

**HIGHER EDUCATION PARTNERSHIP INITIATIVE 2017**

**BRIEF CONCEPT NOTE**

(for organisations who are still looking for partners)

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| **Organisation****Coordinator, Job title****Tel, email** |  |

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| **Title of the project:** |  |

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| **Main objectives of the project***Clearly set out the ‘change’ to be delivered* |  |

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| **Project description** | *(Please provide a brief summary of max 200 words about the project: what it is about, why it is important, how it will contribute to Higher Education strategy of Vietnam and the UK, the values it brings to the partners, the sustainability of the project, and the changes/difference it will make on the ground)* |

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| **What are your proposed deliverables for each partner?** |
| **Vietnam partner** | **UK partner** |
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| **Timing** | **Planned start date:** **Planned completion date:** |
| **Costing** | **What’s the total cost: £** |
| **How much would you be able to contribute: £** |
| **How much would you expect your partner to contribute: £** |

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| **Any other expectation from the other partner:** |

*Please return the completed form to Phi Phan, Higher Education Manager (Partnerships),*

via *Phi.Phan@britishcouncil.org.vn* *by 21 July 2017.*

**Annex: Eligibility cost for HEP fund 2017**

Eligible Costs are costs incurred for undertaking the following activities during the project time

1. participation in trade fairs, exhibitions or conferences;
2. economy class flight travel for project staff to/from the country where each organisation is based;
3. local travel in the UK and overseas;
4. reasonable accommodation and subsistence costs for each of the project staff for visits to their partner organisation in the UK or overseas;
5. reasonable hospitality costs; (but NOT self-entertaining cost)
6. reasonable production costs (e.g. for the development of materials but not including the staff time relating to such development of materials);
7. translation/interpretation costs (where procured externally by a recipient);
8. visa costs for project staff to/from the country where each organisation is based;
9. subject to written application and the British Council’s prior written consent, resources of a specific nature to the project which may include the purchase of software;
10. related cost to organise workshops or conferences as in the project plan, but NOT the fee to pay participants to attend the workshops and conferences