Let's recap which Tasks and Activities are starting in 1st Semester

Tasks and activities starting in 1st semester: WP1 MANAGEMENT

D.1.1.1 Steering Committee (SC)

List of members and formalised agreed rules of the Steering Committee (SC)

D.1.1.2 Minutes of 1st SC

D.1.1.3 Calendar of meetings

Calendar for SC meetings, transnational and online meetings

D.1.1.4 Work Plan

LP (with 6-monthly breakdown)

D.1.1.5 Project management teams

LP+PPs: List of team members at LP and PP level

Members of WP Coordinators Board

Nomination of Members of CB

March 2019

Tasks and activities starting semester: WP1 MANAGEMENT

D.1.2.1 Progress Reports

Technical reporting: 1st Progress Report (technical-narrative)

D.1.2.3 Intermediate project meetings

Agenda, minutes, lists, presentations of 2nd meeting

D.1.2.4 Webinars planned in first period
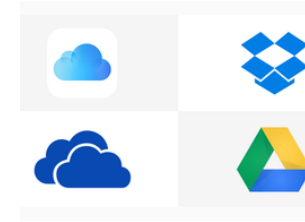
March 2019: WP3

April 2019: Quality

May 2019: FLC

D.1.3.1 Minutes of SC meetings (+ D.1.1.3)

Minutes of 1st SC (Feb 2019) and 2nd SC (June 2019)

D.1.3.2 Project Quality Management Plan

QMP include the single Plans elaborated by each PP

D.1.3.4 Cloud Storage

LP creates online cloud storage archive: DropBox or Google Drive

D.1.4.1 Certification of Expenditures

FLCs issue 1st certificate

June-July 2019

Tasks and activities starting in 1st semester: WP2 COMMUNICATION

D.2.1.1 SMART Communication Plan

Joint CM + LCMs elaborate draft presented during KOM

D.2.1.2 Kick-Off Meeting

All PPs: KOM, Karlovac, 12-14 March 2019

D.2.1.3 Project Communication Team

List with Joint CM + LCM(1 per partner)

D.2.1.4 Stakeholders and media directory

mailing list with decision-makers, target groups, key players, etc.

D.2.5.1 Opening of Social Media Accounts

Opening of Social Media Accounts and pages of EXCOVER on Facebook, etc.

March 2019

Tasks and activities starting in 1st semester: WP2 COMMUNICATION

D.2.2.1 Project mini website

Contents for project website on IT-HR platform, with news and downloadable material

D.2.2.2 Posters

Posters based on Programme templates (5 per PP)

D.2.2.3 PDF project portrait leaflet

PDF downloadable from project website and also printed in small numbers

D.2.2.6 Roll-Ups

Roll-Ups (2 per partner)

D.2.3.1 Communication evaluation format

Template prepared by WP coordinator

June-July 2019

Tasks and activities starting in 1st semester: WP2 COMMUNICATION

D.2.4.1 Transnational dissemination Events

1st Transnational dissemination Event at 2nd project meeting

D.2.4.2 Participatory planning processes (PPP)

PPP by all territorial partners

D.2.4.3 PPP seminars or focus groups

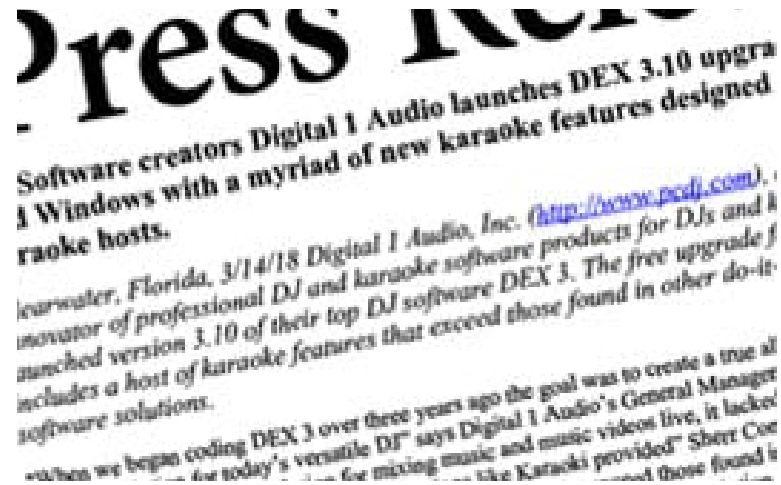PPP seminars or focus groups by each territorial partner

June 2019

Tasks and activities starting in 1st semester: WP2 COMMUNICATION

D.2.5.2 Animation of Social Media Pages

Updates and animation of Social Media Pages

D.2.5.3 Press releases

3 press releases issued in each PP area

D.2.5.4 Press conference

1 press conference organised by each PP

Ongoing until project end

WP3: SWOT AND REPUTATION ANALYSIS

D.3.1.1.a Cross-border Guidelines and a Template to carry out the SWOT Analysis

WP coordinator prepares **Guidelines and a Template** to enable the PPs to provide the data and information needed to elaborate the **SWOT Analysis**

D.3.1.1.b Cross-border Guidelines and a Template to carry out the Reputation Analysis

WP coordinator **prepares Guidelines and a Template** to enable the PP to provide the data and information needed to elaborate the **Reputation Analysis**

February 2019

WP3: SWOT AND REPUTATION ANALYSIS

D.3.1.2.a: 10 regional/local Reports on results of the SWOT Analysis

PPs develop their single local/regional SWOT analysis: **1 report per each town/area**

D.3.1.2.b: 1 cross-border Report on results of the SWOT Analysis

UNIBO-Cast unites 10 local SWOT reports in **one cross-border SWOT report**

D.3.1.2.c: 10 regional/local Reports on results of the Reputation Analysis

PPs develop their single local/regional Reputation analysis: **1 report per each town/area**

D.3.1.2.d: 1 cross-border Report on results of the Reputation Analysis

UNIBO-Cast unites 10 local Reputation Analysis Reports in **one cross-border REPUTATION report**

October 2019

WP 4 - WIDESPREADING WELCOMING

Starting in April 2019
Deliverables planned in 2020

WP 5 - TOURISM SUPPLY CHAIN, DMC, WEB PROMOTION

Starting in May 2020

Contacts

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