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CUL-MAR-SKILLS KA220-VET PROJECT

„MARitime Soft Skills for Onboard Healthy Nutrition and CULinary Arts in Seagoing Services”

2023-1-RO01-KA220-VET-000156711

1st TRANSNATIONAL MEETING
ROMANIAN NAVAL ACADEMY “MIRCEA CEL BATRAN” (RNA),
CONSTANTA, ROMANIA
January 16th – 19th, 2024

MINUTES of MEETING

M1 Transnational Project Meeting in Romania (Constanța)

The transnational Project Meeting of the CUL-MAR-SKILLS Erasmus+ Project was held in Romanian Naval Academy (Mircea cel Batran), in Constanta, main campus, during January 16th – 19th, 2024, with the participation of 9 representatives from 4 partner countries as following: Romanian Naval Academy (2 participants), Piri Reis University (2 participants), Bulgarian Naval Academy (2 participants), Aegean University (2 participants), and Coference Des Regions Peripheriques D Europe (1 participant).

The major purpose of the meeting had been focused on the initial project management settings and implementation plan enactment, with the revision of the time line and results assignment overview. The meeting had been organized by residentially, on Romanian Naval Academy campus, in Constanta, for three days, 16th – 19th of January 2024, respectively.

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: Cucu Marius
- Project responsible Piri Reis University: Taner Albayrak
- Project responsible Aegean University: Maria Lekakou
- Project responsible NVNA: Ivo Yotsov
- Project responsible CRPM: Stavros Kalognomos

The steering committee meetings will be meeting further once per two months, in online environment, via marplat.eu platform, according to the management plan.

The teams have agreed to complete the working groups for IO2, IO3 and IO4. The teams have agreed to follow the next listed actions in respect of project initiation.





b. Project implementation progress:

Work package n°1 “Project Management”

Romanian Naval Academy as coordinator will be responsible for Project Management Plan elaboration and implementation and the Steering Committee will be the authority to command and control all aspects of the PMP. PMP will be drafted by RNA by 31st of January, containing references for next project forms: Human resource management plan (HRMP), Self - Evaluation Management Plan (SEMP), Quality management plan (QMP), Schedule management plan (SMP), Monitoring management Plan (MMP), Dissemination and exploitation plan (DEP), Communications management plan (CMP) and Risk management plan (RMP).

Administrative arrangements agreed by partners in relation with project management:

- 31st of December 2023 – the budget has been transferred to the partners 1st instalment: 40% of the total;
- by 1st of December 2024 – the 2nd instalments of the budget will be transferred to the partners: 40% of the total, after intermediary report approval;
- by 30th of November 2024 – intermediary report will be submitted;
- each TPM meeting – progress report (supporting documents to be provided);
- by 30th of November 2025 – final report will be submitted - after final report approval – final 20% of the budget will be transferred to the partners;
- by 31st of January RNA will make available the applied forms on www.marplat.eu portal.

Work package n°2 - „Onboard Healthy Nutrition” - specialized training module for seafaring personnel”

RNA guided by PRU will coordinate WP2 that will be started after the syllabuses’ approval. In the next online meeting, the teams should decide upon the standard format of the training materials. The partners will nominate representatives for assigning the working groups for each module.

A.2.1. Study of Onboard Nutrition - survey and report - RESULTS: Study of nutrition components, feeding behaviour, eating habits; a report for optimum diet variations changing with different factors will be prepared → responsible: PRU – by 28th of February the survey will be drafted under PRU coordination;

A2.2. ”Onboard Healthy Nutrition Fundamentals” training module development – RESULTS: A course on "Onboard Healthy Nutrition,, will be prepared by the partners as training module (textbox, presentations, on hand materials, practical activities and case studies) → responsible: RNA – by 28th of February the survey will be drafted under PRU coordination;

A2.3. Transnational meetings and events – RESULTS:

→ TPM2 Transnational Project Meeting virtual meeting - „Healthy nutrition outlines in seafaring activities – Project progress report” (2 pax/partner/1 day) (RNA, Romania), period: 16/05/2024 (seminar SeaConf 2024);

E1. Seminar ”Improvement solutions for healthy nutrition in seafaring activities”, RNA, Romania, 43 participants – RESULTS: 1 promoting campaign will be conducted, project results to be presented, feedback from participants will be collected, period: TBD, after results registration.

C1T. Training module for instructors "Onboard Healthy Nutrition” – responsible: RNA, Romania (3 instructors/partner) (in Romania, Constanta) RESULTS: 1 training material to be developed and tested with





professional trainers as training module support for "Onboard Healthy Nutrition", period: 07/10/2024 - 11/10/2024.

Time line for WP2 implementation:

- by 30th of March 2024 – format design for learning materials (word, ppt, lab);
- by 30th of June 2024 – curriculum design (syllabuses approval);
- by 31st of December 2024 – learning materials development;
- by 30th of October 2024 – platform upload, learning materials roll-on and testing;

Activities to be organized during WP2

- TM2 – Healthy nutrition outlines in seafaring activities – online, RNA, May 2024 – 1 day, 2 pax/partner, 17.05.2024;
- E1 Public event E1: "Improvement solutions for healthy nutrition in seafaring activities" – organized by RNA, in Romania – 1 day, 43 participants, tbd after the results recording;
- C1T. Training module for instructors "Onboard Healthy Nutrition", RNA, Romania (3 instructors/partner) (RNA, Romania), period: 07.10.2024 – 11.10.2024.

