



Minutes of Meeting of the Steering Committee – SC 5

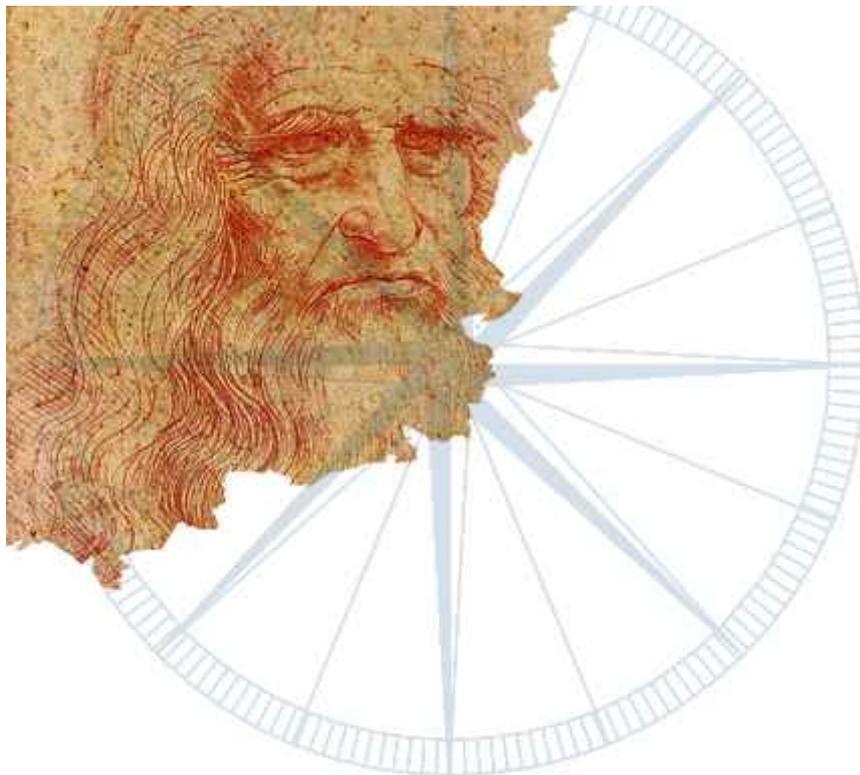
SEACHEFS

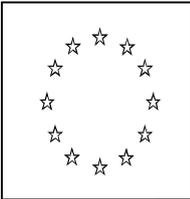
“Complementary Vocational Onboard-Career for Catering-Personnel ”

Concerning the measure entitled ‘Pilot Projects’ of the

LEONARDO DA VINCI

Community Vocational Training Action Programme





LEONARDO DA VINCI Community Vocational Training Action Programme

Meeting of the 5th Steering Committee¹ in Bremen, Germany

14th January, 2011 at 13.30hours

**Premises of Hochschule Bremen, Nautical Faculty, Room B 304A
Werderstrasse 73, 28199 Bremen, Germany**

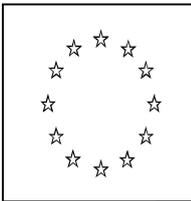


Minutes of Meeting

The host Prof Capt R Becker-Heins welcomed the partners to the fifth steering committee meeting of the project SEA CHEFS – aimed at developing a Complementary Vocational Onboard-Career for Catering-Personnel.

Captain Zellmer was invited to chair the meeting.

¹ Under Ref Transfer of Innovation, Multilateral Projects, Leonardo Da Vinci
Lifelong Learning Programme Agreement No LLP-LdV-TOI-09-CY-167914
Project number 2009-10CY1-LEO05-00462 EU Leonardo Da Vinci Programme



The Chairman thanked everyone for coming and thanked the Coordinator for making the facilities of the Hochschule Bremen, Nautical Faculty available to the steering committee.

In particular he noted the navigational training in progress and thanked the Coordinator for the tour of facilities (advanced simulator bridge control room pictured above) and the catering and galley areas which carry commonalties with those witnessed during research on ferry transport. The chairman requested that discussions should focus on the Agenda in order to complete the business by 19.00.

Those in attendance:

- Capt Menelaos Karayiotas BS-SM Marine Training Centre (Contractor)
- Capt Uwe Zellmer (Naut-EC)
- Stephen Chapman (MIL)
- Prof Capt R Becker-Heins (MSG Marine Serve GmbH) (Coordinator)

1 Apologies for absence

Apologies none tabled.

2 Agenda

The Agenda tabled by the Chairman was accepted without debate.

