

## SEA MENTORS KA220 PROJECT „SEAFARERS EXPERIENTIAL KNOWLEDGE BASED MENTORS”

3<sup>rd</sup> TRANSNATIONAL MEETING  
POLISH NAVAL ACADEMY (PNA),  
GDYNIA, POLAND  
March 27<sup>th</sup> – 29<sup>th</sup>, 2023

### MINUTES of MEETING

#### M3 Transnational Project Meeting in Gdynia (Poland)

The transnational Project Meeting of the SEA MENTORS E+ Project was held in Polish Naval Academy, in Gdynia, main campus, on March 27<sup>th</sup> – 29<sup>th</sup> 2023, with the participation of 9 representatives from 4 partner countries as following: Romanian Naval Academy (Popa Cătălin, Cucu Marius, Nistor Filip), Lithuanian Maritime Academy (Rima Mickiene and Vilma Lockaite), 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 project management implementation progress and interim report approval, with the revision of the task’s assignment, budget and results overview. The meeting had been organized by residentially, on Polish Naval Academy campus, in Gdynia, for two days, 28<sup>th</sup> – 29<sup>th</sup> of March, respectively.

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

a. **General objectives of the project and project management overview** – the partners have agreed upon the main reviewed objectives, outputs/results and activities for the next period, agreeing to follow up the initial application, with a flexible perspective of the events planning. The leading institution RNA by Col. Popa Cătălin and Capt. Filip Nistor, has presented the intermediary report provisions, and budget implementation status. The partners have been notify in regard of the next tasks allocation for the upcoming weeks. The partners have been also advised in regard of administrative rules of the project, including in relation with the saved amounts for the transnational meetings by not-attending team members, that amounts following to all allocated in support of IO1 carrying out process, to compensate delay of several deadlines, as agreed in the previous meeting. The project management plan has been revised and updated, with specification in the new tasks, deadlines and timeline.

b. **Project outputs allocation and tasks review on agreed deadlines:**

➤ **Web platform - (A21):** The project website is in place, but as draft version offered by the Spinaker providing information about the project and its aims, the partners, the products and results. The partners have agreed upon the following content as below – **website design draft to be delivered by Spinaker in compliance with the new content latest by 30<sup>th</sup> of April.**

➤ **Press releases - (A13) and Newsletters- (A14):** The press releases will be drafted by all partners in regard of TM3 dissemination news. **5 press releases will be issued during the next 8 months** (April to November 2023) by each partner as following: PNA in April 2023, RNA in May 2023/January 2023, NVNA in June 2023, Spinaker in September/October 2023, LMA in September 2023. The respective **newsletters will be written by each partner** and then distributed by email and on the Web Platform to the partners networks and to stakeholders from all Target Groups, under **Maritime Innovators guidance**. Under the same guidance, 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 progressively extended to Maritime Innovators 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. **Each partner should post minimum information on their institutional website by 30<sup>th</sup> of April 2023**. All the promotional materials format and the dissemination outputs are progressively uploaded in the marplat.eu portal to be further used by the partners. **The final form of the flyer will be drafted by Spinaker with Maritime Innovators support, latest by 30<sup>th</sup> of April 2023**. 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 30<sup>th</sup> of November 2023 in the responsibility of Spinaker** (to be ready and applied in the last Event in Romania, in January 2024).

➤ **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 be developed** and uploaded onto the projects Web Platform under **Spinaker responsibility, latest by the final conference of the project**. Also, **Maritime Innovators will produce 1 video presentation for project foreseen results and utility by 01 of May 2023 (to be used for the cadets during the upcoming mentoring sessions)**.

➤ **Conference papers:** The partners will produce under the Maritime Innovators monitoring, minimum 5 papers/studies, from the experiential mentoring topics and these papers will be submitted/presented during international conferences related to the maritime industry to inform the target groups on an academic level. The RNA proposal has been approved and each partner will produce at least 2 (two) presentations, with joint authorship, to be included in the SeaConf International Conference, hosted by the Romanian Naval Academy on 19<sup>th</sup> of May 2023 (<https://www.anmb.ro/ro/conferinte/sea-conf>). The RNA team will organize a dedicated workshop in SeaConf program, where the paperworks shall be formally presented (online). **The deadline for submitting the 2 papers for the workshop (the title and the abstract) is 30<sup>th</sup> of April 2023**. 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 is led by RNA with the support from MARITIME INNOVATORS and all partners contribution. SEA MENTORS online Training Platform has been designed by RNA so the students will be able to enhance their experiential knowledge and progress in their further career accessing the mentoring and

counselling tool "Mentorship and carrier guidance tools - professional assessment of trainees" - <https://marplat.eu/course/view.php?id=50> .

