

Minutes of Steering Committee and Consortium meeting – Progress report v.1

Steering Committee and Consortium Meetings
Progress Report on Implementation



Co-funded by
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them

Table of Contents

1	Executive Summary	3
2	Steering Committee: Roles and Decisions	3
2.1	Composition of the Steering Committee.....	3
2.2	Role of the Steering Committee.....	3
2.3	Strategic Influence of the Steering Committee.....	3
2.4	Decisions and Contributions made so far.....	3
2.4.1	1st Steering Committee Meeting (May 15, 2024).....	3
2.4.2	2nd Steering Committee Meeting (Jan 15, 2025).....	3
3	Consortium Meetings: Role and Outcomes	4
3.1	Composition of the Consortium	4
3.2	Role of the Consortium	4
3.2.1	1st Consortium Meeting, UCN, Feb 6, 2024	4
3.2.2	2nd Consortium Meeting - EUHT St Pol, Sep 25, 2024	5
3.2.3	3rd Consortium Meeting – Diplomasafe, March 7, 2025	5
	WP2 (Hosco/UCN).....	5
	WP3 (Lobster Ink)	5
	WP4 (Diplomasafe).....	5
	WP5 (Idan).....	5
	WP6 (Access Advisors).....	5
	Key Outcomes.....	6
4	Discussion on Project Implementation	6
4.1	Progress Report on Implementation	6
	Achievements.....	6
4.1.1	Progress per Work Package	6
	Work Package Status Overview (as of June 2025)	6
4.1.2	Use of Resources.....	7
4.1.3	Outlook.....	7
5	Extended Steering Committee Minutes.....	7
5.1	1st Steering Committee Meeting (May 2024).....	7
5.2	2nd Steering Committee Meeting (January 2025).....	7
6	Detailed Consortium Meetings Summaries	8
6.1	1st Consortium Meeting (February 2024).....	8
6.2	2nd Consortium Meeting (September 2024)	8
6.3	3rd Consortium Meeting (March 2025).....	8
7	Work Package Status – Detailed Review.....	9

7.1	WP2 – Communication & Project Management.....	9
7.2	WP3 – Course Development.....	9
7.3	WP4 – Credential Issuing Platform.....	9
7.4	WP5 – Piloting.....	9
7.5	WP6 – Dissemination & Communication.....	10
8	Survey Results – Hospitality Sector Skills	10
9	Challenges and Risk Management	11
10	Development and Quality Assurance of Micro-Credential Courses.....	12
11	Digital Credentialing Platform: Requirements and Implementation.....	12

1 Executive Summary

This document summarises the activities of the MCEU Steering Committee and Consortium meetings. It outlines their roles, key discussions, decisions, and the progress of the project implementation. It further highlights strategic oversight, operational outcomes, and contributions towards the EU Skills Agenda, focusing on green and digital transitions.

2 Steering Committee: Roles and Decisions

2.1 Composition of the Steering Committee

The MCEU Steering Committee (SC) is composed of representatives from UCN act2learn, Hosco, Diplomasafe, SAF, EUHT St Pol, IDÁN, Access Advisors, and Lobster Ink. Members represent both education and industry.

2.2 Role of the Steering Committee

The SC is responsible for:

- Strategic oversight of the project.
- Awareness raising across professional networks.
- Advising the consortium in case of challenges.
- Reviewing deliverables and endorsing project directions.
- Promoting project visibility (e.g. Lobster Ink video).

2.3 Strategic Influence of the Steering Committee

The SC has contributed by:

- Clarifying the micro-credentials framework.
- Monitoring deliverables and survey progress.

2.4 Decisions and Contributions made so far

2.4.1 1st Steering Committee Meeting (May 15, 2024)

- Clarification of micro-credentials vs micro-courses.
- Approval of deliverables plan and milestones.
- Support for the industry survey launch.
- Endorsement of website and dissemination materials.
- Lobster Ink commitment to produce a promotional video.
- Agreement to align SC and PMT meetings.

2.4.2 2nd Steering Committee Meeting (Jan 15, 2025)

Planned discussions included:

- Review of submitted deliverables (11 submitted, 8 approved).
- Examination of survey results and implications.
- Assessment of draft micro-credential issuing platform.
- Role of SC in guiding implementation and dissemination.
- Supporting dissemination through networks.
- Aligning technical outputs with strategic EU agendas.

