AQUA-TNET3

Promoting innovation and a European dimension through Lifelong learning in the field of Aquaculture, Fisheries and Aquatic Resource Management – Thematic Network
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Deliverable Number: D3.7
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Work package(s) concerned: 3

Nature of deliverable (Report, Service, Product, Demonstrator, Event, Other: Event

Due date	**Initial Submission date by** (WP3 leader L. Tort)	**2nd reviewer date**	**Date accepted by Management**
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Dissemination level:

PU Public	X
RE Restricted to other programme participants (including the Commission Services)	
CO Confidential, only for members of the consortium (including the Commission Services)	

Indicate any document related to this deliverable (report, website, ppt etc. and give file name)*. See minutes in the corresponding file or after this template
* Please attach deliverable documents and any additional material if needed.

SUMMARY

Objectives: To review the work done after years 1 and 2. To distribute the work of WP3 for the next months among the core members. To plan the completion of deliverables until the end of the project.

Rationale: The participants review all the deliverables, compile the information obtained, plan the work pending to complete deliverables and review details of what they expect about the mobility portal

Results: Agreement in the work to be done on DL3.6 as all attendants took responsibility to get information for this DL. Agreement in the appearance of the next phase of the Mobility Portal. Agreement on the calendar of the tasks.

Teams involved: The team involved is the WP3 core member group. The WP3 core members will require the collaboration of all Aqua-tnet partners to complete the databases

Geographical areas covered:
Greece, Turkey, Hungary, Italy, Spain, UK and Ireland as for the attendants. The rest of EU partner countries for the tasks to be completed.

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WP3 core group meeting
Trapani (Sicilia, Italia)
November 29, 2013

Attendants:
Concetta Messina (UNIPA, Trapani, Italia)
Andrea Santulli (CONSUNITP-Consorzio Universitario di Trapani, Italia)
Katalin Szentes (SZIU, Szarvas, Hungary)
Ertug Duzgunes (KTU, Trabzon, Turkey)
Stavros Chatzifoitis (HCMR, Crete, Greece)
Corinne Critchlow-Watton (Aqua-tnet project manager, Stirling, UK)
Ciara Egan (AquaTT, Dublin, Ireland)
Lluis Tort (UAB, Barcelona, Spain)

Minutes

1. - Welcome
2. - Deliverables finalised and deliverables due for 2013-2014.
3. - Getting the information: organization of the deliverables. Secretarial help
4. - Connection with countries from which we do not have feedback yet
5. - Calendar/schedule for the next year

1. - Welcome

Concetta Messina welcomes the group in Trapani and introduces Andrea Santulli. Both colleagues have prepared the venue and meeting for WP3 members

2. - Deliverables finalised and deliverables due for 2013-2014.

The coordinator, Lluis Tort informs that a person (Mila Martinez) has been hired in Barcelona to work on the project part time to collect information and search for information to put up on site. She will have an e-mail, phone number and a schedule to be contacted. Regarding the deliverables, the situation is as follows:

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DL3.5. Course information package

A report on the course information package is now ready. It has been sent and no changes have been suggested after feed-back. Gavin Burnell (WP9, Quality) has seen the report and feedback has been provided. This is ready to go up on the site. This will be located beside the Education Gate map as useful information for movers.

After reviewing the content of this DL, the attendants note that a number of recommendations are provided but perhaps the course information package should be broken up into sections that are useful for the user. In this way, they can click on the individual sections to download and take with them as they need, rather than search through the whole document. Like this, the specific list of recommendations for institutions, companies or students/vocational movers should appear as pop-ups.

At this point the group wanted to know what the portal will look like once AquaTT has been finished with it. Ciara seems to think that the front end will not change, but that the menu section should be improved. Perhaps have a hierarchical type of drop down menu. Ciara suggests that the interactive map used by AQUAEXCEL (www.aquaexcel.eu/rimap) is a good model as you can click on an icon and a pop up appears. It is much more user friendly. The group agrees that this is a better way.

In this way, extra information such as course information of DL3.5 would be under a tab at the top of the page similar to the AQUAEXCEL site.

DL3.6 Expand Mobility Capacity.

