



LIBECCIO Kick off Meeting

26-27 March 2024

Coordinated by Emilia-Romagna Region

Address: Regione Emilia-Romagna, - Viale Aldo Moro, 38 – 20th floor – Bologna

Day 1, 26th March

- 14.00 – 14.10** **Opening session**
Maura Mingozi, Emilia-Romagna Region
- 14.10 – 14.20** **Main contractual aspects**
Subsidy contract, partnership agreement, role of WP leaders
Emilia-Romagna Region
- 14.20 – 14.40** **Main administrative and accounting aspects project management/ Part 1**
qualitative aspects of the implementation of the project, administrative and financial management, eligibility of expenditure control procedures, calendar of submission of payment claims and progress reports
Emilia-Romagna Region
- 14.40 – 14.50** **Main administrative and accounting aspects project management/ Part 2**
use of Jems, online collaboration tools Basecamp
Emilia-Romagna Region
- 14.50 – 15.00** **Questions and others**

Presentation of activities' scope, partners' roles, time plan, methodologies, relevant tools & examples in each session

WP 1 Design of an up-scaled Big Data driven decision making in tourist destinations

- 15.00 – 15.15** **A 1.1 - Analysis of the user requirements and functional specifications of the up-scaled Destination Management Support System (DMSS)**

PP2 CNA and PP3 Athena

- 15.15 – 15:30** **A 1.2** - Analysis of up-scaled system needed Big Data, Indicators and related sources
PP2 Athena
- 15.30 – 15.45** **Coffee Break**
- 15:45– 16.00** **A 1.3** - Design of up-scaled system architecture
PP2 Athena
- 16:00– 16.15** **A 1.4** - Digital communication channels set up and management and start-up communication events implementation
Emilia-Romagna Region
- 16:15 – 16.30** **A 1.5** - Promotional material and Visibility guidelines
Emilia-Romagna Region
- 16.30 – 16.45** **Questions and others**

WP 2 Pilot testing of up-scaled Destination Management Support System for tourism sustainability

- 16.45 – 17.00** **A 2.1** - Enhancement of the capitalized tools to equip the up-scaled DMSS with all defined functionalities
PP2 Athena
- 17.00 – 17.15** **A 2.2** - Development of testing General Methodology
PP2 Athena
- 17.15 – 17.30** **A 2.3** - Set up and activation of Living Labs and Data Warehouse population
PP2 Athena
- 17.30 – 17.45** **A 2.4** - Testing of up-scaled Destination Management Support System (DMSS)
PP2 Athena
- 17.45 – 18.00** **A 2.5** - Assessment and evaluation of Pilot testing results
PP2 Athena and PP5 Chamber of Commerce of Terrassa
- 18.00 – 18.15** **Questions and others**
- 20.30** **Social Dinner**

Day 2, 27th March 2024

LIBECCIO PROJECT STEERING COMMITTEE MEETING

27.03.2024, Bologna – Italy

Address: Regione Emilia-Romagna, - Viale Aldo Moro, 38 – 20th floor – Bologna

- 9.30 – 9.45** **Approval of the rules of the Steering Committee and Establishment of Libeccio Steering Committee**
Maura Mingozi, Emilia-Romagna Region – All partners
- 9.45 – 9.50** **Establishment of management and coordination structures, confirmation of the contact persons, contractual documents**
(project coordinator for each partner, and communication officer, finance officer, contact persons for transfer and carbon footprint); contractual documents to all the partners)
RER + all Partners
- 9.50 – 10.00** **Intermediary deadlines for the reception of partners contribution**
Agreement on deadlines for the Partnership to provide their contribution (partner report and signed certificate and report) to the LP.
Timeline proposed: one month before the deadline set by the JS for the delivery of the reporting package.
RER + all Partners
- 10.00 – 10.15** **Presentation of tools to plan, monitor and periodically review project activities**
Introduction of a short-term plan (6-9 months) – Discussion and approval
RER + all Partners
- 10.15 – 10.30** **Planning next Steering Committee meeting: proposals and discussion**
ADT Terrassa City Council + all Partners
- 1030 – 10.45** **Questions and others – End of the session**
- 10.45 – 11.00** **Coffee Break**

RESUMPTION OF KOM WORKS

- 11.00 – 11.10** **A 2.6 - Coordination with the mission's governance projects (TCP & IDP) and JS**
Emilia-Romagna Region and PP5 Chamber of Commerce of Terrassa

- 11.10 – 11.20** **A 2.7 - Participation in the Euro-MED Academy**
Emilia-Romagna Region and PP5 Chamber of Commerce of Terrassa
- 11.20 – 11.30** **A 2.8 - Raise Awareness Public Seminars**
Emilia-Romagna Region
- 11.30 – 11.40** **Questions and others**

WP 3 Facilitation of data driven destination management through ETIP local networks

- 11.40 – 11.50** **A 3.1 - Establishment of EUROMed Tourism Innovation Platform (ETIP)**
PP5 CCIT
- 11.50 – 12.00** **A 3.2 - Workshops on pilot testing lessons learnt**
PP5 CCIT
- 12.00 – 12.10** **A 3.3 - Capitalization plan development**
PP5 CCIT
- 12.10 – 12.20** **A 3.4 - Monitoring the project carbon footprint**
Emilia-Romagna Region
- 12.20 – 12.30** **A 3.5 - Final local and High-Level Conferences**
Emilia-Romagna Region
- 12.30 – 13.00** **Final considerations, any other business and closure of the meeting**
ALL
- 13.00 – 14.30** **Lunch break**