



# SEAMEO RETRAC

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**SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION**  
**REGIONAL TRAINING CENTER (SEAMEO RETRAC)**

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## TRAINING ACTIVITIES







## The 2024 SEAMEO Centre Directors Meeting

The SEAMEO Centre Directors Meeting (CDM) 2024, held on July 17-18 in Bangkok, Thailand, brought together leaders from 26 SEAMEO Centres/Network and international partners to strengthen collaboration and advance education, science, and culture in Southeast Asia. Organized by the SEAMEO Secretariat, the annual meeting serves as a platform to share achievements, address challenges, and align strategies with regional priorities.

SEAMEO Centres/Network explored opportunities for inter-centre collaborations and partnerships with external organizations to maximize the impact of ongoing programs and promote inclusivity and sustainability. Special focus was placed on ensuring equitable access to quality education and integrating sustainability principles into frameworks, aligned



with the United Nations Sustainable Development Goals (SDGs).

The meeting is a catalyst for impactful change, shaping projects and initiatives that benefit students, educators, and communities. SEAMEO RETRAC actively participated in discussions and proposed solutions to promote educational excellence and innovation across the region.

## The 3rd SEAMEO Strategic Workshop on Monitoring, Evaluation, and Learning

Leaders and experts from 26 SEAMEO Centres/Network joined the 3rd SEAMEO Strategic Workshop on Monitoring, Evaluation, and Learning (MEL) on July 16, 2024 in Bangkok, Thailand. Hosted by the SEAMEO Secretariat and supported by the ASEAN-UK Supporting the Advancement of Girls' Education Programme, the series of workshops focus on strengthening MEL practices to enhance the effectiveness and impact of SEAMEO initiatives across Southeast Asia.

The 3rd SEAMEO Strategic Workshop on MEL aimed to finalize the SEAMEO Results Framework, refine data collection strategies, and review the implementation of a MEL pilot program initiated in seven centres. Through



expert-led sessions and interactive group work, participants collaboratively developed a comprehensive MEL framework to ensure alignment with SEAMEO's strategic goals.



The MEL framework empowers SEAMEO Centres to assess their impact and adapt to Southeast Asia's dynamic educational landscape. SEAMEO RETRAC actively contributed initiatives and

shared experiences in building the framework, underscoring its commitment to advancing regional education and promoting excellence through collaboration and innovation.



## SEAMEO RETRAC Organizes Training Courses to Enhance Research Skills in Education

In response to the growing demand for professional development in educational research, SEAMEO RETRAC offered two specialized training sessions on “Research Methods in Education - Module 1 & 2” in July and August, 2024 for academic staff and professionals from higher education institutions in Ho Chi Minh City and surrounding provinces to explore innovative research methods in education. The course not only provided essential knowledge but also fostered active engagement in sharing and discussing practical experiences, equipping participants to successfully undertake their upcoming research projects.



## SEAMEO RETRAC Hosts Training on Active Teaching Methods for Science Disciplines

SEAMEO RETRAC organized a training course on “Interactive Teaching Approaches in Sciences” to support university lecturers in adopting modern teaching methods, addressing the growing demands of learners and society. The training introduced participants to the concepts, principles, and implementation processes of three key teaching methods: Problem-based Teaching, Project-based Teaching, and Learning Stations. Through hands-on activities and real-world applications, attendees practiced integrating these methods into their teaching. Additionally, the course focused on the



principles of integrating information technology to support interactive teaching strategies, enabling lecturers to design impactful learning activities that enhance the effectiveness of science instruction and classroom engagement.



## SEAMEO RETRAC and SEAMEO SEAMOLEC Partner to Deliver ICT Training for Teachers

As part of the ongoing efforts to develop Inter-Centre Collaboration (ICC) initiatives and promote innovation in professional development for educators, SEAMEO RETRAC and SEAMEO Regional Open Learning Centre (SEAMEO SEAMOLEC) partnered to deliver the training course on “Developing Interactive Teaching Materials for an Engaging ICT-Enhanced Classroom”. The training catered to over 40 school principals, teachers, university instructors, lecturers, and trainers eager to integrate Information and Communication Technology (ICT) into their teaching practices.