- **Task 1.1 – Questionnaire for Experiential Knowledge Identification:** The partners have designed, approved and posted on the project website the questionnaire addressed to the cadets (<https://forms.gle/piewSmMhk9kiYsy59>) and separately to the professionals/companies (<https://forms.gle/JRHXPkObFUfuKBqZA>) with mentorship experience or potential. The partners have agreed to apply the questionnaires for a **minimum of 15 professionals/partner and for a minimum of 50 cadets/partner by 15.05.2023** on respective google forms or by accessing the Mentoring section tool: <https://marplat.eu/course/view.php?id=50>. **The results will be concluded as a report by the end June 2023, under RNA guidance.**

- A list of questions have been prepared to be applied in the **interviews with experienced seafarers** (mentors) that will be conducted by the partners. Then, **each partner will interview minimum 10 professionals and 25 cadets (5 minutes video length) by 30.06.2023**. For interview, the online method is available by screen capture on marplat.eu portal (<https://marplat.eu/mod/bigbluebuttonbn/view.php?id=306>) or by other chosen platform (google meeting, teams, zoom etc).

**Starting from 01.09.2023-15.12.2023 the partners will organize the mentorship sessions** as following:

- 2 (two) residential meetings of the local cadets with the local mentors (results: **minimum 2 meetings/partner, total of 8 meetings**) – the partners will come up in due time with planning details;
- 4 (four) international online meetings with local cadets and local and international mentors (results: **minimum 1 meeting/partner, total of 4 meetings**) – the partners will come up in due time with planning details;
- on marplat.eu, the students will have possibility to take a career guidance battery of tests, by accessing 5 online assessment tools: <https://marplat.eu/course/view.php?id=50> . **Each partner will enrol minimum 50 students to take these tests and to be beneficiary of professional assessment profile** (results: 50 cadets/partner/total of 200 cadets professionally oriented)

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

This IO will offer the technological solution to the advanced Online "Experiential Knowledge" Guidance tool, the partners agreeing to develop and to implement a Sea Mentors Online Platform **latest by the end of May 2023**: [www.seamentors.com](http://www.seamentors.com). The draft of the platform will be designed by the Spiner, **by the end of May 2023 at the latest**. The portal will contain few already suggested content roots and data facilities as following:

**1. CARRIER GUIDANCE PORTAL** – *team notes*: here different materials defining the mentoring framework will be posted together with several carrier orientation tools – the partners are engaged to develop a joint Centre of Carrier Counselling, together with selected resources, to this portal. Examples of materials to be posted by the partners: carrier evaluation tests (personality, leadership, team, time management, stress etc), model of CV-letter of intention, guides for carrier counselling, interview guidance and simulations, job description models, recruitment/selection standards etc. The partners should post here the institutional link toward their Centre of Carrier Counselling.

**Button (1) description:** *The carrier guidance portal is providing effective tools for trainees and cadets to evaluate their professional potential and to guide them toward the most suitable maritime job where the vocation to be valued. The trainees and cadets shall find on this webpage few tests to evaluate their vocational potential, based on specific abilities, as time management, stress perception, team performance or psychosocial profile and also, the Joint Centre of Carrier Counselling that will offer partners' resources for accessing the job market, facilitating the selection and recruitment processes.*

1.1. **Professional assessment:** *the trainees can find on this page several tests designed to evaluate their vocational potential, based on specific abilities, as time management, stress perception, team performance or psychosocial profile* (i.e. will be open as external resource on [www.marplat.eu](http://www.marplat.eu))

- 1.2. **Joint Carrier Counselling Centre:** *the trainees can find on this page job interview advice (simulations), forms (CV, letter of intention), and links toward partners' Carrier Guidance Centres (i.e. a joint Carrier Guidance Centre will be developed by the partners in English, following up the example posted by RNA on its website <https://www.anmb.ro/ro/files/studenti/CCOC.html> - to be enriched with the partners feedback)*

