diffusion of learning to others.⁴

2.4 Program Components

The AAV program has three distinct components⁵:

1. Selection and support for scholars – including promoting the scholarships, selecting and mobilising the awardees to Australia for their study, monitoring progress during their study, supporting their re-integration into the workplace following graduation and providing post-award support for their professional development, networking opportunities and enhancement of links with Australia.
2. The provision of English Language training – to those who need additional assistance to gain the required IELTS score to be admitted to their chosen course of study. This component is implemented in a separate DFAT contract for an English Language provider for pre-departure training in Vietnam (currently RMIT Vietnam). Additional English Language training is also available in Australia for disadvantaged conditional awardees.
3. Monitoring and evaluation – to assess the relevance, efficiency and effectiveness of the program in contributing to Vietnam's development and the DCS priority areas against the program's four outcomes.

2.5 Program Targets

For the 2015 round, the number of AAS awards has been reduced to 100. To be eligible for a scholarship, applicants must belong to one of the three Applicant Profiles. The eligible groups in these Profiles remain the same as in 2014.

The Profile categories, percentage allocations and numerical target in the 2015 round are as follows.

Profile 1 – Local government officials and staff from Vietnamese NGOs and provincial enterprises (35%) – 35 awards

Profile 2 – 34 Central Agency (CA) officials (30%) – 30 awards

Profile 3 – Tertiary lecturers (including TESOL) and researchers (35%) – 35 awards

The number of PhDs awards from Profile 3 remains targeted at 20% - 20 PhD awards.

Profile 3 interviews will take place from 8-19 June 2015. In the FY 2015-2016, there will be interviews of short-listed Profile 1 and 2 candidates from 28 June to 9 July 2015. The JSC 2 meeting to decide on conditional awards for all Profiles is scheduled for 17 July 2015.

⁴ This was recommended by the Mid-Term Review (2011) and added to the updated Scope of Services for the extended MC contract with DFAT.

⁵ Program Design Document pp 19, 20

3 Review of Progress and Implementation

3.1 Selection Results

In the 2014 selection round the record number of applications (1,356) received (106 more than last round) allowed a competitive pool of quality candidates to take all the 185 awards available. The small shortfall in the number of Profile 2 awards was resolved by reallocating the unused Profile 2 places to high calibre Masters candidates in Profile 3.

There was a continuing improvement in the number of applications from targeted disadvantaged groups: persons with a disability, the rural disadvantaged and ethnic minorities. Applications in the high priority, cross-cutting themes of gender equality, disability and human rights themes were similar in numbers to last round (see 2014 Annual Report for a full analysis of results).

3.2 Selection Issues

Ineligible applications. An unexpected issue that emerged in the 2014 round was the significant increase in ineligible applications which jumped 7% to 32.4% this round. This reversed the continuing decline in ineligible applications that occurred over the previous three rounds (25% in 2013, 30.7% in 2012 and 35% in 2011). The overall increase in ineligible applications was in large part due to the sharp increase in ineligible applications in Profile 1, which jumped from 30% to 48.3%. This increase can be ascribed to the narrowing this round of the groups eligible to apply under Profile 1, as a large number of applicants, who in previous rounds were ineligible submitted applications.

There was also a noticeable increase in applications from employees of commercial enterprises in Hanoi and HCM City. In part this may have been due to a misunderstanding of the meaning of 'staff of provincial enterprises', as this was first time that the word 'enterprises' had been used in referring to Profile 1.

This situation was rectified in the 2015 round when the percentage of ineligible applications dropped sharply from 32.4% to 21.7%, the lowest level in the 6 selection rounds of the AAV program. This was probably due to the additional explanation of those categories no longer eligible which was highlighted in relevant sections of the AAV website and in the Country Profile.

Suspected fraud cases. AAV takes a zero-tolerance approach to all fraud and is fully compliant with DFAT guidelines. During the 2014 selection round, eleven cases of suspected fraud cases were detected, which is a sharp increase compared to previous years. The cases fell into two types: i) not disclosing relevant information in applications (9 cases), and ii) false application supporting documents (2 cases).

The nine cases not disclosing relevant information in their applications involved applicants withholding information in their application that they already had a Masters degree. Five of the eleven cases were detected during the selection process and were made ineligible and not considered by the JSC.

AAV then wrote to heads of organisation and personnel departments of all 2014 round conditional awardees to confirm their educational qualifications. All organisations responded and this resulted in six more cases, bringing the total to eleven. The six had their scholarships withdrawn and were blacklisted from further Australia Awards.

Additional fraud prevention measures were introduced by AAV for the 2015 round⁶.

1. The reference to DFAT's policy on fraud has been placed in a more prominent position on the AAV website.
2. Not applying for a second degree at the same level has been added specifically to the list of Eligibility Criteria. The warning about not applying for a second Masters degree now appears in more locations on the AAV website.
3. All university/ college degrees are now required to be listed in the Letter of Employment and CV templates (both signed by the employer).
4. An additional sentence has been added to the Application Checklist relating to the listing of the academic degrees in the Letter of Employment and CV.
5. Where the employer has not provided the list of academic degrees for a conditional awardee, a letter will be sent to the employer requesting confirmation of degrees.

During the appraisal stage of the 2015 selection round only one suspected fraudulent case was detected and this involved a provincial government applicant withholding information in their application that they already had a Master's degree. Virtually all CVs of applicants listed the applicants' degrees and were signed and stamped by the authorised employer. However, many employers did not use the AAV template for the letter of employment and thus did not always list the degrees. The CVs/letters of employment of all conditional awardees will be examined after JSC 2 to ensure that at least one of these documents lists the awardee's degrees. If not, a letter will be sent to the employer requesting confirmation of degrees, as in the last round.

3.3 Placement and Mobilisation

Summary. In 2014, 215 (M=89; F=126) awardees from three rounds (2012: 5, 2013: 145, 2014: 65) were placed. Forty-seven were enrolled in PhD studies and 168 were in Masters courses at 29 Australian universities. The visa application and health examination processes were carried out smoothly and there was no case of late visa grant for awardees who met health requirements. There are no outstanding issues that require further attention.

Placement and mobilisation of awardees with disability. A more systematic approach and the close cooperation among all stakeholders facilitated the successful placement and/or mobilisation of 5 awardees with disability in 2014. Two were technically blind awardees who were accompanied by carers.

English Language. The English language policy was updated in 2014 to address the difficulties encountered in their pre-departure English language training by conditional awardees (especially disadvantaged) with a low course entry IELTS score of 4.5.

One policy change introduced in the 2015 round was raising the minimum sub-band requirement to 4.0, instead of 3.5 as in previous rounds. A second change introduced in 2014 involves an additional condition being added for conditional awardees with an IELTS score of 4.5. These conditional awardees are now required to undertake a Placement Test administered by RMIT before the English training course, when they must meet the entry requirements of RMIT Level 4 (the lowest course in RMIT's contract with DFAT) to maintain their conditional scholarship.

⁶ These additional measures have been added to the Procedures for Risk Management of Fraud in Scholarship Selection Processes in the AAV Program Quality Systems Manual

The updated policy included a new strategy to support disadvantaged awardees. This provides additional English language support with four levels of intervention for disadvantaged awardees with a low IELTS score.

1. Reduced English language requirement at selection from 4.5 to 4.0 for disadvantaged awardees who could meet a lower RMIT English language training entry at Level 3.
2. Additional private ad hoc tutoring with an external provider during the RMIT course.
3. A special 10-week IELTS test preparation session delivered by an external provider.
4. Additional 20 or 10 weeks PCE training may be provided in Australia as a last resort.

3.4 On-award

An overwhelming majority (94.5%) of awardees on scholarship performed satisfactorily during 2014, with around 20% considered to be high achievers. Variation requests decreased significantly by 43% over 2013. The sharp drop in variations for course and institution transfers indicates a more effective selection and placement process.

3.5 Reintegration and alumni support

Reintegration strategy. AAV continued to implement the reintegration strategy which comprises a series of two interlinked workshops for new graduates – a workshop in Australia followed by one in Vietnam – and the formulation of a Reintegration Action Plan (ReAP) on their return to work. There has been an overall trend of improved rates of workshop attendance both in Australia and Vietnam since their inception. This is particularly true of the Australian workshops when the attendance rate increased sharply to 84% in May 2015. The attendance rate in the Vietnamese workshops has improved but at a lower level, with highest rate being 61.3% at the workshops in October 2014 (although at the March 2015 workshop attendance was lower at 52.5%). Attendance rates remain a medium risk, especially in Vietnam, when recently returned alumni are scattered throughout the country and have various work and family obligations. The Vietnam workshops have been enhanced from 2014 through being combined with welcome back ceremonies and including new Endeavour graduates.

AAV introduced several measures to encourage more effective communication between the new graduates and their supervisors. One initiative was an information session for supervisors of CA returning graduates and CA coordinators, but attendance was very poor and the initiative will not be continued.

