**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**

**WORKSHOP AGENDA**

**Monday, March 28th**

Arrival estimated time upon the teams’ confirmation

TBD/TBA - Team arrivals – Bucharest OTP / Constanta MKN airport (transfer by private bus operators)

**Tuesday, March 29th**

09.00-09.30 – transfer to Naval Academy campus

09:30-10.00 – welcome, course registration, team members acquaintance

10:00-10:05 – Kick-off meeting, Opening welcome, project coordinators induction (RNA as Lead Partner)

10:05-10:30 – Partner teams’ acquaintance and short induction of the partner institutions (Team members)

10:30-11:00 – Project implementation framework: implementation rules, administrative issues, supporting documents/forms, reporting rules (RNA as Lead Partner, Maritime Innovators as Managing Partner)

*Discussions among the partners*

11:00-11:30 – Project management plan: Objectives/activities and project timeline (RNA as Lead Partner, Maritime Innovators as Managing Partner)

*Discussions among the partners*

11:30-12:00 – Project budgeting: budget allocations/partner/activity, forms and documentation (RNA as Lead Partner)

*Discussions among the partners*

12:00-13:00 – Visit of the Naval Academy – the tour of main campus

13:00-13:45 – Lunch (to be facilitated by RNA)

13.45-14.15 – *Discussions – debates, Q&A session*

14:15-14.30 – Closing remarks (RNA as Lead Partner)

14:30-15:00 – Transfer to the hotel (to be provided by RNA)

15:00-18:00 – Refreshing time

18:00-20:00 – Dinner – TBD (to be arranged by RNA)

20:00 – Leisure time

**Wednesday, March 30th**

09.00-09.30 – transfer to Naval Academy campus

09:30-10.00 – welcome, resuming details from previous day (RNA and the Partners, Maritime Innovators as Managing Partner)

10:00-10:45 – Project management plan: Outputs/partner, tasks allocation, future events (RNA as Lead Partner, Maritime Innovators as Managing Partner)

*Discussions among the partners*

10:45-11:00 – Coffee break

11:00-13:00 – Project management plan: Dissemination plan, Communication plan, Risk management plan (RNA as Lead Partner, Maritime Innovators as Managing Partner)

13:00-13:45 – Lunch – (to be facilitated by RNA)

13:45-14:00 – *Discussions – debates, Q&A session*

14:00-14.30 – TM Minute drafting, closing remarks (RNA as Lead Partner)

14:30-15:00 – Transfer to the hotel (to be provided by RNA)

15:00 – Leisure time

**Thursday, March 31st**

Departure estimated time upon the teams’ confirmation

TBD/TBA - Team departure – Bucharest OTP / Constanta MKN airport (transfer by private bus operators)