3 Appointment of Secretary

SEC of MIL was appointed to take notes and produce minutes of the meeting.

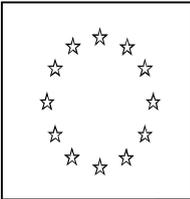
4 Status of Project

a) Schedule of work progress and achievements

Following the one change and need to re-arrange some of the timings in the original schedule to fit around the operational needs of the BS-SM MTC with the International Work Group (WP5) brought forward to June the project was well on schedule.

The Coordinator reported being on schedule with working closely with the team at BS-SM TC and MIL to advance progress on WP 6, Conversion of the training module into an E-learning tool. This package aims to transform the theoretical methodology and structure as well as a cooking database into an operational software code and considered the environment in which the software will run, the input and output behaviour, files used, arguments recognized, signals caught, and other aspects of behaviour. This aspect had been tested and found to meet the standard. MIL reported a few glitches which had been addressed and MIL tabled a printout example. What was lacking was an installation manual and this would be addressed in the slip cover of the software packing which is the industry standard. BS-SM explained that there should be no need in the ship board environment for complex manuals a point which would be confirmed during the ship board trials. Matters concerning Copyright Issues were being resolved and translation where necessary into English was well in hand.

As noted previously the software is password protected for security and is designed as a run time MS Access module which can operate on any PC compatible machine. Installation is automatic and menu driven.



b) Results of internal software checking

MIL and Naut-EC had extensively tested the software on various different machines and operating systems to check stability, and report any bugs come to light. Tests had revealed minor issues concerning installation but these had been resolved by BS-SM IT specialists.

c) Achievement of results by partners

The Coordinator noted that production of this software is now well ahead of the schedule despite the slow payment and restricted funds made available at the launch.

MIL reiterated that from experience in producing training materials for shipping, in work we should always remember that users of the product mostly do **not** have English as a first language. Simplicity, intuitive design and clearly expressed unambiguous instructions were essential and offered to assist with copy and checking as needed for the project.

BS-SM TC was thanked for continuing the efforts and in particular starting the ship board trials as 'field testing' was recognised as a critical part of both software and training development. Already feedback was being received in Cyprus.

Emphasis and priority was being given to ensuring budget control, stock control, hygiene and planning (menus) were covered in WP8.

Partners were reminded by the Coordinator that WP8 although a small part was important as it covered the effectiveness of the project; analysis of performance and acceptance of the training tool; identification of reservation from users; missing issues and identifying added values. Action MK

d) Dissemination and valorisation: web, press notes, conferences

MIL tabled a press and conferences schedule, at Annex I. The largest short term value will come at the IMO Sub-Committee on Standards of Training and Watchkeeping 42nd session in London with the opportunity to raise in plenary debate and in the working groups as appropriate.

Our news story continues to be posted on the ship managers' web site at InterManager dot org. A dialogue continues with the IMHA General Secretary and the hidden link between catering on board, diet and health care issues which for Asian seafarers have become a critical issue was well noted, and reflected in the matters coming before P&I Clubs.

MIL reported activity on dissemination activities that had taken place and more was planned, see Annex. Partners wanted to know costs for various options to deliver this aspect of WP 9. Discussions continue with ISF/ICS with the possibility of being able to address an international gathering for WP9. The event date is not set but is expected to be in September in London.²

² International Shipping Federation (ISF) is the principal international trade association and employers' organisation for merchant ship operators, representing all sectors and trades and over 75% of the world merchant fleet.



MIL reported meeting the subcontractor for the web site and it had been up dated; the copy on InterManager web site continues well tracked

The web site is stable and running well as shown by reports tabled, and benefitting from the retention of earlier projects especially the traffic from Marine-knowledge. Access continues to run at high levels according to the monitoring statistical reports held on file

with rising levels of download traffic. As far as reports show the uptime is running very close to 100%, excluding outages for maintenance work.

Partners are requested remit file press copy locally for company and trade union magazines. Action MIL to distribute suitable story to UZ and RB-H.

Partners were customarily reminded to check that their web page links were in place and fully functional. This should be a routine to be followed and it is good practice to set the seachefs.org as one of the homepages of choice. This may achieved by following Tools and then Options in IE. Action all.

MIL reported that web site access had fallen over the holiday period but after some maintenance work the access rate was climbing to earlier levels. MIL was asked to table figures at the next steering committee meeting. Action MIL.

