**SEA MENTORS KA220 PROJECT**

**„SEAfarers Experiential Knowledge Based MENTORS”**

**ONLINE MEETING**

**August 27th, 2022**

**MINUTES of MEETING**

**Online Project Meeting**

The online meeting was held through a teleconferencing facility at project SharePoint. All partners except NVNA were present. A separate meeting was being held with NVNA. With 5 representatives from 5 partner country as follows: Romanian Naval Academy (Popa Cătălin, Nistor Filip), Lithuanian Maritime Academy (Rima Mickiene), Polish Naval Academy (Artur Bogdanowicz and Paweł Wirkowski), Maritime Innovators (Ugurcan Acar) and Spinaker (Tomaž Gregorič).

The major purpose of the meeting was focused on reviewing the tasks from the first partner meeting and fix second partner meeting which is planed to take place in November 2022.

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

a. **General objective of the project** – no remarks, the partners have agreed upon the main objectives, outputs/results and activities, agreeing to follow up the initial application, under the same partnership, with a flexible perspective of the events planning. For project management a steering committee has been establish, with the following members:

- Project director: Catalin Popa

- Project responsible RNA: Nistor Filip

- Project responsible Maritime Innovators: Acar Ugurcan

- Project responsible LMA: Rima Mickiene

- Project responsible PNA: Artur Bogdanowicz

- Project responsible NVNA: Ivo Yotsov

- Project responsible Spinaker: Tomaž Gregorič.

It was agreed that the steering committee meetings will be once per two months, in online environment, via marplat.eu platform, according to the management plan. Next steering community meeting will be held during the second partner meeting in Lithuania.

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.

b. **Initial** **project outputs allocation**:

* **Web platform - (A21):** A project website draft was developed [seamentors.com](https://seamentors.com/) . RNA and MARITIME INNOVATORS will come up with further sections (deadline 10.10.2022) for the website and discuss with Spinaker to implement it (deadline 20.10.2022). The site will be fully functional in November 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 08.10.2022) and developed second stage questionnaire (deadline 08.10.2022). Partners will distribute the second stage questionnaire by 24.10.2022. Both results of the questionnaire will be analysed and presented in a report (deadline 01.11.2022).
* **Press releases - (A13) and Newsletters- (A14):** A press release for 1st 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 15.10.2022). 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 November** 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.MBNA has created the logo that has been approved in the present meeting. 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 will be drafted by Spinaker latest by 15th of October**.

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 will design a questionnaire addressed to the education and training institutions, to be submitted by the partners, but also by the selected network members. This questionnaire will be placed online and other European and international institutions will be invited. It will be available in the project website.

 **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 10th of October 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.

**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.

**The backbone of the platform** will be designed by the Spinaker with the partners support, **by the 1st of December 2022**. The portal will contain few already suggested content roots and data facilities as following:

d. **Events/courses planning**:

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

 **TM 2**, two days organizational meeting, will be organized by the Lithuanian Maritime Academy in Lithuania in November 2022 – the time slot will be confirmed by the organizer.

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

- the partners have agreed to value the institutional events for dissemination of scientific papers – for the beginning the partners will seek to produce articles (titles and abstract).

- 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;

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

- Maritime Innovators prepared management plan, comm plan, quality management plan and it is available in marplat.eu platform partners were ask to review these plans and act accordingly – deadline 15.10.2022;

- Spinaker will produce the project website and the leaflet. MARITIME INNOVATORS uploaded a draft leaflet to help Spinaker which is available in marplat.eu platform. – deadline 15 of October 2022;

- the questionarie for stakeholders will be ready by 8th of October 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 October;

The next online meeting is planned to take place before second partner meeting.