A significant development has been the ‘localisation’ of the workshop facilitation in Vietnam, as the International HRD Adviser has been replaced by a team of AAV staff.⁷

Establishment of a national Australia Awards alumni organisation. The move by the alumni to establish an Australia Awards alumni national organisation separate to the Vietnam Graduates of Australia Club (VGAC) has encountered delays. Both the Party agency in charge of Australia-Vietnam Friendship Association, with which such a national organisation would be affiliated, and more recently the Post have questioned the desirability of having two separate organisations in Vietnam representing Australian alumni. This is of particular relevance to DFAT, with the release of the Alumni Engagement Strategy, which seeks to broaden the scope of the Australian Government’s alumni support to *all* alumni (and not limited to AA alumni). A possible solution could be a separate ‘branch’ of the Australia Awards alumni within VGAC (see section 4.3.1).

⁷ The details and results of an Alumni Reintegration Survey undertaken by the M&E Adviser in October 2014 are found in Section 1.1 and Section 3.2, 5th Monitoring and Evaluation Report, November 2014 and summarized in the Annual Report 2014.

Small Grants Scheme. Following the review of the Small Grants Scheme (SGS) and the ensuing substantial revision of the SGS guidelines streamlining processes, submissions for the fifth SGS round closed at the end of October 2014. Thirty-three (33) proposals were received covering 50 alumni; 25 proposals were approved by Post for a total budget of AUD 138,887. The overall quality of the proposals was considerably higher than in previous rounds, largely due to the more comprehensive guidelines and proposal template. The process of appraisal by AAV and by Post was much less resource intensive and took far less time than previously. This is the last round of submissions under the AAV program, except for ad hoc submissions for presentations at conferences.

4 2015 – January 2016 Program Implementation Plan

The 2015-January 2016 program implementation plan until the end of the program is based on five interconnected and mutually reinforcing strategies and plans, which ensure the program's relevance and support its effective and efficient implementation. They are summarised below. However one plan, the General Awareness and Promotion (GAP) Plan, will need to be revised in line with the new HRD program and new Australian Embassy Aid Investment Plan. Moreover, adjustments may need to be made to relevant activities in light of the experience in implementing the 2014-2015 GAP Plan. At this stage, the contents of the GAP plan can only be provided in notional terms.

This final AAV Annual Plan also ensures we optimise the program innovation and learning that has been delivered to date, and specifically:

- The use of social and on-line media to promote Australia Awards and generate applicants;
- The continuation of appropriate social inclusion strategies to ensure people with disabilities and rural disadvantaged people are included in Australia Awards;
- The advancement of highly relevant human resource development approaches through the testing of Organisational Conditions and Practices instruments;
- The opportunity to deliver a series of Aid Topic Briefs as part of the promotion activities allowing DFAT and AAV to increase its public diplomacy contribution to strengthening bilateral relationships and advance Australia interests.

4.1 General Awareness and Promotion (GAP) Strategy and Plan

The GAP strategy and plan involves both (i) General Awareness and (ii) Targeted Promotion. Key components and activities are summarised in the tables below.

4.1.1 General awareness components / activities

General Awareness has two phases, a more intense phase prior to and during the scholarship application period (Phase 1: Applications Publicity) and a more extensive phase throughout the year (Phase 2: Perennial Publicity) but with some overlap in timing. Perennial Publicity is also aimed at the Australian public to show that expenditure on the scholarship program in Vietnam is effective and has impact.

Phase 1. Applications Publicity

Components	Activities	Timing
Aid Topic Briefs	Advance a value-adding series of up-to-date briefings for DFAT and AAV to enhance media and public diplomacy activities.	Jul-Dec 2015
AAV website	Update the website in both English and Vietnamese languages in light of the content of the new HRD program	Sep-Oct 2015
Printed publicity material	Update and print the brochure, poster and Country Profile using AA branding and templates in line with the new HRD program	Nov 2015
Commercial website advertising	Select the most effective commercial websites based on 2015 campaign results; determine placement and schedule	Oct 2015
Google and Facebook advertising	Assess the effectiveness of the targeted advertising on Google and Facebook in 2015 and negotiate program with provider for 2016 round	Oct 2015
Non-commercial websites	Facilitate/encourage placement of information on relevant non-commercial websites, such as websites of CAs, PPCs, universities, scholarships and other educational sites	Dec 2015

Phase 2. Perennial Publicity

Components	Activities	Timing
Whole-of-Govt. approach	Embassy staff to promote scholarships with counterparts and on field trips	Throughout FY
Alumni stories	Place alumni success stories, including Small Grants outcomes on the AAV and DFAT websites, AAV's and Embassy Facebook pages and on YouTube	Throughout FY
Media releases and media coverage of key events	Work with the Embassy Public Affairs Office on developing media releases and invite media for significant events such as pre-departure briefings	When appropriate
Use of alumni and awardees in media	Collaborate with alumni/awardees in the media sector to seek opportunities for media coverage	Throughout FY

4.1.2 Targeted promotion components / activities

The targeted promotion approach will be guided by the targeted profiles/ groups/sectors in the new HRD program and will align with the new Australian Embassy Aid Investment Plan (expected to be released in September 2015). More specifically, for the purpose of

this plan it is assumed that disadvantaged groups will still be targeted, such as people with disability, the rural disadvantaged and ethnic minorities, and that persons working on key, cross-cutting issues, such as gender and disability, will still be given high priority.

Implementation generally starts prior to and coincides with the applications publicity phase above, but the activities for priority groups such as people with disability and persons working on disability and gender issues are not limited to this timeframe, and liaison activities can be carried out, as appropriate, throughout the year (see 4.3.4 for details).

Notional targeted approach for priority profiles/ groups

Components	Activities	Timing
Work with Post to select priority targeted provinces in alignment with the AIP for PPC meetings and information sessions (See section 4.1.3 for further analysis)	Send letters to PPCs reporting on 2015 round results relating to their employees after JSC 2 Contact individual provincial government employees not selected in 2015 round but have potential to apply for 2016 round Arrange for provincial visits to meet with PPCs including key agencies in charge of HRD planning Liaise with local alumni/awardees to seek promotion assistance and to speak at information sessions Hold public information sessions in targeted provinces and promote local media coverage	Aug 2015 Sept 2015 Oct 2015 Nov - Dec 2015 Nov - Dec 2015
Promotion through AVID host Organisations	Liaise with targeted AVID host organisations to seek their support in scholarship promotion	Oct – Dec 2015
Collaboration with central agencies (if targeted in the new HRD program)	Inform individual CAs by email their employees' application results in the 2015 round after JSC 2 Request meetings with targeted CAs on the 2015 selection results and provide briefing on future rounds	Aug 2015 Oct 2015
Work closely with regional and provincial universities and their alumni (if targeted in new HRD program)	Report by email to targeted regional/provincial universities their staff's results of the 2015 round Visit targeted regional/provincial universities to hold information sessions and seek their alumni support in scholarship promotion	Aug 2015 Nov - Dec 2015
Disability Promotion of scholarships for persons with disability and	Review AA disability policies and the Equity of Access Fund in promotion material and the AAV website Update mailing list to DPOs and organizations dealing with disability. Report to Disabled Persons	Sep 2015 Sep 2015

Components	Activities	Timing
person working on disability issues	Organizations (DPOs) and other organisations dealing with disability on 2015 selection results for people with disability	
	Contact applicants with disability not selected in the 2015 round but have potential for the 2016 round	Oct 2015
	Follow-up established links with DPOs and disability organizations and encourage spread of information on Equity of Access Fund and AA disability policies. Gender and Social Inclusion Adviser undertakes promotional visits to relevant disability organisations before opening of the 2016 selection round	Nov - Dec 2015
	Target potential applicants in all promotional activities, who do not have a disability themselves working on disability issues	Oct – Dec 2015
	Hold information sessions, as required, for potential applicants with disability arranged by their DPOs	Nov – Dec 2015
	Mail out promotion package to DPOs and disability organisations	Dec 2015
Ethnic minorities Promotion of scholarships for ethnic minorities	Liaise with the Committee on Ethnic Minority Affairs (CEMA) and editor of CEMA's publications to promote the scholarships	Nov 2015 – Jan 2016
	Request that provincial Committees for Ethnic Affairs attend meetings with PPCs and/or information sessions	Nov – Dec 2015
	The Gender and Social Inclusion Adviser undertakes visits to institutions and organisations dealing with ethnic minority issues	21-25 Dec 2015
Gender Studies	Report to gender specialist organisations on 2015 selection results for gender studies	Sep 2015
Promotion of gender studies among professionals working on gender issues	The Gender and Social Inclusion Adviser undertakes promotional visits to relevant organisations dealing with gender issues before opening of 2016 round	21 – 25 Dec 2015
	Mail the promotion package to the updated list of organizations working on or teaching gender	Dec 2015

Components	Activities	Timing
	<p>issues</p> <p>Maintain an updated list of alumni working on gender issues accessible to Post to use as an expert group and promote applicants for gender studies</p>	Throughout FY
AAF Promote AAF among relevant agencies and institutions and facilitate contacts	<p>Follow up specific CAs, universities and other organisations who have expressed interest in AAF and facilitate contacts with sponsoring organizations</p> <p>Promote AAF in all meetings with PPCs, university leaderships, and organisations dealing with gender and disability</p> <p>Promote AAF in discussions with visiting Australian university representatives</p>	<p>Throughout FY</p> <p>Nov - Dec 2015</p> <p>Throughout FY</p>

4.1.3 Provincial visits

Visits to targeted, disadvantaged provinces have become a major component of AAV's targeted promotion strategy and aim to promote the scholarships among local government staff and, in particular, encourage applications from disadvantaged rural applicants working in both local government and non-government agencies. Disadvantaged rural applicants include ethnic minorities, who fulfil the definition of disadvantaged rural applicants, and those who are not ethnic minorities.

