**SEA MENTORS KA220 Project: „SEAfarers Experiential Knowledge Based MENTORS”**

**3st TRANSNATIONAL MEETING**

Polish Naval Academy, Gdynia, Poland

March 27th – 30th , 2022

**AGENDA**

**Monday,March 27th**

Arrival estimated time upon the teams’ confirmation

**Tuesday, March 28th**

09.00-09.30 – transfer to Polish Naval Academy (PNA), building 265, room 218

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

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

10:05-13:00 – **INTERIM REPORT,**

– Project implementation framework: implementation rules, administrative issues, supporting documents/forms, reporting rules (PNA as Lead Partner, Maritime Innovators as Managing Partner)

*Discussions among the partners*

– Project management plan: Objectives/activities and project timeline (PNA as Lead Partner, Maritime Innovators as Managing Partner) Related Tasks: Task 1.1, Task 1.2, Task 1.3, Task 2.1

*Discussions among the partners*

– Project budgeting: budget allocations/partner/activity, forms and documentation (PNA as Lead Partner)

*Discussions among the partners*

11.00-11.15 – Coffee break

11:15-13:30 – Project website demo (Spin as lead partner)

*Discussions among the partners*

13:30-14:00 – Lunch (to be facilitated by PNA)

14.00-14.15 – *Discussions – debates, Q&A session*

14:15-15.00 – Closing remarks (PNA as Lead Partner)

15.00-16:00 – transfer to hotels

18:30-20:00 – Dinner (arranged by PNA)

20:00 – Leisure time

**Wednesday, March 29th**

09.00-09.30 – transfer to Polish Naval Academy (PNA), building 265, room 218

09:30-10:05 – welcome, resuming details from previous day (PNA and the Partners, Maritime Innovators as Managing Partner)

10:00-10:45 – Project management plan: Outputs/partner, tasks allocation, future events (PNA as Lead Partner, Maritime Innovators as Managing Partner). Related tasks: Task 1.4, Task 1.5, Task 2.2, Task 2.3, Task 2.4

*Discussions among the partners*

10:45-11:00 – Coffee break

11:00-13:15 – Visit of the Naval Academy – the tour of main campus

13:15-14:00 – Lunch (to be facilitated by PNA)

14:00-15.00 – TM Minute drafting, closing remarks (PNA as Lead Partner)

15.00-16:00 – transfer to hotels

16:00 – Leisure time

**Thursday, March 30th**

Departure estimated time upon the teams’ confirmation