



Minutes of Meeting of the Steering Committee – SC 6

SEACHEFS

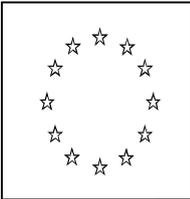
“Complementary Vocational Onboard-Career for Catering-Personnel ”

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 6th Steering Committee¹ in Riga, Latvia

18th April, 2011 at 08.30hours

**Premises of SURECRUIT, Brivibas Iela 103-1
Riga 1001, Latvia**

Minutes of Meeting



Photo: P A Chapman

The host Captain Uwe Zellmer welcomed the partners to the sixth full steering committee meeting of the project SEA CHEFS – aimed at developing a Complementary Vocational Onboard-Career for Catering-Personnel.

Captain Zellmer was invited by the Promoter to chair the meeting.

The Chairman thanked everyone for attending and thanked the Promoter for making the facilities of Surecruit offices and communications (room pictured above) so freely available at a time when the business was under time pressure.

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 called the group together and requested that discussions should focus on the Agenda in order to complete the business by 12.30 to meet the Promoter's schedule.

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)
- Mrs P A Chapman, MA (MIL)
- Fr Christina Becker-Heins (Safebridge UG)

1 Apologies for absence

Apologies none tabled.

2 Agenda

The Agenda tabled by the Chairman was agreed to be accepted with note that some of the Group had convened also at 12 noon on 17th April to work through issues concerning translation, interpretation and formulation of style which were critical to the presentation and dissemination work of the project. These matters are addressed below.

3 Appointment of Minutes Secretary

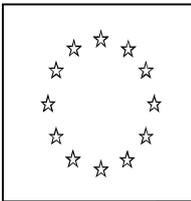
SEC of MIL was invited to take notes and offered to produce minutes of the meeting.

4 Review of Project Progress

a. Schedule of work progress

The Coordinator reported being on schedule with working closely with the team at BS-SM TC and MIL to advance progress on **WP 8: Implementation, testing and evaluation of Ship's Cook training module**. This package aims to transform the theoretical methodology and structure as well as a cooking database into an operational training. The Coordinator further report that the Sub Group MIL (SC/PAC) and RBH with CBH had met on 17 April from 12 noon till late into the evening to iron out issues revolving around WP 7, mostly to do with clarity of language and syntax for the documentation which would be aimed at those who do not necessarily have English as a first language. This aspect had now been tested and found to meet the standards expected. This included an installation manual as the slip cover of the software packing which is the industry standard. Matters concerning Copyright Issues were still being resolved and translation where necessary into English would complete on schedule by the Sub Group.

The Promoter reported the results of BSSM TC Cooking and Hygiene CBT Module were now on hand and he would pass out to the Partners for examination and review with comments requested back by end of April. All agreed to assist in this work.



S-SM TC was thanked for continuing to lead the efforts and getting the ship board trials started in a timely way and for following up the feedback. Field testing was recognised as a critical part of both software and training development. The volume of feedback received in Cyprus was ahead of expectations.

It was right to emphasise budget control, stock control, hygiene and planning 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 all to review and feedback to MK.

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

MIL tabled a revised press and conferences schedule, at Annex I. MIL had attended the IMO Sub-Committee on Standards of Training and Watchkeeping 42nd session in London 24, 28th January tasking the opportunity to raise the matter with delegates 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. In response to Partners' requests to know costs for various options to deliver this aspect of WP 9 MIL reported that a speaker invitation to the ISF/ICS international event in London² on 14 and 15th September had been secured. The event will be held at the IET Centre close to the Savoy off the Strand in central London. There will be an opportunity to display brochures and project information and a pop up stand.

On the advice of John Sharp, PR - MIL reported meeting Prompt a subcontractor for the web site to put in place SWAT reporting. The meeting approved the cost of £295 from the project IT budget for this work.

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 tabled.

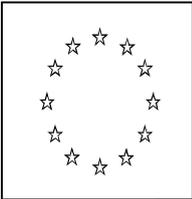
As normal, Partners are requested remit file press copy locally for company and trade union magazines.

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 be achieved by following Tools and then Options in IE. Action all.

The chairman thanked MIL for promotion activities and efforts.

MIL had spoken to Roger Harris to explore promotion and dissemination of the Sea-chefs work through ICSW Monthly News Update.

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 met media consultants in Frankfurt in and will renew contacts with their representative on July in London.

MIL has been invited to attend the 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 Seachefs work and findings to a relevant audience of industry professionals.