Provincial visits since 2010 have covered five disadvantaged regional areas, where there are large concentrations of ethnic minorities: Mekong delta, the central highlands, north central coast, northwest and northeast. Visits have variously taken place to 26 disadvantaged provinces during this period. At the same time information sessions have been undertaken at provincial/regional universities located in ten of these provinces.

While acknowledging whether the visits actually generate applications, or do so in that particular round, analysis has shown a number of positive correlations between the visits to targeted provinces over five years and positive selection results (see section 3, 2014 Annual Report). A similar correlation can be found by comparing the results of provincial/regional universities visited compared to universities not visited. This was illustrated in the 2014 selection round by Tay Nguyen regional university (together with Hue University) receiving the highest number of awards (4) from the 154 universities from which applications were received.

Whether provincial visits will take place in conjunction with the 2016 round will need to be assessed in light of the priority given to provincial applicants, in particular disadvantaged rural applicants, in the new HRD program and the overall cost effectiveness of such visits. The results of the visits undertaken for the 2015 round should also provide input into this assessment. If visits are to go ahead, then experience over the past five rounds shows that it is imperative to meet with the PPC leadership to gain their support for the program, especially in recruiting local government applicants in line with provincial HRD plans.

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4.2 Academic Advising Strategy and Plan

Academic advising contributes to the program's overall efficiency and effectiveness, specifically through helping to ensure that awardees choose courses consistent with their academic background, work experience and university entry requirements. Key activities to be undertaken by the two Academic Advisers from July 2015 are set out in the following table.

Components	Key Activities	Timing
Information for applicants	For PhD and Masters by Research applicants and candidates, review documentation on the AAV website on how to search for research supervisors; how to prepare a research proposal (International Adviser)	Oct 2015
Course selection	Provide counselling to individual short-listed candidates and conditional awardees in their selection of preferred courses taking into account the academic and English language requirements and, for awardees, the JSC decision on their selected course, giving particular attention to counselling Profile 1 awardees undertaking English Language training and disadvantaged awardees (Local Academic Adviser).	Jul-Aug 2015
Placement	At placement stage, review all placements and provide advice as required to awardees whether their final choice of course is in line with the JSC decision and meets the IELTS and academic requirements. Provide a written report to the Team Leader summarising issues that have arisen and any actions taken (Local Academic Adviser)	Aug 2015
Pre-departure preparation	Conduct a workshop for PhD and Masters by Research conditional awardees focusing on preparing for research degrees in Australia and developing required research proposals. (International Adviser)	29 Jul – 4 Aug 2015

The MC's head contract requires annual approval by DFAT of the two Academic Advisers' inputs for the Academic Advising Plan. The 2015-January 2016 financial year budget contains 20 days for the International Adviser and 15 days for the Local Adviser.

4.3 Reintegration and Alumni Strategy and Plan

The Reintegration and Alumni Strategy and Plan seeks to address the issues and modalities associated with maximising the opportunities for scholarship graduates to successfully reintegrate into the workplace and apply the knowledge and skills they have acquired during their studies to contribute to development objectives and to build linkages between Vietnam and Australia.

4.3.1 Australia Awards Alumni Network in Vietnam

As reported in section 3.5, the move by the Australia Awards alumni to establish their own national Australia Awards alumni organisation separate from VGAC has been delayed pending further discussions, as both the Vietnamese authorities and the Embassy have questioned the need for two separate alumni organisations, especially in light of the new Alumni Engagement Strategy being developed by DFAT. In cooperation with Post, AAV will arrange discussions involving all stakeholders including VGAC, the Australia Awards alumni working group, DFAT, Austrade and the Department of Education to come to a satisfactory solution, which should maintain some form of separate identity for the Australia Awards alumni and enable continued DFAT support. The discussions will occur in the context of enhanced DFAT support for VGAC, which is envisaged in the new HRD program design. One possible solution is the establishment within VGAC of an Australia Awards alumni 'branch', which could still receive targeted DFAT support. AAV will continue to facilitate this process, provide financial support for the working group if required⁸, and keep the Australia Awards alumni informed of developments.

4.3.2 Reintegration

The reintegration strategy is linked to each stage of the scholarship cycle; initially at the selection stage, where applicants outline their expected future development contributions; at pre-departure, following placement, when they are briefed on the reintegration strategy; on-award, when awardees are invited to attend a half-day workshop before their return to Vietnam, and on return to Vietnam when they are invited to a follow-up workshop.

A key feature of the workshops is the development of ReAPs as a practical tool to assist newly returned alumni apply in the workplace skills and knowledge they have gained in Australia. The ReAPs are also a means to engage employers in the process by facilitating dialogue between alumni and supervisors and thus a smooth and productive re-entry into the workplace.

As mentioned in section 3.5, the workshop attendance rate remains a medium risk. As can be expected, not all targeted awardees/alumni can attend the workshops, particularly the Vietnam workshops, with the various family and work obligations they encounter. In this case, they are sent briefing packages, and, if they have missed the in-Vietnam workshop, they are invited to the workshops six months later. These actions will continue in the 2015-2016 FY.

There are two other associated risks: the first risk relates to the development and implementation of ReAPs by the alumni who do attend the workshops, and the second relates to the degree of support/commitment that can be expected from employers to the reintegration process in general and the ReAPs in particular.

The basic issue is that the scholarship program has very little leverage over alumni when they return to Vietnam, let alone their supervisors. AAV leverage is limited to trying to persuade the alumni of the benefits of the reintegration workshops (including their social

⁸ A small amount for Working Group support has been included in the 2015-2016 FY budget

networking value) and the usefulness of the ReAPs to them and their workplace reintegration.

As for supervisors, the leverage is far more tenuous and probably in most cases non-existent. What can be inferred from the initial phase of the OCP study is that the less supervisor support there is, the less likely an alumni is able to apply skills and learning gained from studying in Australia in their organization).

The biggest challenges for AAV thus continue to be i) how to motivate alumni to attend the workshops in Vietnam, and then complete and implement their ReAPs, and ii) how to engage employers/supervisors in the reintegration process. To meet the first challenge, AAV will maximise where practicable the choices available for the timing and location of workshops and continue to provide intensive follow-up to invitations.

As a new initiative, AAV will pilot on-line workshop facilitation in small groups for distant alumni unable to attend the city workshop locations. The content of the Vietnam workshop will also be reviewed by the HRD Manager to ensure stronger links with the Australian workshops and to explore how the workshops might better address the needs of specific groups. For the second challenge, AAV will continue to explore ways of effectively engaging with supervisors/employers and will encourage both alumni and supervisors/employers throughout reintegration process to liaise and discuss re-entry plans.

Tentative Schedule for Reintegration Workshops

Location	Participants	Date
Australia	Semester 2, 2015 returnees	12-24 Oct 2015
Vietnam	Semester 1, 2015 returnees	24 Oct – 1 Nov 2015

4.3.3 Alumni support program

The global AAAN Strategy provides a framework for the AAAN in Vietnam to receive appropriate support for mandated and high priority activities set out in the Strategy. Almost all of the 'good practice' activities set out in the Strategy are a feature of the alumni program in Vietnam, including (i) alumni involvement in promotion, selection panels, pre-departure briefings and on-award mentoring, (ii) the organization of professional development activities, networking events, online journal access and the small grants scheme to benefit alumni, and (iii) online networking opportunities through Facebook. These activities will be maintained in FY 2015-Jan 2016.

An additional 'good practice' activity outlined in the Strategy - alumni mentoring new returnees – was introduced at the October 2014 workshops, but very few alumni took up this support. Following a review of this program, AAV will seek to promote greater graduate/alumni interest by introducing the program earlier at the Australian workshops before the graduates return to Vietnam.

Professional development. A key component of the alumni support program has been providing opportunities for alumni to enhance their professional development through soft skills training.

Providing soft skills training to contribute to the achievement of program outcomes, such as enhanced research skills (outcome 2) and gender equality (outcome 3), has been another objective of the alumni support program. A series of workshops on journal article writing was conducted in 2014 with a total of 300 alumni attending, following the inaugural workshop at the alumni conference, and the workshop will be repeated in the FY

2015/2016. To help understand how effective these workshops were, AAV will conduct a quick survey of alumni participants who are writing or will be writing journal articles.

A new initiative for a workshop on research design for alumni which contributes to the same outcome will be piloted in Hanoi in the FY 2015-2016.