- 1.3. **Employers' database:** *on this page a list of potential employers will be listed, with the respective links*

**2. MENTORING SECTION** – here a number of carrier guidance online test will be administrated on [www.marplat.eu](http://www.marplat.eu) to facilitate live mentoring sessions with the students in period of October 2023 – January 2024 – 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. On the same platform page a mentoring course will be developed for mentors and trainees as a course directory, where diverse resources will be uploaded as informing materials regarding the mentoring and coaching activities onboard the ships, description of most important jobs onboard the ship, questionnaire to be administrated, other interactive online tools, a databasis with available mentors etc.

**Button (2) description:** *this section is hosting the mentorship resources including the informing material, the mentorship course for trainees and mentors and the mentors' network listing. On this portal, the partners will conduct mentoring meetings with selected trainees in regard of: professional vocation and potential assessment, job orientation, professional models, advisory sessions, good practice exchanges.*

- 2.1. **Mentoring resources:** *the trainees but also the mentors, will get access to the mentorship training and preparatory materials (i.e. will be open as external resource on [www.marplat.eu](http://www.marplat.eu))*
- 2.2. **Mentoring meetings:** *the trainees will access the mentoring meetings scheduled by the partners (i.e. will be conducted on [www.marplat.eu](http://www.marplat.eu), as particular course)*
- 2.3. **Mentors' network:** *a network of available mentors will be developed, to be available for trainees and cadets*

**3. MENTORSHIP LIBRARY (library of professional good practices)** – on this link a data basis of experiential samples based on applied questionnaires, 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. The main materials to be uploaded: video collection of testimonials from professionals, video collection of cadets testimonials, opinion collection on targeted issues onboard the ships - as an open forum or else (i.e. diversity management/gender, cultural issues, leadership perspectives, stress factors, sustainable development, technical issues etc).

**Button (3) description:** *the trainees will have access to a library of professionals' and cadets' testimonials and to onboard diversity management practices, to facilitate the good practices exchange.*

- 3.1. **Professionals' testimonials:** *the trainees but also the mentors, will get access to the mentorship training and preparatory materials (i.e. will be open as external resource on [www.marplat.eu](http://www.marplat.eu))*
- 3.2. **Cadets' testimonials:** *the trainees will access the mentoring meetings scheduled by the partners (i.e. will be conducted on [www.marplat.eu](http://www.marplat.eu), as particular course)*
- 3.3. **Diversity management:** *the partners will post here informing materials regarding the gender management*
- 3.4. **Forum of training practices:** *will contain the cadetship booklets for different specialties, also internship offers and descriptions, also the trainees will be able to share their opinions and to address their questions and issues*

**4. RESOURCES** – This link is used for dissemination uploading the questionnaires, the data basis of events/seminars, different articles, studies, workpapers or other dissemination links will be shared – to inform the cadets aspiring to a carrier onboard maritime ships.

**Button (4) description:** *the partners will make available the carried joint studies and research outputs.*

- 4.1. **Questionnaires:** *Specific forms to be filled in by the cadets and the professionals, based on developed interrogation*
- 4.2. **Dissemination results:** *project scientific outputs*
- 4.3. **Maritime studies:** *project studies carried out by the partners*

**5. NEWS** - News regarding the project events/seminars or about the project activities and newsletters

**Button (5) description:** *News regarding the project events/seminars or about the project activities and newsletters*

**The partners will contribute to the platform with the following dates/info, to be supplied to the Spinaker and Maritime Innovators in due time as following:**

- each partner will provide **instructing materials for mentors and cadets**, to support the further mentoring sessions;

- each partner will develop a **databasis with potential mentors** (name, position, contact details) and will extend it to Maritime Innovators, in charge to build a mentorship network;
- each partner will contribute by supplying the **native language interfaces to Spinaker** – the mentoring tools will finally have 4 versions: in English, Romania, Polish, Lithuanian and Bulgarian languages.

**d. Events/courses planning:**

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

**TM 4**, two days organizational meeting, will be organized by the Spinaker in Slovenia in Lithuania in September or October 2023 – the time slot will be confirmed by the organizer.

