

Project
Transfer of Quality Ensurance Tools for European Rural Tourism Sector
QUALITOOL

Kick-off meeting minutes
Riga, Oct 27, 2008-10-28

Participants:

Renata Kosi, Chamber of Agriculture and Forestry of Slovenia, Agriculture and Forestry Institute Celje
Klaus Ehrlich, EuroGites
Javier Cansinos Cabello, RAAR
Peggy Balitsari, Guest Inn Greek Network of Rural Accommodation
Kiril Kaloyanov, BAAT
Asnāte Ziemele, LLTA Lauku ceļotājs
Ģirts Ziemeļis, LLTA Lauku ceļotājs
Antra Damberga, LLTA Lauku ceļotājs

The partner meeting was chaired by Asnāte Ziemele, the project leader. The meeting started with the by presentation of the LdV programme by Linards Deidulis, the National LdV agency. The partners received explanation of administrative and financial issues, had the opportunity to ask questions.

Partners signed the Partnership contracts and received their copies of the project contract between the National agency and LLTA Lauku ceļotājs.

After presentations partners left for country guesthouse Puķkalniņi, Ogre distr. to continue the meeting.

Antra Damberga presented the results of the source project "A New Approach to Training for Quality in European Rural Tourism" (2002-2004), which are the basis of the present transfer of innovation project QUALITOOL. The partners discussed the results of the source project and their updating for the needs of the present situation.

After the presentation Asnāte Ziemele introduced work packages of the project and partners discussed the timeframe, tasks and outcomes of each work package.

WP1. Partners discussed reporting requirements and deadlines for the Interim (by 15.09.2009) and Final reports (by 31.10.2010), requirements of financial documents, staff and subcontracting agreements. Partners agreed that all copies of financial or other documents in their national languages will be provided with brief written explanation of their contents in English. It was agreed that the project leader will send a sample of timesheets to partners. Travel issues were discussed informing the partners that trips longer than 5 days shall be coordinated in advance with the National Agency through the project leader in order to justify the purpose and costs.

WP2. Summary and analysis of the existing situation and training needs

The partners agreed that the project leader prepares a review form with questions and partners provide their replies for the Rural Tourism State of Art document. The document will be used to update the contents of the quality training Tool. Eurogites will distribute the review questions to its members. The output document has to be produced by February 2009.

WP3. Optimisation of the Tool for testing and transfer

The partners agreed that the contents and technical application of the customer review form of the source project will be revised and updated by EuroGites and project leader, commented by all partners. Eurogites minimum quality standards will be reviewed and checked for any improvements/updates necessary. After that the project leader will prepare the Tool for testing by partners.

WP 4. Testing, finalisation and transfer of the Tool for SMEs needs in Europe

The Tool will be put online in partner web sites and checked with rural tourism providers either online or during inspection visits to rural tourism establishments – as per considerations of each partner according to their budget. The partners will provide testing reports to the project leader for finalisation of the Tool.

WP5. Project dissemination

Dissemination activities will continue throughout the project. The project leader will update the project information in the web and make the public project documents and results accessible to public. It was agreed that the project leader will send the LdV program logo to the partners to comply with visual identity requirements in all dissemination activities – press releases, presentations, etc.

Following actions:

1. Bulgarian and Greek partners will specify issues regarding eligible staff costs and will confirm to the project leader.
2. Project leader will send the LdV program logo to be used in all dissemination materials and events (press releases, web sites, PP presentations, seminars, conferences, etc.)
3. Project leader will send samples of timesheets to all partners. The partners will fill in the timesheets according to the staff time and costs as per budget and will send to the project leader for the reporting needs.
4. Project leader will prepare the form for RT review till mid November and will send to all partners.
5. The venue and time of the next partner meeting has to be decided among partners coordinating the event with Eurogites general assembly.