

SE.TOUR 1st Steering Committee and Technical Working Group Meeting

29th September 2015, Oporto

Venue: Praça de Carlos Alberto, 71

Final Agenda

Time	Subject	Responsible person/partner
9.00 – 9.15	Arrival and registration	
9.15 – 9.45	Welcome from Mr.Armenio Pereira, Director of IDS Introduction by Project Coordinator Round of presentations	Armenio Pereira, IDS Sabrina Santi, Fandango Tour

Part I - Steering Committee Meeting		
9.45 – 10.00	a) Establishment of the Steering Committee and of the Technical Working Group b) Consortium Agreement	Federica Raggi, Fandango Tour

10.00 – 10.15	Coffee break	
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Part II - Technical Working Group Meeting		
10.15 – 11.00	WP1 State of the art of the setting up of Local Supporting Group: involvement of local actors and collection of letters of interest	CinziaLiberatore, Fandango Tour
11.00– 13.00	WP 2 a) Design of the touristic package concept b) Development of the Tourist packages c) Organization of the first meeting with LSG members	Sabrina Santi, Fandango Tour



13.00- 14.00	Lunch
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Time	Subject	Partner
14.00 - 15.00	WP 2: SE.TOUR web-portal and app: presentation and discussion on the layout	Armenio Pereira, IDS
15.00 - 15.30	WP3: a) Definition of criteria for senior travellers selection b) Selection of senior travellers to participate in the pilot test	Rosalia Montefusco, Fandango Tour
15.30 - 16.30	WP5: Communication plan and visibility actions: presentation and discussion on the proposal	Patrizia Papitto, E-SENIORS

16.30 - 16.45	Coffee break
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Part III - Steering Committee Meeting		
16.45 - 17.15	a) Approval of decisions on TWG discussion (under part II) b) Decision on next monthly call conference date c) Decision on next project meeting in Spain (January 2016) – Responsible partner ACEVIN d) Any other business	Sabrina Santi, Fandango Tour

Part IV - Financial and Management issues		
17.15 - 18.00	a) Recap of the EASME KOM b) Project management, reporting rules and procedures	Federica Raggi, Fandango Tour

20:00	Networking dinner
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