

Role of Facilitator/Moderator within the EQUIP Project Communities of Practice

Each of the Vietnamese partners will take responsibility for acting as the facilitator/moderator for one of the thematic strands of the EQUIP project Community of Practice:

Thematic Strand 1: Learning and Teaching Enhancement:	VNU-IS
Thematic Strand 2: Quality Assurance and Enhancement:	HUST
Thematic Strand 3: Subject Specific Research Informed Teaching:	HCMUT

Responsibilities of the facilitator/moderator

- The facilitator will liaise with group members to schedule the Community of Practice meetings for their thematic strand, including setting up the Teams meetings and inviting group members. Details of group members can be found on the Teams channel here: [04. Member Details](#)
- The facilitator will set up the meeting agenda ahead of the meeting using the templates provided and share this with group members.
- The facilitator will prepare any slides (with the support of the group members if applicable) ahead of the community of practice meetings.
- The facilitator will moderate and act as Chair during the meeting, ensuring the meeting is running to the agenda and enabling discussion between the group members.
- The facilitator will record the communities of practice meeting and complete the meeting notes following the meeting using the provided template, and circulate these to the group members.

Templates for the agenda, slides and meeting notes can be found on the Teams group here: [05. Templates](#)

The facilitator/moderator will be supported by Cardiff Met staff who can advise them on fulfilling these responsibilities.