**SEA MENTORS KA220 PROJECT**

**„SEAfarers Experiential Knowledge Based MENTORS”**

**1st TRANSNATIONAL MEETING**

**ROMANIAN NAVAL ACADEMY “MIRCEA CEL BATRAN” (RNA),**

**CONSTANTA, ROMANIA**

**March 29th – 30th, 2022**

**MINUTES of MEETING**

**M1 Transnational Project Meeting in Romania (Constanța)**

The transnational Project Meeting of the SEA MENTORS E+ Project was held in Romanian Naval Academy (Mircea cel Batran), in Constanta, main campus, on March 29th – 30th, with the participation of 11 representatives from 5 partner countries as following: Romanian Naval Academy (Popa Cătălin, Cucu Marius, Nistor Filip), Lithuanian Maritime Academy (Rima Mickiene and Indre Dikse), Bulgarian Naval Academy (Ivo Yotsov and Kalin Kalinov), Polish Naval Academy (Artur Bogdanowicz and Paweł Wirkowski), Maritime Innovators (Ugurcan Acar) and Spinaker (Tomaž Gregorič).

The major purpose of the meeting had been focused on the initial project management settings and implementation plan enactment, with the revision of the time line and results assignment overview. The meeting had been organized by residentially, on Romanian Naval Academy campus, in Constanta, for two days, 29th – 30th of March, respectively.

The meeting agenda had listed the following points, concluded as following listed below.

a. **General objective of the project** – no remarks, the partners have agreed upon the main objectives, outputs/results and activities, agreeing to follow up the initial application, under the same partnership, with a flexible perspective of the events planning. For project management a steering committee has been establish, with the following members:

- Project director: Catalin Popa

- Project responsible RNA: Nistor Filip

- Project responsible Maritime Innovators: Acar Ugurcan

- Project responsible LMA: Rima Mickiene

- Project responsible PNA: Artur Bogdanowicz

- Project responsible NVNA: Ivo Yotsov

- Project responsible Spinaker: Tomaž Gregorič.

The steering committee meetings will be meeting further once per two months, in online environment, via marplat.eu platform, according to the management plan.

The teams have agreed to complete the working groups for IO1 for IO2. The teams have agreed to follow the next listed actions in respect of project initiation.

b. **Initial** **project outputs allocation**:

* **Web platform - (A21):** A project website will be designed by the Spinaker providing information about the project and its aims, the partners, the products and results, to be used as e-newsletter facility where users and subscriber can download and receive up to date versions as they are published – **website design draft to be delivered by Spinaker latest by 15th of April**.
* **Press releases - (A13) and Newsletters- (A14):** The press releases will be drafted by all partners, and translated to each partner language under the leadership of Maritime Innovators as part of dissemination plan. 5 press releases in 6 months interval will be developed during the course of the project/ at least one news post to be spread by each partner. The newsletter will be written in rotating order, one by each partner and will be translated by each partner and then distributed by email and on the Web Platform to the partners networks and to stakeholders from all Target Groups. The partners will use the facebook pages, the linkdin platform and the institutional pages to release and disseminate the project news and the newsletter – all the **dissemination links shall be extended to Maritime Innovators** **latest by 30th of April** for building a joint dissemination database of the project news.
* **Dissemination Materials - (A15), Project Flyer - (A18) and Final Brochure - (A16):** The project image will be visible in its logo, flyers and other promotional materials that will be created and distributed during the project to all target groups and stakeholders.MBNA has created the logo that has been approved in the present meeting. Also, the partners have approved the roll-up format. All the promotional materials format and the dissemination outputs will be uploaded in the marplat portal to be further used by the partners. For each event the partners will produce one roll-up to be exposed. **The project leaflet will be drafted by Spinaker latest by 30th of April**. The **project** **brochure format and design** will be established after the main outputs will be delivered in support of mentoring platform promotion and dissemination among the stakeholders, **latest by 30th of November in the responsibility of Spinaker**.
* **Tutorial Video - (A19):** For promoting the project among the stakeholder or to the public, a short video with short informative video will be compiled towards the end of the project when the both the SEA MENTORS platform been fully tested and improved if necessary. The video will developed and uploaded onto the projects Web Platform under Spinaker responsibility, **latest by the final conference of the project**.
* **Conference papers:** The partners willproduce under the Maritime Innovators monitoring,minimum 5 papers/studies, directly linked as topic to the experiential mentoring to identify the need for project activities, but also to depict the project results and to conclude the main outputs of carried activities. These papers will be submitted/presented during international conferences related to the maritime industry to inform the target groups on an academic level. The MBNA proposal has been accepted and each partner will produce at least one presentation, with joint authorship, to be included in the SeaConf International Conference, hosted by the Romanian Naval Academy on 20th of May (<https://www.anmb.ro/ro/conferinte/sea-conf>). The MBNA team will organize a dedicated workshop in SeaConf program, where the paperworks shall be formally presented (online). **The deadline for submitting the article (the title and the abstract) is 15th of April**. Further events to be attended will be established by the partners, upon the common agreement.

c. **Project implementation progress**:

**c1. Intellectual Output 1: SEA MENTOR Training Platform**

This output will be led by RNA with the support from MARITIME INNOVATORS and all partners. SEA MENTORS online Training Platform will be designed for seafarers so that they will be able to enhance their experiential knowledge and progress in their further career.

