

**LINGUISTIC DIVERSITY IN EUROPEAN MARITIME HIGHER EDUCATION
INSTITUTIONS
MAR-Lang
KA220-HED – COOPERATION PARTNERSHIP IN HIGHER EDUCATION**

**MAR-Lang project's 1st transnational meeting
French Maritime Academy (ENSM),
Le Havre, France
1st-3rd February 2023**

Meeting minutes

Meeting attendees

Name	Email address	Title
French Maritime Academy (FMA)		
Gersende Le Dimna	gersende.ledimna@supmaritime.fr	Project coordinator
Christelle Nicolas	christelle.nicolas@supmaritime.fr	Project manager
Edward Melaert	edward.melaert@supmaritime.fr	Project implementation specialist
Marie Livet	marie.livet@supmaritime.fr	Project implementation specialist
Pascale Hauret	pascale.hauret@supmaritime.fr	Administrative and financial support
Romanian Naval Academy (MBNA)		
Corina Sandiuc	corina.sandiuc@anmb.ro	Project implementation specialist
Sergiu Lupu	sergui.lupu@anmb.ro	Project implementation specialist
Lithuanian Maritime Academy (LMA)		
Rima Mickiene	r.mickiene@lajm.lt	Project manager
Tatjana Lysenko	t.lysenko@lajm.lt	International relations specialist

The major purpose of the meetings was the project management settings and implementation plan enactment.

The meeting agenda listed the following points:

Wednesday 1 February 2023

Project coordinator introduction – Gersende Le Dimna (FMA) welcomed the partners and said a few words on how important the project is for building a strong cooperative partnership as well as developing common curricula in FR and ENG maritime terminology

Student mobility through Erasmus+ Programme - interesting and pertinent exchange between LMA/MBNA and FMA on student mobility. LMA was wondering why FMA hadn't yet implemented an exchange programme for their students. To which, FMA answered that the issue stood with STCW courses which run over the two semesters as per the curricula in the French Maritime Academy. FMA confirmed that this was under review and a reorganisation of the curricula was in progress to be able to send students abroad for a semester. It was also mentioned that both dual-purpose students and engineer students were interested in the perspective of spending a semester on an Erasmus+ programme.

Thursday 2 February 2023

Item 1 – Some general information about the Project (Christelle Nicolas) – MAR-Lang's steering committee was confirmed as follows:

Project coordinator: Gersende Le Dimna (FMA)

Project manager FMA: Christelle Nicolas

Project manager MBNA: Catalin Popa

Project manager LMA: Rima Mickiene

The different team members were also confirmed by the three partners.

Item 2 – Work packages (Christelle Nicolas) – concerning the management plan, WP1, we discussed the scheduling and made a few changes, the different team members for confirmation, the dates for the different transnational meetings and dissemination through public events as well as tasks monitoring and task leadership. For WP2 the different partners started with the nature, format and content of glossary. Rima Mickiene suggested that FMA designed a standardised form to be shared among the other two partners to work from a same document. The same should be done for the curricula's and courses' format (WP4) with logo.

She also mentioned that the glossary shouldn't just be a list of words with translation but something interactive with images, translation and pronunciation as well as a sentence to define the word and/or a sentence illustrating the word in context.

The second discussion went over the meaning of "French-English Maritime Language for friendship" the theme for PE1 held in France for dissemination. Our Romanian partners said they will check with relevant person.

It was then mentioned that for WP3, Romania was in charge of the virtual campus platform (MARPLAT).

Item 3 – GANTT (Christelle Nicolas) – some of the scheduling was modified and some dates were set for different events: C1S+C1T and PE1, held in France, were moved from M5 to M10 as M5 was not a suitable time for student planning reasons. It was then discussed that both TS for students and teachers (4 days), should be held at the same time as the PE1(1 day).

TM2 will be held in Constanta, Romania over three days in M6. Dates to be confirmed.

C2S+C2T were moved from M17 to M18 to match PE2 which should happen the same week. Same for PE3 which was moved from M18 to M23 but will have to be discussed further as this will happen the same month as TM5 which will be the project closure in France. The location of which will have to be further discussed as Christelle Nicolas mentioned the fact that she would like it to take place in Saint-Malo but is not too sure the new building will be able to accommodate the meeting.

Item 4 – Tasks allocation (Christelle Nicolas) – it was confirmed that FMA will be working on Ship and Cargo Handling, MBNA on Port and Logistics and LMA on Naval engineering. It was discussed and confirmed that tasks were allocated as follows:

French Maritime Academy:

WP1= task leader (management)= M1 to M24

WP2= task leader (FEMT collection) = M1 to M12

WP4= C1S+C1T and PE1= M10

TM1, TM4, TM5= respectively M3, M18, M23

Romanian Naval Academy:

WP3= task leader (Virtual Campus Platform)= M1 to M24

WP4= C2S+C2T and PE2= M18

TM2= M6

Lithuanian Maritime Academy:

WP4= task leader (Learning and teaching activities)= M5 to M23

WP4= C3S+C3T and PE3= M18

TM3= M12

Friday 3 February 2023

Item 5 – Project budgeting and financial rules (Gersende Le Dimna) – the partners were reminded some of the key factors: project duration (1 Dec 2022 to 30 Nov 2024), the allocated grant (€250,000.00) to be divided among three partners and four work packages and finally that the project was EU co-funded.

Gersende Le Dimna then went over the detailed budget per partner and per work package. It was reminded to the partners that the sum allocated to this project is eligible if the contributions are set out in Annex II and if the work packages are completed and the work is properly implemented by the beneficiaries and/or the results are achieved before November 30th 2024. So, the piece of advice is to keep referring to Annex II.

Beneficiaries must be able to provide evidence that the activities for which the grant was requested have actually been carried out upon request by the National Agency, by the Commission or an audit body which means that all beneficiaries need to keep evidence of any supporting documents (airplane tickets, hotel receipts...). Partners shall be able to provide evidence to the project coordinator.

The project activities for which grant support is awarded are eligible in accordance with the rules set out in the Erasmus+ 2022 Programme Guide.

As for timesheets, they shall be sent by 15 June and 15 December 2023 and 31 May and 15 November 2024. Final timesheets are expected by 5 December 2024. Templates can be found on Teams, MAR-Lang Erasmus+/files/gestion administrative and sent completed to pascale.hauret@supmaritime.fr, cc: mar-lang@supmaritime.fr

One of the partners asked if there was any budget for the organisation of public events (WP4). The answer is affirmative. An amount is dedicated to this matter for each partner (cf Annex II). The sum depends on the distance and geographical zone. The final question was about the “materials” in the budget to which Gersende Le Dimna said it was for any expenses on posters, flyers... for dissemination and communication.

Administrative issues, supporting documents/forms, reporting rules, all project implementation forms will be uploaded for general use of the partners on TEAMS, MAR-Lang Erasmus+/files/gestion administrative.

<https://supmaritimefr.sharepoint.com/sites/MAR-LangErasmus>

Drafted by Christelle Nicolas
On 15/02/2023
Saint-Malo, France

