**Description of work packages, responsibilities and timetable**

LEADER TNC project 2019-2021, including:

* Negotiations at local, state and European level and with Chinese partners;
* Establishment of European secondary airports network;
* Feasibility study of the airport network operations and routes, mapping of investment needs;
* EU-China aviation training consortium establishment;
* Business platforms development for SMEs in Europe and China;
* Cargo and passenger routes development between European airport network and with China;
* Rural tourism development;
* Providing new impulses and develop ideas with and for involved partner-airports and adjacent businesses on green innovation and protection of our climate and natural resources.

Preparatory activities (to be carried out until October 2019):

Following preparatory activities will be carried out for drafting the transnational cooperation project:

1) Establishment of European secondary airports network, coordination of international communication and management of LEADER TNC project

* Negotiations with European and Chinese partners. Negotiations with potential new partners (e.g. Germany, Austria, Poland, France, Mediterranean area, Moldova);
* Supporting partners in their national level negotiations and increasing the common understanding about the project between partners;
* Finding cooperation possibilities between partners and building links between different types of institutions and stakeholders;
* Establishment of the airports network website www.airtrafficnetwork.com;

2) Negotiations at local and state level (to be done by project partners separately):

* Building a local level network of partners in each partner country (local action group, municipality, airport, aviation college, university, business incubator, etc.);
* Running negotiations with governmental authorities – presenting project ideas and activities on a national level. Increasing the awarness of EU-China collaboration possibilities and approaches.

3) Drafting the contracts and project plan:

* Drafting contracts to be signed by project partners;
* Compilation of project plan with work packages;
* Drafting LEADER TNC project application in partner countries (each partner separately).

**WORK PACKAGES**

**The transnational cooperation project “Air traffic and logistics development between the EU rural areas and China” is divided into following work packages (WP):**

**WP 1 – General management of LEADER TNC project and coordination of international communication**

Activities:

**Task 1: General coordination of the LEADER TNC project and management of information:**

* Communication between partners and general coordination of project activities;
* Organising project Zoom meetings, collecting information and inputs from partners, ensuring the preparation of material and minutes of Zoom meetings;
* Drafting the budget and procuremant plan;
* Collecting monitoring and evaluation data about different work packages from leaders of WPs;
* Amendments and renewal of project plan and contracts;
* Maintaining project website [www.airtrafficnetwork.com](http://www.airtrafficnetwork.com);
* Exploring the available funds and financing possibilities in Europe and China for further development of the project.

**Task 2: Continuing negotiations on different levels and with Chinese partners:**

* Creating common understanding between project partners, joining additional partners with the aid of project partners. Negotiations are still in process with Spain, Greece, Austria, Germany;
* Running negotiations with Chinese partners and building linkages;

Responsible partner: Estonia - LAG Tartu County Development Association

Estimated expenses articles:

* Project management, travel costs.

Estimated working days for the management of the WP:

* 1,5 working days per month throughout project period 01.01.2020-31.12.2021, 24 months, altogether 36 working days.

**WP 2 - Feasibility study of the airport network operations and routes, mapping of investment needs, especially concerning green innovation:**

Activities:

**Task 1: Building the team of the WP and drafting the specification of feasibility study:**

* Building the international expert team/steering group with one designated partner from each country/partner of the WP (universities, aviation academies, business sector partners, etc);
* Making a preliminary mapping of the characteristics of project partners, including ownership and management structures of the airports;
* Drafting the specification of the feasibility study in collaboration expert/steering group (possibly including universities and aviation academies, and business sector partners);
* Monitoring and evaluation of the progress of the WP 2;
* Running negotiations with Chinese partners and building linkages;
* Exploring the available funds and financing possibilities in Europe and China for further development of the project.

**Task 2: Carrying out feasibility study of the airport network operations and routes, inputs for strategic plans, especially taking into account the topic green innovation and solutions on how to tackle climate change:**

* Mapping of the network partners potential, challenges and investment needs concerning infrastructure and technicalities;
* Input collection for long-term strategic plans and the development visions of partner airports;
* Investigating the potential of cargo in a radius of app. 100-150 km around the airports, using surveys to concerned businesses;
* Investigation on potential passengers and airlines in EU and outside EU;
* Carrying out a feasibility study of the airport network operations and routes;
* Drafting a vision of future cargo and passenger airport 2030.