Over the past two years, gender equality issues have been variously promoted: i) a highly evaluated seminar attended by spouses, ii) a popular photographic contest, iii) logistics assistance to the DFAT study on leadership pathways for alumni women, and iv) consultations with the alumni gender expert 'group'. A seminar to discuss the DFAT study on Leadership Pathways for alumni women will be held on 20 June 2015.

Other professional development opportunities are taken in collaboration with AEI through coordinating with visiting Australian academics and helping to arrange briefing sessions/workshops for alumni in the area of the academics' speciality (usually at no cost to the program). A new form of alumni support introduced in 2014 was support for disadvantaged alumni to attend/deliver papers at selected professional conferences/seminars in priority sectors. These two models will continue in the FY 2015-2016 as the opportunity arises.

Social networking events. Social networking activities funded by the alumni program focus on large events with the aim of involving a wider group of alumni, strengthening networks and increasing the alumni network's public visibility. Social and professional events are also combined where appropriate to optimise the use of resources and increase impact. Family BBQs have become an annual event alternating between Hanoi and HCM City. For the short FY 2015-2016 no large social networking event is planned.

Self-funded local activities. Locally-initiated social activities such as charitable activities, sporting events, excursions, lunch/dinner discussions and network drinks are normally fully self-funded and self-organised. Requests for financial support for local professional development activities outside the approved alumni support program can be made to Post through the AAV program. The HCM City core group has initiated a series of lunch time talks and these are expected to continue in the next FY. The Hanoi and HCM City core groups have held discussions on undertaking joint charitable events.

Cost sharing. With the long-term objective for the AAAN in Vietnam to become more autonomous and financially self-supporting, attention is being paid to alumni sharing the cost of events, where this is feasible. Cost-sharing is also a particularly useful means for strengthening alumni commitment when they register for an event and reducing the non-show rate, often as high as 20%. More recently, cost-sharing successfully occurred with several professional development events as well as the Hanoi Family BBQ and will be applied where feasible for alumni support activities in FY 2015-2016.

Access to academic databases. To meet alumni stated needs, AAV has subscribed to a set of academic databases with the ITGroup, which can accommodate up to 1,500 alumni (almost 1,300 alumni had subscribed as of March 2015).

New Colombo Plan Mobility Forum. Based upon the most recent advice from DFAT, the mobility forum has four objectives:

1. Connect key National Colombo Plan (NCP) stakeholders.
2. Promote Australia's engagement in student mobility.
3. Explore the benefits and opportunities of mobility programs, including cooperation partnerships.
4. Create a shared understanding of and recognise the cultural and education contexts which are important to the success of mobility programs.

AAV will manage a forum of approximately 70 participants, including: staff from the Australian Embassy Hanoi and consulate in HCMC; Department of Education and DFAT representatives from Canberra; MOET and other Vietnamese Government representatives; Universities Australia; Australian universities (possibly 10 university representatives) Vietnamese university representatives (approximately 35 representatives; and VGAC and Australian Alumni.

The Embassy will lead all aspects of the forum, with support from Coffey and AAV and the NCP Secretariat. Specific tasks that AAV will deliver include:

- Identify and promote participation of AA alumni in forum, as both speakers and participants;
- Manage forum logistics (venue hire, catering, travel, forum materials etc.); and
- Sub-contract a Facilitator responsible for facilitating the forum and writing the forum report. The embassy will establish the ToR.

The following summary matrix outlines the proposed components and activities of the plan for alumni support for FY 2015-January 2016.

Matrix of Alumni Plan Components and Activities

Components	Activities	Timing
Professional development events	Half-day workshops on journal article writing to be conducted by the International Academic Adviser in Hanoi, Danang, and HCM City	31 Jul to 5 Aug 2015
	Half-day workshop on research design for alumni conducted by the International Academic Adviser in Hanoi using the material and format of a similar workshop conducted for conditional awardees	6 Aug 2015
	Half-day seminar in HCM City for alumni in the south with "Leadership in Practice" as the likely topic	17 Oct 2015
Small Grant Scheme	Processing of requests for payment for and monitoring on-going grants. All grants reports to be submitted by mid-December 2015	Throughout FY
	Processing ad hoc submissions for presentations at international conferences	
Alumni support for new awardees	Alumni take part in a Q&A session at pre-departure briefings for new awardees on study/living conditions in Australia	25, 27 Nov 2015
	Alumni assist new awardees commencing studies in semester 1 2016 by acting as mentors in the alumni mentoring program. A survey of previous mentors and mentees will be conducted in October 2015	Oct - Nov 2015
Alumni support for	Alumni are excellent AAS advocates and AAV will keep them regularly informed through emails,	Throughout

Components	Activities	Timing
promotion	website and at alumni functions	FY
	Alumni are identified to support particular promotion activities for targeted groups	Nov- Dec 2015
Support for New Colombo Plan (NCP) promotion and implementation	AAV will assist DFAT organise a NCP Mobility Forum involving alumni working at 40 selected Vietnamese universities interested in involvement with NCP	November 2015
Linkages with Australia	AAV and AusCham cooperate closely in encouraging alumni to join AusCham at discounted membership rate and informing alumni of relevant AusCham events	Throughout FY
	AAV and Post continue to explore ways to strengthen links between alumni and Australian volunteers	
Mobilisation of alumni for DFAT	AAV continues to select alumni for consultations with visiting DFAT delegations and other DFAT events	Throughout FY
Database updating	As the Alumni Online Network database in Canberra does not meet AAV's operational needs, a separate AAV database has to be maintained thus resulting in duplication	Throughout FY

4.4 Gender, Disability and Social Inclusion Strategy and Plan

The Gender Equality and Social Inclusion Strategy addresses gender equality, disability and other issues of social inclusion through all aspects of the scholarship cycle. The Strategy set out in the 2014-2015 Annual Plan remains valid for FY 2015-2016.

People with disability. The increased DFAT focus on providing more systematic support for people with disability in scholarships since 2012 has been reflected in greatly enhanced targeting of persons with disability (PWDs) in AAV's promotion and social inclusion strategies. This enhanced targeting has resulted in a sharp increase in the number of PWD applications and awards (from 2 applications and 2 awards in 2012 to a combined total of 13 awards in 2013 and 2014 and 27 applications in 2015).

To assist AAV implement the new policies on disability, additional expert support has been provided by the MC's Gender and Social Inclusion Adviser, who has undertaken intensive consultations with MOLISA, DPOs and other organisations working with disability as well as institutions working on gender equality and ethnic minority issues. A further round of consultations is planned in late December 2015.

AAV will continue with other initiatives such as holding information sessions organised by DPOs for potential PWD applicants and promoting stories about PWD alumni and awardees in the media, including the AAV website and Facebook. The targeting of applicants who are working in organisations or roles that support persons with disability will continue in the new FY.

Gender equality. For the past few rounds the program has a strong balance of applications favouring women at around 60%. In the 2015 round the female ratio of awards increased to 63.7% the highest percentage ever under the AAV program. However, a higher ratio of female applicants and awardees at the program level should also be viewed as a gender equality indicator that contributes to the GoV's strategic objective of increasing the ratio of women obtaining post-graduate qualifications.

Gender balance in awardees' numbers is not a sufficient gender equality indicator on its own. It is necessary to also measure and analyse gender differences at the post-award stage, covering career development, promotion, remuneration and benefits as part of the strategy. These differences will be analysed as part of the AAV program's outcomes analysis in the Program Completion Report. An important dimension of AAV's commitment to gender equality is the promotion of gender-related studies for scholarship applicants. The targeting of institutions and organisations working on gender issues and prioritising this field of study in promotional material will continue in the 2016 selection round.

Alumni gender expert group. A 'group' of alumni gender experts has been identified and members of this group were instrumental in the success of the seminar on gender issues in April 2013. However, the group remains inchoate and attempts to activate it as a coherent, mutually supporting group or as voice to contribute further to promoting gender equality in the scholarship program has not been particularly successful to date. The seminar on the DFAT study on Leadership Pathways for female alumni on 20 June 2015 will target alumni gender experts, in particular, both as presenters and participants. The opportunity will also be taken to arrange an informal gathering of members of the gender group to meet with the MC's Gender and Social Inclusion Adviser when she visits Vietnam. From this engagement AAV will identify and implement an appropriate support strategy.

Ethnic minorities and rural disadvantaged. Visits to disadvantaged provinces, particularly those with large concentrations of ethnic minorities have been the main strategy for attracting rural disadvantaged applicants (both ethnic Kinh and ethnic minority). Provincial Ethnic Minority Committees are normally present at PPC briefings or information sessions.

The selection results in the 2014 round showed a further increase in rural disadvantaged and ethnic minority applicants and awardees over the previous round, despite the smaller number of total awards available. Promotion of scholarships to ethnic minorities will continue to be pursued through liaison with CEMA, the CEMA media arm and visits to institutes and other organisations dealing with ethnic minorities.

