



In collaboration with



Travel Grant – Open Call Guidelines

Project on Strengthening Leadership with Gender Equity, Diversity and Inclusivity (GEDI) in Higher Education Institutions in South East Asia

Call opens: 4 October 2024

Call closes: 10 October 2024

Version 2.0 (Extended)

Updated on: 10 Sep 2024

1. Background

1.1 As part of SEAMEO RIHED's efforts towards the Common Space in South East Asian higher education, SEAMEO RIHED and the British Council have co-led a regional project titled "Strengthening Leadership with Gender Equity, Diversity, and Inclusivity (GEDI) in Higher Education Institutions in South East Asia" (Phase 1: 2022-2023 and Phase 2: 2024-2025). This initiative forms part of the British Council's Going Global Partnerships, fostering equitable access and inclusion within faculty and leadership roles across higher education institutions in South East Asia. The project has been a profound learning process, where collective intelligence has contributed significantly to policy dialogues and influenced policy changes in South East Asian countries.

1.2 Phase I of the project, which concluded in November 2023, was developed in consultation with the Institute of Development Studies (IDS) and brought together leaders from both South East Asia and the UK. The outcomes included a comprehensive white paper, which was presented to South East Asia's education ministries. Engaging 35 universities from South East Asia and 5 from the UK, Phase I focused on leadership development, the exchange of ideas, and practical approaches to embedding GEDI in higher education, in alignment with SDGs 4, 5, and 17. The extensive networking fostered through this phase established valuable relationships and built trust among global academics. This phase also highlighted the importance of understanding the unique challenges and opportunities within the South East Asian context, reinforcing the spirit of collective learning. It highlighted the pivotal role of collaboration in shaping policies that advance the Common Space for Higher Education in South East Asia, which has been at the forefront of SEAMEO RIHED and the British Council's joint efforts. For more information on Phase I, please refer [here](#).

1.3 Building on the accomplishments and insights gained from Phase I, Phase II, which began in July 2024, seeks to further enhance the dialogue and deepen the understanding of GEDI issues among higher education leaders and policymakers in South East Asia. A series of activities will

be implemented in Phase II, including in-person and online Transformative Leadership Workshops, the UK-SEA Gender Challenge Grant, and key stakeholder fora. The 35 South East Asian universities that participated in Phase I will continue to engage in this phase, and the call for UK participants is now open.

1.4 Successful UK participants will join the Phase II project and will be funded to attend the first face-to-face Transformative Leadership Workshop in Bangkok on 24-25 October 2024 through the Travel Grant. Attending this workshop will provide participants with the unique opportunity to engage directly with high-level policymakers and university leaders from South East Asia. This engagement is particularly valuable for those interested in Transnational Education (TNE) or the broader internationalisation agenda, as it opens doors for deeper collaborations and partnerships. Furthermore, participants will gain insights into the importance of collaborating with South East Asia, reinforcing the spirit of collective learning between the UK and South East Asia. This collective intelligence continues to play a crucial role in influencing policy dialogue and shaping the future of higher education in the region.

2. Objectives and Outcomes

2.1 The Travel Grant has been designed to facilitate collaboration between UK and South East Asian institutions by enabling UK academics to actively participate in Phase II of the GEDI project.

The objective of the Travel Grant include:

- Engage in the learning process by actively exchanging knowledge, insights and good practices with the participating SEA institutions to drive change and to implement gender-responsive projects and programmes.
- Enhance the knowledge, understanding, and interest of UK stakeholders by learning the good practices in the context of South East Asia's higher education common space, particularly in relation to Gender Equity, Diversity, and Inclusivity (GEDI).
- Foster the development of new connections and enhance existing long-term collaborations between UK and South East Asian institutions.
- Generate sustainable partnerships that contribute to lasting change within higher education systems in both regions.

2.2 Up to 6 UK academics will be selected to receive the Travel Grant, which will cover travel expenses to attend the Transformative Leadership Workshop in Bangkok, Thailand, scheduled for 24-25 October 2024. Recipients are expected to participate fully in all Phase II activities, including the workshop in Bangkok, and contribute to ongoing efforts to embed gender-sensitive leadership and practices in higher education.

2.3 The Travel Grant is open to an individual with experience leading a project, research or transformation on gender issues within higher education management, teaching and policy formation. Successful applicants will have a strong interest in sharing and developing knowledge

in this field, establishing new connections, and engaging with the South East Asia region. We seek participants who are passionate about raising awareness, exploring innovative solutions, and driving change at the institutional level. Ideal candidates will also be committed to creating a lasting impact with the insights and experience gained through the project.

