Minutes

Title of the Meeting, City, Country, 2019/11/01-02

# Details of the meeting

**Purpose of the meeting**:

**Host**: Institution, Country

**Date**: 2019/11/01

**Venue**: Postal code, City, Address

**Partners present**: First Name SURNAME (Role in the project, Institution)

**Full Agenda**:

**Issues discussed**:

# Actions agreed

| Task[[1]](#endnote-1) | Action Points | Date of Delivery | Responsibility |
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1. Select from listed below:

**Outputs**: **O1** – European handbook of tourism planning; **O2** – Manual of the course of tourism planning; **O3** – Theoretical framework on European tourism planning; **O4** – Norwegian case study analysis and policy recommendations; **O7** – Polish case study analysis and policy recommendations; **O8** – Portuguese case study analysis and policy recommendations; O9 – Italian case study analysis and policy recommendations; **O10** – Turkish case study analysis and policy recommendations. **Project meetings**: **PM1** – Kick-off meeting; **PM2** – mid-term meeting; **PM3** – Close-out meeting. **Multiplier events**: **E1** – International Tourism Congress; **E2** – Local seminar in Norway; **E3** – Local seminar in Turkey; **E4** – Local seminar in Poland; **E5** – Local seminar in Portugal; **E6** – Local seminar in Italy. **Intensive programmes for higher education learners / teaching staff**: **C1/C6** – Study visit to Norway; **C2/C7** – Study visit to Turkey; **C3/C8** – Study visit to Poland; **C4/C9** – Study visit to Portugal; **C5/C10** – Study visit to Italy. General tasks: **GT1** – Management; **GT2** – Administration and Finances; **GT3** – Dissemination and Communication. [↑](#endnote-ref-1)