Equity of Access Fund. A major initiative undertaken in 2013 was the establishment of the Equity of Access Fund for Australia Awards in Vietnam to provide support for disadvantaged persons (persons with disability and the rural disadvantaged) in gaining equal access to the scholarship program. The Fund so far has proven a useful means of assisting the disadvantaged whenever this is requested and will continue to be promoted and applied as appropriate. AAV will conduct a quick survey of beneficiaries to date, to understand the effectiveness of this support modality. The findings will be reported in the M&E Report 2015.

Schedule of key activities in the Gender, Disability and Social Inclusion Plan

Scholarship Stage	Activities/ Strategies	Timing
Promotion of Scholarships	<p>See section 4.1.2 Targeted approach for specific Profiles and targeted groups for activities to promote scholarships for PWDs, disability and gender studies.</p> <p>The MC's Gender and Social Inclusion will undertake another round of visits prior to the 2016 round to include key organisations dealing with gender, disability and ethnic minority issues</p>	21-25 Dec 2015
Screening and Selection	<p>During the 2015 selection round AAV to bring to Post's and JSC's notice any issues arising with PWD applicants</p> <p>Apply Equity of Access Fund as appropriate to enable equal access to selection processes for disadvantaged applicants</p>	Jul 2015 Jul-Aug 2015
Mobilisation and Placement	<p>Academic Advisers pay particular attention to course selection of PWD and rural disadvantaged awardees</p> <p>Ensure that Disability Assessments and Disability Support Agreements are completed before awardees are mobilized (subject to amendment once on campus and with Disability Adviser's assessment)</p> <p>At pre-departure briefings provide information about laws, policies, services and culture in Australia with regards to gender equality, anti-discrimination, sexual harassment, domestic violence, HIV/AIDS and disability policies</p>	Jul-Aug 2015 Jul-Dec 2015 Nov 2015
On-award	<p>Contact awardees with disability and the relevant Desk Officer one month after the awardees' arrival to find out whether support being provided is appropriate and any problems that may have arisen</p> <p>Closely monitor Disability Support Agreements to support people with disability on-award and make any necessary adjustments</p>	Jul 2015 Throughout FY
Reintegration and alumni support	<p>Facilitate attendance of people with disability and other disadvantaged awardees/returnees to reintegration workshops</p> <p>Pay particular attention to ReAPs by returnees with disability to ensure effective workplace integration</p> <p>Encourage ethnic minority and alumni with disability to</p>	22 Oct-1 Nov2015 Nov 2015

Scholarship Stage	Activities/ Strategies	Timing
	<p>participate in alumni activities and take leading roles and utilise the Equity of Access Fund as required</p> <p>Ensure that organisation of alumni activities is gender and disability sensitive in terms of timing, location, accessibility so that women with children and alumni with disability can attend</p>	<p>Throughout FY</p> <p>Throughout FY</p>

4.5 Monitoring and Evaluation Strategy and Plan

The M&E Strategy and Plan (MESP) will focus on two key activities⁹ in the period 1 July 2015 until 31 January 2016: i) a continuation of the study on Organisational Conditions and Practices (OCP), and (ii) the Program Completion Report.

Refinement of Instruments to Assess Organisational Conditions and Practices. In the 2014-2015 FY, the special OCP study on organisational conditions and practices identified, explored and sought to explain the key factors in organisations that have facilitated or constrained the application of alumni skills, knowledge, experience and contributions in the work place. The key factors could be conditions or practices in organisations. The organisations involved in the study represented a selection of AAS participant organisations. They included four government ministries or agencies; three education and research institutes; and one parastatal organisation:

1. State Bank of Vietnam
2. Ministry of Planning and Investment
3. Ministry of Industry and Trade
4. State Securities Commission
5. University of Languages and International Studies, VNU Hanoi
6. Thai Nguyen University of Agriculture and Forestry
7. Research Institute for Aquaculture 1
8. Vietnam Chamber of Commerce and Industry

The M&E Adviser has written a report on the special study, which included the results of the assessment of conditions, both internally and externally, in eight organisations and the replicable practices in making use of newly acquired skills and knowledge. It also included two versions of an instrument for organisations to use to make this assessment, as well as recommendations to DFAT and participating organisations on the further application of the instrument and ways of creating enabling conditions in organisations. Following discussions with Post in June, this AP 15-16 period, AAV will finalise the OCP report focusing on the field research findings and refining the survey instruments. Actual trials of these instruments will be deferred to the next Program phase.

⁹ Following consultations with the M&E Adviser and Post it was decided not to proceed with a continuation of the Longitudinal Case Studies in the 2015-2016 FY as it was considered that generating data on outcomes for alumni could better be obtained from improved tracer study methodology combined with vignettes showing the quality of individual alumni experiences

Support to Project Completion Report. The M&E Adviser will support the Team Leader in the preparation of the Project Completion Report due in October 2015. He will report against all outcomes and outcome indicators as in previous M&E reports.

Support to Annual Report. The M&E Adviser will support the Team Leader in the preparation of the final Annual Report due in December 2015.

Schedule of key activities in the Monitoring and Evaluation Strategy and Plan

Activity	Description	LOE & Timing
Update the OCP report	This will involve incorporating the feedback received from Post on the report, and refining the organisational assessment instruments	Total 4 days in August
Support to Project Completion Report	This activity will focus on reporting on progress toward program outcomes in all the M&E reports for inclusion in the PCR.	Total 15 days covering 3 days prior to and 12 days during field visit in Oct-Nov 2015
Support to Annual Report	This activity will focus on reporting on progress toward program outcomes during 2015.	6 days after field visit in Oct-Nov 2015
Reintegration Assessment	Review the results of the previous assessment done on the Program's model of support to reintegration. identify areas of relevance to the next Program that AAV could further investigate (via a tasking note subject to Post's approval)	2 days in Aug 2015

Total M&E Specialist inputs: 27 days¹⁰.

Risk management. The program's Risk Management Matrix (RMM) was modified and simplified in the FY 2014-2015 M&E Annual Plan and makes three improvements over previous versions:

- The RMM identifies four types of risk: operational, financial, development and reputation risk.
- The number of risks was significantly reduced to focus attention on 'the big picture' and not the details.
- The RMM now rates residual risk not just initial risk, which is more relevant to the risk managers.

The updated RMM is found in Annex 9, 2014 Annual Report. There are no high residual Likelihood risks in the updated Matrix and there are four medium Likelihood risks out of a total of ten Likelihood Risks. No further changes are noted for FY 2015-2016.

¹⁰ 35 days have been budgeted (see Annex 3) in this AP so input days will be available if required to support the small surveys that AAV will be conducting.

5 Short Courses

Post-course follow up for the TVET Leadership and Management course

Following the successful implementation of the TVET Leadership and Management short course in Australia, a follow up monitoring workshop has been approved by DFAT to be implemented in July 2015. A workshop program has been agreed with DFAT and the course provider and will involve the following:

- Two full-day workshops (one in HCMC and one in Hanoi). This includes time in the afternoon for small group / one-on-one session as required with the workshop facilitator;
- Two site visits in each city a day before the workshops. Different groups of 10 senior staff of TVET colleges will join each visit to selected institutions.
- a debrief by the workshop facilitator with DFAT, GDVT and AAV at the end of the workshop in Hanoi

To encourage greater GDVT ownership of individual work plan implementation by the TVET rectors and managers, AAV is negotiating a greater role for GDVT in the activity. This includes GDVT funding the participant costs to attend the workshops (one in Hanoi and one in Ho Chi Minh), providing venues for the two workshops, and communicating with the rectors on their work plan implementation and participation at the workshops.

6 End of Program Handover

All Program activities will continue as per this Annual Plan until the end of the Contract. See Annex 1 for the end of program schedule.

6.1 Handover of Program Activities

Three months prior to the end of the Contract, Coffey will initiate preparations for the transfer of Program documents and activities. This may involve finalising with DFAT timelines and schedules for handover briefings, and confirming key dates for finalisation of milestones and other reports.

As part of the actual handover process, Coffey will brief DFAT and the incoming Managing Contractor on the following prior to the end of the current contract:

- **Scholarship cycle activities.** Coffey will provide a detailed briefing to Post and the Managing Contractor (MC) one month prior to contract closure. During the briefing, current activities in relation to the scholarship cycle will be explained and key pointers provided for upcoming activities.
- **Disability Support Agreements.** Any current Disability Support Agreements at the end of the Contract will be discussed and handed over to DFAT and the MC to ensure all future support will be provided as scheduled in the DSAs.
- **Alumni network.** In order to maintain a sustainable alumni network, Coffey will continue to facilitate the development of a dynamic national alumni organisation, in which Australia Awards alumni want to participate and eventually sustain. If such an organisation has not been established as part of VGAC or as an independent

association, Coffey will hand over to Post any records/documentation relating to the establishment of the Australia Awards organisation. In the event of the organisation being established as part of VGAC or independently, Coffey will hand over appropriate records/documentation to the leadership of the respective alumni organisation.