Lluis suggests that we circulate the Excel file (wp3DLs2) to be completed by all partners and stakeholders as widely as possible. Our objective is to target movers – if an industry is there only for information it is perhaps not necessary to include it. In the same way, very small/family companies are hardly able to play a role in the Portal (easy and frequent access to internet, ability for students to attend, maintaining a mobility program), so bigger companies are the preferred target, although small but interested companies are welcome. Perhaps look at associations such as Scottish Salmon Producers for a list of those companies involved. Ertug has a list of companies etc. that are interested to be included.

The main problem remains that the countries or companies that are missing still have to be contacted. For example, we are missing the north of Europe so this should be tackled. Stavros says that we need to verify the information of the institutions/companies that we put into the site. There is no point in putting up places that do not take students. Concetta suggests that you might start an agreement with a new place through an existing partner of Aqua-tnet.

What other places can a mover go other than companies, industry or university/research centres? Perhaps an administration or consumer based association or company to look at projects, surveys, statistics or other activities involving students. We would include them in the Aqua-tnet Education Portal. The group then would include as movers:

1. Existing universities and research centres (state, private and universities)
2. New ones that are not tested or verified should be contacted to make sure they are happy to be included for mobility
3. It is suggested that we could have a separate icon/ different colour of the icon or something indicative of an organisation that has not been verified but

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to put them on the Education Gate as a source of information (to be discussed).

Updating and expanding the portal outside Europe has been discussed as Ciara introduced the idea that the portal may perhaps become integrated with ASEM in the near or far future so some things may change. This should be put on the agenda for the Steering Committee meeting in January 2014. As far as the WP3 group is concerned, it seems that it should stick to what we are doing and get that right and keep this for the next phase or future views.

Regarding updating: the group went through all countries and divided them between members to contact and get information. Questions are to be written up and will be circulated by the project coordinator. Along with a list of who everyone is responsible for, Cori will send email addresses to individuals responsible for each country.

DL3.8 Local points information package

The attendants find it unrealistic to develop a precise information package for each site considering available time and resources. Nonetheless, there are a number of subjects and questions for movers that have to be answered and that could become a check list for local information packages. It is also suggested to make this check list on country basis because certain changes will be found between regions. This check list will be circulated.

1. Financial issues – if you get paid will you have to pay taxes etc., how to declare. Income tax.
2. Visas
3. Cultural and religious issues. National and religious holidays, working days and hours.
4. Health/medical systems
5. Travel insurance
6. Consulate information
7. Police information
8. Accommodation facilities (hotels, university premises as guest houses)

If there is anything in Europe where this sort of information is stored, we should try to obtain it

DL 3.9 Regional support

A small number of regional/national points have now been identified. The rest of the countries should be checked and set up the list of these regional /national support points. Once we have our contact points in each country these contacts can be informed that they are in the Portal. Should this be an icon or in the pop up tabs? Could have one icon for each country that goes to information for that country. Tasks to be distributed include the provision of these national/regional points.

DL 3.10 Grants management

The idea is to collect as much grant information as possible: making a list of grants people in this sector could access and look for grant information for local students to travel abroad, such as EU grants like ERASMUS and LEONARDO and international grants together with national grants allocated for visiting junior or senior scientists and students.

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There will be a list that are country specific to work abroad and a list that are applicable to EU as a whole. Could be put in the drop down with the course information package, check lists and grant information

DL11. Mobility reference site

Mobility has been and is being done in the EU – but we are concerned with aquaculture fisheries and aquatic resource specific professional or vocational movers that are not usually included in these EU programmes. Aqua-tnet should look at the Education Gate as it is now and assess current state in terms of completeness in this regard. We may need to plan an update in the future. Therefore, WP3 should be able to show the progress done in the current Aqua-tnet phase.

The group also considered integrating other useful information in the Education Portal, such as jobs related to the Aquaculture, Fisheries and Aquatic Resource Management sectors. The PiscesTT initiative, already providing information for jobs, is an option that could appear in the portal.

DL 3.12 Mobility portal

Earlier this year Aqua-tnet partner AquaTT hired a project assistant (Ciara Egan) to work on updating and expanding the Aqua-tnet Education Gate. In May 2013 all partner institutions and their information in relation to the institute, personnel and courses at all levels have been updated and improved and new institutes and courses have been added on a regular basis since. A similar exercise will be undertaken early 2014 where after all partners will be asked to check and confirm their details.

