**Grant Agreement:**

**KA220-VET-93A876D8**

**SEA MENTORS**

**SEAfarers Experiential Knowledge Based MENTORS**

**KA220-VET-93A876D8**

**2ND PARTNER MEETING**

**7 – 8 NOVEMBER 2022**

**MINUTES OF MEETING**

**Participants:**

MBNA: Sergiu Serban

MBNA:

PNA: Online

Maritime Innovators: Ugurcan Acar

Maritime Innovators: Furkan Kaya

LMA: Rima Mickiene

LMA: Indre Dikse

Spinaker: Tomaž Gregorič (Online)

**Introduction:** Second Transnational Project Meeting hosted by LMA alongside the Baltic Sea Conference IV organised by LMA. This has given partners opportunity to network and disseminate the project to further audience. The meeting was separated on two days. Participants from the consortium met each other to introduce the project, aim and objectives project management details, the main tasks and to distribute them, the periods of development of the various work packages. Those who were not able to join the meeting in person joined the project via teleconference.

**Minutes:**

Discussion started with questionnaire results for academic level. All academic partners discussed the outcome and reviewed the reports. The questionnaire for industry also was discussed and will be developed and further distributed to get the opinions of the seafarers and students. Deadline 20/12/2022 – MARITIME INNOVATORS

The partners were reminded to use the Marplat platform to upload their results into it and see the developments.

It was agreed that an online meeting will take place between RNA, SPIN and MARITIME INNOVATORS to finalise the project sire. DEADLINE 20/15/2022 to fix the meeting.

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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.

**Initial** **project outputs allocation**:

* **Web platform - (A21):** A project website draft was developed [seamentors.com](https://seamentors.com/) . RNA and MARITIME INNOVATORS will finalise further sections (deadline 25.12.2022) for the website and discuss with Spinaker to implement it (deadline 30.12.2022). The site will be fully functional in December 2022. The site will be included by providing information about the project and its aims, the partners, the products and results, to be used as an e-newsletter facility where users and subscribers can download and receive up to date versions as they are published. MARITIME INNOVATORS will place academic questionnaire online (deadline 20.12.2022) and developed second stage questionnaire (deadline 23.12.2022). Partners will reviewe and start distributing the second stage questionnaire by 27.12.2022. Both results of the questionnaire will be analysed and presented in a report (deadline 30.01.2022).
* **Press releases - (A13) and Newsletters- (A14):** A press release for 2nd Partner Meeting and a newsletter will be drafted by all partners, and translated to each partner language under the leadership of Maritime Innovators as part of the dissemination plan (deadline 20.12.2022). These will be 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](https://www.facebook.com/SEAMENTORS), the [LinkedIn platform](https://www.linkedin.com/company/seamentors/) 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 December** for building a joint dissemination database of the project news.
* **Dissemination Materials - (A15), Project Flyer - (A18):** 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.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 was drafted by Spinaker and is available im Marplat platform for partners distribution. Deadline 30th December 2022**

Partners are also required their dissemination activity table by 15 January 2022 using dissemination activity reporting table. This will be used in Interim Report due to be submitted in Mid January.

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,** a questionnaire was developed and filled by the academic partners identifying the best practices in managing the experiential knowledge transfer on academic level, the partners designed a questionnaire addressed to the education and training institutions, to be submitted by the partners, but also by the selected network members. This questionnaire was placed online and other European and international institutions is invited. The results will be available in the project website. Deadline 25/12/2022

 **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 questionnaire 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. **The will be ready by 23December 2022 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 October**. 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.

* **O1- Task 1.2. Platform specifications and methodology (Deadline March 2023)** Specification and a methodology both functional and technical will be discussed, agreed and documented prior development of the tool presenting experiential based knowledge gathered through Mentors. The Steering Committee supported by the project coordinator will decide on the final specifications and methods and methodologies, for each, for a group or for the entire training tasks. Particular attention will be given to the existing platforms regarding the training to make sure that it complements the existing structure. Led by MARITIME INNOVATORS
* **O1- Task 1.3. Content development (Deadline April 2023)** It will be based on the "experiential knowledge" collected through consultation from the potential mentors. It will cover Captains, 1st Officers, Officers, Chief Engineers, 1st Engineers in both Merchant and Royal Navy. The content will cover Mentoring, Mentor Teachers, Cadetship Promotion, Coaching, Soft Skills Development; Interview in job market, Cultural Aspects. Results collated through questionnaire as well as interviews (Task 1.1) will be used in putting together the final content. This task will be led by NVNA

**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 capability to store, retrieve, manipulate and present meaningful information extracted from experiential knowledge.

* **O2- Task 2.1. Specifications and methodology (Deadline March 2023**) The specifications and methodology for the tool will be discussed and agreed between partners that will subsequently formulate "experiential knowledge" database for the tool. Based on the outcome, the IT partner will develop an example which will be discussed and reviewed to move next stage. Once the specifications and methodologies have been developed, tested and approved against the Total Quality Management Plan, a short handbook will be produced to be used by the partners involved in the software development. Led by SPINAKER with support from all partners
* **O2- Task 2.2. On-line tool development (Deadline April 2023)** The tool will be packaged in standardised forms with various sections concerning a particular level of depth in knowledge, skills and understanding for a given level of seniority, and concerning a given job function. It will be specifically designed for informal learning based for those who work at sea and study ashore for navigational/engineering capacity besides formal learning. The on-line guidance tool will be fully parametrical to allow transfer, changes and adaptation. Results will be multilingual in all partners’ languages, including English which is the international language for merchant marine. SPINAKER will have the responsibility of the development considering the outputs of IO1 and IO2. Led SPINAKER with support from MARITIME INNOVATORS

**The backbone of the platform** will be designed by the Spinaker with the partners support, **by the 30th of December 2022**. The portal will contain few already suggested content roots and data facilities as following:

* *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.

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

d. **Events/courses planning**:

The next partner meeting is suggested to be in February 2023. The hosting partner, RNA, will provide potential dates (Deadline 20/12/2022) and provide a travel pack (Deadline 27/12/2022)

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. Partners to fill out their timesheets and staff costs covering January 2023. Deadline 1 February 2023

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 partners have agreed to seek for events for dissemination of the project. The results will be submitted with dissemination activity table. (Deadline 1/1/2023)

- 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; (Deadline 1/1/2023)

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

- Spinaker will have an online meeting with RNA and MARITIME INNOVATORS (to be set in Late December 2022) and finalise the project website and the leaflet. MARITIME INNOVATORS uploaded a draft leaflet to help Spinaker which is available in marplat.eu platform.

- the questionnaire for stakeholders will be ready by 20 December 2022 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 January 2023

- the questionaries for stakeholders will be ready by 23th December 2022 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 30th of December 2022.

The next partner meeting will be scheduled in begining of February 2022 when the questionnaires for companies and students, as the backbone of the Sea Mentors Online Platform will be discussed and agreed. Prior notice regarding the online meeting will be addressed by the RNA in due time.