MIL produced copy and photos for a second article for use in Cyprus, and had succeeded with a story in BSM Highlights Summer 2010 edition with copy and photos on page 2 and page 15. In addition to getting an article published in the monthly journal of The Nautical Institute *Seaways*, (posted now on the project web site) and story and photos had been placed in The Telegraph a monthly news publication of NUMAST International distributed mainly in the UK and the Netherlands under the banner head line of Sea Skills. This is also posted now on the project web site.

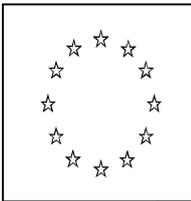
e) **Coordination of promotion activities**

The chairman raised the point that our promotion activities and efforts need to be coordinated and he looked to MIL to take the initiative and lead on this. MIL reported that he had been using Ted Ansell an experienced maritime journalist and media expert but that the work had not been of a high standard and there was dispute over an invoice that had soured the relationship. This matter will carry forward and in the meantime John Sharp of Sharp Communications was set to provide advice.

MIL had not yet met Roger Harris to explore promotion and dissemination of the Sea-chefs work through ICSW Monthly News Update.

MIL planned to meet media consultants in Frankfurt at the German press centre in early February.

Looking ahead MIL has been invited to attend the next SIRC Symposium which will take place on Wednesday 6th and Thursday 7th July at the University of Wales. It has the support of The Lloyd's Register Educational Trust and gives an opportunity to speak and disseminate the Sea-chefs work and findings to a relevant audience of industry professional.



The Promoter agreed that registration fees and overnight travel expenses to attend this event in Wales could be billed to the project.

5 Work Programme and Schedule of next activities

a. Schedule of work progress:

The Coordinator reported, as indicated that WP 6 was very well advanced with the effort expended by the BS-SM TC.

It was noted as reported last time that the WP was set back a couple of months pending getting the right expertise to start this phase of work

A proposal by German BSH (the Bundesamt für Seeschifffahrt und Hydrographie or Federal Maritime and Hydrographic Agency, a higher federal authority in Germany) for development of a Model Course needs to be worked through the proper channels which takes time and may not secure attention unless it is seen as a priority.

Action: MIL to meet at IMO in London.

Concerning the work programme BSM-TC were on schedule with testing and evaluation of the WP. A fleetwide distribution of the software had been started and already some feedback was coming in to Cyprus. Action: MK to report to next meeting of the SG.

b. BS-SM TC Cooking and Hygiene CBT Module

MIL reported that Marlins – a software producer of maritime training materials, owned by V Ship and known for its English language teaching and assessment – has recently started marketing a software package. The Catering course includes 16 cooking demonstration videos and over 140 recipes from various ethnic cuisines to enable Cooks to prepare meals for mixed nationality crews. The course is intended to familiarise Chief Cooks with the following procedures and concepts: cooking efficiently & economically; designing a well-balanced menu; the various cooking methods; accurate stock controls; ordering, receiving & storing; temperature control and hygiene.

Food handlers have an ethical responsibility to safeguard food so that it does not cause illness or harm. Galley workers are directly responsible for ensuring that the food served onboard is not only tasty but also safe.

This course covers: the importance of personal hygiene and a hygienic environment; high risk foods and how pathogenic micro-organisms can cause food poisoning; how contamination occurs and how to prevent them; cleaning & disinfecting in a food service operation; pest control and preventive practices; the HACCP principles; dealing with an epidemic outbreak and safety practices to avoid accidents or injuries in the workplace.

6. Interim Report

As noted before the normal reporting pattern for EU Leonardo projects is that the Interim Report is drafted up until exactly 12 months after the commencement date, with the costs and expenditures documented up until this same time. A period of six weeks is allowed for preparation of the text, figures and submission of disks and hard copy. The Partnership planned such a time table.



In the event the Partners rallied to the challenge and submitted figures and reports on schedule . The Promoter reported that Mrs Roula of the National Agency had received and checked the Interim Report submitted and was satisfied with the figures and papers supplied. The Promoter said that payment of the second instalment was expected at the end of January 2011.

7. Other Financial and Administrative matters

a. Internal adjustment payments

Following the Work Group in Limassol the Hotel had incorrectly billed and charged BS-SM TC for some expenses which were due to the Partners. The Contractor tabled copies of the invoices and payment details.

The Contractor also tabled details of the fees paid for translation work by a Sub-contractor.

Each partner has now settled with the Contractor for its own Hotel costs and a share of the translation costs. This matter is now closed.

b. Declaration of Partners' expenditures

Travel and plans to meet execution, promotion, research and development of the schedule were noted as follows.