Earlier deliverables deal with collection and 11 and 12 are about the performance, appearance and the final product. The group had a quick look at the Aqua-tnet project website and concluded that the Education Gate link(s) could be made a bit more obvious.

Several improvements to the Education Gate itself were suggested:
- Improvement of the filter function used to find Universities vs. companies' vs. research centres and the inclusion of a filter function to search at a country level.
- The icons are not all together clear. It was suggested to use the same icon images for each type of institution, however use different colours for partner vs. non-partner. Icons should be made simpler.
- Only the map will appear in the Portal, and the additional information will appear after clicking the grants, course or mover information package.
- Add a tab for 'points of interest' on to the mobility portal. This could include links to EAS, PiscesTT, etc.
- It is suggested to alter the map in such a way that if there is no information entered under a certain tab for any institution then the tab will not be visible at the front-end. This will solve the problem of having 'none' appear where there is no information available.

Regarding the visibility and usability of the Education Portal, the group discussed about the possibilities to test this before the end of the Aqua-tnet3

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project. Since the Education Portal has to be updated, we will have few chances to do these tests. However, some actions were proposed:
- Asking the stakeholders to look at the portal and give their opinion
- Looking at website statistics and how they change over time as the map changes
- Make an in situ survey during the annual meeting

Regarding impact and promotion, the group considered that more promotion for the Education Portal is needed. Good efforts to promote the Education Gate have been made in the last year, e.g. monthly promotion in the Aqua-tnet and AquaTT e-newsletters and in addition the Education Gate was once again presented at the Aquaculture Europe Conference 2013 in Trondheim, where 300 attendees from relevant fields were present, as was done at the Aquaculture Europe 2012 event (over 1000 attendees). However, when you Google aquaculture and mobility the Aqua-tnet Education Portal does not come up in the search results on the first page and the group was wondering if the name is not exactly obvious. Key words on google and transparency of the name are perhaps questions for the Steering Committee meeting in January. In addition, we should make sure that more people are promoting it. Links with local regional and national support will help to promote the map.

Concetta proposes that research projects and research labs of Aqua-tnet partners could insert a link with Aqua-tnet to increase visibility and promote impact, as it may be also good for the lab. We will ask local and regional points to include the link.

3. - Getting the information: organization of the deliverables.
This has been considered in the previous point 2 of the agenda

4. - Connection with countries from which we do not have feedback yet
This has been considered in the previous point 2 of the agenda also

5. - Calendar/schedule for the next year
Next WP3 meeting: Evening before annual event. Malta, June 2014

Month	Deliverable	Task	Person/s
Dec	3.5	Check list separated (3 lists)	LT
Dec	3.5	Adapt 3.5 for the Education Portal	LT
March	3.5	Implement in the Education Portal	CE
Dec	3.6	Circulate the excel	LT
Dec	3.6	Circulate list of contacts upon request	CCW

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Feb	3.6	Contacting	MM
Feb	3.6	Verifying acceptance of movers	MM
Dec	3.6	Letter for correspondents	LT
Feb	3.6	Ask correspondents for information in each country about: Research Centres Regional Centres Companies Grants (for outside)	All (see below)
		Norway, Belgium, Netherlands, Finland Germany, Austria, Portugal, Sweden	LT
		Norway, Germany, Switzerland	SC
		Iceland, Croatia, Denmark	CCW
		Ireland	CE
		Romania, Bulgaria	ED
		Czech, Poland, France	KS
		Latvia	CM
Jan	3.8	Check list	LT
Jan		Circulate list and update	All
Feb	3.9	Get information regional/national centres	All
March		Update Portal (info icon)	CE
Jan	3.10	Check EU grants	MM
Feb		International grants	MM + all
Feb		National grants (outside)	all
March	3.11	Update portal Update institutional information & links	CE

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		Remove left column	
		Implement pop-ups	
		Change appearance	
		Change colour	
March	3.12	Invitation to look at the Education Portal	CCW
May	3.12	Feed-back from stakeholders	CCW/CE
June	3.12	Launch at the annual event Survey at the annual event	CCW/CE/JB
July	3.12	Ask for links in Labs and projects websites. Ask regional /national points to link Aqua-tnet	LT

The meeting closed at 17:20 giving special thanks to Concetta and Andrea for their kindness and efficiency providing a fruitful, interesting venue with plenty of details and Trapani experiences.

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