**Diversification of seafarers’ employability paths through collaborative development of competences and certification**

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

**Transnational Project Meeting 2. Minutes of meeting**

**13 – 14 March 2017, Rotterdam, The Netherlands**

Presentation of project overview, timeline, budget, financial rules. Communications strategy. Dissemination and exploitation of results. Discussing roles and responsibilities for achieving the first intellectual output.

**Hosted by:** Stichting STC-Group

**Location and venue:** Lloydstraat 300, 3024 EA Rotterdam, the Netherlands

**Local hosts:** Lucie Saxton, Aat Kroek

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**MINUTES**

**Monday, March 13, 2017**

**Welcome speech.**

Mr. Frits C. Gronsveld, Chairman of the Board of Directors of STC-Group opened the meeting with the welcome speech. With regards to DivSea project main objective highlighted that from their experience with Open-University (40% dropout rate): “Just on-line isn’t working, blended learning is better!”

**Project overview.**

Nicoleta Acomi (CMU), presented the project overview and the status of implementation. She specified that the Activity A2 “Marine labour market survey” has reach its end and the assumed deliverable is available on the web. She invited the partners to upload the remaining documents for the first 6 months of project implementation on the Dropbox, to allow elaboration of the interim report.

**Presentation of deliverables: A2.1 D1 Organizational reports.**

Delegates from each partner presented the Training report approach and the pool of stakeholders.

Nikola Vaptsarov Naval Academy (NVNA). Todor Koritarov presented the types of training conducted by NVNA; Sevdalin Iliev Daskalov figured out that one of the ideas that emerges from stakeholder consultations for new marine qualifications is “Ship-Shore Ballast Management and Operations”

Stichting STC-Group (STC-Group). Aat Kroek mentioned that the training is organized on 3 levels, starting with vocational lower range (PreVet and Vet) training at 16-18-22 age and ending with Marine Officer (Bachelor) training 18-24 age.

Constanta Maritime University (CMU). Noel-Mircea Zus presented the training approach in CMU, clear need for soft skill recognition.

European Association of Career Guidance (EACG). Nikos Stathopoulos stated that in order to “design adaptable leaders”, we should decide, according to the survey, on 4 soft skills to be improved.

**Presentation of deliverable: A2.1 D2 Stakeholders map**. STC-Group (STC-Group) – Lucie Saxton

**Presentation of the Intellectual Output 1 – Marine labour market online survey instrument and its dissemination**

Nicoleta Acomi (CMU) presented the statistic results of survey and mentioned that the survey was closed with 211 responses. Gregory Makrides (EACG) highlighted the need of a survey report. It was established that Nicoleta Acomi (CMU) as project manager and Lucie Saxton (STC-Group) as lead partner for the activity A2, will develop the Marine Labour Market survey.

Lucie Saxton (STC-Group) mentioned that the first multiplier event for the dissemination of IO1 will be 23.03.2017 in Holland, Rotterdam. Nicoleta Acomi stated the need of using the ERASMUS+ participants’ attendance form for the 20 participants to the event external to the STC-Group institution.

According to the results of the online survey, the 4 soft skills decided to be improved are: Effective Communications, Leadership, Teamwork and Problem-Solving. Partners agreed sharing as follows: Teamwork (NVNA), Leadership (CMU), Effective Communications and Problem-Solving (EACG).

With regards to the four new marine qualifications, there were few suggestions: partners from NVNA to develop curricula for “Ballast Management and Operations” and “Ship to ship transfer”, and partners from CMU to develop curricula for “Marine surveyor” and “Dynamic Positioning system maintenance”. The CMU as leader of the activity and responsible for creating the framework in line with the Rules of the Romanian National Qualification Framework, will inform about the opportunity of introducing the new marine qualifications.

