



Co-funded by the
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ComPass - Personnel Competence Building in the Matter of "Tourism for All/Accessible Tourism

Project number: 2016-1-DE02-KA204-003243

Funded by the European Union in the framework of the ERASMUS Plus programme - cooperation for innovation and exchange of best practices - KA2 strategic partnerships

TRANSNATIONAL MEETING 2 MAY 15TH 2017, OSTRAVA (MORAVIAN-SILESIA REGION)



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AGENDA OF THE MEETING

Transnational Meeting 2

May 15th, 2017 in Ostrava (Moravian-Silesian Region)

Monday, May 15th 2017

Time	Activity	Place
10:00 - 11:00	Project management meeting <ul style="list-style-type: none">• Project progress• Project publicity• Financial management• Agreement of date and content of the mobility in Spain 2017	Park inn hotel, Ostrava, Salix lounge

PARTICIPANTS LIST

Surname	Name	Company	E-mail	Function
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Ponomarjova	Denize	University of Latvia	Denize.ponomarjova@gmail.com	Project Manager
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Szczuková	Jana	Kazuist	szczukova@kazuist.cz	Project manager
Pindurová Ilona	Ilona	Kazuist	kazuist@kazuist.cz	Project assistent

MINUTES OF THE MEETING

TOPICS:

1. Project progress

- Actually the projects runs in line within the proposed time table
- Actually the project faces some difficulties to attract external partners to participate in the BMs
- At the end of the June the lead partner has to submit the first interim report. Therefore, all project partners are asked to inform briefly about their activities related to the project management including project publicity in their country till that time.



2. Project Evaluation

There were presented results of the evaluation of the first meeting and blended mobility in Germany. There were distributed questionnaires for the evaluation of the second meeting in the Czech Republic. Report will be prepared by KAZUIST after the meeting.

3. Project publicity

The partners have fulfilled up to this moment the following tasks:

- Communication Strategy is available to each partner since the end of January 2017. Each partner should ensure external communication about the project with media representatives and stakeholders according to this Communication strategy sent out to all partners.
- A common flyer and a poster, available as a pdf data file in English to be translate into the mother languages of the participating countries were produced.
- The TPM1 and BM1 general results were put in in time into partners electronic newsletters as well as on their websites
- Visibility of the project at the websites: each project partner should check if the project visibility is in-line within the ERASMUS+ publicity rules as well as if the links are correct. Each project partner will communicate to the Lead Partner if there are corrections or amendments to correct the main internet presentation.
- Each partner can make use of the project description and road show, which is on the project partners website in English.

4. TPM 2

- Minutes of the TPM2 in the Czech Republic and results of the evaluation of the TPM1 will be done together by the Lead Partner and KAZUIST till the mid of June 2017 and then distributed to the project partners

5. Project finances

- Actually, the project finances run in the frames given by the Agreement.
- Each partner will get its individual status of the to the Mobility Tool reported cost, reporting date 30.06.2017 together with this minutes by a separate e-mail
- Should the interim report demonstrates that 70% of the first pre-financing are used then the Lead Partner will claim by the National Agency for the next rate and forward it to each partner.

6. Organisational Items

- Next TPM/BM in Spain: October, 2nd to 6th 2017, Santander "Tourism for the third age"
- Next TPM/BM in UK: April, 16th to 20th, 2018
- Next TPM/BM Latvia: September, 3rd to 10th, 2018

Done the 19th Of June 2017

By

Jana Szczukova
KAZUIST

Bernd Krucek
CIT GmbH, Lead Partner