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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

2nd TRANSNATIONAL MEETING – ONLINE MEETING
ROMANIAN NAVAL ACADEMY “MIRCEA CEL BATRAN” (RNA),
CONSTANTA, ROMANIA
May 15th, 2024

MINUTES of MEETING

M2 Transnational Project Meeting in Romania (ONLINE)

The transnational Project Meeting of the CUL-MAR-SKILLS Erasmus+ Project was held online, on 15th of May, 2024, with the participation of 19 representatives from 5 partner institutions as following: Romanian Naval Academy (5 participants), Piri Reis University (3 participants), Bulgarian Naval Academy (5 participants), Aegean University (4 participants), and Conference Des Regions Peripheriques D Europe (2 participants).

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 online, on marplat.eu virtual platform, for 1 day, according to the event agenda.

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. 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 is 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 has been drafted by RNA, containing references for next project forms: Human resource management plan (HRMP), Self - Evaluation Management Plan (SEMP), Quality management plan





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(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;

- for TPM meeting – a progress report has been drafted in the minute form;

- 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;

- RNA made available the applied administrative forms on www.marplat.eu portal.

The partners have agreed to nominate representatives to be assigned in the working groups for each module that will be developed in the WP2, 3, 4.

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

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 – 3 surveys have be drafted under PRU coordination (for cadets, professionals and companies) – the teams have agreed to pursue the pool of respondents enlargement – the survey will be concluded for final report by the end of June to be analysed and concluded on final report by end of September;

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 (textbook, presentations, on hand materials, practical activities and case studies) → coordinators: RNA/PRU – end of September the course materials will be delivered to be reported as result in the intermediary report. PRU has advanced the syllabuses for all 5 modules to be amended by the partners by latest 30th of June;

A2.3. Transnational meetings and events – RESULTS: 2 TPM already conducted.

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, feed-back from participants will be collected, the proposed period: 15-16.05.2025 (SeaConf 2025).

C1T. Training module for instructors "Onboard Healthy Nutrition" – responsible: RNA, Romania (3 instructors/partner) (in Romania, Constanta) RESULTS: 1 training material will be developed and tested with professional trainers as training module support for "Onboard Healthy Nutrition", proposed period: 11/11/2024 - 15/11/2024.

Time line and tasks' assignment for WP2 implementation:

- by 30th of June 2024 – curriculum design (syllabuses approval);

- by 1st of November 2024 – learning materials development;

- by 30th of October 2024 – platform upload, learning materials roll-on and testing;

- the 3 types of survey shall be applied by the partners to the pool of respondents by 30th of July (the survey will be updated with the origin item to be collected);





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- the surveys will be translated by the partners if the case – then a particular report shall be presented by the respective partner;
- the research study and the follow up report will be prepared by 31st of August, to be concluded by 30th of September;

Activities to be organized during WP2

- E1 Public event E1: "Improvement solutions for healthy nutrition in seafaring activities" – organized by RNA, in Romania – 1 day, 43 participants, as workshop in SeaConf 2025;
- CIT. Training module for instructors "Onboard Healthy Nutrition", RNA, Romania (3 instructors/partner) (RNA, Romania), during 11.11.2024 – 15.11.2024.

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 consist 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 July 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;
- 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;





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- 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 Türkiye, 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), September 2025;
- C4S. Training module for cooking skills → responsible: PRU, organized in Türkiye, 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 about the financial reporting rules. The financial contracts between the leading university and the partners are signed and enacted.

The partners will prepare the time sheets for first 6 months of the project, by end of June, to be reported and centralized by RNA.

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 partners have agreed to nominate representatives to be assigned in the working groups for each module that will be developed in the WP2, 3, 4, latest by 31st of May;
- proposal for own events/courses – each partner should make a proposal when the event should be organized depending on the institutional agenda: deadline 30th of June;
- syllabuses for all 5 modules will be amended by the partners by latest 30th of June;






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- the 3 types of survey shall be applied by the partners to the pool of respondents by 30th of July (the survey will be updated with a new item of origin to group the respondents on regions);
- the surveys will be translated by the partners if the case – then a particular report shall be presented by the respective partner;
- the research study and the follow up report will be prepared by 31st of August, to be concluded by 30th of September.

Drafted by
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on 15th of May 2024

Constanta, Romania

