**Project title: DivSea: Diversification of seafarers’ employability paths through collaborative development of competences and certification**

**2016-1-RO01-KA202-024663**

**Implementation period: 1.09.2016 – 31.08.2018**

**Transnational Project Meeting 4. Minutes of meeting**

**24 – 25 April 2018, Constanta, Romania**

**Hosted by:** Constanta Maritime University

**Location and venue:** 104, Mircea cel Batran St. Constanta, 900663, Romania

**Local hosts:** Nicoleta Acomi, Corina Varsami, Alina Bostina

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**MINUTES**

**Day 1, Tuesday, April 24, 2018**

**Introduction to the project presented by Nicoleta Acomi (CMU, RO). Project overview and status of implementation. Discussions – the results of evaluation after 1,5 years**

Mrs. Acomi delivered the welcome speech, thanking all partners for being able to attend the meeting. She presented an overview of the project and the status of implementation. Finally, she overviewed the timeline and the financial issues taken into consideration.

**Pilot courses. Tools and techniques to assess the quality of deliverables and of the processes. Recommendations for recognition and validation of work-related skills and learning outcomes**

Mrs. Nicoleta Acomi opened the meeting by talking about the results of evaluation of the project after 1.5 years. The most important results now are the pilot courses already delivered at CMU and to be delivered in Varna at the Naval Academy also. Partners from EACG discussed the necessary tools and techniques which could be used to assess the quality of deliverables and processes. They also made some recommendations for recognition and validation of work-related skills and learning outcomes.

**Visibility of project results. Discussions: Measure the impact of dissemination activities**

Later on, the visibility of project results was discussed. Mrs. Acomi presented the different ways in which the project was made visible until now and she also asked partners to enhance visibility by any methods they would consider appropriate for their own institution. Part of the visibility issue is considered to be the impact of the dissemination activities and the way such an impact could be measured. All partners participated with ideas such as evaluating the number of e-mails exchanged between partners or the number of visitors on the website as impact indicators. One of the main conclusions was that people became more acquainted with both soft and hard skills due to this project. Proposals were made for some workshops being organized in each partner institution in order to disseminate the results of the project and there was also a request for flyers or a poster presenting the project to be used at international conferences with the same purpose.

**Preparatory activities for the organization of the multiplier events 3 and 4 in RO and CY. Lessons learnt**

In the last part of the day, Mrs. Acomi initiated the preparatory activities for the organization of the multiplier events 3 and 4 in Romania and Cyprus. It was therefore established for the multiplier event in Cyprus to be held on the 18th of June when all partners will be present in Cyprus for the next meeting. The “lesson learnt” input from the NVNA proved to be a very useful insight into the different difficulties encountered along the way by all partners.

**Day 2, Wednesday, April 25, 2018**

**Project budget. Estimation of the expenses for the remaining period of the project. Distribution of tasks for the next activities**

Mrs. Nicoleta Acomi (CMU, RO) presented the project’s budget. An estimation of the expenses for the remaining period of the project was made. Each partner presented the distribution of the remaining budget for the next activities. The discussion included also the amount of allocated budget spent by each partner. One of the next activities to be delivered by the STC Group is the quality assurance report for the already developed criteria. Their proposal for the assessment includes 55 points to be checked for each course. By the end of May each responsible partner needs to verify all criteria and to make any comments related to the application of each request. It was also established that by the end of June, partners from STC shall provide the first results of their assessment. In this way, by the end of the project, each partner shall have the necessary time to make and changes and improvements for their courses to meet the final observations of the audit report. A Quality Report is also to be made for the E-Platform based on the questions related to the platform and extracted from the 55 questions already mentioned in the report.

**Monitoring project progress and evaluation. Risk management**

For the final part of the meeting, the discussion was related to Risk Management including the monitoring process for progress and evaluation and a contingency plan. One of the main risks was considered to be the necessity for an extension of the project to which all partners already agreed hoping that such a risk won’t materialize. The contingency plan should be prepared by CMU and finalized at the next meeting. When it comes to opportunities for future collaboration, partners discussed about continuing to work together on the platform even after the end of the project emphasizing the necessity for certification of the course as a basic requirement for the future.

**Transnational Project Meeting 4. Attendees**

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| **No** | **Name and Surname** | **Organization** |
| 1 | Aat Kroek | Stichting STC-Group (STC-Group) |
| 2 | Lucie Saxton | Stichting STC-Group (STC-Group) |
| 3 | Gregoris Makrides | European Association of Career Guidance (EACG) |
| 4 | Giannis Kalaitzis | European Association of Career Guidance (EACG) |
| 5 | Danae Karatza | European Association of Career Guidance (EACG) |
| 6 | Christina Kontogoulidou | European Association of Career Guidance (EACG) |
| 7 | Zhivka Kostova | Nikola Vaptsarov Naval Academy (NVNA) |
| 8 | Teodora Yaneva | Nikola Vaptsarov Naval Academy (NVNA) |
| 9 | Mircea Zus | Constanta Maritime University (CMU) |
| 10 | Nicoleta Acomi | Constanta Maritime University (CMU) |
| 11 | Corina Varsami | Constanta Maritime University (CMU) |
| 12 | Alina Bostina | Constanta Maritime University (CMU) |