3 Consortium Meetings: Role and Outcomes

3.1 Composition of the Consortium

The consortium is composed of a diverse group of educational institutions, industry partners, and specialized service providers. Together, they bring complementary expertise to the project:

- UCN act2learn: Project coordination and strategic oversight.
- Hosco: Hospitality network and employment insights.
- Diplomasafe: Technical development of the credential issuing platform.
- SAF (Swiss Alpine Facility): Sectoral training expertise.
- EUHT St Pol: Higher education and hospitality management.
- IDÁN (Icelandic VET Center): Vocational training expertise.
- Access Advisors: Communication and dissemination lead.
- Lobster Ink: Course development and digital learning solutions.

3.2 Role of the Consortium

The Consortium plays a central role in the operational implementation of the project. While the Steering Committee ensures strategic alignment and high-level decision-making, the Consortium focuses on day-to-day progress, technical developments, and the delivery of outputs.

Key functions of the Consortium include:

1. Coordinating the work across Work Packages (WP2–WP6).
2. Ensuring partner collaboration and exchange of expertise.
3. Reviewing deliverables before submission to the Steering Committee and the EU.
4. Organising pilots and collecting feedback from learners and industry stakeholders.
5. Addressing operational challenges and finding solutions at the practical level.
6. Providing input on dissemination activities and supporting visibility through partner networks.

The Consortium therefore acts as the **engine of implementation**, translating the strategic directions of the Steering Committee into concrete actions and outputs.

3.2.1 1st Consortium Meeting, UCN, Feb 6, 2024

Key points:

- Partner presentations (UCN, Hosco, Diplomasafe, SAF, EUHT St Pol, IDÁN, Access Advisors, Lobster Ink).
- Decisions: 500 learners to be evaluated; definition of micro-credentials established; ECTS beneficial but not mandatory; PMT indicator framework to be developed.
- Focus areas: green and digital skills.
- Website to serve as a central information point.
- Advisory Board and SC to have two members per partner.

3.2.2 2nd Consortium Meeting - EUHT St Pol, Sep 25, 2024

Agenda included:

- WP updates and workshops (WP1–WP6).
- Workshop 1: Strategic Visibility & Micro-Credentials Awareness.
- Workshop 2: Input to MCEU course framework.
- Discussion on PMT meetings and communication platforms (Google Meet, Teams).
- Preparation for 3rd meeting hosted by Diplomasafe.

Participants included: Helen Gray, Rakel Steinvör Hallgrímsdóttir, Gunnar Valur, Guillermo Graglia, Silvia Pop, Mikkel Egehave, Gustavo Soncini, Alla Aboudaka, Erica Martinelli, Anne Mette Uttrup Brügge, Anders Nørgård, Thomas Fisker Nielsen, Bianca Marie Bukh Lauridsen, Eva Canaleta, Lluís Serra, Zhandra Fuentes Ayala, Sigurður Fjalar Jónsson (online).

3.2.3 3rd Consortium Meeting - Diplomasafe, March 7, 2025

The third consortium meeting was held on March 7, 2025, hosted by Diplomasafe in Copenhagen. The agenda included a project update from UCN, review of the 2025 timeline and deliverables, two training activities (Credentials Issuing Platform & Support Available), updates from WP2–WP6, discussions on challenges and improvements, and networking.

1.1.1.1. Work Package Status and Decisions

WP2 (Hosco/UCN)

- Focus on communication and project management.
- Discussion on improving PMT meetings and using Teams/Meet with recordings.

WP3 (Lobster Ink)

- Five courses developed in English (sustainability, waste, leadership, digital skills, hygiene).
- Translations underway in Icelandic, Spanish, and Danish.
- Timeline set: D3.2 due March 31, 2025; D3.3 due May 2025.
- Pilots to be launched with Lobster Ink platform.

WP4 (Diplomasafe)

- Online credential issuing platform under development.
- D4.3 User Onboarding Guide to be completed by March 31, 2025.
- First VET enrolments planned for October 2025.
- First credential issuances expected December 2025.
- Translations of platform elements to multiple languages scheduled for April 2025.

WP5 (Idan)

- Pilot strategy finalised: 500 learners.
- Two pilot phases scheduled (October 2025 & March 2026).
- Feedback mechanisms established for continuous improvement.
- Pilot session report due December 2026.