The program enabled participants to update and leverage digital tools such as Padlet, Nearpod, and Virtual Reality simulations to develop creative lesson plans and teaching materials tailored to specific topics, including slideshows, videos, and interactive content. Participants also enhanced the effectiveness of innovative quizzes and discussion activities,

## Advancing SEAMEO’s knowledge management with innovative applications of Generative AI

SEAMEO defined Knowledge Management (KM) as a systematic process encompassing documentation, storage, and communication during the 2nd SEAMEO KM Learning and Sharing Forum, held in August 2023. To address challenges related to human resources and heavy workloads while optimizing the KM framework, SEAMEO Secretariat organized the 3rd KM Forum, “AI-Driven Knowledge Management” to support SEAMEO Centres in enhancing knowledge management, research and development, training, communication, public relations, documentation, and publication.



while incorporating a reporting system for assessment to track student progress and improve engagement and performance. Through this ICC activity, SEAMEO RETRAC and SEAMEO SEAMOLEC have provided educators with access to cutting-edge technologies and innovative teaching methodologies, fostering advancements in educational quality across the Region.

The 3rd KM Forum underscored the transformative potential of General AI in enhancing KM practices and fostering innovations for content development through engaging sessions by SEAMEO Centres. SEAMEO Secretariat facilitated collaboration among SEAMEO members to leverage AI tools for creating impactful publications and multimedia, promoting innovative KM applications in education and AI solutions for documentation. SEAMEO RETRAC actively contributed to the Forum by sharing practical insights and experiences in integrating AI into educational practices at the Centre. Participants also completed a final assignment designed to promote a chosen publication via personal media platforms. This activity encouraged creative freedom and innovation in presenting diverse content ideas.

## KEY COMPONENTS OF PROMPTING

Understanding  
the Task

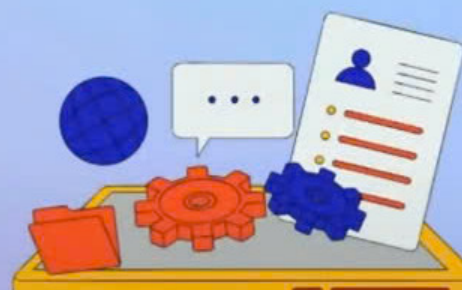
Prompt  
Design

Testing and  
Iteration

Examples of Prompt  
Engineering

Advanced  
Techniques

Common  
Challenges





## Job Fair Empowers STEM Students with Essential Career Skills

As part of the STEM-Focused EnglishWorks! Training Program, SEAMEO RETRAC organized a dynamic job fair titled “Stand Out to Capture Recruiters’ Attention” for over 35 participants. This event aimed to equip attendees with essential skills and practical experiences, empowering them to confidently navigate their future career paths.

Participants actively practiced professional skills through activities like interview simulations, where they experienced real-world job interview dynamics and received valuable feedback. Their CVs were showcased in a CV Gallery, fostering connections with peers who shared similar career goals and interests. Guest speakers delivered practical techniques for job interviews and professional development, analyzing qualities recruiters seek and strategies to stand out. This engaging experience equipped participants with actionable insights for career success.



## Training course on AI-Powered Test Design and Assessment

Highlighting innovative AI-driven approaches to learning and assessment, SEAMEO RETRAC conducted training courses on “Artificial Intelligence (AI) Applications in Test Items Design and Student’s Learning Assessment” in August, September, and October 2024. The events brought together over 70 lecturers and specialists from Hong Bang University and various other educational institutions. Led by SEAMEO RETRAC’s experts, the course focused on the theoretical foundations and practical applications of AI to enhance evaluation and assessment practices in education. Key topics covered included using AI to design effective test items, analyze student performance data, and integrate AI tools to support comprehensive learning assessments. The training also facilitated discussions between trainers and participants, enabling educators to exchange effective methodologies to optimize lesson delivery in alignment with students’ needs.



