**CULINART:** Designing a Joint VET Qualification in Culinary Arts and Pilot Pathways for Continuing Training

*Grant agreement No. 2018-1739 / 001 - 001*

**KICK-OFF SECE WORKSHOP**

**4-5 December 2018,**

*Varna, “AQUA” hotel, Conference room*

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| **December 4th 2018** |
| **STEERING AND EVALUATION COMMITTEE WORKSHOP** |
| **Time** | **Agenda** | **Presenting partner** |
| **09:00 - 09:15** | **Registration and opening session** | **International college** |
|  | Welcome greetingsIntroduction of the meeting agenda |  |
| **09:15 - 10:45** | **Partners’ presentations:*** **LP1 – INTERNATIONAL COLLEGE (BG)**
* **PP2 - VARNA UNIVERSITY OF MANAGEMENT (BG)**

**PP3 - FASE S.L. (FORMACION Y ASESORES EN SELECCION Y EMPLEO S.L.) (ES)****PP4 - GASTRO ALIANZA (ES)****PP5 - LYCEE CHARLES ET ADRIEN DUPUY /GRETA DU VELAY/ (FR)****PP6 - ISTITUTO FORMAZIONE OPERATORI AZIENDALI - IFOA (IT)****PP7 - PROANDI – CONSULTORES ASSOCIADOS, LDA (PT)****PP8 - MUGLA IL MILLI EGITIM MUDURLUGU (TR)****PP9 - ASSOCIAÇÃO DE DESENVOLVIMENTO DA REGIÃO DO ALTO TÂMEGA (ADRAT) (PT)*** *Each partner will have a brief slot (max.10 min) for presenting its profile, background experience and expectations from the initiative, main research and expert competences regarding the CULINART focus;*
* *More elaborated presentations can be shared later by email/updated on Google Drive.*
 | **All partners** |
| **10:45 - 11:20** | **Presentation of the Project*** *Concept of the Project: background, target group, aims and objectives, project WPs and activities, results envisaged, expected deliverables, role of each partner*
 | **International college** |
| **11:20-11:40** | **Coffee break** |  |
| **11:40 - 13:00** | **Project Management (WP1, A1, 2 and 4)*** *Formation of the Project’s Steering and Evaluation Committee (SEC)*
* *Plan for Management, Monitoring and Dissemination of the Project:*
* *Distribution of responsibilities of the partners*
* *Internal communication and communication with the EACEA*
* *Project Logical Framework*
* *Detailed work plan (Time-schedule)*
* *Monitoring Plan and procedures*
* *Project documenting templates and Visualisation standards*
* *Discussion*
 | **International college & all partners** |
| **13:00 – 14:00**  | **Lunch** **Restaurant at Hotel AQUA /see details below/**Costs covered by the participants |  |
| **14:00 - 14:45** | **Accounting and Financial Management (WP1, A5)*** *Overall presentation of the financial rules of the programme*
* *Discussion of the main issues related to the accounting of the expenses*
* *Accounting templates*
 | **International college & all partners** |
| **14:45 - 15:30** | **Project reporting (WP1, A6)*** *Overall presentation of the reporting rules of the programme*
* *Reporting periods*
* *Template documents for administrative and technical reporting*
 | **International college & all partners** |
| **15:30 - 15:50** | **Coffee break** |  |
| **15:50 – 16:30** | **Dissemination (WP6)*** *Dissemination Strategy*
* *Dissemination channels, tools, materials and indicators*
* *Partners roles and contributions*
* *Brainstorming*
 | **International college & all partners, coordinated by P6** |
| **16:30 - 17:10** | **Quality assurance and evaluation (WP7)*** *Quality Assurance Plan and Methodology (QAPM)*
* *Tools and templates (Evaluation reports)*
* *Discussion*
 | **International college & all partners coordinated by P8** |
| **17:10 -** | **Exchange of partnership agreements and other relevant documents****Bilateral Meetings *(if needed)*** |  |
| **19:30** | **Consortium Dinner****Restaurant “Docker’s Club” /see details below/**Costs covered by the participants |  |

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| **December 5th 2018** |
| **EXPERT WORKSHOP** |
| Time | **Agenda** | **Presenting partner** |
| 09:00 - 09:15 | **Registration**  | **International college** |
|  | **First steps on the implementation:** |  |
| 09:15 - 11:15 | **WP2, A1 -** Research of the profile of current occupations, qualifications and VET provision in culinary arts and gastronomy in the partner countries and the EU * *Presentation of the results from the survey in each CULINART partner country*
 | **International college & all partners** TBC - Experts of the partner organisations (approx. 20 minutes per country)  |
| 11:15-11:35 | **Coffee break** |  |
| 11:35 - 12:20 | **WP2, A2 -** Focus group discussions for business’ assessment of the existing VET qualifications in the field of culinary arts - organisation of six 1-day national events (D3)**WP2, A3** - VET Needs Assessment reports (D4)* *Templates*
* *Brainstorming on the methodology and contents*
* *Discussion*
 | **International college & all partners** |
| 12:20 - 13:00 | **Action Plan until next SECE workshop** * *Highlighting of the main tasks/action points for the following months;*
* *Summary of the workshop and clarification of any doubts;*
* *Planning the next 2nd SEC and Expert Workshops in March 2019*
* *Workshop evaluation session (collecting partners’ feedback)*
 | **Joint work sessions facilitated by IC** |
| 13:00 – 14:00  | **Lunch break****Restaurant “Rosstel” /see details below/****Costs covered by the participants*****Organized local transportation provided by IC*** |  |
| 14:00 - 15:0015:00 | **Individual sessions among the partners****Closure and Departure of international participants** | **Depending on each partner’s travel itinerary** |