**Presentation of the activities A3 and A4 and discussions.**

Nicoleta Acomi (CMU) presented the timeline of activities, the allocated hours and the period for implementation of activities 3 and 4. She also mentioned the involvement of each partner in elaborating the deliverables; roles and responsibilities for achieving the intellectual outputs: IO2 – “New marine qualifications and the learning materials” and IO 3 – “Soft skills improvement and recognition”

Mircea Zus (CMU) presented the template proposals for the new marine qualifications: lesson plans, exercises, learning materials, assessment forms.

Nikos Stathopoulos (EACG) proposed that the materials developed for soft skills improvement and recognition to include self-assessment tests for individuals to determine the areas that could be improved with regards to soft skills. It was agreed that EACG will propose the framework for soft skills development and will provide the work methodology.

Lucie Saxton (STC-Group) asked for clarifications with regards to their involvement in A3 – Elaborating the quality audit report. Mircea Zus (CMU) explained that they have to create a plan for quality assurance in the process of elaborating training curricula for new qualifications.

Partners discussed about the short staff training session in Nicosia, Cyprus with the main objective: exchange of good practices for soft skills assessment. It was agreed to be held between 19th and 23rd of June 2017, covering 5 working days for training. Gregory Makrides (EACG) provided information about training location and possible accommodation (Hilton Hotel). Nicoleta Acomi (CMU) highlited the number of participants from each partner, for which the grant has been foreseen: 2 NVNA (BG), 4 CMU (RO) and 2 STC-Group (NL).

**Tuesday, March 14, 2017**

**Project budget. Monitoring progress and Evaluation.**

Nicoleta Acomi (project manager, CMU) presented the interim report that CMU as project coordinator have to submit until the 20th of March. The report form the Romanian National Agency was in Romanian language and Nicoleta Acomi figured out few key points: (1) all persons working for DivSea project to upload on Dropbox the contracts or other forms that prove that they are working within the project for the Partner side; (2) the justifying documents for multiplier event should be kept and uploaded on Dropbox, (3) timesheets for the first 6 months to be also uploaded.

Nicoleta Acomi (CMU) invited partners to upload the interim reports for months 1-3 and 4-6, until the 19th of March. Gregory Makrides (EACG), specified that the interim report might by simplified on the Sheet Form F3. It was agreed that Nicoleta Acomi (CMU) will provide a simplified form.

**Dissemination and exploitation of results. Implementation Plan – updates.**

With regards to the dissemination of project results, Nicoleta Acomi (CMU) specified that all the documents for the Multiplier Event 1 (ppt used during Event, disseminated materials, photos, press release) should be uploaded until 24.03.2017 and all the receipts should be kept. Gregory Makrides (EACG) mentioned that receipts are not required by the National Agency.

Nicoleta Acomi (CMU) presented the project website (<http://www2.cmu-edu.eu/divsea/?p=7>) and invited partners to provide links from other websites they used to promote DivSea project, to facilitate the continuous updating of website with the new dissemination and exploitation materials.

**End of the meeting** – concluding remarks by Nicoleta Acomi (CMU).

**Transnational Project Meeting 2. Attendees**

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| **No** | **Name and Surname** | **Organization** |
| 1 | Frits C. Gronsveld | Stichting STC-Group (STC-Group) |
| 2 | Jaap Gebraad | Stichting STC-Group (STC-Group) |
| 3 | Aat Kroek | Stichting STC-Group (STC-Group) |
| 4 | Lucie Saxton | Stichting STC-Group (STC-Group) |
| 5 | Gregoris Makrides | European Association of Career Guidance (EACG) |
| 6 | Vassiliki Savvopoulou | European Association of Career Guidance (EACG) |
| 7 | Nikos Stathopoulos | European Association of Career Guidance (EACG) |
| 8 | Todor Dimov Koritarov | Nikola Vaptsarov Naval Academy (NVNA) |
| 9 | Sevdalin Iliev Daskalov | Nikola Vaptsarov Naval Academy (NVNA) |
| 10 | Mircea Zus | Constanta Maritime University (CMU) |
| 11 | Nicoleta Acomi | Constanta Maritime University (CMU) |
| 12 | Ovidiu Acomi | Constanta Maritime University (CMU) |