

Kick Off Meeting Minutes
17-18.01.2017, ANKARA, TURKEY

1. Wellcome

The participants of the inaugural meeting of ECOACT were welcomed by **Mr. Musa KAYA**, Head of Foreign Relations, Training and Research Department of General Directorate of Forestry.

2. Adoption of the agenda

The kick-off meeting agenda of ECOACT project was followed and implemented on dates at between 17th and 18th of January in Ankara, Turkey

17 January 2017

- 9.30 Opening Ceremony
- 12.00 Lunch
- 13.30 Presentation by Partners
- All Partners introduce their organizations
- 15.00 Coffee Break
- 15.30 ECOACT Project Management Plan- Mr. İsmail Hakkı Güney
- 16.30 Wrap up
- 19.00 Official Dinner

18 January 2017

- 09.30 ECOACT Project-Work packages and expected results
- 10.30 Coffee Break
- 10.45 ECOACT Project-Work packages and expected results
- 13.00 Lunch
- 14.00 ECOACT Project-Project Budget and Financial Issues
- 15.30 Coffee Break
- 16.00 ECOACT Project Dissemination and Valorization Strategy



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17.00 Discussion of the schedule of next meeting and expectations

3. Status of the ECOACT

Approval: Erasmus + KA2, EU Commission and Turkish National Agency

Entry into force: 30/11/2016

End of Action: 29/11/2018

Total number of accepting Partners: 7

4. Presentation of the delegations

The delegates presented themselves. All project partners have presented their organizations within the scope of activities, capacity, fields of research, background and so on.

5. Discussion of the Work Packages and Expected Results

Introduction of ECOACT Project–**Mr. Ramazan BALI** (Director of External Funded Projects Section of Foreign Relations Training and Research and Department) and Mr. İsmail Hakkın Güney, forest engineer from External Funded Projects Section of Foreign Relations Training and Research and Department

ECOACT project lasts 24 months and involves 7 organizations from 5 countries. Project Management and Implementation is based on IOs. ECOACT project consist of;

O1- Project Management, Quality Assurance and Financial Management

O2- Need Assessment (Review and analyse existing European practice for Eco Tourism (TR, CZ, DE, SI and ES Samples)

O3- Adapt and develop Eco tourism training handbook and GreenTravelMap on DestiNet.eu for Turkey (Black Sea Region)

O4- Pilot and evaluate training course

O5- Dissemination & Exploitation

O6- Android and IOS apps (limited edition)

6. Discussion of Dissemination and Valorization Strategy

ECOACT prevalence activities will continue, not in definite periods, but will go continuously during the project. For that reason, especially the web pages of project Partner Corporation



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www.kastamonuobm.ogm.gov.tr, will have great strategic importance. Useful documents will be available for download in the ECOACT web-page; partner’s web pages will have the links to the project web site. All documents including survey reports, posters of workshops and the conferences; project dissemination materials, photos from study visits, workshops, studies and training sessions will be published on the web page.

ECOACT logo will be developed for the project. In all written documents, DVDs, posters and brochures, project document, the EU, Erasmus+, Turkish National Agency and the partners' logos will be used. All these dissemination activities and materials including interim and final reports, study visit, workshops, kick off and final conferences and evaluation meeting reports, scientific articles ECOACT modules and Android and IOS applications will be reached from the project web site. So, from specific target groups of the project training programs to wider beneficiaries regarding sustainable forest management, all who interested in the subject will able to utilize the outcomes and results of the project.

7. Discussion of the Schedule of Next Meeting and Expectations

Study Visit-1 (Praha, Czech Republic hosted by Eco Orlov).All partners’ countries should decide to be held in Praha, Czech Republic dates at between 3rd and 5th of April in order to get more knowledge about the projects outcomes and studies/researches in terms of IO2 and IO3. All partners have agreed with this decision and Eco Orlov will organize the evaluating agenda, meeting all and other issues needed during meeting.

8. Discussion of the ECOACT Budget

ECOACT project budget had been calculated like above in detail;

Country	Legal Name	Budget (Euro)
Turkey	GDF- Head of Foreign Relations, Training and Research Department	26.872.00
Turkey	OGEM-VAK	14.814.00
Turkey	Tercih Counselling and Software Co	23.138.00
Slovenia	KTRC Radece	12.304.00
Czech Republic	ECO-ORLOV	17.144.00
Germany	ECOTRANS	22.448.00
Spain	CTFC	17.144.00
	TOTAL	133.864.00 €

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9. Election of the Chairman and Vice-Chairman of ECOACTT Project Coordination Team

Mr. Musa KAYA was elected as Chairman. Mr. Ramazan BALI was elected as Vice Chairman.

10. Election of the ECOACT Project Coordination Team

Head of Foreign Relations, Training and Research Department -General Directorate of Forestry is responsible for the whole project coordination as promoter. A Project Coordination Team has been set up in the kick off meeting and this team is composed of two key persons from the coordinator organization and one key person from each partner organization. The team has assigned tasks and roles to individuals and partner organizations and prepare time-framed working plan for participants. The team will be responsible for monitoring the project activities and make sure everything is being carried out consistent with the work-plan. Creating open communication channels, effective relationships between partner institutions and organizing disseminating activities are some other roles that the project steering committee has decide to open G mail Driver mail group and skype ECOACT group.

