

aN Eu Curriculum  
for chef gasTro-engineering  
in primAry food caRe



D7.3.2

# NECTAR Memorandum of Understanding TEMPLATE

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AGREEMENT NUMBER – 621707-EPP-1-2020-1-BE-EPPKA2-SSA





## 1 ABSTRACT:

This document includes the template drafted by the Alliance, under the guidance of SI4LIFE srl, for the NECTAR Memorandum of Understanding, named “*NECTAR NETWORK for COOPERATION and MOBILITY - Memorandum of Understanding*”. The template includes 5 Annexes which are described in the template and provided as separate files.

## 2 KEYWORDS:

Memorandum of Understanding, MoU, network, cooperation, template, mobility, student, VET provider

## 3 REVIEWERS

REVIEWER NAME	EXTERNAL REVIEWER	ORGANIZATION	DATE OF APPROVAL
Silvia Bossio	N	ODISEE	12/09/2023
Herman Vandevijvere	Y	External Reviewer	13/09/2023

## 4 VERSION HISTORY AND AUTHORS

Version	Name / Organization	Status*	Date	Provided Content/Comment/ Summary of Changes
1	Serena Alvino, Roberta Ferrara	A	01/06/2023	“NECTAR NETWORK for COOPERATION and MOBILITY - Memorandum of Understanding“ Draft Version 1
2	Serena Alvino, Roberta Ferrara	A	20/06/2023	“NECTAR NETWORK for COOPERATION and MOBILITY - Memorandum of Understanding“ - Draft Version 2
3	Serena Alvino, Roberta Ferrara	A	27/06/2023	Annex 3 – Template for Bilateral Agreement - Draft Version 2
4	Serena Alvino, Roberta Ferrara	A	07/07/2023	Annex 3 – Template for Bilateral Agreement - Draft Version 2
5	Serena Alvino, Roberta Ferrara	A	01/09/2023	“NECTAR NETWORK for COOPERATION and MOBILITY - Memorandum of Understanding“ – final integrated version with 5 Annexes
6	Serena Alvino, Roberta Ferrara	A	15/09/2023	“NECTAR NETWORK for COOPERATION and MOBILITY - Memorandum of Understanding“ – final integrated version with 5 Annexes <i>Revised version after the Internal/External Review process</i>

\*Status indicates if:

- A - Author (including author of revised deliverable)
- C - Contributor
- IF – Internal Feedback (within the partner organization)



## 5 QUALITY CONTROL CHECK LIST

Quality Control Check	
<b>Generic Minimum Quality Standards</b>	
Document Summary provided (with adequate synopsis of contents)	X
Compliant with NECTAR format standards (including all relevant Logos and EU-disclaimer)	X
Language, grammar and spelling acceptable	X
Objectives of the application form covered	X
Work deliverable relates to adequately covered	X
Quality of text is acceptable (organisation and structure, diagrams, readability)	X
Comprehensiveness is acceptable (no missing sections, missing references, unexplained arguments)	X
Usability is acceptable (deliverable provides clear information in a form that is useful to the reader)	X
<b>Deliverable specific quality criteria</b>	
Deliverable meets the 'acceptance Criteria' set out in the Quality Register:	X
<b>Checklist completed and deliverable approved by</b>	
Name: Silvia Bossio	Date: 12/09/2023

aN Eu Curriculum  
for chef gasTro-engineering  
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# NECTAR NETWORK for COOPERATION and MOBILITY Memorandum of Understanding TEMPLATE

Final version – September 15<sup>th</sup> 2023

SI4LIFE srl



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## TABLE OF CONTENTS

1	ABSTRACT:.....	2
2	KEYWORDS:.....	2
3	REVIEWERS .....	2
4	VERSION HISTORY AND AUTHORS .....	3
5	QUALITY CONTROL CHECK LIST .....	4
	TABLE OF CONTENTS .....	6
1	INTRODUCTION .....	7
2	RATIONALE .....	7
3	TERMS OF REFERENCE .....	8
4	GENERAL OBJECTIVES.....	9
5	GENERAL AGREEMENT .....	9
6	PARTNERS SIGNING THE MEMORANDUM OF UNDERSTANDING .....	10
7	ROLES AND RESPONSIBILITIES.....	15
8	TOOLS SUPPORTING FUTURE BILATERAL AGREEMENTS BETWEEN SIGNATORIES..	15
9	PERIOD OF ELIGIBILITY AND REVIEW OF THIS MEMORANDUM OF UNDERSTANDING	17
10	ENTERING THE PARTNERSHIP .....	17
11	LANGUAGES.....	18
12	ANNEXES .....	18
13	PARTNERS' SIGNATURES .....	19
14	NEWCOMERS SIGNING THE MOU .....	21