WP6 (Access Advisors)

- Communication and dissemination plan presented.
- Status as of March 2025: 66 LinkedIn followers, 15 newsletter subscribers, 549 website users.

- KPIs behind targets (goal: 1500 newsletter subscribers, 1000 unique users).
- 2025–2026 plan: increased press releases, social media posts, roundtables, and information sessions.

Key Outcomes

- The consortium confirmed alignment of WP progress with overall project objectives.
- Strong emphasis placed on improving dissemination efforts (WP6).
- Agreement on pilot framework and timeline (WP5).
- Finalisation of deliverables timelines for WP3 and WP4.
- Strengthening communication across partners through improved PMT practices.

4 Discussion on Project Implementation

The project has progressed steadily with multiple deliverables submitted and approved. Challenges include differentiating micro-credentials vs micro-courses and ensuring alignment across consortium members. Strategies have included regular SC and PMT meetings, stronger communication channels, and workshops to refine frameworks.

4.1 Progress Report on Implementation

Achievements

- 11 deliverables submitted, 8 approved.
- Survey completed and analysed, identifying top 5 competency needs.
- Micro-credential framework drafted.
- Dissemination activities including website and promotional video in development.

4.1.1 Progress per Work Package

Work Package Status Overview (as of June 2025)

Work Package	Lead Partner	Current Status	Next Steps
WP2: Communication & Project Management	Hosco / UCN	Focus on communication and project management. Improved PMT meeting structure under discussion.	Implement enhanced PMT practices, adopt Teams/Meet recordings.
WP3: Course Development	Lobster Ink	5 courses finalised in English. Translations into Icelandic, Spanish, Danish underway.	Deliver D3.2 (Mar 31, 2025), D3.3 (May 2025). Launch pilots.
WP4: Credential Issuing Platform	Diplomasafe	Platform development ongoing. User Onboarding Guide scheduled for Mar 31, 2025.	First VET enrolments Oct 2025. First credentials Dec 2025. Translations in Apr 2025.
WP5: Piloting	Idan	Pilot strategy approved. 500	Phase 1 pilot Oct 2025. Phase 2 pilot

		learners targeted. Feedback system established.	Mar 2026. Report Dec 2026.
WP6: Dissemination & Communication	Access Advisors	66 LinkedIn followers, 15 newsletter subscribers, 549 website users (below KPIs).	Boost dissemination: press releases, social media, roundtables, info sessions (2025–2026).

4.1.2 Use of Resources

Staff time and budget usage remain within planned allocation.

4.1.3 Outlook

Next period will focus on piloting micro-credentials, expanding dissemination, and ensuring ECTS recognition where possible.

5 Extended Steering Committee Minutes

The Steering Committee (SC) meetings provided not only strategic guidance but also in-depth discussions on the alignment of project goals with European policies. Below is a more detailed summary of key meeting points.

5.1 1st Steering Committee Meeting (May 2024)

The committee extensively discussed the concept of micro-credentials, debating the difference between micro-courses and full credentials. Members emphasized the importance of ensuring recognition and quality assurance. The committee also reviewed the dissemination strategy, concluding that project visibility was essential to stakeholder engagement. Lobster Ink presented a plan to produce a professional video for dissemination, which was endorsed unanimously. The SC agreed that each partner should commit to raising awareness through their networks and provide feedback on draft deliverables.

5.2 2nd Steering Committee Meeting (January 2025)

Key topics included a review of the 11 submitted deliverables (with 8 already approved), the survey findings, and the progress of the credential issuing platform. The SC provided critical input on how to enhance usability and accessibility of the platform, recommending user testing prior to the pilot launch. Concerns were raised regarding dissemination metrics (e.g., social media reach, newsletters), and Access Advisors presented an updated plan. The SC emphasized the importance of aligning pilots with industry needs and suggested a phased approach to testing.

6 Detailed Consortium Meetings Summaries

6.1 1st Consortium Meeting (February 2024)

The kick-off consortium meeting was comprehensive, beginning with introductions from all partners. The main discussion revolved around defining micro-credentials and establishing an evaluation framework for 500 learners. Partners debated the role of ECTS, ultimately concluding that ECTS could be beneficial but should not be mandatory. The group also reviewed dissemination strategies and endorsed the project website as the central hub for updates. Workshops highlighted the need for clarity in definitions and alignment with EU frameworks.

