

## “Guardian Angels of Accessible Travelers in Rural Areas” (AA project)

To do list until next meeting (9-10 May 2017)

Project Management		
What?	Who?	Deadline
Meeting minutes sent to the partners	SYNTEA	16/11/2016
Bilateral agreement – draft send to all partners	Syntea	14/11/2016
Send data for bilateral agreement to Syntea	All Partners	21/11/2016
Signing bilateral agreement (sign by Syntea and Partners)	Syntea and All Partners	25/11/2016 – 05/12/2016
First tranche payment	Syntea to partners	25/11/2016 or according to process of signing bilateral agreement
First periodical report (financial and dissemination) covering October 2016- January 2017	All Partners	10/02/2017
Second periodical report covering Feb 2017 – May 2017	All Partners	10/06/2017
Next meeting in CYPRUS	All partners	9-10/05/2017

Quality, Evaluation		
What	Who	Deadline
ONLINE Evaluation of meeting 1 – send to fill in to all partners	Syntea	21/11/2016
Complete evaluation of first consortium meeting	All partners	28/11/2016
First evaluation report after kick-off	Syntea	05/12/2016

Dissemination and promotion		
What?	Who?	Deadline
1 st Version of project website	Troodos	31/11/2016
Upgraded project logo	Troodos	31/11/2016
Project letterhead and .ppt presentation - templates	Troodos	05/12/2016
Appoint and inform Syntea and all partners about	All Partners	31/11/2016

people responsible for project promotion and dissemination in each partner organisation (send name, surname, e-mail and mobile)		
Information about project on partners website	All Partners	01/12/2016
Creating project account on FB, twitter and instagram	ENAT	31/11/2016
Develop dissemination plan for AA project	ENAT supporting by other partners	09/12/2016
1ST Newsletter	ENAT supporting by other partners	31/12/2016
FACEBOOK/Twitter/Instagram POSTs	all Partners / who need	ONGOING
1 <sup>st</sup> Dissemination report	all Partners	31/01/2017

## O1 Needs Analysis/State of the art

What?	Who?	Deadline
Design 1st survey for people with special needs:		
Draft sending	UCAM	21/11/2016
Feedback from partners	All partners	23/11/2016
Updating 1st survey	UCAM	25/11/2016
translation into national languages	all partners	30/11/2016
Conducting survey among people with special needs and preparing the report in each partner institutions	all partners	15/01/2017
Reporting		
1. Analyzing national results	all partners	03/02/2017
2. Preparing national report in ENG		
3. Submitting report to UCAM		
Formation of Survey for Authorities	UCAM	14/02/2017
1. Start date 6th February 2017		
Updating and translation into national languages	all partners	24/02/2017
Conducting survey for Authorities	all partners	24/03/2017
Reporting		
1. Analyzing national results	all partners	28/04/2017
2. Preparing national report in ENG		
3. Submitting national report to UCAM		

## O2: Accessible Angels Service Definition and Operations Manual

What?	Who?	Deadline
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX

--	--	--

O3: Train – the –trainer Workshop and Pedagogic Material		
What?	Who?	Deadline
xxxxxx	xxx	xxxxx

C1 Vocational Education and Training in Murcia		
What?	Who?	Deadline
xxxxxxxx	xxxxx	xxxxxxxx

Multiplier event		
What?	Who?	Deadline
xxxxxx	xxxxxxxxxx	xxxxx

FINAL CONFERENCE BELGIUM		
What?	Who?	Deadline
xxxxxx	xxxx	xxxxxx