## 1 INTRODUCTION

The promotion of **active and healthy ageing** throughout the “whole life course” is a key objective of national public health strategies. Demographic change and increased life expectancy are posing new challenges to health and social care systems, and to those who support them. Governments and Health and Care providers have increasingly recognized the need for robust **health promotion strategies** supporting a range of interventions and initiatives to prevent or defer age-related conditions and diseases and to foster independent living. Within this context, good quality, tasty and safe food has demonstrated to be effective in addressing malnutrition, sarcopenia and frailty, thus preventing morbidity and disability in the elderly and improving their quality of life.

The quality of institutional food services is important as it influences the patient/client’s nutritional intake as well as their quality of life and satisfaction. However, the level of patients suffering from malnutrition in hospitals and residential aged care facilities remains unacceptably high. In this context, a skilled public health workforce delivering **high-quality nutrition** services in health care settings is needed.

The **NECTAR Project**, funded by Erasmus+ Programme, is a Sector Skills Alliance addressing the identified mismatch between the skills currently offered by cooks and chefs working in hospitals, residential care, and homecare and those actually demanded by healthcare institutions, private service providers and final end users in order to play a pivotal role in a user-centered approach to integrated food care.

Based on a “culinary-clinical integrated approach”, NECTAR has delivered a **Chef Gastro Engineering (CGE) EU Occupational Profile** and a learning outcome-oriented and modular **EU Curriculum** for the **training of this new qualification**. The efficacy of these results has been tested through five pilots in Italy, Portugal, Belgium and Austria. The results of the piloting action underlined the flexibility and adaptability of the Curriculum to different contexts and countries, as well as its effectiveness in filling the identified skills gap.

## 2 RATIONALE

NECTAR project’s main results demonstrated to be general, “across-the-board” and thus suitable to play a reference role for any VET (Vocational Education and Training) designer targeting the CGE profile in any EU country. Their exploitation and sustainability need to rely on a solid group of entities who are interested in collaborating to promote and implement actions based on NECTAR’s results even after the end of the project.

Starting from these premises, NECTAR’s Partners agreed to establish a **NECTAR Network for Cooperation and Mobility (NNCM)** extending such commitment for collaboration from the project



partnership to any external actor interested in the CGE Curriculum implementation and providing education, training, placements and/or assessment, validation and recognition in the culinary field in Europe. Future collaboration may focus on networking or dissemination or develop concrete initiatives supporting students' mobility and mutual recognition of qualifications across countries.

A Memorandum of Understanding (MoU) has been identified by NECTAR's partners as the most suitable instrument to formalize such network. The NECTAR's Curriculum is characterized by some traits supporting its flexibility and adaptability, such as the possibility to adapt it to address both EQF5 and EQF4<sup>1</sup>, or to tailor the number of ECVET points<sup>2</sup> assigned to each Learning Outcome (LO), or to compose courses modules assembling the 67 learning outcomes in many different ways. Due to these characteristics, it is difficult to formalize specific agreements supporting the mutual recognition of qualifications across countries in a unique MoU. Such detailed agreements, fundamental to support students' mobility, should be detailed in specific bilateral agreements. In these bilateral agreements, the two signatories should define effective mechanisms to map the actual instantiations of the Curriculum implemented by specific VET providers in different countries for mutual recognition. Thus, the present document will set a general reference framework for signatories, providing (in annex) specific templates supporting the effective definition of "second-level" bilateral agreements.

