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

**4st TRANSNATIONAL MEETING**

SPINAKER, Slovenia

October 24th – 27th , 2023

**AGENDA**

**Tuesday, October 24th**

Arrival estimated time upon the teams’ confirmation

**Wednesday, October 25th**

09.00-09.30 – transfer to Hotel Mrak, Rimska cesta 4, 1000 Ljubljana

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)

10:05-11:30 – 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*

11:30-12:00 – Project management plan: Objectives/activities and project timeline (RNA 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*

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

*Discussions among the partners*

12:00-12:30 – Project websites (RNA as Lead Partner).

12:30-14:00 – Lunch (to be facilitated by SPIN)

14.00-15.00 – *Discussions – debates, Q&A session, Closing remarks.*

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

20:00 – Leisure time

**Thursday, October 26th**

09.00-09.30 – transfer to Hotel Mrak, Rimska cesta 4, 1000 Ljubljana

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). Related tasks: Task 1.6, Task 2.5.

*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 SPIN)

13:45-14:30 – *Discussions – debates, Q&A session*

14:30-15.00 – TM Minute drafting, closing remarks (RNA as Lead Partner)

15:00 – Leisure time

**Friday, October 27th**

Departure estimated time upon the teams’ confirmation