MIL has created SEA-CHEFS project on-line EU presence at <http://www.adam-europe.eu> and Partners may add and amend data here through password protected access as advised. For public access search for the word - catering

5 Work Programme and Schedule of next activities

a. Schedule of work progress:

The Coordinator reported, as indicated that WP 7 was very well advanced with the effort put in by the Sub Group. It was recalled that the WP was set back a couple of months pending getting the right expertise to start this phase of work

Concerning the work programme BSM-TC were on schedule with testing and evaluation of the WP. A fleetwide distribution of the software was complete. Feedback was coming in to Cyprus. Action: MK to distribute the report.

6 Other Financial and Administrative matters

a. Payments

Payments under contract up to the Interim stage had been remitted and received by each of the Partners. Following the Cyprus precedent this was in the proportion of 30.0 per cent.

The Contractor was thanked for his efforts in concluding the release of funds. Others noted that this was a high cost project and the timely release of funding was essential to keep the work on schedule contracted.

The Contractor advised that Mrs P A Chapman needed to a staff contract. MIL said this was already on file and would be submitted at the final stage as work for this staff member started only after the interim. Concurred this was in order.

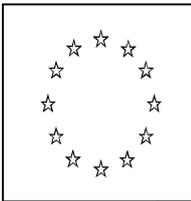
b. Declaration of Partners' expenditures

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

The Chairman (Naut-EC) travelled to Hamburg on 29 March returning on 3 April to meet with the Coordinator to work on WP8 of the work plan.

The Coordinator travelled by train to Bremen on 21 February for meeting and discussions with Berufsbildungs-stelle BSB.

The Coordinator travelled by train to Bremen on 17 March, 5 April and 11 April for discussions with the Hochschule, Bremen and to Saarbrücken on 4th January for a meeting with the Food Hygiene Institute.



Coming travel plans for Partners were noted as follows.

MIL met with ISF at their London Head Office to discuss arrangements for international conference programme in September.

As noted MIL is invited to attend the SIRC Conference at the University of Wales, Cardiff on 6 and 7 July which will provide a platform for project promotion. The Promoter agreed that registration fees and overnight travel expenses to attend this event in Wales could be billed to the project.

7. Summary

The Chairman briefly summarised the extensive discussions and work of the sub group, saying that in his view, the project continued to run very effectively showing a high level of cooperation and teamwork amongst the partnership. He thanked the Sub Group for their work the previous day.

Listening to the reporting on progress of the Work Programme and schedule of next activities the Chairman said he nothing had changed his view previously expressed, that he was more than satisfied with the progress achieved over the project to date, and the interest the work had generated around the industry in Germany, Latvia and in the UK. The interest in Cyprus had exceeded expectations.

He thanked partners for continued cooperation and looked forward to an exemplary dissemination event in London in September.

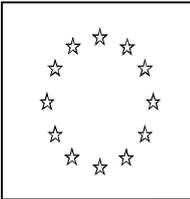
8. Date of next meeting

The next informal group meeting will in Germany to plan and prepare for the dissemination event at a date during August to be fixed by the Co-ordinator. **The venue will be announced at that time.**

Whatever, 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 12.25.

SEC/-



Annex 1

CONFERENCES and EVENTS

2011

IMO STW 42	24 th - 28 th January London, UK	MIL attended
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 attended
ITSO	Feb Houston, USA	Not relevant to Sea-chefs -
2 nd Annual Digital Ship Hamburg	9 th – 10 th March Hamburg, Germany	RB-H attended
RORO Shipping Conference	9 th – 10 th March 2011, Copenhagen, Denmark	Little relevance to Sea-chefs
IMEC AGM	14 th March	
8 th Annual Digital Ship Cyprus	5 th - 6 th April Cyprus	BSM attended Chair CSC
7 th 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 awaiting invite
Lloyd's 14 th European Manning & Training	17 th -18 th May Istanbul, Turkey	MIL to attend with brochures
MSC	11 th – 20 th May London, UK	MIL to attend
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 invited to attend
ISF/ISC Annual International Conference	14th and 15th September London, UK	Dissemination Event
World Maritime Day	29 September ³ London, UK	MIL will attend
Maritime Cyprus	October Cyprus	BSM TC

SEC/-
25 April 2011

³ World Maritime Day 2011 will be observed during the week of 26 to 30 September. At the Organization's Headquarters, the Day will be celebrated on Thursday, 29 September 2011.