Work package n°3 – " Training programs for professional skills in victualling logistic services and seafaring food procurement"

NVNA will coordinate WP3 that will consist in 3 training modules development, consisting in textbox, presentations, training on-hand case studies, as following:

- "Supply Chain Management and the Victualling Services Onboard" training module - responsible PRU;
- "Entrepreneurial Opportunities in Seagoing Procurement Services" training module - responsible NVNA;
- "Sustainable Development and the Green Transition to Effective Galleys Services Onboard the Ships" training module - responsible UAEGEAN.

→ The training materials will consists in textbox, power point presentations and training on-hand case studies, to be prepared for each course. The training material will be designed to be used in distance education too, using the digital resources and virtual campus (marplat.eu), managed by the RNA, the project coordinator.

→ A summer school will be organized for both, trainees and trainers, as a Teaching, Training, Learning Activity:

-C2T. "Summer Training School for Trainers" – responsable: UEAGEAN, Greece (1 trainer/partner) – responsable: UEAGEAN, in Greece (1 trainer/partner), RESULTS: Testing the training resources, laying the foundations for an entrepreneurial mindset focused on maritime, especially victualling logistic services: April 2025.

-C3S. "Summer Training School for Cadets" – responsable: UEAGEAN, in Greece (3 trainees/partner), RESULTS: Testing the training resources, laying the foundations for an entrepreneurial mindset focused on maritime, especially victualling logistic services: April 2025.

Time line for WP3 implementation:

- by 31st of December 2024 – curriculum design (syllabuses approval) – 3 courses WP3;
- by 30th of April 2025 – learning materials development – 3 courses WP3;
- by 31st of May 2025 – platform upload, learning materials roll-on and testing – 3 courses WP3;





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- by 30th of June 2025 – BIP development, testing the materials with the students in learning activities.

Activities to be organized during WP3:

- TPM3 Project meeting – virtual project meeting - Curricular developments for Food Logistics Services responsible: UAEGEAN, May 2025;
- TPM4 Transnational Project Meeting - Curricular developments for Entrepreneurship in Victualling Logistics Services, responsible: NVNA, Bulgaria (2 pax/partner), May 2025;
- E2. Seminar "Logistics Services in Maritime Agencies and Onboard Feeding Management" → responsible: UEAGEAN, Greece, 35 participants, January 2025;
- E3. Seminar "Sustainable Development and Entrepreneurship in Maritime Services" → responsible: NVNA, Bulgaria, 35 participants, June 2025.

Work package n°4 – " Maritime Culinary Arts Training Module"

PRU will coordinate WP4 with all partners' support, having as main objective the development of a training program for seafaring cooks and cook candidates and the drafting of a Cook Manual for Seafaring Cuisine Services Onboard the Ships .

A training module for cooking skills will be organized by PRU, in Turkey, for 3 cadets/partner during May 2025.

Time line for WP4 implementation:

- by 30th of September 2024 – curriculum design (syllabuses approval);
- by 30th of April 2025 – learning materials development;
- by 31st of July 2025 – platform upload, learning materials roll-on and testing;
- by 30th of September 2025 – course development, testing the materials with the students in learning activities.

Activities to be organized during WP4:

- TPM5. Transnational Project Meeting -Seafaring Cooking Booklet → responsible: CPRM, organized in France, 3 days residential (2 pax/partner), August 2025;
- C4S. Training module for cooking skills → responsible: PRU, organized in Turkey, for 3 cadets/partner, May-June 2025.

c. 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 financial contracts between the leading university and the partners are signed and enacted.

d. Project implementation framework: administrative issues, supporting documents/forms, reporting rules – the project implementation forms will be uploaded for general use of the partners on www.marplat.eu platform. RNA will make available all the harmonized forms for project implementation.

Working plan and working group settings for intellectual outputs - for each objective (intellectual output) the partners have assigned team members to participate in working groups, as following:

e. Following actions and decisions were taken/enacted during the meeting:

- the www.marplat.eu platform has been agreed as the communication environment for project implementation and also for sharing the resources among the partners;
- the partners have agreed to value the institutional events for dissemination of scientific papers;



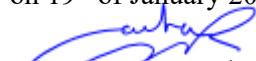


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- for each event, the organizing partner should establish the feasible dates, by consulting all other partners in advance;
- the partners will nominate team members for working groups, for courses' development;
- each partner shall produce 1 roll-up to be visible during the events (the model will be uploaded on the www.marplat.eu) – also the project logo will be posted on the institutional page of the partners;
- the project management outlines will be available on the portal and will be updated systematically;
- the TPM2 online meeting will be set up in due time;
- PRU will prepare in due time the proposal for WP2 survey in draft;
- PRU will make available the format for syllabuses and for the course materials.

Drafted by
Catalin Popa
on 19th of January 2024


Constanta, Romania