**E1** final conference, 1 day event, 60 nationals and 10 international participants, will be organized by the Romanian Naval Academy "Mircea cel Batran", in Constanta on January 2024, the event being planned to disseminate the project results and to test the mentorship platform with the target audience.

**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 saved funds from unattended activities (TPMs) will be shifted between the headlines to cover the additional efforts in setting up the Joint Carrier Counselling website and the Mentoring Tools, shifting funds among the budget headlines. **In compliance with the financial contract provisions and with the project implementation plan, if partners will not achieve the assigned results in line with the established deadlines, then the leading partner will further withdraw and reallocate the respective funds, in order to re-assign the tasks to the willing partners, for the sake of achieving the stated objective, in quantitative and qualitative manner.**

**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 made available all the harmonized forms for project implementation on marplat.eu. The partners are committed to ask for instructions when unclear admin issues will be faced to further avoid any mistreatment of the project provisions or Erasmus program regulations.

Project implementation procedures: management plan, quality management plan, communication procedure, HR plan, risk plan, cost management plan, dissemination plan, monitoring and evaluation plan are uploaded on marplat.eu.

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

- each partner will produce at least **2 (two) presentations, with joint authorship**, to be included in the SeaConf International Conference, hosted by the Romanian Naval Academy on 19<sup>th</sup> of May 2023 (<https://www.anmb.ro/ro/conferinte/sea-conf>) - the RNA team will organize a **dedicated workshop in SeaConf program**, where the paperworks will be formally presented (online or residentially) - **the deadline for submitting the 2 papers for the workshop (the title and the abstract) is 30<sup>th</sup> of April 2023;**

- Maritime Innovators will produce **1 video presentation for project foreseen results** and utility by 01 of May 2023, to be used for the cadets during the upcoming mentoring sessions;

- each partner shall **post minimum information about SeaMentors project on their institutional website by 30<sup>th</sup> of April 2023** (logo, project links);

- Spinaker **will produce the project website and the final version of the flyer** – deadline 30 of April 2023 – in this respect:

- each partner will provide **instructing materials for mentors and cadets**, to support the further mentoring sessions;

- each partner will develop a **databasis with potential mentors** (name, position, contact details) and will extend it to Maritime Innovators, in charge to build a mentorship network;

- each partner will contribute by supplying the **native language interfaces to Spinaker** – the mentoring tools will finally have 4 versions: in English, Romania, Polish, Lithuanian and Bulgarian languages.

- the partners will apply the **questionnaires for a minimum of 15 professionals/partner and for a minimum of 50 cadets/partner by 15.05.2023** on google forms or by accessing the Mentoring section tool: <https://marplat.eu/course/view.php?id=50>. The results will be concluded as a report by the end June 2023, under RNA guidance.

- each partner will **interview minimum 10 professionals and 25 cadets (5 min video length) by 30.06.2023** (results: 10 professionals/5 partners = 50 professionals, 50 cadets/4 partners = 200 cadets);

- the partners, under Maritime Innovators guidance will provide the **list with potential mentors by 1<sup>st</sup> of July 2023**;

- 2 (two) residential meetings of the local cadets with the local mentors (results: **minimum 2 meetings/4 partners, total of 8 meetings**) during **01.09-15.12.2023** – the partners will come up in due time with planning details;

- 4 (four) international online meetings with local cadets and local and international mentors (results: **minimum 1 meeting/partner, total of 4 meetings**) during **01.09-15.12.2023** – the partners will come up in due time with planning details;

- on marplat.eu, the students will have possibility to take a career guidance battery of tests, by accessing 5 online assessment tools: <https://marplat.eu/course/view.php?id=50>. **Each partner will enrol minimum 50 students to take these tests and to be beneficiary of professional assessment profile** (results: **50 cadets/partner/total of 200 cadets professionally oriented**) by **15.12.2023**.

**This tasks and timeline has been approved for the Interim Report, becoming the updated project baseline agreed by the partners!** The next meeting will be schedule in the end of May 2023, in online environment, when the progress will be reported and reviewed by each partner in relation with the leading partner. Prior notice regarding the online meeting will be addressed by the RNA in due time.

Drafted by

Catalin Popa on behalf of RNA Leading Team

on 28<sup>th</sup> of March 2023

  
Constanta, Romania