### 3 TERMS OF REFERENCE

The Memorandum of Understanding (MoU) is a voluntary partnership agreement in which conditions for the cooperation within the Network are concluded between partners from different countries.

The MoU is signed by either NECTAR project partners or other external institutions who are interested in the CGE Curriculum implementation and are providing education, training, placements and/or assessment, validation and recognition in the culinary field in Europe.

All signatories agree on the contents of the MoU, detailed in the following sections:

1. Introduction
2. Rationale
3. Terms of Reference

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<sup>1</sup> The European Qualifications Framework is an 8-level, learning outcomes-based framework for all types of qualifications that serves as a translation tool between different national qualifications frameworks. This framework helps improve transparency, comparability and portability of people's qualifications and makes it possible to compare qualifications from different countries and institutions.

Europa, European Qualification Framework; <https://europa.eu/europass/en/description-eight-efq-levels>

<sup>2</sup> The European Credit system for Vocational Education and Training (ECVET) is a European instrument designed to support lifelong learning, the mobility of learners and the flexibility of learning pathways to achieve qualifications. ECVET points means a numerical representation of the overall weight of learning outcomes in a qualification and of the relative weight of units in relation to the qualification.





4. General objectives
5. General Agreement
6. Partners signing the MoU
7. Roles and Responsibilities
8. Tools supporting future bilateral agreements between signatories
9. Period of eligibility and review of this Memorandum of Understanding
10. Entering the partnership
11. Languages
12. Signatures
13. Annexes
14. Newcomers signing the MoU

## 4 GENERAL OBJECTIVES

This document defines a general Memorandum of Understanding (MoU) to establish a **NECTAR Network for Cooperation and Mobility (NNCM)** between partners of NECTAR Project and other external actors. In particular, the MoU addresses two main objectives:

1. Set out a **general framework for cooperation and networking** between the signatories, establishing a context for possible future collaboration on new projects, exchange and mutual trust.
2. Set the ground for possible **future bilateral agreements between signatories**, defining effective mechanisms for mutual recognition of the Chef Gastro Engineer (CGE) Curriculum and Qualification and for students' mobility.

## 5 GENERAL AGREEMENT

The subjects listed in Section 6 of the present document, hereinafter referred to as 'the signatories',

### ACCEPT AS FOLLOWS:

- i. to establish a *NECTAR Network for Cooperation and Mobility*, a framework establishing a new context for possible future collaboration on new projects, exchange and mutual trust;
- ii. to encourage the *dissemination, exploitation and sustainability* of NECTAR's CGE EU Curriculum ([Annex 1](#)) and related tools (see web-based Designers' Kit at <http://www.nectar-project.eu/>)

**Future activities may be limited to networking or dissemination** or may profit from the common ground set by this MoU and its annexes in order to **develop specific bilateral agreements between**

**competent institutions<sup>3</sup>** defining effective mechanisms for mutual recognition of the Chef Gastro Engineer (CGE) Curriculum and Qualification and for students mobility.

The two main levels of engagement envisioned by the present document are outlined in Figure 1.