A project web-site will be created during the first stage of the project. All partners will involve in defining the structure and contents of the web-site. The web-site will be in English and Turkish and links will be given to each partner's own organizational web-pages. The web-site will be used first in all management activities and then will be upgraded for interactive learning process during pilot training applications. It will be used for the dissemination of the project as well.

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Turkey	GDF	Ramazan Bali	ramazanbali@ogm.gov.tr
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11. The scope of the ECOACT Project

Mr. Ramazan BALI and Mr. İsmail Hakkın GÜNEY, as Project Coordinator Organization, summarised the key elements of the ECOACT including introduction, objectives and benefits.

ECOACT which has project management aims to manage project in order to get outcomes on time, in good quality and to finish the project on time within the budget limits. Establishing continuous communication with partners, manage all contractual and administrative issues of project, to establish an independent evaluation process, quality assurance and monitoring, to determine the schedule of the project coordination team meetings and study visits, workshops in different countries, to prepare and update detailed work schedule and financial plan are the other purposes.

Project activities will be carried out at 12 steps. All steps are interrelated to each other and is complementary to the previous one. Project activities are planned to obtain to two concrete results. (Eco tourism training handbook and Android and IOS Apps)

1. Kick-off meeting: All participants from project partners will meet in Ankara to identify and revise project activities, strategies, distribution of tasks and roadmap (Project Management, Quality Assurance and Financial Management)
2. Forming Project Management Team (deciding all the process): Project management team will be determined at kick-off meeting coordinated OGM. A manager will be chosen among the project partners with sufficient English knowledge. The executive team will consist of two staff at OGM. Project executive team will participate in administration, organization, supervision and evaluation activities during 24 months for the project to reach its aims.
3. Applying Need Assessment (Review and analyse existing European practice for Eco Tourism-TR, CZECH, DE, SI and ES Samples): Needs analysis and SWOT analysis which are designed by project team will be applied to will be applied to staffs in already working ecotourism enterprises and not sufficiently educated guides in rural tourism, especially in Ecotourism and forest villagers and forest engineer in working rural/touristic areas.
4. Preparing Questionnaire: The questionnaire will be prepared by experts and Academic staff at Project Partner and abroad partners to apply 120 staff working at ecotourism enterprises and not sufficiently educated guides in rural tourism, who are included in the target group in TR,CZ ,DE,SI and ES in terms of Sustainable and Ecological Tourism levels, skills and competences.
5. Four Pilot Applications: Pilot applications will take place in Kastamonu, Bolu, Samsun and Artvin in Turkey. Regional Directorate of Forestry will provide professionals and educators to the participants of the Pilot Application. Which is formed on the basis of data gathered from field studies and questionnaires will be applied to 200 staff working at ecotourism enterprises and not





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sufficiently educated guides in rural tourism.

6. Testing and Confirmation of Pilot application: Results and feedbacks taking from two pilot applications will be evaluated in order to Eco tourism training handbook

7. Adapt and develop Eco tourism training handbook: One of the concrete outcomes of the project is to develop a training programme (handbook) that has modules targeting the integration of innovative practices and best applications in EU with regard to EQF. A team that is composed of professionals in the field will be established to produce training modules and course contents from TR, CZ, DE, SI and ES. It will be finalized considering field studies, questionnaire results and pilot study results and evaluation reports. With regard to Black Sea region Eco Tourism, GreenTravelMap on DestiNet.eu for Turkey will be a new planning service for local, regional or national tourism marketing organizations and destinations, aiming to identify and map and raise the number of tourist attractions and products that demonstrably contribute to an environmentally friendly and socially compatible tourism in the destination area, proved by certificates, labels and awards for sustainable tourism. The maps can be used for both managing, marketing and monitoring the green tourism offer.

8. Android and IOS Apps: In order to increase the accessibility of the interactive platform, two application (Apps) tailored for the tablets and smartphones will be developed. These Apps will be designed to run on mobile devices that run under the Android or IOS operating systems. Android and IOS control 96% of the mobile devices market.

9. Study Visits and Evaluation Meetings: There will be meetings every 4 months. In these meetings, the project activities, outcomes, results and process will be evaluated whether there are any shortcomings according to project activity plan and IOs.

10. Preparing all dissemination materials and teaching materials: All dissemination and exploitation materials including logos and flags of EU, Turkish National Agency and Erasmus+ programme will be prepared in 2 different languages (TR and EN) and partner countries' languages. These are flags, flyers, booklets, leaflets, website, DVDs and teaching materials.

11-Submitting Mid-term and Final reports (M12 and M24): All activity meeting reports, mailing lists, attendance sheets, survey field reports, questionnaire reports, pilot application reports, and all travel and subsistence documents will be submitted as mid-term and final reports on the dates determined by the National Agency and EU.

12. Final meeting and congress and Maintaining Dissemination Activities: There will be final meeting and conference in Ankara before the submission of final report to evaluate and disseminate project results and outcomes to wider audience.



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12. Signing the contract between promoter and partners

All partners have signed the contract between promoter-General Directory Of Forestry- And Partners, OGEM-VAK ,Tercih Counselling and Software Co, KTRC Radece, ECO-ORLOV,ECOTRANS and CTFC.

ECOACT Project Consortium Agreed above mentioned agenda within the scope of ECOACT Project

Country	Legal Name	Contact Person	e-mail	Signature
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