3. The Opportunity: Travel Grant

3.1 The participant will join the face-to-face Transformative Leadership Workshop in Bangkok between 24-25 October 2024, and will participate in a series of workshop activities with 35 university leaders and 11 government representatives from 11 countries of South East Asia in the project. The participant will have networking opportunity with South East Asia participants and potential research collaboration on GEDI with like-minded people from the region. The participant will be eligible to apply for UK-SEA Gender Challenge grant with the South East Asia participants which will be announced during the Workshop.

Project Dates and Preparation

The participant must commit to the following activities as part of Phase II of the project:

- Pre-travel preparation 1: develop a 5–10 minutes collaboration pitch highlighting your work on GEDI initiatives within your university. The participant will need to present it at the Workshop.
- Pre-travel preparation 2: A Concept Note to explore possible GEDI research collaboration with South East Asian Higher Education leaders
- In person – Transformative Leadership Workshop, 24-25 October 2024, Bangkok
- Online follow up sessions (Jan 2025, March 2025, April 2025, May 2025, June 2025)
- Online Final Stakeholder Forum, 20-21 August 2025

The participants are expected to:

- Be prepared with a 5-10 minute presentation that showcases their work on GEDI initiatives within their university, highlighting key achievements and opportunities for collaboration.
- Be prepared with a Concept Note to explore possible GEDI research collaboration with South East Asian Higher Education leaders.
- Be able to travel to Bangkok and attend the 2-day workshop between 24-25 October 2024.
- Engage actively in all Phase II activities, including workshops, networking sessions, and collaborative projects, and dedicate time to preparation and research, including online briefing/preparation sessions with SEAMEO RIHED and the British Council.
- Participate in the documentation, communication, wrap-around activities, and evaluation of the programme.
- Share knowledge and good practices related to GEDI gained through the workshops, within their institutions and the broader academic community.

- Maximise opportunities for joint research or projects with South East Asian partners, with the potential to apply for UK-SEA Gender Challenge Grants (themes TBA) to support these initiatives.
- Submit a project report at the end of the project.

4. Who can apply?

- 4.1 We are looking for up to 6 UK academics who;
- are committed and interested to work in GEDI in higher education with counterparts in South East Asia.
 - have substantial professional experience and work in the area of GEDI in higher education.
 - are willing to collaborate with others.
 - have strong network in the UK that can be activated to amplify the awareness and impact of the overall programme's activities and objectives.

The travel grant is open to people of all genders.

5. Eligibility criteria

- 5.1 Applicants must be UK academics who:
- are based/living inside of the United Kingdom unless temporarily living but retaining a home address in the United Kingdom and defined by His Majesty's Revenue & Customs as 'resident the in the UK' for tax.
 - are able to travel to Bangkok and join the workshop on 24-25 October 2024 and participate in all of Phase II activities.
 - Share the British Council and SEAMEO RIHED's commitment to Equality, Diversity, and Inclusion (EDI) and will embed best EDI practices into your activity. (Read the British Council's EDI Strategy and Policy [here](#); and SEAMEO RIHED's Overview of GEDI in SEA higher education [here](#).)
 - UK organisation must be from one of the following:
 - Higher Education provider with [degree awarding powers](#).
 - England - Check the 'awarding degrees' drop down section on the specific provider's entry on the [OFS register](#). The OFS register lists all institutions which offer UK degrees, not all of which have degree awarding powers.
 - Northern Ireland – <https://www.nidirect.gov.uk/articles/universities-and-colleges-northern-ireland>
 - Scotland – <https://www.gov.scot/policies/universities/>
 - Wales – <https://www.gov.uk/check-university-award-degree/recognised-bodies-wales>
 - Not-for-profit research institutions, establishment and organisations. (See **Annex 1** for a complete list of these).

- Any public or private organisations with a role in the Technical and Vocational Education Training (TVET)/Further Education (FE) system
- Having experiences on GEDI related research/studies/projects is a plus.

6. Payment and spending

6.1 Following announcement of the results, SEAMEO RIHED will sign an Agreement with the participant's UK institution. Expenses incurred by the participant or the UK institution prior to the start date or beyond the end date of the signed Agreement, including any costs incurred in the production of the proposal, cannot be charged to SEAMEO RIHED or the British Council.

Logistics will be booked by SEAMEO RIHED.

The participant will receive:

- Economy flights
- Hotel accommodation
- Selected working lunches and tea breaks
- Local transportation cost

7. Selection Criteria

7.1 Eligible, reviewed applications will be jointly assessed by SEAMEO RIHED and the British Council. Proposals will be assessed by two reviewers against the criteria below. The Review Panel will give each application a final score from 0 to 100 and rank them. Those receiving a final score from the Panel meeting of less than 50 will be considered not fundable. However, please note that achieving an average score equal to or above the threshold does not mean that the proposal will be funded.

The final selection decision will be made by SEAMEO RIHED and the British Council.