6.2 2nd Consortium Meeting (September 2024)

Held at EUHT St Pol, this meeting combined plenary updates with thematic workshops. Workshop 1 addressed strategies for raising awareness of micro-credentials, focusing on industry outreach. Workshop 2 provided input on the MCEU course framework, particularly regarding balancing green and digital skills. Participants also debated the efficiency of PMT meetings and decided to test new formats using Teams/Meet with recordings. Action points included refining the advisory board composition and preparing for the third meeting.

6.3 3rd Consortium Meeting (March 2025)

The third consortium meeting was highly operational, focusing on concrete outputs from WP2–WP6. The Lobster Ink team showcased five completed courses, while Diplomasafe demonstrated progress on the credential issuing platform. Idan presented the piloting strategy, which received strong support. Access Advisors highlighted the gap in dissemination KPIs, leading to an agreement on intensified outreach efforts. The meeting concluded with a networking session to strengthen collaboration across partners.

7 Work Package Status – Detailed Review

This section expands on the earlier WP overview by providing more context on objectives, progress, challenges, and next steps for each work package.

7.1 WP2 – Communication & Project Management

Objective: Ensure efficient communication and project monitoring.

Achievements: Streamlined meeting schedules, improved documentation, and introduced a practice of recording PMT sessions. **Challenges:** Time zone differences across partners and occasional delays in deliverable submissions.

Next Steps: Implement clearer meeting agendas, ensure transparent decision logs, and enhance partner engagement.

7.2 WP3 – Course Development

Objective: Develop modular, flexible courses aligned with industry needs.

Achievements: Five courses created (sustainability, waste management, leadership, digital skills, hygiene). Translations underway to ensure accessibility. Course design aligns with green and digital transition agendas.

Challenges: Maintaining consistent quality across languages and ensuring relevance for diverse learners.

Next Steps: Complete deliverables D3.2 and D3.3, integrate pilot feedback, and refine modules.

7.3 WP4 – Credential Issuing Platform

Objective: Establish a robust digital platform for credential issuing.

Achievements: Platform architecture designed and onboarding guide drafted. User interface translated into multiple languages.

Challenges: Balancing security with usability, and integrating EBSI standards.

Next Steps: Conduct beta testing, finalize onboarding materials, and prepare for first credential issuance in Dec 2025.

7.4 WP5 – Piloting

Objective: Test and validate micro-credentials with learners and industry.

Achievements: Pilot strategy finalized; target group of 500 learners confirmed. Feedback mechanisms created.

Challenges: Recruitment of sufficient pilot participants and ensuring diversity across sectors.

Next Steps: Launch Phase 1 pilot in Oct 2025, refine based on results, and prepare Phase 2 in Mar 2026.

7.5 WP6 – Dissemination & Communication

Objective: Increase visibility and engagement with stakeholders.

Achievements: Project website launched, LinkedIn presence established, newsletters initiated.

Challenges: Current KPIs below targets, with only 15 newsletter subscribers and 66 LinkedIn followers.

Next Steps: Intensify social media campaigns, publish articles in industry press, and host roundtable events.

8 Survey Results – Hospitality Sector Skills

The Hospitality Survey conducted across multiple countries gathered extensive input from industry stakeholders. The top five competency needs identified were:

1. Digital transformation skills
2. Green and sustainability practices
3. Leadership and team management
4. Hygiene and safety compliance
5. Customer experience and service innovation

These results directly informed the selection of course topics under WP3 and the design of the pilot framework under WP5.

9 Challenges and Risk Management

Several challenges have been identified during project implementation:

- Ambiguity between micro-credentials and micro-courses.
- Technical complexities in platform development.
- Dissemination KPIs falling short of targets.
- Coordination challenges across diverse partners.

Risk Mitigation Strategies:

- Regular SC oversight to ensure strategic alignment.
- Incremental platform testing with user feedback.
- Revised dissemination strategy with measurable KPIs.
- Enhanced PMT communication practices to address coordination gaps.

10 Development and Quality Assurance of Micro-Credential Courses

As part of WP3, Lobster Ink in collaboration with the VET partners has developed a comprehensive suite of five micro-credential courses: Sustainable Awareness, Waste and Resource Management, Supervising & Leading, Digital Skills in Hospitality, and Food Safety & Hygiene. These courses are designed to address the top five competency needs identified in the hospitality sector survey. The courses have been produced in English and are being translated into Danish, Icelandic, and Spanish to ensure wider accessibility.

