



Agenda September 17th 2018

QNeST – Partnership meeting: Management, Communication and Partnership Organization

09:30 – 11:30

WPM – Management

AM2 Coordination and Financial Management

- *Check on project deliverables – table 2018 (deliv. Released, delays, next deliv.)*
- *Budget modifications: collection of proposed budget modification (minor and major)*
- *Indicators and measurement of target groups and results*
- *Questionnaires for project indicators (within the end of the year)*

AM3 Monitoring and Risk Management

- *Roles of LP and P4: proposed questionnaires for all and deadlines*

AM4 Project Meetings

- *Next meeting (Montenegro)*
- *ICT tools for web-conferencing and distance calls*

AM5 - Project Progress Reporting

- *Open discussion for improving EMS and reporting procedures*
- *State of the art for period 1*
- *Declarations for 1st period*
- *Remind of new deadlines for second period*

11.30 - 13.00

WPC – Communication

AC1 Start-up activities including communication strategy and website

- *Check - Local Sub-plans*

- *Checklist ADRION requirements (i.e. poster; description on website)*
- *Check – Local Team Appointed*
- *Strategy of associated and stakeholders' involvement and links to technical activities*

AC2 Publication(s)

- *Table of publications (digital and printed) – next steps (distribution of roles)*
- *Check - press release, reminds*

AC3 Public Event(s)

- *Table of public events – next steps and links to technical activities*

AC4 Promotional material

- *Start-up of transnational team and next steps for the preparation of project's promotional material (printings and event materials)*
- *Budget constraints and potential solutions*

AC5 Digital activities including social media and multimedia

Check of online activities and team organization

14:00 – 14.30

WPT1 – Co-designed QNeST Strategy and Pilot Action for a transnational network

AT1.1 Brand Model for QNeST

- *Check on the activity and deliverables to be finalized. Suggestions for the final steps of implementation and links with other communication and technical activities.*

AT1.2 Scouting and Capitalization

- *Local baseline studies: state of the art*
- *Next step: Adriatic Ionian Baseline Study*
- *E-learning module and data-forms for web-multiplatform; GDPR issues (Technological Educational Institute of Epirus)*
- *Tasks and roles of transnational team of scouting and capitalization.*

AT1.3 Pilot QNeST Workshops

- *From AT1.1 and AT1.2 to AT1.3: steps of implementation; organizational aspects and calendar; project output and programme output.*

14:30 – 15:00

WPT2 – Quality Brand, Common awareness and Network on Sustainable Tourism in Adriatic Ionian Region

AT2.1 Train the Teams on Sustainable Tourism

- *Awaiting the train the trainers (18th September): check deliverables and next steps for the closure of the activity*

AT2.2 QNeST Brand Assignment

- *Reminds on links with other activities; organisation of the transnational and local teams; focus on contents of deliverables*

AT2.3 Train the Network

- *Check the calendar of the Informative Seminars (Local “Train the Network”); links with other activities (AC3 “Public Events”)*
- *Main contents of the Train the Network and requested deliverables*
- *Round of experts and video-conferences*

AT2.4 Brand Creation

- *Selected visual design for QNeST Brand and Sub-Brands*
- *Possibilities of registration and responsible body/ies: discussion and solutions*
- *Deliverables to be released*

AT2.5 QNeST Follow-Up

- *Brief reminds of the activity and organization of the first steps of implementation*

15.00 – 15.30

WPT3 Demonstration initiatives for pilot routes and sustainable fruition

AT3.1 Online QNeST Platform&App

- *GDPR, privacy and data treatment with users and transnational partnership: potential agreements and links with other project activities*
- *Check of the deliverables to be released*
- *Presentation of the functionalities, data categories, steps of online releases*

AT3.2 Pilot QNeST Routes

- *Brief reminds of the activity*
- *Important step: realization of QNeST identificative materials. Suggestions, discussion, partners’ responsibilities and team organization*

AT3.3 Pilot QNeST e-co-design

- *Brief reminds on the activity and deliverables: inputs for the online platform and app.*

15:30 – 16:30

Summary of meeting and decisions of Steering Committee Members (SC members and delegates)