# New Appointment of SEAMEO RETRAC's Director

Highlighting innovative AI-driven approaches to learning and assessment, SEAMEO RETRAC conducted training courses on "Artificial Intelligence (AI) Applications in Test Items Design and Student's Learning Assessment" in August, September, and October 2024. The events brought together over 70 lecturers and specialists from Hong Bang University and various other educational institutions. Led by SEAMEO RETRAC's experts, the course focused on the theoretical foundations

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*"Looking ahead, I expect the center to continue its proactive integration to meet the evolving needs of the educational landscape, notably with many countries exploring and adopting Artificial Intelligence in education. Most importantly, I urge the leadership and staff to maintain internal solidarity, creativity, and dynamism as you enter this new phase."*

H.E. Associate Professor Dr. Nguyen Van Phuc, Deputy Minister of Education and Training of Vietnam

In her acceptance speech, Ms Duong expressed her gratitude for the trust placed in her and outlined her key priorities. She emphasized strengthening staff qualifications and improving operational efficiency to establish SEAMEO RETRAC as a leading center in the region. Additionally, she committed to expand international cooperation and enhance the quality of the Centre's programmes to better meet societal needs and align with SEAMEO's mission.





# SEAMEO RETRAC's 27th Governing Board Meeting



SEAMEO RETRAC convened the 27th Governing Board Meeting on September 25-26, 2024, bringing together its Governing Board Members (GBMs), observers, SEAMEO Secretariat representative, Centre's Board of Directors and Management Team. The meeting focused on reviewing and evaluating the Centre's performance in FY 2023/2024, while also charting strategic directions for FY 2024/ 2025 to ensure that the operational programs align with its mission to strengthen leadership capacity and education quality across the region and beyond.



Reflecting on SEAMEO priorities and perspectives, the GBMs proposed actionable recommendations and critical guidance to amplify the Centre's role in addressing regional educational demands and contributing to emerging English proficiency policies in Vietnam. They emphasized the importance of collaborating with SEAMEO member countries to implement activities, aiming to maximize the Centre's outreach and impact. SEAMEO RETRAC's Director introduced two key initiatives: renovating the website and integrating ICT and AI technologies to enhance the promotion of its training programs. Additionally, the Director reaffirmed the Centre's commitment to continuous innovation and excellence, reinforcing its contribution to advancing education across the region.





## Enhancing leadership and management in education to address new challenges and opportunities

As leadership and management in education continue to evolve in response to advancements in technology and the integration of artificial intelligence, traditional approaches are being reshaped into innovative practices to address emerging challenges and leverage new opportunities. To foster dialogue on these transformative trends, leadership paradigms, and innovative teaching practices being applied across Southeast Asia, SEAMEO RETRAC organized the Educational Forum on “Navigating Leadership and Management for Future Development of Education: Insights and Practices in Southeast Asia” on September 25, 2024, held back-to-back with the 27th Governing Board Meeting.

Country reports were led by SEAMEO RETRAC’s Governing Board Members, including policymakers, professional educators, and educational leaders from Ministries of Education across Southeast Asia. Attracting over 600 online participants from Southeast Asia and beyond, these discussions offered in-depth insights into policy strategies, successful case studies, innovative approaches, and practical experiences from each country to inform and guide the sustainable development of education in the region.

The Forum centered around sub-themes, including:

- Innovative approaches and/or models of leadership and management in education at both basic and higher education levels.
- Opportunities and challenges faced by schools and institutions and related solutions or initiatives that help to transform challenges into opportunities to promote innovative leadership, management, teaching and learning.
- Policy changes regarding leadership, curriculum, assessment, pedagogy, and technology to ensure support for educational quality.
- Professional development for teaching staff to help them better cope with the new educational context.
- Technology integration in teaching and learning.





# SEAMEO RETRAC and IFEAD

## Forge Partnership for Capacity Building in Education

SEAMEO RETRAC and the Institute for Educational Administration Development (IFEAD), Lao PDR, celebrated a significant milestone in advancing educational leadership and management through the signing of a Memorandum of Agreement (MOA). Attending the ceremony were Dr. Lamphoune Luangxay, Deputy Director of IFEAD and SEAMEO RETRAC Governing Board Member from Lao PDR; Ms. Le Thi Thuy Duong, SEAMEO RETRAC's Director; and senior managers of the Centre.

The MOA establishes a three-year collaboration (2024-2026) focused on overseas and in-country training, research,

and information dissemination. It prioritizes educational leadership, management, and English language proficiency for IFEAD's master trainers, school principals, and educational administrators. SEAMEO RETRAC will support non-degree training programs, assisting Lao educational institutions and government agencies in fostering project development, student and faculty exchanges, and other learning initiatives. This partnership aims to enhance the capacity of IFEAD's staff, offering invaluable opportunities for professional growth to support educational excellence in the region.







# SEAMEO RETRAC

## ISO 9001:2015



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