* **Task 1.1 – Questionnaire for Experiential Knowledge Identification: In the 1st stage,** in order to identify the best practices in managing the experiential knowledge transfer on academic level, the partners will design a questionnaire addressed to the education and training institutions, to be submitted by the partners, but also by the selected network members. **RNA will design the open questionnaire latest 10th of April** to be **approved/amended by the partners and filled in latest by 31st of May**. The questionnaire will contain open topics, to be depicted by the partners and to further constitute the basics for a concluding report regarding the implementation of "experiential knowledge" transfer and best practices in the educational system regarding the carrier counselling and mentoring services and offered to the students. Examples of predetermined questioning topics: describe the institutional policies and practices regarding the mentoring and carrier counselling services in your institution, describe the prescribed databasis components in support of platform design, list several questions considered relevant for a questionnaire to be applied to the stakeholders in the 2nd stage of the study,

**In the 2nd stage**, in order to seek for the target groups opinion on the deficiencies in the transfer of experiential knowledge and for identifying the problematic areas in maritime carrier, the teams will draft a 2 questionnaires to be addressed to the companies and separately to the students. The question subject will cover Mentoring, Mentor Teachers, Cadetship Promotion, Coaching, Soft Skills Development, Interview in job market and Cultural Aspects. **Both questionaries will be ready by 30th of June collecting opinions from partners, under Maritime Innovators leadership**, following to be applied to the companies and to the students in the upcoming months. **The results will be concluded as a report by the end August**. In parallel, a list of questions will be prepared to be used in the interviews with experienced seafarers (mentors) to be conducted in support of the portal uploads.

**c2. Intellectual Output 2: SEA MENTOR Guidance Tool**

This IO offering technological solution will allow online access to the advanced Online "Experiential Knowledge" Guidance tool, the partners agreeing to develop and to implement a Sea Mentors Online Platform **by the end of January 2023**. The tool will have the the capability to store, retrieve, manipulate and present meaningful information extracted from experiential knowledge.

**The backbone of the platform** will be designed by the Spinaker with the partners support, **by the 1st of December 2022**. The portal will contain few already suggested content roots and data facilities as follwing:

* *Carrier guidance portal* – here different materials defining the mentoring framework will be posted together with several carrier orientation tools – the partners are engaged to connect their institutional Centre of Carrier Counselling, together with selected resources, to this portal;
* *Mentoring section* – here a number of carrier guidance online test will be administrated under the monitoring of RNA on marplat.eu to facilitate live mentoring sessions with the students in period of February - June 2023 – Maritime Innovators will keep the schedule and the partners will contribute with allocating mentors, prior agreed. Minimum 100 students will benefit from mentoring online sessions with international mentors in the field – some of these meetings will be recorded and posted on the portal as experiential mentoring content;
* *Library of good practices* – on this link a data basis of experiential samples based on applied questionaries, answers collection on targeted questions (Q&A library) and also video interviews to be taken from experts in the maritime domain, with mentorship vocation. For targeted interviews, a particular set of questions and answers (Q&A) section will be prepared to be available as opinion collection for cadets.
* *Mentoring dissemination* – on this link a data basis of articles, studies, workpapers or other dissemination links will be disseminated to inform the cadets aspiring to a carrier onboard maritime ships.

d. **Events/courses planning**:

The partners have agreed upon the following dates to be applied for next activities:

**TM 2**, two days organizational meeting, will be organized by the Lithuanian Maritime Academy in Poland in October 2022 – the time slot will be confirmed by the organizer.

**E1** final conference, 1 day event, 30 national and 10 international participants, will be organized by the ”Mircea cel Batran” Naval Academy in Romania on May 2023 – tbd – then a specific period will be designed to validate the platform, the event being planned to enhance the project visibility in relation with the stakeholders.

e. **Project budgeting**: budget allocations/partner/activity – each partner has been acknowledged about the budget allotments on each activity and also about the financial reporting rules. The further proposal for shifting funds among the budget headlines, if and when the case, will be notified to the Agency with a prior decision of the Steering Committee.

The financial contracts between the leading university and the partners are signed and enacted.

f. **Project implementation framework**: administrative issues, supporting documents/forms, reporting rules – the project implementation forms will be uploaded for general use of the partners on marplat.eu platform. RNA will make available all the harmonized forms for project implementation.

Project implementation procedures: management plan, quality management plan, communication procedure, HR plan, risk plan, cost management plan, dissemination plan, monitoring and evaluation plan – will be drafted by Maritime Innovators and will be reviewed among the partners for the final form.

g. Following **actions and decisions** were taken/enacted during the meeting, according to the established deadlines:

- the marplat.eu platform has been agreed as the communication environment for project implementation and also for sharing the resources among the partners;

- the partners have agreed to value the institutional events for dissemination of scientific papers – for the beginning the partners will seek to produce articles (titles and abstract) in co-authorship for SeaConf Conference, but also for other upcoming events – deadline 15.04.2022;

- each partner shall produce 1 roll-up to be visible during the events (see the model on the marplat.eu) – also the posting of the project logo on the institutional page of the partners is highly recommended;

- the project management outlines will be available on the portal and will be updated systematically;

- Maritime Innovators – management plan, comm plan, quality management plan – deadline 01.05.2022;

- Spinaker will produce the project website and the leaflet – deadline 30 of April 2022;

- RNA will design the open questionnaire latest 10th of April to be approved/amended by the partners and filled in latest by 31st of May 2022;

- the questionaries for stakeholders will be ready by 30th of June under the Maritime Innovators guidance, following to be applied to the companies and to the students in the upcoming months. The results will be concluded as a report by the end August;

- the partners have agreed to develop and to implement a Sea Mentors Online Platform by the end of January 2023 - the draft of the platform will be designed by the Spinaker with the partners support, by the 1st of December 2022.

The next meeting will be schedule in begining of June 2022, in online, when the questionaires for companies and students, as the backbone of the Sea Mentors Online Platform will be disscussed and agreed. Prior notice regarding the online meeting will be addressed by the RNA in due time.

Drafted by

Catalin Popa

****on 30th of May 2022

Constanta, Romania