Criteria	Weight (%)
Experience You need to demonstrate how your experience is relevant and will contribute positively to the delegations' objectives, especially on GEDI related Research	45
Vision and Legacy You will need to demonstrate how you will apply your learnings and experience into your current and future work/practice.	25
Collaboration You will need to share your experience and approach towards international collaboration(s), especially in South East Asia	25

Environmental Consideration You will need to demonstrate your approach towards EDI in your practice.	5
Total	100

8. How to apply?

8.1 To apply, please carefully read this Open Call Guideline Document in its entirety and complete the application form. Please submit your application documents at sumyatnoe@rihed.seameo.org and cc Chanya.tangsuk@britishcouncil.or.th by **23:59 (GMT +7) 10 October 2024**.

Essential documents must be submitted together with the application form:

- Applicant CV (max 2 pages)
- Letter of support from the home institution from the Head of Department (or equivalent).

Key dates

- Open for applications: 4 October 2024
- Deadline for applications: 10 October 2024
- Section announcement: 15 October 2024
- Briefing session: 17 October 2024
- Preparation/logistics/bookings: 17 October 2024
- Workshop in Bangkok: 24-25 October 2024
- Submission of report: TBA

9. Access support for writing your application

If you identify as disabled¹, you are welcome to contact us at sumyatnoe@rihed.seameo.org for possible support we may offer to assist with making your application.

¹ What is disability?

For the purposes of the Equality Act, a person has a disability if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.

'Impairments' can be sensory (e.g. hearing), recurring (e.g. ME), organ-specific (e.g. asthma), mental health conditions (e.g. anxiety and phobias) or mental illnesses e.g. depression. Drug and alcohol addictions are not regarded as impairments.

'Substantial adverse effect' would take into account how long the person with the impairment takes to carry out a task compared to a person without it.

'Long-term effects' are those that have lasted at least 12 months; or are likely to last at least 12 months; or are likely to last for the rest of the life of the person affected. Long-term effects also include those that are likely to recur.

'Day to day activities' are things people do on a regular or daily basis. Examples include shopping, reading, writing and work-related activities such as interacting with colleagues, using a computer, preparing written documents and keeping to a timetable.

10. Contact Details

SEAMEO RIHED

Su Myat Noe

Programme Officer

Southeast Asian Ministers of Education Organization Regional Centre for Higher Education and Development

sumyatnoe@rihed.seameo.org

British Council

Chanya Tangsuk (Kim)

Head of Higher Education Programmes, East Asia

Chanya.tangsuk@britishcouncil.or.th

11. Ethics

It is essential that all legal and professional codes of practice are followed in conducting work supported by this call. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and research integrity.

In the application form, applicants must clearly articulate how any potential ethical and health and safety issues have been considered and how they will be addressed, ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

Please refer to the Research Councils UK 'Policy and Guidelines on Governance of Good Research' (<https://www.ukri.org/wp-content/uploads/2021/03/UKRI-050321-PolicyGuidelinesGovernanceOfGoodResearchConduct.pdf>), the Inter Academy Partnership report 'Doing Global Science: A Guide to Responsible Conduct in the Global Research Enterprise' (<http://www.interacademycouncil.net/24026/29429.aspx>) or contact us for further guidance.

12. Safeguarding and protecting adults at risk

The British Council is committed to safeguarding children and adults at risk and to upholding their rights in accordance with all applicable legislation and statutory guidance. As part of that commitment, we require that all staff, and those we work with, including partners and suppliers, operate within our Safeguarding Policy which articulates our approach to protecting children and adults at risk and promoting their wellbeing.

We have robust systems and procedures in place to both prevent incidents (covering, for example, the recruitment of appropriate staff, training and support given so that staff can work safely, and standards regarding the way in which we carry out activities) together with responsive

actions necessary to address situations where we become aware that a child or an adult at risk may have been harmed. As part of our policy, all countries have a named Safeguarding Focal Point (SFP) who is supported by a Regional Safeguarding Manager (RSM) and the British Council Safeguarding Team.

For further information please see: <https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>

13. Privacy Notice

The British Council and UK partners comply with UK GDPR and the UK Data Protection Act 2018 and data protection laws in other countries that meet internationally accepted standards. The British Council will use the information that you provide for the purposes of processing your application, making any awards and the monitoring & review of any grants. The legal basis for processing your information is agreement with our terms and conditions of application (contract).

We may share all application data with partner(s) institution(s) and in order to assist with management of the application process. We may share selected non personal data with agencies responsible for monitoring and evaluation of the opportunity.

Your information will not be used/shared beyond the partners listed above for any other purpose without your specific consent. British Council and its partners reserve the right to publish and share anonymised aggregated information with stakeholders.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information and country of origin, where collected, is used solely for statistical purposes. If we need to contact you, we will do so using the contact details you have provided.

