

**Grant Agreement:
KA220-VET-93A876D8**

**SEA MENTORS
SEafarers Experiential Knowledge Based MENTORS
KA220-VET-93A876D8
4th PARTNER MEETING
25 – 27 NOVEMBER 2023
LJUBLJANA, SLOVENIA**

MINUTES OF MEETING

The transnational Project Meeting of the SEA MENTORS E+ Project was held in Ljubljana, Slovenia, on October 25th - 27th 2023 with the participation of 11 representatives from 6 partner countries as following: Romanian Naval Academy (Cucu Marius, Nistor Filip), Lithuanian Maritime Academy (Vilma Lockaite, Faustina Miceikiene), Polish Naval Academy (Artur Bogdanowicz, Agata Zaleska-Fornal), Maritime Innovators (Ugurcan Acar, Furkan Kaya), Bulgarian Naval Academy (Ivo Yotsov, Nikolay Nikolaev) and Spinaker (Tomaz Gregoric). The major purpose of the meeting had been focused on the project management implementation progress and final steps for achieving project objectives, with the revision of the task's assignment, budget and results overview.

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 partners have been notify in regard of the next tasks allocation for the upcoming months.

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):** A project website draft was developed seamentors.com . The partners develop Training platform and the Guidance Tool for SeaMentors project. The initial website <https://seamentors.com> will remain the project site as informative environment of our work and the <https://seamentors.eu> will be declared as mentoring tool.

➤ **Press releases - (A13) and Newsletters- (A14):** A press release for 4th Partner Meeting 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 10.11.2023). 5

newsletters will be drafted by each partners (RNA, PNA, LMA, NVNA, Maritime Innovators) until end of December 2023. These will be distributed by email and on the Web Platform to the partners networks and to stakeholders from all Target Groups. The partners, under the guidance of Maritime Innovators, will use the Facebook pages, the LinkedIn platform and the institutional pages to release and disseminate the project news and the newsletter (30th of December 2023).

➤ **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. All the promotional materials format and the dissemination outputs will be uploaded in the marplat portal to be further used by the partners. 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 December 2023 in the responsibility of RNA** (to be ready for the final Conference 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 was developed by Maritime Innovators. The video was uploaded on marplat platform.

➤ **Conference papers:** The partners presented papers/studies during international conferences SeaConf hosted by RNA in May 2023 related to the maritime industry to inform the target groups on an academic level. The RNA team were organized a dedicated workshop in SeaConf program (<https://www.anmb.ro/ro/conferinta/sea-conf>).

c. Project implementation progress:

c1. Intellectual Output 1: SEA MENTOR Training Platform

SEA MENTORS online Training Platform has been designed by RNA so the students were able to enhance their experiential knowledge and progress in their further career by accessing the mentoring and counselling tool **”Mentorship and carrier guidance tools - professional assessment of trainees”**. More than 150 students from all partners were accessed the Training Platform until October 2023. Partners will promote to the students possibility to take a career guidance battery of tests, by accessing 5 online assessment tools (deadline 30th of December 2023).

-Task 1.1 – Questionnaire for Experiential Knowledge Identification: The partners had applied the questionnaire approved addressed **to the cadets or young officers** (<https://forms.gle/piewSmMhk9kiYsy59>) and separately to the **professionals/companies** (<https://forms.gle/JRHXPkKobFUfuKBqZA>) with mentorship experience or potential designed. RNA will present an analysis of this questionnaires to partners by posting on the website or in Final Conference (deadline January 2024).

- Each partners applied **interviews with cadets/young officers and experienced seafarers** base on a list of approved questionnaire. All video library were uploaded on website (<https://seamentors.eu/library.html>). There are at least 50 video interviews with navy and maritime cadets and over 20 video interviews and testimonials with professionals.

Starting from 01.11.2023-15.12.2023 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;

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 (<https://seamentors.eu>). The tool have the capability to store, retrieve, manipulate and present meaningful information extracted from experiential knowledge. The portal contain few already suggested content roots and data facilities as following:

1. **CARRIER GUIDANCE PORTAL** - 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.
2. **MENTORING SECTION** - 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.
3. **MENTORSHIP LIBRARY** - 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
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.
5. **NEWS** - News regarding the project events/seminars or about the project activities and newsletters

d. Events/courses planning:

The next event will be Final Conference in Constanta, January 2024. The hosting partner, RNA, will provide potential dates for this event where will be disseminate the project results.

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

- each partner will produce a newsletter by end of December 2023;
- RNA will elaborate project brochure – to be ready until Final Conference;
- each partner will provide the **list with potential mentors by 15.12.2023**;
- the partners will provide the employers database to complete the online resources (<https://seamentors.eu/portal.html>) by **15.12.2023**;
- 2 (two) residential meetings of the local cadets with the local mentors (results: **minimum 2 meetings/4 partners, total of 8 meetings**) during **01.11-15.12.2023** – 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 **01.11-15.12.2023** – 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. **Each partner will enroll 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.

The next meeting will be schedule in the end of December 2023, in online environment, when the progress will be reported and reviewed by each partner in relation with the leading partner.