Responsible partner: Italy - GAL La Cittadella del Sapere Srl

Estimated expenses articles:

* Management costs of the WP, specification and feasibility study compilation, expert fees, travel costs.
* 10-15.000 € per partner for the local consultant compiling the feasibility study.
* Human resources from each partner to answer questions from the Lead partner of the WP.

Estimated working days for the management of the WP:

* 9 working days per month throughout 18 first months of project period, altogether 162 working days.

**WP 3 – Developing smart aviation through incubating and testing smart, environmental friendly solutions and organising training about these solutions, EU-China aviation training consortium establishment:**

Activities:

**Task 1: Building the EU secondary airports training consortium and implementing trainings:**

* Mapping of interested partners and their aviation training capacities;
* Establishment of the EU secondary airports training consortium with European coverage (4-5 partners);
* Developing relations with Chinese authorities and carrying out negotiations for approved training certification on the Chinese side;
* Implementing aviation trainings on various topics;
* Monitoring and evaluation of the progress of the WP 3;
* Exploring the available funds and financing possibilities in Europe and China for further development of the project.

**Task 2: Carrying out and testing innovative solutions related to robotics and automisation in secondary airports:**

* Building linkages with technology companies and organising an event for businesses;
* Establishing the incubation plan for implementing pilot actions in collaboration of WP 2 expert team;
* Incubating these pilot actions in the secondary airports network. Green aviation development and automisation in airport services (e.g. security control, cleaning and maintaining the airport, smart luggage check-in, etc). Pilot actions will be carried out in the framework of additional projects;
* Enabling study visits and trainings about the outcomes of incubations.

Responsible partner: Estonia - LAG Tartu County Development Association together with Estonian Aviation Academy and Tartu Airport.

Estimated expenses articles:

* Management costs of the WP, expert fees, travel costs.

Estimated working days for the management of the WP:

2 working days per month throughout the half of the project period 15 months, altogether 30 working days.

**WP 4 - Business platforms development for SMEs in Europe and China**

Activities:

**Task 1: Establishing a “Living Lab” with local enterprises for informing them, understanding their needs and motivating them:**

* Workshops, individual meetings, Skype meetings with European and Chinese partners;
* Drafting operational guidelines for approaching to the Chinese market (legal issues, opportunities and risks, etc.).

**Task 2: Building business platforms in Europe and in China for SMEs:**

* Building relations with business incubators/platforms in partner countries;
* Setting up a business platform to bring European and Chinese SMEs together. Support for developing business agreements;
* Putting together profiles of first business exchange between European and Chinese side;
* Facilitating business dialogue between SMEs and an exchange of information and contacts;
* Establishing preliminary connections with Chinese enterprises and motivating them in collaborating with EU enterprises: Skype meetings, e-mail, Web;
* Monitoring and evaluation of the progress of the WP 4;
* Exploring the available funds and financing possibilities in Europe and China for further development of the project.

**Task 3: Organising study visit of European SMEs to China:**

* Study visit and business seminar in China, Ningbo;
* Preparatory activities for implementing pilot projects related to building linkages between incubators and businesses (piloting actions to be carried out in the framework of additional projects), especially considering the field of green innovation and how to tackle climate change.

Responsible partner: Finland – Into Seinäjoki

Estimated expenses articles:

* Management costs of the WP, expert fees, travel costs, hosting costs of meetings in Europe and in China.

Estimated working days for the management of the WP:

* 2 working days per month throughout the half of the project period 15 months, altogether 30 working days.

**WP 5 - Rural tourism development**

Activities:

**Task 1: Development of joint rural tourism platform to introduce local destinations and products:**

* Mapping the assets of partners and partner’s areas (tourism aspect);
* Design of the platform of the European rural tourism network (e.g. [www.visitruraleurope.com](http://www.visitruraleurope.com));
* Design of the concept for branding of the European rural tourism network;
* Monitoring and evaluation of the progress of the WP 5;
* Running negotiations with Chinese partners and building linkages;
* Exploring the available funds and financing possibilities in Europe and China for further development of the project.