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***CULINART: Designing a Joint VET Qualification in Culinary Arts and Pilot Pathways for Continuing*** ***Training***

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# **Details on the main locations:**

**I. Venue of the workshop**

**HOTEL “AQUA” CONFERENCE ROOM**

12 Devnya str., 9000 Varna

Reception: +359 52 639 090

[https://www.google.com/maps/place/Aqua+Hotel/@43.1991352,27.9081224,17.5z/data=!4m5!3m4!1s0x40a453f215dd5201:0x5ce8c7b7fcb33110!8m2!3d43.199289!4d27.909692?hl=en](https://www.google.com/maps/place/Aqua%2BHotel/%4043.1991352%2C27.9081224%2C17.5z/data%3D%214m5%213m4%211s0x40a453f215dd5201%3A0x5ce8c7b7fcb33110%218m2%213d43.199289%214d27.909692?hl=en)

**II. Accommodation:**

**HOTEL “AQUA”**

12 Devnya str., 9000 Varna

http://varna.aquahotels.com/en/

Reception: +359 52 639 090

[https://www.google.com/maps/place/Aqua+Hotel/@43.1991352,27.9081224,17.5z/data=!4m5!3m4!1s0x40a453f215dd5201:0x5ce8c7b7fcb33110!8m2!3d43.199289!4d27.909692?hl=en](https://www.google.com/maps/place/Aqua%2BHotel/%4043.1991352%2C27.9081224%2C17.5z/data%3D%214m5%213m4%211s0x40a453f215dd5201%3A0x5ce8c7b7fcb33110%218m2%213d43.199289%214d27.909692?hl=en)

**BOUTIQUE SPLENDID**

30 Bratia Shkorpil str., 9000, Varna

http://www.boutiquesplendid.net/en

Tel: +359 52 681 414, Mob: +359 888 88 71 64

[https://www.google.com/maps/place/Hotel+Boutique+Splendid/@43.2057737,27.9088012,17z/data=!3m1!4b1!4m5!3m4!1s0x40a453f533c22add:0xd9d28cd75362d95a!8m2!3d43.2057698!4d27.9109899?hl=en](https://www.google.com/maps/place/Hotel%2BBoutique%2BSplendid/%4043.2057737%2C27.9088012%2C17z/data%3D%213m1%214b1%214m5%213m4%211s0x40a453f533c22add%3A0xd9d28cd75362d95a%218m2%213d43.2057698%214d27.9109899?hl=en)

**Odessos hotel**

1, Slivnitsa blvd., 9000 Varna

<http://www.odessos-bg.com/index.php?page=offers&lang=en&sinfo=3>

Reception: +359 52 / 640300, +359 52 / 640400

https://www.google.com/maps/place/Hotel+Odesos/@43.2047857,27.9199679,17z/data=!4m8!1m2!2m1!1sHotel+%22Odessos%22,+Varna!3m4!1s0x40a453f7c4d94d89:0xdde7812f5c7c3c82!8m2!3d43.2039!4d27.9215999?hl=en

**III. Places for the lunch and the dinner**

**LUNCH - 04/December 2018 (at 13:00h)**

**Restaurant at “AQUA” Hotel**

12 Devnya str., 9000 Varna

**DINNER - 04/December 2018 (at 19:30h)**

**Restaurant “Docker’s Club”**

[www.dockersclub.bg](http://www.dockersclub.bg)

Port Varna, Varna, 9000

Phone: +359 887 005 007

[https://www.google.com/maps/place/%D0%9A%D0%BB%D1%83%D0%B1+%D0%BD%D0%B0+%D0%94%D0%9E%D0%9A%D0%95%D0%A0%D0%90/@43.1975104,27.9175569,17z/data=!3m1!4b1!4m5!3m4!1s0x40a453faf3bd179b:0x32679ed59fb3a67e!8m2!3d43.1975065!4d27.9197456?hl=en](https://www.google.com/maps/place/%D0%9A%D0%BB%D1%83%D0%B1%2B%D0%BD%D0%B0%2B%D0%94%D0%9E%D0%9A%D0%95%D0%A0%D0%90/%4043.1975104%2C27.9175569%2C17z/data%3D%213m1%214b1%214m5%213m4%211s0x40a453faf3bd179b%3A0x32679ed59fb3a67e%218m2%213d43.1975065%214d27.9197456?hl=en)

**LUNCH - 05/December 2018 (at 13:20h)**

**Restaurant “Rostell”**

<https://bg-bg.facebook.com/Rosstelrestaurant/>

102 Bratya Miladinovi str., Varna, 9000

Phone: +359 896 089 711

https://www.google.com/maps/place/%D0%A0%D0%BE%D1%81%D1%81%D1%82%D0%B5%D0%BB/@43.2123283,27.9113248,17z/data=!3m1!4b1!4m5!3m4!1s0x40a454739d9809a3:0x4021f58fd45d2d17!8m2!3d43.2123244!4d27.9135135?hl=en