- **Small grants for alumni.** Coffey will endeavour to have all small grants agreements with alumni completed and acquitted before the end of the current contract. In the unlikely instance of non-acquitted grants at the end of the Contract, Coffey will provide DFAT and the MC a detailed briefing on those grants.
- **Alumni LinkedIn group.** An alumni group on LinkedIn called **Australian Scholarships Alumni – Vietnam** (https://www.linkedin.com/groups/Australian-Scholarships-Alumni-Vietnam-6725691?home=&gid=6725691&trk=my_groups-tile-grp) was created by Coffey in July 2014 to increase the Program's reach among Australia Awards alumni. The administration and management of this LinkedIn Group will be handed over to DFAT should DFAT wish for this group to continue.
- **Facebook Page.** The Program has a highly active Facebook page with significant following from alumni and on-going scholars. Coffey will hand over the management and administration of this page to DFAT and the MC.

6.2 Data Management

Scholar Files. Student records are maintained on OASIS. Coffey will hand over to Post and MC the AAV alumni database; and screening and selection database electronically and in hard copy. This will also include the files of current scholars that are in Australia

All applicant files (both successful and unsuccessful applications) will be handed over to the MC. During the final month of the contract, all applicant files beyond the required retention period will be disposed upon receiving Post's approval .

Program Management Files. Program related files and documents will be destroyed or handed over to DFAT within the final 2 months of the Program. A specific schedule for the handover or destruction will be agreed with DFAT. The files will be managed in accordance with the nature of the information they contain and the Government of Australia requirements:

- Copies of staff personnel files will be destroyed by the Project Manager. Coffey International Development may retain copies of files for its records.
- Activity working files required by AAV to continue to operate up to the end of the current contract will be retained until program closure.
- All financial records, contracts and the like will be kept for a minimum of seven years, as required. Other files will be retained for the time periods required under the Contract.
- Documents dealing with internal AAV matters that are of no interest or value to Coffey International Development or DFAT will be destroyed under the supervision of the Project Manager. Routine documents relating to matters such as logistical management/travel bookings will also be destroyed.
- Files on matters raised with Coffey International Development will be retained by Coffey International Development, Adelaide.
- All AAV stationery will be destroyed at the final closure of the program.

Program Reports and Documentation. Milestone Reports have been submitted to DFAT during the course of the program and are also stored by Coffey International Development, Adelaide. These reports will be submitted in electronic media (CD) to DFAT. This will also include the Program Completion Report (PCR) which will be due for submission to DFAT 3 months prior to the end of the Contract. The proposed outline for the PCR is presented in Annex 2. Other Program documentation which will be handed over to the MC include the

AAV Quality Systems Manual which was handed over to Coffey by SKM and maintained and updated during the course of the current contract.

Program website. In early 2014, the Program funded the rebranding of its website in time for the opening of scholarship applications. The rebranded website and its content will be handed over to the MC, which should arrange for a new hosting provider and the renewal of the australiawardsvietnam.org domain name.

A list of all Program reports and documentation for handover is provided as an attachment to Annex 1.

6.3 Human Resources

All international adviser engagement will terminate in accordance to the terms of their contracts. The one long-term international adviser in the Program (Team Leader) will be demobilised at the end of the Contract as per the terms of the Adviser's employment agreement.

Vietnamese national staff contracted by Coffey International Development will cease employment in accordance with the conditions of their employment contracts on 31 January 2016.

Coffey International Development will make every effort to support their on-going employment through the MC and also through references to other employers and to other opportunities with Coffey that may arise in Vietnam.

Coffey will provide employment support for all local staff as required seven months prior to Contract end, offering career advice and support to develop CVs, write applications and refine interview techniques.

There will be no outstanding entitlements at the end of the Contract. All recreation leave entitlements will be utilised (or forfeited if not used).

Early resignations are likely to occur as staff members may wish to look for other employment ahead of their employment termination. In this scenario, Coffey will engage backstop personnel to ensure the delivery of planned Program activities up to the end of the Contract.

6.4 Program Accounts

Primary tasks concerning the closure of financial matters include the following:

- i. Develop and update a Closeout Budget Tracking Tool
- ii. Conduct "cost to complete" analysis
- iii. Plan to close bank accounts
- iv. Determine final payment schedule for staff payments (salary and any other required payments)
- v. Conduct internal audit of financial records (if required by DFAT)
- vi. Clear all outstanding advances for staff and travel expenses
- vii. Arrange final payments for utilities and services
- viii. Ensure that no costs are incurred after the last day
- ix. Finalize bank account closeout (check books handover to Adelaide, who will request disposal action approval from DFAT)
- x. Prepare last financial report (as part of the PCR)

Advisers detailed in the contract under the ARF will have their final payments made before the end of the current contract.

Six weeks before program completion, all suppliers will be advised in writing to submit outstanding claims by a nominated date. The Australia Awards Finance and Office Manager will follow-up within two weeks of this notification, to ensure suppliers are acting on the advice.

Coffey will endeavour to submit a final invoice within 30 days of Contract end date.

6.5 Program Assets

The previous Managing Contract, SKM, handed over a number of Program assets to Coffey during transition. These assets are listed as Attachment to Annex 1. The list also indicates the status of each of these assets and the proposed disposal / handover action for each. The following steps will be undertaken by the AAV Office:

- Three months prior to contract end, confirm DFAT approval of the proposed disposal / handover action for each of the assets;
- De-mark the equipment and perform data wipe-out of computers/laptops.
- Execute the transfer of the inventory to the recipients according to the approved plan (disposition instruction from DFAT).
- Complete a final inventory report and submit with the final version of the Program Completion Report

Any assets purchased by Coffey to manage the program will remain Coffey's property.

7 Work Program

The AAV Work Program for FY 2015- January 2016 is included in Annex 1 End of Program Schedule.

8 Budget

A detailed budget is presented in Annex 3.

Annex 1

End of Program Schedule

AAV End of Program Schedule

Activity	7	6	5	4	3	2	1	0
	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16
CLOSURE								
Communicate with Stakeholders (led by Post)								
Post and MC discuss approach to communicating with stakeholders								
Advise universities of the new Program								
Advise scholars and alumni of the new Program								
Advise all other stakeholders in Vietnam of the new Program								
Close contract								
Submit final invoice								
Prepare and submit Annual Report draft								
Prepare and submit final milestone (Annual Report)								
Transfer / Handover activities								
Preparatory activities for handover								
Handover of Program Activities with Post and incoming MC								
Handover applicant/awardee files to Post and incoming MC								
Dispose of / destroy any other files as may be advised by Post								
Handover to incoming MC / dispose assets as per the approved asset disposal plan.								
Staff contract cessation / manage human resource								
Backstop early staff departures								
Mentor staff for interviews / consider professional devt as may be relevant for local staff								
Assist staff with CVs and job search								
Prepare Completion of Service/references for local staff as requested								
Conduct exit interviews / surveys								
Arrange return of all equipment/keys/resources held by staff								
Demobilise adviser(s)								
Close Program bank accounts								
Advise all suppliers to submit all outstanding claims by a nominated date								
Determine final payment schedule for staff payments (salary, etc)								
Last payments								
Last VAT receipt								
Finalise bank account closeout								
Close Program office								
ONGOING SUPPORT TO SCHOLARSHIP CYCLE								
Scholarships Promotion								
<i>perennial publicity</i>								
Place alumni success stories on the AAV & DFAT websites, Facebook pages and YouTube								
Work w/ Embassy Public Affairs Office on media releases & coverage for significant events								
Alumni are identified to support particular promotion activities for targeted groups								
<i>application publicity</i>								
Advance a series of up-to-date briefings for DFAT and AAV to enhance media and public diplomacy activities								
Update the website in both English and Vietnamese languages								
Update and print the brochure, poster and Country Profile using AA branding and templates								
Select most effective commercial websites ; determine placement and schedule								
Assess 2015 Google & Facebook advertising and negotiate w/ provider for 2016								
Facilitate/encourage placement of information on relevant non-commercial websites								

