



Minutes of Meeting of the Steering Committee – SC 7

SEACHEFS

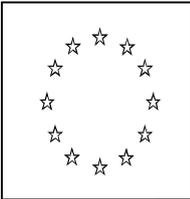
“Complementary Vocational Onboard-Career for Catering-Personnel ”

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 7th Steering Committee¹ in London

14th September, 2011 at 15.45 hours

Premises of IET, 2 Savoy Place, London WC2R 0BL

Minutes of Meeting



The host Captain Stephen Chapman welcomed the partners to the 7th full steering committee meeting of the project SEA CHEFS – aimed at developing a Complementary Vocational Onboard-Career for Catering-Personnel.

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



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

The Chairman thanked everyone for attending and thanked the local Partner for making the facilities of IET offices available. He explained it would be a very short meeting as there was a full programme of promotion to be organised and attend.

The chairman tabled the Agenda requested that discussions should be focused in order to complete the business by 17.15 to meet the schedule planned.

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)

1 Apologies for absence

Apologies none tabled.

2 Agenda

The Agenda tabled by the Chairman was agreed to be accepted.

3 Appointment of Minutes Secretary

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

4 Synopsis on the present Project Status

a. Retrospective

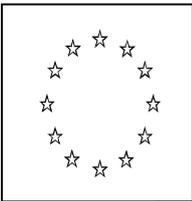
The Coordinator reported that with extra effort on trailing and editing work all modules were completed on schedule to date that is to say the team at BS-SM TC and MIL had finalised **WP 8: Implementation, testing and evaluation of Ship's Cook training module** with operational testing. The installation manual slip cover of the software packing is complete to industry standard. Matters concerning Copyright Issues were now close to resolution (MK).

The diet, budget control, stock control, hygiene and planning items were in line with industry expectations.

MK thanked partners for the review and feedback received.

b) Summary on work progress and achievements

MIL had followed the revised press and conferences schedule, in working on WP9. MIL had attended a spectrum of meetings in Malaga, Spain; Joppa, Oxford, Portsmouth docks; Southampton; Bristol; Taunton and London with ISF/ICS and others ensuring the dissemination plans were firmly in place.



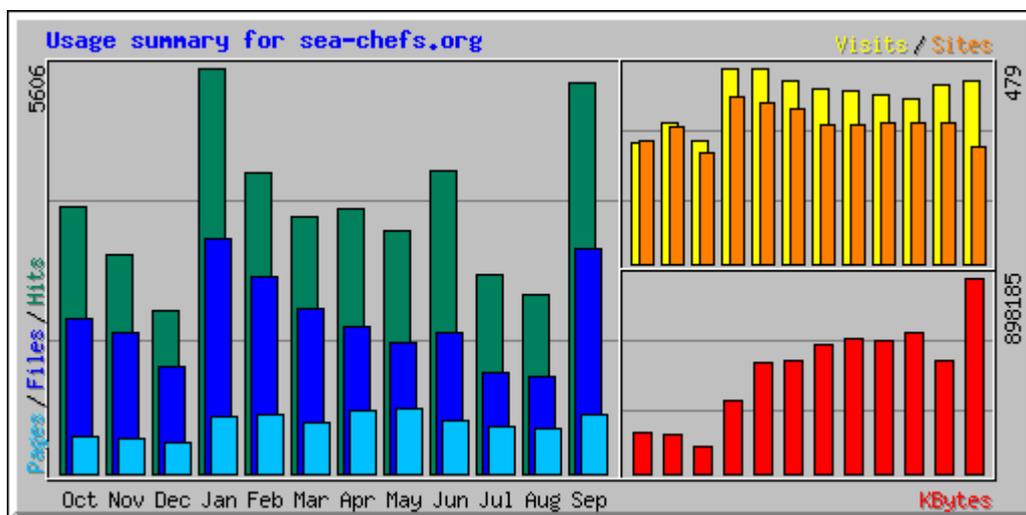
Our news story continues to be posted on the ship managers' web site at InterManager dot org. After negotiation this has now been transferred to their new site. Press briefings have been held with the main London based publications including *Fairplay*, *Tanker Operator*,

Digital Ship, *Riviera Media*, *The List* and the UK/Netherlands *Telegraph*. A dialogue continues with the IMHA General Secretary and a briefing scheduled on 15th, to discuss the hidden link between catering on board, diet and health care issues which for Asian seafarers which continue to vex the P&I Clubs.

