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

**Reference number: 2016-1-RO01-KA202-024663**

**Implementation period: September 2016 – August 2018**

**Transnational Project Meeting 3. Minutes of meeting**

**6 – 7 November 2017, Varna, Bulgaria**

**Hosted by:** Nikola Yonkov Vaptsarov Naval Academy (NVNA)

**Location and venue:** 73 Vasil Drumev Str, 9026, Varna, Bulgaria

**Local hosts:** Blagovest Belev

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**Minutes**

**Day 1, 6.11.2017**

Representatives of the Naval Academy delivered welcome speeches for partners and invited Mrs. Nicoleta Acomi to open the discussions. She started with a short general presentation of the project and the status of implementation. She also presented for all partners the results of the monitoring visit. Further on, partners discussed the Project quality management strategy. Each partner contributed with ideas related to the tools and techniques which should be used within the project in order to assess the quality of deliverables and of the processes.

Partners also decided for the deadline for the teaching materials from A3 and A4 to be 10/12/2017. They discussed some adjustments to the requirements for the training courses. The number of slides per module should be reduced to 30 as it was considered that too much information would not be properly acquired by the trainees. Partners also decided to adjust the number of modules as appropriate to the subject paying attention to the Course timeline. The name of each module should be specified and each part needs to have an aim and objectives.

Decisions on the total number of questions were taken and partners agreed on 100 for each course, with only one correct answer (15 per day + 25 new questions). Exercises would be created for each of the five days without being related to a certain module. Partners can create one exercise that includes information from several modules. The deadline for uploading the course materials on Dropbox, making them available for the audit check that will be conducted by the STC team was therefore agreed to be on the 10th of December. In order to facilitate the audit process, partners from Netherland developed the audit checklist. The teaching materials for the course Marine Surveyor are presented to the partners and submitted for audit review.

After the coffee break Mrs. Acomi moderated a work reunion with the purpose of developing a Strategy to increase the visibility of project results. She asked partners to define the target groups and to develop some tools to measure the impact of dissemination activities. Later on, preparatory activities for the organization of the multiplier events were discussed with the input of partners from STC Group. STC Group had already organized the multiplier event therefore partners were able to approach this subject also from a “lessons learnt” point of view.

With regards to the project visibility, participants suggested some ways for dissemination. Partners should provide links to the announcements to be added to the project site. Visibility should be provided after each event (press release, social media posts, etc.). A proposal for dissemination after the training course was drawn up and it should be modified or disseminated as considered. Workshops with colleagues should also be organized in each partner institution in order to increase the project visibility and to multiply the achievements. Mrs. Acomi presented a newsletter created as an overview of the first year of the project. Each organization should make an announcement of the workshop within the period: December/January.

**Day 2, 7.11.2017**

Mrs. Nicoleta Acomi (CMU, RO) presented the Project’s budget and asked each partner to make an estimation of the expenses for the second year of the project. The next subject that was approached was that of project management and implementation. Mrs. Acomi moderated a work reunion on the monitoring progress and evaluation of the project emphasizing the importance of risk management issues.

The issue of the quarter report was also discussed having as a deadline the end of December. Due to the fact that the 5th quarter of DivSea project has just finished, it’s time for quarter report preparation. Mrs. Acomi asked all partners to upload until the end of December the timesheets and the Quarter report for the period Sept-Oct-Nov 2017. She also provides the CMU report as a model.

With regards to the next project meeting, partners agreed that the period 24/25 of April is suitable for the fourth TPM in Romania.

By the end of the meeting, representatives of the Naval Academy provided a presentation of training and research assets and facilities and partners discussed opportunities for future collaboration.

**Transnational Project Meeting 3. 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 | Blagovest Belev | Nikola Vaptsarov Naval Academy (NVNA) |
| 4 | Zhivka Kostova | Nikola Vaptsarov Naval Academy (NVNA) |
| 5 | Todor Koritarov | Nikola Vaptsarov Naval Academy (NVNA) |
| 6 | Sevdalin Iliev Daskalov | Nikola Vaptsarov Naval Academy (NVNA) |
| 7 | Nicoleta Acomi | Constanta Maritime University (CMU) |
| 8 | Mircea Zus | Constanta Maritime University (CMU) |
| 9 | Nikos Stathopoulos | European Association of Career Guidance (EACG) |