Under UK Data Protection law, you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you want more information about this, please contact your local British Council office or see our website: <http://www.britishcouncil.org/privacy-cookies/data-protection>. We will keep your information for a period of seven years after the project.

14. Applicant screening

In order to comply with UK government legislation, the British Council may at any point during the application process, carry out searches of relevant third-party screening databases to ensure that neither the applicant institutions nor any of the applicants' employees, partners, directors, shareholders are listed:

- as an individual or entity with whom national or supranational bodies have decreed organisations should not have financial dealings;

- as being wanted by Interpol or any national law enforcement body in connection with crime;
- as being subject to regulatory action by a national or international enforcement body;
- as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director; and/or
- as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.

If the applicant or any other party is listed in a Screening Database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.

Please read the text to this effect on the application form and tick the box to show that you understand this.

Please consider flexible and technological solutions to progress activity for planned work where feasible.

Annex 1 – List of eligible not-for-profit research institutions, establishment, and organisations

Please note that where organisations have both for-profit and not-for-profit arms, it must be clear that this grant is held and administered by the not-for-profit arm of the organisation.

- Alan Turing Institute
- All NHS Trusts, hospitals, boards, primary care trusts and GP practices
- Animal and Plant Health Agency
- Anthony Nolan
- Armagh Observatory
- Babraham Institute
- BirdLife International
- British Film Institute
- British Institute of International and Comparative Law
- British Library
- British Museum
- British Trust for Ornithology
- Butterfly Conservation
- CABI (Centre for Agriculture and Bioscience International)
- Cambridge Arctic Shelf Programme
- Cambridge Crystallographic Data Centre
- Cell and Gene Therapy Catapult
- Centre for Environment, Fisheries and Aquaculture Science
- CERN
- Chatham House (Royal Institute of International Affairs)
- Culham Centre for Fusion Energy (part of UK Atomic Energy Authority)
- Defence Science and Technology Laboratory
- Diamond Light Source
- Earlham Institute
- Earthwatch Institute
- Environment Agency
- European Bioinformatics Institute
- European Synchrotron Radiation Facility
- Fera Ltd
- Forest Research
- Health and Safety Executive PSRE
- Health Data Research UK
- Historic Buildings and Monuments Commission for England

- Historic Environment Scotland
- Historic Royal Palaces
- HR Wallingford Group
- Imperial War Museum
- Institute for Fiscal Studies
- Institute of Development Studies
- Institute of Occupational Medicine
- International Institute for Environment and Development
- Isaac Newton Group
- John Innes Centre
- Joint Astronomy Centre
- Joint Nature Conservation Committee (JNCC)
- London Institute for Mathematical Sciences
- Malaria Consortium (UK)
- Manufacturing Technology Centre
- Marine Biological Association
- Marine Scotland Science
- Medicines and Healthcare products Regulatory Agency (MHRA)
- Moredun Research Institute
- MRC Harwell Institute
- MRC Laboratory of Molecular Biology
- MRC London Institute of Medical Sciences
- Museum of London Archaeology
- National Archives
- National Centre for Social Research
- National Foundation for Educational Research
- National Gallery
- National Institute of Agricultural Botany
- National Institute of Economic and Social Research
- National Maritime Museum
- National Museum Wales
- National Museums Liverpool
- National Museums of Scotland
- National Nuclear Laboratory
- National Oceanography Centre
- National Physical Laboratory
- National Portrait Gallery
- Natural England
- Natural History Museum
- NERC British Antarctic Survey
- NERC British Geological Survey
- Nesta

- Office for National Statistics
- Overseas Development Institute
- Plymouth Marine Laboratory
- Public Health England
- Quadram Institute Bioscience
- RAND Europe Community Interest Company
- Rosalind Franklin Institute
- Rothamsted Research
- Royal Botanic Gardens – Edinburgh
- Royal Botanic Gardens – Kew
- Royal Society for the Protection of Birds
- Royal United Services Institute for Defence and Security Studies
- Science and Advice for Scottish Agriculture.
- Science Museum Group
- Scottish Association for Marine Sciences
- Sightsavers
- STFC laboratories
- Tate
- Tavistock Institute of Human Relations
- The Faraday Institution
- The Francis Crick Institute
- The James Hutton Institute
- The Manufacturing Technology Centre Ltd
- The National Trust
- The Office of the Health Economics
- The Pirbright Institute
- The Resolution Foundation
- The Royal Shakespeare Company
- The Welding Institute
- Transport Research Laboratory
- UK Astronomy Technology Centre.
- UK Centre for Ecology and Hydrology
- Victoria and Albert Museum
- Wellcome Trust Sanger Institute
- World Conservation Monitoring Centre
- Young Foundation
- Zoological Society of London, Institute of Zoology.