MIL reviewed activity on dissemination activities secured including the speaker invitation to the ISF/ICS international event in London² on 14 and 15th September at the IET Centre close to the Savoy off the Strand in central London and parallel opportunity to display brochures and project information and a pop up stand.

Following on the advice of Mr J Sharp, PR - MIL reported meeting Prompt a subcontractor The meeting approved the cost of £100 for a freelance photographer at the event for this work.

The web site is stable and running well and receiving added traffic as a result of dissemination work put in place. Access runs at very high levels according to the monitoring statistical reports tabled, see below.

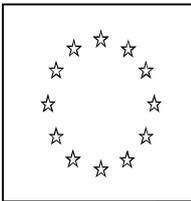


Partners are requested remit file press copy locally for company and trade union magazines and maritime press in whatever language..

The promoter chairman thanked MIL for promotion activities and efforts.

c) Open action points

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 had spoken again to Roger Harris to explore promotion and dissemination of the Sea-chefs work through ICSW new Quarterly News Update. This is under consideration.

MIL attended the SIRC Symposium on Wednesday 6th and Thursday 7th July at the University of Wales in Cardiff. It was very well supported and gave an opportunity to speak and disseminate the Sea-chefs work and findings to a relevant audience of industry professionals, see Annex I.

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

The Coordinator reported work completed on schedule to date. MK was thanked for distributing draft report.

MIL stated has commenced work on the Dissemination Report and will work with the Coordinator to complete the documents.

6 Financial and Administrative matters

a. Critical points for the Final Report

Questions were raised concerning the Final Report. MK explained that the reporting requirements were the same as those for Payments under contract at the Interim stage.

b. Remittance of third grant instalment

Following the Cyprus precedent this was in the proportion of 40.0 per cent of the initial contract value.

The Promoter stressed that all paper work and vouchers should be sent to him for capture in Cyprus to the Final Financial Report. Data is required by mid-October, or if emergency end of October for submission by 15 November. Vouchers are required to be coordinated for

- Staff costs, with contracts and record of work hours
- Equipment items and purpose
- Travel – fares and work/travel days and subsistence days
- Other project costs

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 from office in Riga to Bremen between 6th August and 12th August to finalize with the Coordinator WP 8 as per assignment and production matters.



The Coordinator travelled by to Norway, Oslo for NorShipping on 24th-26th May to present Seachefs project at the NorShipping International Conference and the assembled shipping community. On the 27th May the Coordinator travelled to Riga for partner discussions.

From 8th to 10th August the Coordinator was visiting Seachefs Holding (www.seachefs.com) at Zug, Switzerland by car. The purpose of this meeting was to compare their training approach, methods and procedures for the cruise ship sector with the present projects' objectives.

MIL met with ISF at their London Head Office on 1st August, 8th and 12th August to agree plans, costs and arrangements for participation in international conference programme in September and ready access to papers and presentations after the event³. MIL travelled to Bristol on 9th returning on 10th for a meeting with Press agents to agree dissemination plan and story placement with InterManager. This was agreed to be posted at www.intermanager.org .

As agreed MIL attended the SIRC Conference at the University of Wales, Cardiff on 6 and 7 July and travel expenses to attend this event in Wales will be charged to the project.

7. Summary

The Chairman briefly summarised the discussions and thanked the Partners for concluding the project on time with high quality out put.

The main event was meticulously planned and would be delivered by the Coordinator on stage in the afternoon of 15th with a follow up questions session. The team broke up to meet the press and other delegate at a reception hosted by Videotel Marine International, which had update its catering training materials. This activity is cited as an immediate example of spin off commercialisation of the pilot project. He again thanked partners for continued cooperation and looked forward to an exemplary dissemination event in London in September.

There being no further business the Chairman thanked everyone for attending declared the formal business meeting closed at 17.20.

SEC/-

³ <http://www.marisec.org/icsconference2011>



Annex 1