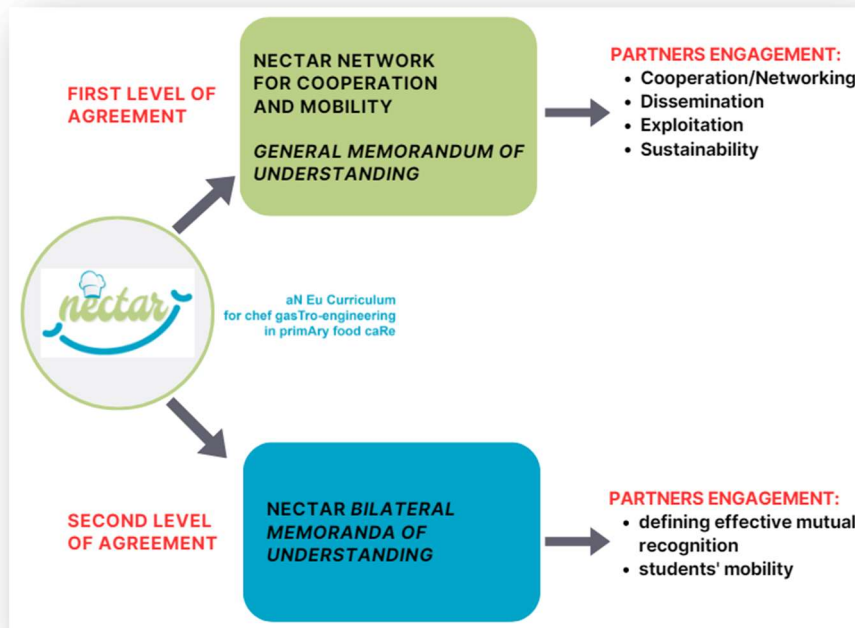


Figure 1: The two main levels of engagement envisioned by NECTAR’s general MoU.

## 6 PARTNERS SIGNING THE MEMORANDUM OF UNDERSTANDING

<b>Organisation 1</b>	
Country	
Name of the organisation	
Address	
Phone	
E-mail	
Website	
<b>Contact person</b>	
Phone	

<sup>3</sup>A “competent institution” is an institution which is responsible for designing and awarding qualifications or recognizing units or other functions linked to ECVET, such as allocation of ECVET points to qualifications and units, assessment, validation and recognition of learning outcomes, under the rules and practices of participating countries [ECVET recommendations].



E-mail	
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<b>Organisation 2</b>	
Country	
Name of the organisation	
Address	
Phone	
E-mail	
Website	
<b>Contact person</b>	
Phone	
E-mail	

<b>Organisation 3</b>	
Country	
Name of the organisation	
Address	
Phone	
E-mail	
Website	
<b>Contact person</b>	
Phone	
E-mail	

<b>Organisation 4</b>	
Country	
Name of the organisation	
Address	
Phone	
E-mail	
Website	
<b>Contact person</b>	
Phone	
E-mail	

<b>Organisation 5</b>	
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Country	
Name of the organisation	
Address	
Phone	
E-mail	
Website	
<b>Contact person</b>	
Phone	
E-mail	

<b>Organisation 6</b>	
Country	
Name of the organisation	
Address	
Phone	
E-mail	
Website	
<b>Contact person</b>	
Phone	
E-mail	

<b>Organisation 7</b>	
Country	
Name of the organisation	
Address	
Phone	
E-mail	
Website	
<b>Contact person</b>	
Phone	
E-mail	

<b>Organisation 8</b>	
Country	
Name of the organisation	
Address	



Phone	
E-mail	
Website	
<b>Contact person</b>	
Phone	
E-mail	

<b>Organisation 9</b>	
Country	
Name of the organisation	
Address	
Phone	
E-mail	
Website	
<b>Contact person</b>	
Phone	
E-mail	

<b>Organisation 10</b>	
Country	
Name of the organisation	
Address	
Phone	
E-mail	
Website	
<b>Contact person</b>	
Phone	
E-mail	

<b>Organisation 11</b>	
Country	
Name of the organisation	
Address	
Phone	
E-mail	



Website	
<b>Contact person</b>	
Phone	
E-mail	

<b>Organisation 12</b>	
Country	
Name of the organisation	
Address	
Phone	
E-mail	
Website	
<b>Contact person</b>	
Phone	
E-mail	

<b>Organisation 13</b>	
Country	
Name of the organisation	
Address	
Phone	
E-mail	
Website	
<b>Contact person</b>	
Phone	
E-mail	

<b>Organisation 14</b>	
Country	
Name of the organisation	
Address	
Phone	
E-mail	
Website	



Contact person	
Phone	
E-mail	

## 7 ROLES AND RESPONSIBILITIES

Given the need to identify the roles and responsibilities of the signatories under this MoU, it is agreed that:

- i. all signatories **recognise the CGE Curriculum** (Annex 1) as a reference EU curriculum for the specialization of chefs in a user-centred approach to integrated food care;
- ii. all signatories assure that they will **promote the further development of the network**;
- iii. all signatories **commit to notify to the network** any initiative they organize or discover related to the CGE EU Curriculum implementation (e.g. new courses implemented in new countries, new editions of pilot courses, etc.).

