LIBECCIO Kick off Meeting

26-27 March 2024

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

Draft Agenda

Day 1, 26th March

14.00 – 14.10   **Opening session**
Maura Mingozzi, 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 Athena and Emilia-Romagna Region

15.15 – 15:30   **A 1.2** - Analysis of up-scaled system needed Big Data, Indicators and related sources
Emilia-Romagna Region

15.30 – 15.45   **Coffee Break**

15:45– 16.00   **A 1.3** - Design of up-scaled system architecture
PP2 Athena and Emilia-Romagna Region

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 and Emilia-Romagna Region

17.00 – 17.15   **A 2.2 -** Development of testing General Methodology
PP10 RWG and PP2 CNA Abruzzo

17.15 – 17.30   **A 2.3** - Set up and activation of Living Labs and Data Warehouse population
Emilia-Romagna Region

17.30 – 17.45   **A 2.4 -** Testing of up-scaled Destination Management Support System (DMSS)
PP2 Athena and Emilia-Romagna Region

| 17.45 – 18.00 | **A 2.5 -** Assessment and evaluation of Pilot testing results |
| | *PP2 Athena, PP5 Chamber of Commerce of Terrassa and Emilia-Romagna Region* |

| 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 Mingozzi, Emilia-Romagna Region – All partners* |

9.45 – 10.00	**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

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
Emilia-Romagna Region and 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*