Quality assurance has been central to the process. VET partners undertook structured evaluations, ensuring alignment with EQF levels 2–3 and confirming that the content meets sectoral relevance and pedagogical standards. The courses are modular, flexible, and aligned with the EU's green and digital transition agendas.

The Steering Committee played a key role by endorsing the course framework and advising on industry relevance. The courses will be piloted with 500 learners, allowing for systematic feedback and improvements prior to full roll-out.

Course Title	Language(s)	EQF Level	Lead Partner
Sustainable Awareness	EN, DA, IS, ES	EQF 2–3	UCN / Lobster Ink
Waste & Resource Management	EN, DA, IS, ES	EQF 2–3	EUHT St Pol / Lobster Ink
Supervising & Leading	EN, DA, IS, ES	EQF 3	IDÁN / Lobster Ink
Digital Skills in Hospitality	EN, DA, IS, ES	EQF 2–3	Hosco / Lobster Ink
Food Safety & Hygiene	EN, DA, IS, ES	EQF 2	SAF / Lobster Ink

11 Digital Credentialing Platform: Requirements and Implementation

Within WP4, Diplomasafe leads the design and implementation of the MCEU Credential Issuing Platform. This platform is intended to provide a secure, interoperable, and user-friendly environment for issuing and verifying micro-credentials across Europe.

Key requirements include:

- Compliance with EU frameworks (Europass, EBSI, GDPR).
- Multilingual interface to support all partner countries.
- Ability for VET providers to issue credentials directly.
- Verification pathways for employers and industry stakeholders.
- Portability to allow learners to use credentials across borders.

The platform ensures authenticity, trust, and interoperability, critical for wide-scale recognition of micro-credentials. A typical user journey starts with a VET provider issuing a credential, which can then be shared by the learner with employers, who verify its validity through the platform.

The Steering Committee advised on usability aspects and supported the phased roll-out, beginning with

beta testing in 2025, first enrolments in October 2025, and the issuance of the first credentials by December 2025.

The following simplified flow illustrates the credential journey:

1. VET Provider → issues credential to learner via Diplomasafe.
2. Learner → stores and shares credential.
3. Employer → verifies credential authenticity through the platform.

This streamlined process supports trust, mobility, and employability in the European hospitality sector.

This section expands on the earlier WP overview by providing more context on objectives, progress, challenges, and next steps for each work package.

WP2 – Communication & Project Management

Objective: Ensure efficient communication and project monitoring.

Achievements: Streamlined meeting schedules, improved documentation, and introduced a practice of recording PMT sessions. Challenges: Time zone differences across partners and occasional delays in deliverable submissions.

Next Steps: Implement clearer meeting agendas, ensure transparent decision logs, and enhance partner engagement.

WP3 – Course Development

Objective: Develop modular, flexible courses aligned with industry needs.

Achievements: Five courses created (sustainability, waste management, leadership, digital skills, hygiene). Translations underway to ensure accessibility. Course design aligns with green and digital transition agendas.

Challenges: Maintaining consistent quality across languages and ensuring relevance for diverse learners.

Next Steps: Complete deliverables D3.2 and D3.3, integrate pilot feedback, and refine modules.

WP4 – Credential Issuing Platform

Objective: Establish a robust digital platform for credential issuing.

Achievements: Platform architecture designed and onboarding guide drafted. User interface translated into multiple languages.

Challenges: Balancing security with usability, and integrating EBSI standards.

Next Steps: Conduct beta testing, finalize onboarding materials, and prepare for first credential issuance in Dec 2025.

WP5 – Piloting

Objective: Test and validate micro-credentials with learners and industry.

Achievements: Pilot strategy finalized; target group of 500 learners confirmed. Feedback mechanisms created.

Challenges: Recruitment of sufficient pilot participants and ensuring diversity across sectors.

Next Steps: Launch Phase 1 pilot in Oct 2025, refine based on results, and prepare Phase 2 in Mar 2026.

WP6 – Dissemination & Communication

Objective: Increase visibility and engagement with stakeholders.

Achievements: Project website launched, LinkedIn presence established, newsletters initiated.

Challenges: Current KPIs below targets, with only 15 newsletter subscribers and 66 LinkedIn followers.

Next Steps: Intensify social media campaigns, publish articles in industry press, and host roundtable events.