In addition, SI4LIFE is identified as a coordinator of the Network for the period of validity of this MoU, committing to:

- i. maintain the address [nectar@si4life.it](mailto:nectar@si4life.it) as first contact for new possible signatories;
- ii. create a mailing list of all the MoU signatories and update it with new partners that may be added;
- iii. manage the approval of candidacies and the signature of new candidates;
- iv. send signatories an e-mail containing an update about the Network and possible related initiatives every four months;
- v. create a maintain a file sharing area (e.g. on Google Drive or MS Teams) supporting the collaboration of the members of the network.

## 8 TOOLS SUPPORTING FUTURE BILATERAL AGREEMENTS BETWEEN SIGNATORIES

To facilitate the successful implementation of “second-level” bilateral agreements, the following Annexes are made available to present and future signatories:

- Annex 1 – The CGE Curriculum delivered by NECTAR project, including the detailed description of 67 Learning Outcomes for Chef Gastro Engineers.



- Annex 2 – DK6 - ECVET points table: one of the Tools of the Designers' Kit delivered by NECTAR project detailing the range of ECVET points which may be awarded by each Learning Outcome of the Curriculum.
- Annex 3 – Template for NECTAR Bilateral Memorandum of Understanding: a draft agreement between two competent institutions<sup>4</sup> supporting students' mobility across countries and detailing under what conditions learners' credits will be mutually validated and recognized; the agreement explicitly states that the partner organisations mutually accept their respective criteria and procedures for quality assurance, assessment, validation and recognition of knowledge, skills and competence for the purpose of transferring credit.
- Annex 4 – DK7 - Flexibility Tool: one of the Tools of the Designers' Kit delivered by NECTAR project supporting any VET designer in localizing NECTAR's CGE Curriculum in their own country and context; the mutual mapping of the credits awarded by the competent authorities signing bilateral agreements should be based on the comparison of the respective Flexibility Tools, which outline the main design elements of their courses.
- Annex 5 – Template for Learning Agreement: in the framework of the bilateral agreements, a Learning Agreement is concluded by the two organizations involved in the mobility process and the learner; the Learning Agreement defines which Learning Outcomes the learner will achieve abroad, how and when these will be assessed and how the Learning Outcomes will be recognized; each learner should receive and sign a Learning Agreement that concerns him/her individually. This Template has been provided by ECVET<sup>5</sup> and is also available online for free download.

One of the main results of NECTAR project, i.e. the web-based Designers' Kit supporting the localization of the general Curriculum through practical guides and tools, is available online for any users on the project website (<http://www.nectar-project.eu/>).

Figure 2 depicts the main expected impacts of the present MoU, detailing the main outputs (e.g. new courses, new bilateral agreements) and the way each tool annexed to this document could support their development.

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<sup>4</sup> See footnote 3.

<sup>5</sup> GfNA II.6 ECVET Learning Agreement – 2017  
<https://erasmusplus.org.uk/file/5387/ECVET%20Learning%20Agreement.docx>