AAV End of Program Schedule

Activity	7 Jul-15	6 Aug-15	5 Sep-15	4 Oct-15	3 Nov-15	2 Dec-15	1 Jan-16	0 Feb-16
ONGOING SUPPORT TO SCHOLARSHIP CYCLE								
Scholarships Promotion								
<i>targeted promotion</i>								
Send letters to PPCs reporting on 2015 round results relating to their employees after JSC 2								
Contact provincial govt employees not selected in 2015 but could potentially apply in 2016								
Arrange for provincial visits to meet with PPCs								
Hold public information sessions in targeted provinces and promote local media coverage								
Inform individual CAs on their employees' application results in the 2015 round after JSC 2								
Request meetings w/ targeted CAs on the 2015 results and provide briefing on future rounds								
Report to targeted regional/provincial universities their staff's results of the 2015 round								
Hold info sessions in targeted reg'l/provl universities & seek alumni support in promotions								
Review AA disability policies & Equity of Access Fund in promotion material & AAV website								
Update mailing list of DPOs and organisations dealing w/ disability. Report to DPOs and other disability organisations on 2015 selection results for people with disability								
Contact applicants w/ disability not selected in 2015 but have potential for the 2016 round								
Follow-up established links w/ DPOs & disability organisations and encourage spread of information on Equity of Access Fund and AA disability policies. Gender & Social Inclusion Adviser undertakes promotional visits to relevant disability organisations for the 2016 round								
Target potential applicants in all promotional activities, who do not have a disability themselves working on disability issues								
Hold info sessions, as required, for potential applicants w/ disability arranged by their DPOs								
Mail out promotion package to DPOs and disability organisations								
Liaise with CEMA and editor of CEMA's publications to promote the scholarships								
Request prov'l Committees for Ethnic Affairs attend meetings w/ PPCs and/or info sessions								
The Gender & Social Inclusion Adviser visits institutions dealing with ethnic minority issues								
Report to gender specialist organisations on 2015 selection results for gender studies								
The Gender & Social Inclusion Adviser visits relevant organisations dealing w/ gender issues								
Mail promotion package to organizations working on or teaching gender issues								
Maintain list of alumni working on gender issues accessible to Post to use as an expert group and promote applicants for gender studies								
Follow up specific CAs, unis & other organisations who have expressed interest in AAF & facilitate contacts with sponsoring organisations								
Promote AAF to PPCs, uni leaders, & organisations dealing w/ gender & disability								
Promote AAF in discussions with visiting Australian university representatives								
Application support process								
<i>academic advising</i>								
Review documentation on the AAV website on how to search for research supervisors; & how to prepare a research proposal (International Adviser)								
Provide counselling to short-listed candidates & conditional awardees in course selection								
Review all placements & advice awardees as required whether their final choice of course align with the JSC decision and meets the IELTS and academic requirements								
Conduct workshop for PhD and Masters by Research conditional awardees on preparing for research degrees in Australia and developing research proposals								
Selection process								
Conduct screening of applications								
Conduct interviews and selection								
Inform Post and JSC on any issues arising with applicants with disability								
Apply Equity of Access Fund as appropriate for disadvantaged applicants								
Awardee mobilisation (ongoing activity)								
conduct placement and pre-departure briefings								
At PDBs, discuss Australian laws, policies, services & culture with regard to gender equality, anti-discrimination, sexual harassment, domestic violence, HIV/AIDS & disability.								
Academic Advisers pay particular attention to course selection of PWD and rural disadvantaged awardees								
Alumni take part in Q&A session at PDBs on study/living conditions in Australia								
Alumni assist new awardees by acting as mentors in the alumni mentoring program. Conduct survey of mentors and mentees in October 2015								
Coordinate placement of scholars								
Coordinate the mobilisation of scholars								
Complete Disability Assessments & Support Agreements before awardees mobilise								

AAV End of Program Schedule

Activity	7 Jul-15	6 Aug-15	5 Sep-15	4 Oct-15	3 Nov-15	2 Dec-15	1 Jan-16	0 Feb-16
ONGOING SUPPORT TO SCHOLARSHIP CYCLE								
On-award support process (ongoing activity)								
Manage on-award variations								
Contact awardees w/ disability & the relevant Desk Officer 1 mo. after the awardees' arrival								
Monitor Disability Support Agreements and make any necessary on-award adjustments								
Alumni support process								
Facilitate establishment of an AA alumni network in Vietnam								
Monitor Small Grants implementation								
Conduct Reintegration workshops								
Facilitate attendance of people w/ disability & disadvantaged to reintegration workshops								
Pay particular attention to ReAPs by returnees w/ disability to ensure effective integration								
Conduct workshops on journal article writing (Int'l Acad Adviser) in Hanoi, Danang, & HCMC								
Conduct workshop on research design (Int'l Acad Adviser) in Hanoi								
Conduct seminar in HCM City for alumni with the likely topic of "Leadership in Practice								
Process requests for grant payment and monitor ongoing grants. All grants reports to be submitted by mid-December 2015								
Process ad hoc grant submissions for presentations at international conferences								
AAV & AusCham cooperate closely in encouraging alumni to join AusCham at discounted membership rate and informing alumni of relevant AusCham events								
AAV & Post continue exploring ways to strengthen alumni & Australian volunteer links								
AAV continues to select alumni for consultations w/ DFAT delegations & other DFAT events								
Update AAV alumni database								
Encourage ethnic minority & alumni with disability to participate in alumni activities and utilise the Equity of Access Fund as required								
Ensure that organisation of alumni activities is gender and disability sensitive								
Other								
Assist DFAT to organise NCP Mobility Forum involving alumni working at 40 selected Vietnamese universities interested in involvement with NCP								
Monitoring and Evaluation								
Trials of instruments to assess Organisational Conditions and Practices								
Prepare Project Completion Report								
Prepare Annual Report								
Annual Planning (7month Plan)								

Attachment 1. Reports and Documents for Handover

Based on a review the Australia Awards Vietnam files and contract requirements for handing over current materials to assist the new contractor, the following documents will be attached on portable media to both DFAT and the new MC in the last week of January 2016.

Category	Description
Reports / Milestones	
Milestone 1	Inception Report
Milestone 2	1st Annual Report 2009
Milestone 3	Annual Plan for FY 2010/2011 vers 2 July 2010
Milestone 4	M&E Strategy and Plan vers 2, May 2010
Milestone 5	2nd Annual Report vers 3, March 2011
Milestone 6	Annual Plan for FY 2011/2012 vers 1, April 2011
Milestone 7	1 st Annual M&E Report Annex 7 2 nd Annual Report vers 3, March 2011
Milestone 8	Flexible Modes of Study Report (Phase 1 report and TOR for phase 2)
Milestone 9	3rd Annual Report 2011 March 2012
Milestone 10	4th Annual Plan 2012/2013 Final years 2, August 2012
Milestone 11	2nd M&E Report Annex 7 3 rd Annual Report March 2012 M&E Strategy and Plan vers 3, October 2012
Milestone 12	4th Annual Report 2012 December 2012
Milestone 13	5th Annual Plan 2013/2014 June 2013
Milestone 14	3 rd M&E Report vers 3, October 2012
Milestone 15	5th Annual Report 2013 January 2014
Milestone 16	6th Annual Plan 2014/2015 vers 3, May 2014 M&E Strategy and Plan vers 4, Annex 5 2014/2015 Annual Plan March 2014
Milestone 17	4 th M&E Report Vols 1 & 2, 31 October 2013
Milestone 18	6th Annual Report 2014
Milestone 19	7th Annual Plan 2015/2016
Milestone 20	5 th M&E Report November 2014
Milestone 21	Program Completion Report
Milestone 22	6th Annual Report 2015
Tracer Study Reports	Tracer Study Reports for 2011 and 2014
Equity of Access Fund Proposal	Final approved version of the Equity of Access Fund Proposal 21 October 2013
Small Grants Scheme	Final approved version of the Small Grants Scheme Internal Review Report May 2014
	Small Grant Scheme Guidelines September 2014
M&E Report	Lessons Learnt in the Scholarship Program – Final Report 21 October 2013
Longitudinal Case Histories	Vers 1, December 2011

Category	Description
	Annex D 3 rd M&E Report November 2012 Vol 1 & 2 October 2013 December 2014
Other Program Files / Documentation	
Quality Systems Manual	<p>Procedures manual for each stage of the scholarships cycle</p> <ol style="list-style-type: none"> 1. Procedures for Handling AAS Enquiries 2. AAS General Awareness and Promotion 3. AAS Screening and Assessment Procedures up to JSC1 4. Procedures for Risk Management of Fraud in Scholarship Selection Processes 5. Procedures for IELTS Selection Test Arrangements and AAS Interview Assessment up to JsC2 Meeting. 6. Awardee Mobilisation Process 7. Awardee Placement Process, including IELTS Placement Test Arrangements 8. Database Management Process 9. Award Variation Process 10. Management of the Small Grants Scheme
Program Asset Register	List of Program assets for handover (see Attachment 2 below)
TVET Short Course Completion Report	TVET Leadership and Management Short Course completion report prepared by the short course provider
TVET Short Course Follow Up Workshop Report	Report of the Follow Up / Monitoring Workshop
VNAC 2013 Report	Final report on the Vietnam National Alumni Conference (VNAC) 2013
VNAC 2013 Conference Proceedings	Executive Summary of Vietnam National Alumni Conference report Proceedings of the VNAC 2013
VNAC 2013 website	Website files for the VNAC 2013 website
Disability Support Agreements	Completed and any current disability support agreements
Grant Agreements - Small Grants Scheme	Small grants scheme agreements that are still current.
Reintegration Workshop Packages	Most recent versions of the in-Australia and in-Vietnam reintegration packages / modules.
Data	
Applicants' Database	For each selection round
Conditional Awardee Database	For each selection round
Alumni Database	Database of Alumni in Access
Australia Awards – Vietnam	Website files and content. (Hosting contract not included as the current website is hosted internally by Coffey. The domain name

Category	Description
Website	australiaawardsvietnam.org will also be handed over in such a manner as to maintain its effective operation.
Alumni LinkedIn Group	Login details for the alumni LinkedIn Group
Alumni Facebook Page	Login details for the alumni Facebook page
IGroup Contract for subscription to Proquest and Cambridge Online Journal	IGroup contract and User name and password for access to the subscribers' database will be handed over to the new MC. Membership renewal will need to be organised by the new MC if required.
Annual Subscription to SurveyMonkey	User name and password will be handed over the new MC. Membership renewal will need to be organised by the new MC if required

Attachment 2. List of Assets from previous MC (SKM)

In the current contract, new program assets are funded and owned by Coffey. However, the previous MC (SKM) handed over a number of Program assets to Coffey. These assets are listed below, together with their status and proposed disposal/transfer actions.