**Task 2: Creating the pilot products and promotion tools:**

* Design of the pilot products of the network;
* Promotion tools (Website, FB profile, Instagram profile, Draft catalogue).

**Task 3: Finding possibilities for flight and train connections inside the rural tourism network:**

* Testing of the platform and of the pilot products (in tourism)
* Action plan for follow up activities and projects, launch of the first routes.

Responsible partner: Slovenia - LAG Prlekija

Estimated expenses:

* Management costs of the WP, expert fees, travel costs, hosting costs of meetings in Europe and in China.

Estimated working days for the management of the WP:

* 2,5 working days per month throughout the half project period 10 months, altogether 30 working days.

Estimated working days for the implementation of the WP (valid for the lead partner LAG Prlekija only):

* 10 working days per month throughout the project period 20 months, altogether 200 working days.

INDICATORS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Work pac-kage | Main output indicators | Type | Value | Main impact indicators | Type | Value |
| WP 1 | Joining partner countries into European secondary airports network | Unit | 8 | EU territorial coverage including different parts of Europe. At least 2 partners from different parts of Europe by the end of the project. Will be measured by the total number of network members from specific regions of Europe in the end of the project. | % | 100% |
| WP 2 | Feasibility study of the airport network and routes | Unit | 1 | Implementation of the activity plan bases on the results of the feasibility study. It is expected that 10% of the action plan will be implemented during 2 years after the project period, 50% during 10 years after the project period and the rest of 40% expected to be achieved after 20 years. Will be measured by self-assessment survey after time periods. | % | 100% |
| WP 3 | Certified training consortium with defined targets and activities plan, developed training packages. | Unit | 1 | Increased quality of aviation training inside the training consortium through new training packages for European and Chinese students. Will be measured with criteria set by self-assessment survey in the end of the projet. | % | 20% |
| WP 4 | Enterprises involved in business agreements with Chinese partners | Unit | 10 | Level of satisfaction of the involved enterprises. Will be measured by target group survey in the end of the projet. | % | 70% |
| WP 5 | Feasibility study on rural tourism network and activity plan | Unit | 1 | Implementation of the activity plan bases on the results of the feasibility study. It is expected that 10% of the action plan will be implemented during 2 years after the project period, 50% 10 years after the project period and the rest of 40% expected to be achieved after 20 years. Will be measured by self-assessment survey after time periods. | % | 100% |

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| **Estimated timetable of the LEADER TNC project** |  |  |  |  |  |
|  | 2019 | 2020 | | 2021 | |
| Work packages | Sept-Dec | Jan-Jun | Jul-Dec | Jan-Jul | Jul-Dec |
| WP 1 - General management of LEADER TNC project and coordination of international communication |  |  |  |  |  |
| Task 1: General coordination of the LEADER TNC project |  |  |  |  |  |
| Task 2: Continuing negotiations for expansion of the network and with Chinese partners |  |  |  |  |  |
| WP 2 - Feasibility study of the airport network operations and routes |  |  |  |  |  |
| Task 1: Building the team of the WP and drafting the specification of feasibility study |  |  |  |  |  |
| Task 2: Carrying out feasibility study of the airport network operations and routes |  |  |  |  |  |
| WP 3 - Developing smart aviation through incubating and testing smart, environmental friendly solutions and organising training about these solutions, EU-China aviation training consortium establishment |  |  |  |  |  |
| Task 1: Building the EU secondary airports training consortium and implementing trainings |  |  |  |  |  |
| Task 2: Carrying out and testing innovative solutions in robotics and automisation in secondary airports |  |  |  |  |  |
| WP 4 - Business platforms development for SMEs in Europe and China |  |  |  |  |  |
| Task 1: Establishing a "Living Lab" with local enterprises |  |  |  |  |  |
| Task 2: Building business plaforms in Europe and in China for SMEs |  |  |  |  |  |
| Task 3: Organising study visit of European SMEs to China |  |  |  |  |  |
| WP 5 - Rural tourism development |  |  |  |  |  |
| Task 1: Development of joint rural tourism platform to introduce local destinations and products |  |  |  |  |  |
| Task 2: Creating the pilot products and promotion tools |  |  |  |  |  |
| Task 3: Finding possibilities for flight and train connections inside the rural tourism network |  |  |  |  |  |