**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 6. Minutes of meeting**

**29 – 30 August 2018, 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, Wednesday, August 29, 2018**

**Discussions**

Representatives of the Naval Academy delivered welcome speeches for partners and invited Mrs. Nicoleta Acomi to take the floor. She opened the meeting by talking about the present stage of the project and the reasons why the implementation period had to be extended, translations of the hard copy documents not being ready yet. She also mentioned the DP and Survey Courses being introduced in the Romanian national framework for marine qualifications. Mrs. Acomi presented to the partners the new outcome of the project, the development of the new High Voltage Course. Due to the fact that the project implementation period was extended, CMU team decided to hold the multiplier event in September when more stakeholders would be available, summer vacation being over. Mrs. Acomi also mentioned the achievement of getting the Nautical Institute to certify the Marine Surveying Course. She announced that the objective of having 4 learning materials for soft skills and 4 learning materials for hard skills is now fulfilled within the project and she presented the project’s web link on the Erasmus site. In her presentation, Mrs. Acomi established a limit date for all hard copy documents to be ready by the 10th of October, for the partners to have enough time to perform a final proof reading before publishing the materials.

Later on, Mr. Aat Kroek from STC Group presented the results of the Evaluation of Quality Audit Reports for all developed courses: Marine Survey, Marine Cargo Survey, Energy Efficiency, Problem Solving, Effective Communication, Leadership, Ballast Water Management and Teamwork along with the results of the evaluation for the E-platform for blended learning. Mr. Kroek explained how 6 Courses were considered to fulfill all conditions of the analysis, one Course, that of Ballast Water Management, fulfilled the minimum criteria of the analysis and it was also approved by the audit team, with one Course remaining to be analyzed as it was not ready yet for the audit team to analyze it. He also mentioned that the reports for each course are actually integrated reports analyzing both the content of the courses and the E-platform requests for each one of them.

After the coffee break, Mrs. Acomi approached the subject of the exploitation plan. The first idea is for all partners to sign an agreement for each one of them to be able to use the results of the project. In order to discover the best measures to increase the visibility of the project and the exploitation results she invited each partner to a group activity where each one of them would provide some input for this objective. For this group activity she asked the partners to write down some actions to be taken mentioning the target group and the benefits for each such action. The partners’ proposals were: STC representatives proposed to publish the project’s results in the partner institutions’ newsletters and to present the project’s results in the periodic meetings of the local marine stakeholders, from the Bulgarian partners there was also a proposal for them to try and obtain certification for some of the courses from their national authority just as CMU did, and CMU’s representatives mentioned the possibility of issuing press releases about the project in the local newspapers. In Varna there will be a celebration of seafarers where Bulgarian partners would also be able to present the outcome of the project, facebook and linkedin pages of the partner institutions were also considered to be useful for such further exploitation along with the PR departments’ work in those organizations which have such a department.

In the final part of the meeting, the preparation of the final report was discussed. Mrs. Acomi mentioned all the supporting documents necessary per cost category and the timeline for sending those documents. She advised all partners to keep all documents for a minimum of 5 years for them to be available in case authorities decide to ask for them at some point of the final analysis of the project. She talked about documents such as: Declarations, Job Descriptions, Participants Lists, Agendas and Minutes for the Meetings; Certificates, Course Materials and Assessments for courses; Invitations, Lists of Participants, Impact, Photos and Description of the Event for Multiplier Events; Visibility links and Description of Impact for dissemination and exploitation purposes.

**DAY 2 | Thursday, 30 AUGUST 2018**

Mrs. Nicoleta Acomi (CMU, RO) presented the project’s financial monitoring. She emphasized that not all timesheets are ready yet and she asked all partners to have them ready as soon as possible. For the final part of the meeting, the discussion was related to opportunities for future collaboration. This work reunion was moderated by Mrs. Acomi and each partner provided input for how our institutions could continue collaboration in the future. The common proposal from all partners is for each one of them to create a team and to try to write further proposals for projects in which they would include each other due to the fact that collaboration in this formula was considered to be a very positive one. Further on, partners from Bulgaria took the responsibility of providing a final form of the agreement which partners decided to sign by the end on the project, partners from STC took the responsibility to deliver the missing timesheets by the end on the next week and partners from CMU took the responsibility to deliver the last course material still missing from the final intellectual output and to work on the final form of the exploitation plan.

**Transnational Project Meeting 6. 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 | Todor Koritarov | Nikola Vaptsarov Naval Academy (NVNA) |
| 5 | Sevdalin Iliev Daskalov | Nikola Vaptsarov Naval Academy (NVNA) |
| 6 | Nicoleta Acomi | Constanta Maritime University (CMU) |
| 7 | Corina Varsami | Constanta Maritime University (CMU) |