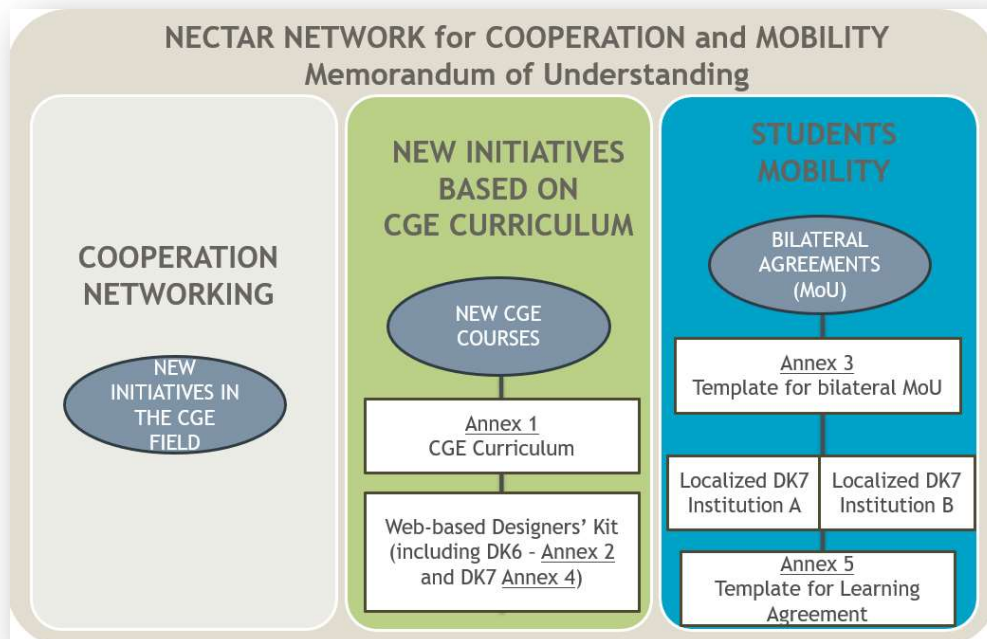


Figure 2: the main expected impacts of the present MoU, detailing the main outputs and related tools

## 9 PERIOD OF ELIGIBILITY AND REVIEW OF THIS MEMORANDUM OF UNDERSTANDING

This MoU is valid from (date of signature) until 31st December 2026.

During the period of validity, the MoU can be renewed or revised by signatories, and may be amended at any time by agreement in writing of the Parties:

- **RENEWAL** - 3 months prior to the expiry of the MoU, the network coordinator will set a meeting with the network to vote over the renewal of the agreement.
- **REVISION** - if a partner is willing to modify the MoU, a specific email must be sent to the coordinator ([nectar@si4life.it](mailto:nectar@si4life.it)), who will set an online meeting with the whole network to discuss it. Eventually, the proposed modification must be approved by the qualified majority of the network.
- **NEWCOMERS** - if a new partner wants to join the Network, Section 14 will be filled in with the new signatory's contact details. An updated version of the MoU will then be forwarded to the mailing list by the coordinator.

## 10 ENTERING THE PARTNERSHIP

The NECTAR Network for Cooperation and Mobility actively welcomes new partners that may candidate through an e-mail sent to the address [nectar@si4life.it](mailto:nectar@si4life.it). Once a candidacy is received,



SI4LIFE as a coordinator will send an email to the signatories of the MoU in order to discuss the entry of the new signatory, which will be approved through positive feedback of a qualified majority.

## 11LANGUAGES

All signatories receive a signed copy of this MoU in English.

## 12ANNEXES

Annex 1 – The CGE Curriculum

Annex 2 – DK6 - ECVET points table

Annex 3 – Template for NECTAR Bilateral Memorandum of Understanding

Annex 4 – DK7 - Flexibility Tool

Annex 5 – Template for NECTAR Learning Agreement



## 13 PARTNERS' SIGNATURES

**Organization 1** \_\_\_\_\_

Last Name, First Name \_\_\_\_\_

Role in the Organization \_\_\_\_\_

Signature \_\_\_\_\_

Date of Signature \_\_\_\_\_

**Organization 2** \_\_\_\_\_

Last Name, First Name \_\_\_\_\_

Role in the Organization \_\_\_\_\_

Signature \_\_\_\_\_

Date of Signature \_\_\_\_\_

## 14 NEWCOMERS SIGNING THE MOU

This section is aimed to collect data and signatures of eventual newcomers willing to be part of the Nectar Network for Cooperation and Mobility.

The following organizations have agreed on the contents of the MoU and sign below for acceptance:

<b>Organisation 1</b>	
Country	
Name of the organisation	
Address	
Phone	
E-mail	
Website	
<b>CONTACT PERSON</b>	
Last Name, First Name	
Phone	
E-mail	
<b>SIGNER</b>	
Last Name, First Name	
Role in the organization	
Date of the signature	
<b>SIGNATURE</b>	

<b>Organisation 2</b>	
Country	
Name of the organisation	
Address	
Phone	
E-mail	
Website	
<b>CONTACT PERSON</b>	
Last Name, First Name	
Phone	
E-mail	
<b>SIGNER</b>	
Last Name, First Name	

Role in the organization	
Date of the signature	
<b>SIGNATURE</b>	