

Program proceedings:

1. Introduction of Partner and their organization
2. general review of the project's objectives and progress
3. Presentation of revised Action Plan
4. determine definite responsibilities and tasks of each partner
5. determine details of all scheduled activities
6. general review and fixing of work-plan / time schedule of the project
7. determine working procedures
8. determine procedures for reimbursement of fees and expenses (partners requirement)
  - a) Invoice
  - b) Per diem sheet
  - c) Time sheet
  - d) Signature sheet
  - e) Participants Attendance Sheet
9. Discussion about Asia invest Frequently Asked Questions (FAQ)
10. Discussion on MoU for each partner and finalized it.