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

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

**Transnational Project Meeting 1. Minutes of meeting**

**20 – 21 October 2016, Constanta, Romania**

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:** Faculty of Navigation and Naval Transport, Constanta Maritime University

**Location and venue:** Constanta Maritime University, 104, Mircea cel Bătrân st., 900663, Constanta, Romania

**Local hosts:** Nicoleta Acomi, Noel-Mircea Zus

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**MINUTES**

**Thursday, October 20, 2016**

**Welcome speech** by Constanta Maritime University, Nicoleta Acomi

**Getting to know each other. Presentation of partner institutions**:

 Constanta Maritime University (CMU) – Nicoleta Acomi

 European Association of Career Guidance (EACG) – Gregory Makrides

 Stichting STC-Group (STC-Group) – Aat Kroek

 Nikola Vaptsarov Naval Academy (NVNA) – Todor Koritarov

**Project overview. Activities timeline. Implementation Plan** – presentation of project purpose, the changes of project timeline and implementation plan, occurred during the evaluation process, by Nicoleta Acomi (CMU)

Partners decided to fix the dates for the meetings as soon as possible with at least three months prior notice. Lucie Saxton (STC-Group) mentioned that the Netherlands Partner will provide 2-3 possible meeting dates during the next working week for the TPM2.

Gabriel Raicu (CMU) presented “Cloud Based Project Sustainability” and the framework for the future survey instrument.

**Project budget and Financial rules** – presentation of the overall approved budget and the Annex III Financial and Contractual Rules for grant agreement; discussions about the supporting documents that have to be kept for each cost category by Nicoleta Acomi (CMU).

For the proper dissemination of project intellectual outputs IO3 and IO4, Gregory Makrides (EACG) required to arrange for organizing a Multiplier Event in Cyprus, event that was not foreseen in the initial application. Gregory Makrides (EACG) suggested to redistribute 15 participants for this multiplier event in Cyprus, out of the 50 participants scheduled for the multiplier event in Romania. The overall budget of the project would remain the same, only the distribution between partners will be changed.

**Discussing roles and responsibilities for achieving the first intellectual output, IO 1 – Marine labour market online survey instrument:** – short presentation of the Intellectual Output IO 1 and an introduction to the future tasks necessary to accomplish this output, by Noel-Mircea Zus (CMU).

For the training report approach, that constitutes one of the deliverables for IO1, Nicoleta Acomi (CMU) will provide a framework to assure that all relevant aspects will be included.

Nicoleta Acomi (CMU) suggested that the survey instrument representing IO1, could be created with dedicated questions for two categories: (1) companies, as training providers or recruiter, and (2) labour market, as students or future employees. Therefore, the survey will allow collecting feedback, relevant for the skills to be improved during the next stage of the project - activities 3 and 4.

For the future success of the online survey, Gregory Makrides (EACG) proposed to think about an incentive for stakeholders’ respondents, such as winning a ticket to the final meeting of the project in Constanta.

**Discussions:** There was a suggestion to make some design modifications at the project logo (to introduce some “waves”). Nicoleta Acomi (CMU) will send via e-mail 2-3 examples for project logo, for the partners to agree one of them.

**Friday, October 21, 2016**

**Communication strategy. Dissemination and exploitation of results** – presentation of the communication plan and the necessary documents that have to be transmitted during project implementation; Presentation of the structure of the Dropbox folder shared between the partners, and setting up the access for partners. Presentation of the structure of the project website (<http://www2.cmu-edu.eu/divsea/> ) and invitation for the partners to check the information included and amend as needed, by Nicoleta Acomi (CMU)

The official announcement in Romanian for the start of the Project was presented (<http://www2.cmu-edu.eu/blog/2016/09/29/comunicat-de-presa-26-septembrie-2016/>) and included on the project website, in the dissemination section. The Partners will provide links to their official press releases.

**Monitoring progress and Evaluation. Project reports** – Nicoleta Acomi (CMU) presented the deadlines for the progress and budget reports required by the National Agency. The templates provided by National Agency have been shared via Dropbox. Gregorys Makrides (EACG) proposed that the partners to submit an interim report every three months starting from December 2016 for the previous months (Sept, Oct, Nov), EACG will provide a template.

The multiplier event 1 with the stakeholders in Netherlands might be postponed from February 2017 to March 2017, because of the Partners’ schedules, and preferably adjacent to TMP 2. The shift have to be accepted by the STC-Group partner leader, as organizer of the Multiplier event 1, prior to the modification of timeline of activities. If accepted by STC-Group, the modification of the timeline of activities will require approval by the National Agency.

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

**Transnational Project Meeting 1. Attendees**

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| **No** | **Name and Surname** | **Organization** |
| 1 | Aat Kroek | Stichting STC-Group (STC-Group) |
| 2 | Alina Boştină | Constanta Maritime University (CMU) |
| 3 | Blagovest Belev | Nikola Vaptsarov Naval Academy (NVNA) |
| 4 | Costel Stanca | Constanta Maritime University (CMU) |
| 5 | Elpida Christou | European Association of Career Guidance (EACG) |
| 6 | Gabriel Raicu | Constanta Maritime University (CMU) |
| 7 | Gregoris Makrides | European Association of Career Guidance (EACG) |
| 8 | Lucie Saxton | Stichting STC-Group (STC-Group) |
| 9 | Mircea Zus | Constanta Maritime University (CMU) |
| 10 | Nicoleta Acomi | Constanta Maritime University (CMU) |
| 11 | Simona Ghiţă | Constanta Maritime University (CMU) |
| 12 | Todor Koritarov | Nikola Vaptsarov Naval Academy (NVNA) |