The Chairman (Naut-EC) travelled to Hamburg on XXXXXXXX returning on YYYYYY to ZZZZZZZZ.

The Coordinator travelled to Saarbrucken on 4th January for a meeting with the Food Hygiene Institute.

Coming travel plans for Partners were noted as follows.

Following from press at SMM, Hamburg, MIL will attend to media work in Frankfurt, Germany on 3rd and 4th February.

8. Summary

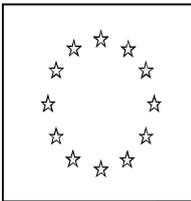
The chairman summarised the discussions saying that in his view, the project was running very effectively showing a high level of cooperation and teamwork skills amongst the partnership.

Listening to the reporting on progress of the Work programme and schedule of next activities the Chairman said he was more than satisfied with the progress achieved over the first half, and the interest the work had generated around the industry in Latvia, Germany and in the UK. The interest in Cyprus had exceeded expectations.

He thanked partners for submitting data in a timely way for the interim report soon after 30th September. We wait to see comments if any.

9. Date of next SC meeting

The next group meeting will be the 6th Steering Committee Partner meeting will be at **09.30am Monday 18th April 2011. The venue will be at the offices of BS-SM in Riga, Latvia.**



Leonardo da Vinci Programme
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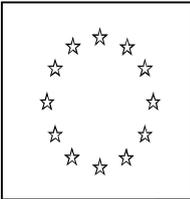
Education and Culture DG

Lifelong Learning Programme

As usual all participants will need to make their own arrangements regarding travel and hotel accommodation.

There being no further business the Chairman thanked everyone for attending declared the formal business meeting closed at 18.35.

SEC/-



Annex 1

CONFERENCES

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|--|---|---------------------------|
| ICS Shipping Conference | 15 th September London, UK | -- |
| SMM 2010 | 7 th -11 th September Hamburg, Germany | Attended |
| World Maritime Day (IMO celebration evening) | 23 rd September London, UK | Attended |
| India Shipping Summit 2010 | 24 th -25 th September Mumbai, India | Not relevant to Sea-chefs |
| ISF Manning & Training | 30 th September London, UK | Attended |
| Greek Shipping Summit 2010 (TradeWinds & Seatrade) | 5 th October Athens, Greece | Not relevant to Sea-chefs |
| Lloyds List 20 th International Ship Management | 19 th -20 th October Limassol, Cyprus | Attended |
| Turkish Shipping Summit | 9 th November Istanbul, Turkey | Not relevant to Sea-chefs |
| Tanker Safety Conference | 11 th -12 th November London, UK | Not relevant to Sea-chefs |
| INTERMANAGER | November, Dubai, UAE | Not relevant to Sea-chefs |

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|---|---|---------------------------|
| IMO STW 42 | 24 th - 28 th January London, UK | MIL will attend |
| 8 th Annual Digital Ship Scandinavia | 2 nd - 3 rd Feb Bergen, Norway | Not relevant to Sea-chefs |
| Maritime London Event | 2 nd th Feb London, UK | MIL will attend |



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|---|---|--------------------------------|
| ITSOF | Feb Houston, USA | Not relevant to Sea-chefs - |
| 2 nd Annual Digital Ship Hamburg | 9 th – 10 th March Hamburg, Germany | ? RB-H to attend |
| RORO Shipping Conference | 9 th – 10 th March 2011, Copenhagen, Denmark | Not relevant to Sea-chefs - |
| IMEC AGM | 14 th March | MIL to attend |
| 8 th Annual Digital Ship Cyprus | 5 th - 6 th April Cyprus | BSM to attend? |
| 7th Annual Arctic Shipping Summit | 12 th – 14 th April 2011 Helsinki, Finland | Not relevant to Sea-chefs |
| Intertanko AGM | 10 th -11 th May Athens, Greece | MIL ? |
| Lloyd's 14 th European Manning & Training | 17 th -18 th May Istanbul, Turkey | Not relevant to Sea-chefs |
| MSC | 11 th – 20 th May London, UK | MIL to attend |
| European Dynamic Positioning | 8 th -9 th June London, UK | Not relevant to Sea-chefs |
| IAMI AGM | May Langdale, UK | MIL to send Consultant CJH |
| ITSOF | June Copenhagen, Denmark | Not relevant to Sea-chefs |
| SIRC Symposium | 6 th -7 th July | MIL will attend |
| World Maritime Day | September London, UK | MIL will attend |
| Maritime Cyprus | October Cyprus | BSM TC |

SEC/-
5 January 2011