SKM Asset #	Asset	Serial No / Model	QTY	Date of purchase by SKM	Remarks / Status	Proposed Disposal / Handover Action	DFAT Approval
A7	Filling Cabinet	N/A	1	6/08/2003	Broken. Disposed		
A8	Filling Cabinet	N/A	1	6/08/2003	Broken. Disposed		
A10	Computer HP Compaq D330	SGH 337079A	1	24/08/2003	Obsolete. Disposed on 1 Aug 2011		
A14	Acer 242 FXC Laptop	LXT300F01033500 6EBM000	1	18/11/2004	Broken. Disposed on 16 Apr 2010		
A16	HP Laser JET Printer 5100 TN	5100tn	1	15/03/2004	Broken. Disposed on 1 Aug 2011		
A17	Sanyo Digital Projector	G3203665	1	20/04/2004	Operational but poor image quality.	Dispose	
A22	HD Compaq Computer	SGH42905JQ; SCNN4211YQP	1	Not provided	Broken. Disposed on 16 Apr 2010		
A24	Glass Filling Cabinet	N/A	1	27/05/2005	Operational	Transfer to new MC	
A33	HP Compaq DC7600 plus 17" LCD Compaq monitor	DC7600	1	1/09/2006	Obsolete. Disposed		
A36	USB 1 GB	N/A	1	21/09/2006	Broken. Disposed on 21 Apr 2010	Dispose	
A42	Photocopier Fuji Xerox	Fuji Xerox	1	10/01/2007	Operational	Transfer to new MC	
A47	Computer HP DC7700	HP DC7700	1	16/04/2007	Obsolete. Memory wiped and		

SKM Asset #	Asset	Serial No / Model	QTY	Date of purchase by SKM	Remarks / Status	Proposed Disposal / Handover Action	DFAT Approval
					disposed		
A48	Computer HP DC7700	HP DC7700	1	16/04/2007	Obsolete. Memory wiped and disposed		
A49	Computer HP DC7700	HP DC7700	1	16/04/2007	Obsolete. Memory wiped and disposed		
A50	HP ML 150 server	HP ML 150 server	1	16/04/2007	Broken. Disposed on 16 Apr 2010		
A55	Matrix 5000U UPS	Ve122	1	Not provided	Broken. Disposed on 21 Apr 2010		
A56	UPS APC 5000I	Ve123	1	Not provided	Broken. Disposed on 21 Apr 2010		
A57	UPS APC 5000I	Ve124	1	Not provided	Broken. Disposed on 16 Apr 2010		
A59	IBM Laptop	Te94	1	Not provided	Obsolete. Disposed on 1 Aug 2011		
A69	2 drawer filling cabinet	Vf33-2	1	Not provided	Operational	Transfer to new MC	
A70	2 drawer filling cabinet	Vf33-4	1	Not provided	Operational	Transfer to new MC	
A71	2 drawer filling cabinet	Vf33-5	1	Not provided	Operational	Transfer to new MC	
A72	2 drawer filling cabinet	Vf35-2	1	Not provided	Operational	Transfer to new MC	
A73	2 drawer filling cabinet	Vf35-3	1	Not provided	Operational	Transfer to new MC	
A98	Computer Pentium 4	Ti44	1	Not provided	Obsolete. Disposed on 1 Aug 2011		
A99	Laser Printer HP 4050N	Vi86	1	Not provided	Broken. Disposed on 16 Apr 2010		
A100	Paper warmer	Vi87-1	1	Not provided	Broken	Dispose	
A101	Fax machine	Te98	1	Not provided	Broken.	Dispose	

SKM Asset #	Asset	Serial No / Model	QTY	Date of purchase by SKM	Remarks / Status	Proposed Disposal / Handover Action	DFAT Approval
A102	2 drawers filing Cabinet	Vf36-5	1	Not provided	Operational	Transfer to new MC	
A103	Glass Filling Cabinet	Tf92	1	Not provided	Operational	Transfer to new MC	
A104	2 drawer filling cabinet	Vf33-6	1	Not provided	Broken	Dispose	
A108	Round table	Vf66	1	Not provided	Operational	Transfer to new MC	
A109	HP 350T G3 Server	Ti14	1	Not provided	Broken. Disposed on 16 Apr 2010		
A110	Super s7042-GMerver	Ti13	1	Not provided	Broken. Disposed on 21 Apr 2010		
A111	HP Netserver E60	Vi101	1	Not provided	Broken. Disposed on 16 Apr 2010		
A124	Tape recorder	Ve46	1	Not provided	Obsolete. Disposed on 1 Aug 2011		
A125	Scanner	HP Scanjet 8270	1	10/08/2007	Operational	Transfer to new MC	
A129	Round desk	N/A	1	15/08/2007	Operational	Transfer to new MC	
A131	Coffee maker	N/A	1	23/08/2007	Broken. Disposed		
A135	Computer	SGH73409Z5	1	28/09/2007	Broken. Disposed on 16 Apr 2010		
A147	Office Chair	Tf 96-5	1	Not provided	Operational	Transfer to new MC	
A148	Office Chair	Tf 96-10	1	Not provided	Operational	Transfer to new MC	
A149	Office Chair	Vf 26-4	1	Not provided	Operational	Transfer to new MC	
A150	Office Chair	Vf 23-3	1	Not provided	Operational	Transfer to new MC	
A151	Office Chair	Vf 31	1	Not provided	Broken. Disposed		
A152	Office Chair	Vf 23-2	1	Not provided	Broken. Disposed		

SKM Asset #	Asset	Serial No / Model	QTY	Date of purchase by SKM	Remarks / Status	Proposed Disposal / Handover Action	DFAT Approval
A153	Office Chair	Vf 96-6	1	Not provided	Broken. Disposed		
A154	Office Chair	N/A	1	Not provided	Broken. Disposed		
A157	Modem for ADSL zyxel	N/A	1	12/07/2007	Broken. Disposed on 21 Apr 2010		
A158	Modem for disline	N/A	1	17/07/2007	Broken. Disposed on 21 Apr 2010		
A160	Printing Machine	HP 1020	1	5/11/2007	Operational	Transfer to new MC	
A161	Printing Machine	HP 1020	1	5/11/2007	Obsolete. Disposed on 1 Aug 2011		
A165	Microwave Oven	EMS 2840	1	21/05/2008	Operational	Transfer to new MC	
A167	CPU	Unknown	1	25/07/2008	Broken. Disposed on 16 Apr 2010		
A168	CPU	Unknown	1	25/07/2008	Broken. Disposed		
A169	LCD Monitor	Unknown	1	25/07/2008	Obsolete. Disposed		
A170	Safe Guard	HS 52E	1	27/07/2008	Operational	Transfer to new MC	
A172	Monitor 15' HP LCD L1506	L1506	1	3/06/2009	Obsolete. Disposed		
A173	Monitor 15' HP LCD L1506	L1506	1	3/06/2009	Obsolete. Disposed		
A174	Monitor 15' HP LCD L1506	L1506	1	3/06/2009	Obsolete. Disposed		
A175	Paper Shredder JPC 810	0000094	1	Not provided	Broken	Dispose	
A176	Hot & cold water dispenser	N/A	1	7/07/2009	Operational	Transfer to new MC	

Annex 2

Proposed Content Outline for the Program Completion Report

Program Completion Report

Executive Summary

1. Overall Assessment of Program Performance and Achievements (*synthesis of all sections below, highlight innovations*)
2. Background (*discuss overview of the Australia Awards Vietnam, Goal, purpose, objectives, outcomes*)
3. Performance Against Targeted Outcomes (*draw from various M&E studies*)
 - 3.1 Outcome 1
 - 3.2 Outcome 2
 - 3.3 Outcome 3
 - 3.4 Outcome 4
4. Achievements in Cross-cutting Issues
 - 4.1 Gender Equality Outcomes (*draw from various M&E studies*)
 - 4.2 Disability and Social Inclusion Outcomes (*draw from various M&E studies, reports, etc*)
5. Management of the Scholarship Cycle (*effectiveness, efficiency and relevance of activities*)
 - 5.1 Scholarship Promotion
 - 5.2 Screening and Selection
 - 5.3 Academic Advising
 - 5.4 Placement and Mobilisation
 - 5.5 On-Award Monitoring
 - 5.6 Reintegration and Alumni Program (*including VNAC, analysis and recommendations on the activities*)
 - 5.7 Gender, Disability and Social Inclusion
6. Management of *ad hoc* activities (*Short Course, Fellowships promotion and facilitation*)
7. Conclusion and Recommendations (*including lessons learnt, and recommendations for managing risks*)

Annex 1. Handover Summary (*description of actual handover process, list of files, documents and assets handed over*).

Annex 3

Annual Plan 2015-January 2016 Budget

