

EUMillennialsTOUR

DELIVERABLE 1.9

Call for proposals:	COS- TFLOWS-2014-3-15
Name of the project:	EUMillennialsTOUR
Acronym:	EUMillennialsTOUR
GA Number:	676666
Date:	November 9, 2015
Lead Beneficiary:	X23 Srl
Delivered by:	X23 Srl
Resp.:	Marika Mazzi Boém, Senior Project Manager

Establishment of the EUMillennialsTOUR Steering Committee

Roles, Responsibilities, Duties and Proceedings

Start date of project: September, 1st 2015
 Lead Partner: X23 Srl
 Editor: Marika Mazzi Boém, Senior Project Manager
 Date: November, 9th 2015

Members of the SC	Gill Harvey , School Tourism Forum Oscar Boije , Erasmus Student Network Lars Lichtenberg , Regialog e. V. Giuseppe Laquidara , X23 Srl
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	Project co-funded by the European Union, EASME - COSME, Call COS- TFLOWS-2014-3-15 GRANT N. 676666	
Members of the SC	Gill Harvey , School Tourism Forum Oscar Boije , Erasmus Student Network Lars Lichtenberg , Regialog e. V. Giuseppe Laquidara , X23 Srl	
	Dissemination Level	
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

History Table	
Version:	1.0
Date:	09/11/2015
Released By:	Marika Mazzi Boém - EUMillennialsTOUR Project Manager
Comments:	

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Acknowledgements

The research leading to this report has received funding from the European Union, EASME, COSME Programme, Call TFLOWS-2014-3-15, under grant agreement number 676666

Disclaimer

The report reflects only the authors' views and the European Union is not liable for any use that may be made of the information contained therein.

1. EXECUTIVE SUMMARY

This deliverable reports on the establishment of the EUMillennialsTOUR Steering Committee (SC) following the decisions set up at the kick-off meeting held in Rome on October 2nd and the approval received by the Lead Partner and the Consortium Partners as resulted from an open poll published on the Doodle web-platform.

INTRODUCTION

The establishment of the project Steering Committee is part of the project's technical and administrative activities (WP1, Management and Coordination activities).

1.1 General context

WP1 tasks and objectives include:

- ➔ Establishing the project management structure
- ➔ Communication and reporting to the EC representatives
- ➔ Effective coordination and harmonisation of consortium activities
- ➔ Review and evaluation of project progress reports milestones
- ➔ Quality control of deliverables before publication
- ➔ Implementation of the mechanisms for effective communication between partners
- ➔ Problems resolution
- ➔ Production of validation reports

1.2 Deliverable objectives

The Steering Committee is the quality-assurance body of the Consortium, and shall consist of three external representatives selected following the criteria of high ranking, professionalism, background expertise and international awareness, in particular considering their role in conducting the quality assessment of the achievement results as well as in verifying their effective visibility within and throughout the network. The final members of the EUMillennialsTOUR Steering Committee was conducted through an open poll published by the Lead Partner on the Doodle web platform; on November 6, the Consortium partners expressed their preferences and the members were selected according to the larger number of votes collected.

The responsibilities of the Steering Committee include:

- i. monitoring the project activities;
- ii. validating the quality of the outputs produced by the Consortium;

- iii. monitoring the progress in relation to the agreed milestones, and advise in the event of unforeseen circumstances that may require the review of the project deliverables;
- iv. ensuring that each Consortium partner meets the quality standards requested by the programme, in particular WPLs as regard the quality of the deliverables; the SC can recall the Lead Partner in the event that amendments could be necessary or can request formal recalls for Lead Partner's warnings in case the quality of the work done does not meet the standards;
- v. advising about the communication proceedings and main deliverables quality;
- vi. review and advise the contents produced for the e-learning course as well as the digital didactic material.

Timing: the outputs to be validated by the Steering Committee shall be delivered via email to the Chair by the LP at least 1 week prior the deadline for submission to public/EC/partners. Proceedings will be managed within 4 working days from the receipt of the outputs. Final validation will be communicated to the Lead Partner for further notification to the partners (go/non-go procedure).

2. Summary of Activities

The EUMillennialsTOUR Steering Committee was established by an open poll published on the Doodle web-platform; the final composition of the SC resulted from the votes the single candidate received by the Consortium partners. The candidates were indicated by the Consortium partners as follow:

- **Gill Harvey**, School Tourism Forum - suggested by X23 Srl
- **Oscar Boije**, Erasmus Student Network - suggested by WYSE
- **Lars Lichtenberg**, Regialog e. V. - suggested by M2C
- **Tarun Dara**, Explorars - suggested by WYSE
- **Ilaria Corsi**, Bic Lazio - suggested by X23 Srl

The poll showed the following results:

EUMillennialsTOUR Poll for the selection of the Steering Committee Members		
Candidates	Votes collected	Selected
Gill Harvey, School Tourism Forum	5 votes	
Oscar Boije, Erasmus Student Network	5 votes	
Lars Lichtenberg, Regialog e. V.	5 votes	
Tarun Dara, Explorars	0 votes	
Ilaria Corsi, Bic Lazio	0 votes	

According to the rules shared and agreed together with the partners before the poll was launched, the preference was to be given in 48 hours; the selection was to be done upon the majority of votes collected by each candidate.

All the partners participated to the poll except two.

3. Conclusion and Future Steps

The project Steering Committee shall meet virtually 2 times over the course of the project duration: at the beginning and at the end and shall also convene extraordinary meetings at any time upon written request of Chair.

Marika Mazzi Boém
EUMillennialsTOUR Project Manager

A handwritten signature in black ink, appearing to read "Marika Mazzi Boém". The signature is written in a cursive style and is positioned below the printed name and title.

PERSONAL INFORMATION



Oscar Antonio Boije

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Sex Male | Date of birth 07/02/1985 | Nationality Finnish

WORK EXPERIENCE

13/01/2014 – Date

Partnership Manager

Erasmus Student Network AISBL (ESN). Brussels, Belgium.

- Management, monitoring and execution of commercial and non-commercial partnerships; Development and execution of fundraising and communicational strategies; Management of youth employment projects and volunteer teams; Representation towards public and private stakeholders; Trainings for volunteers and youth organizations.

Business or sector Non-profit, educational youth organization

01/09/2012 – 15/02/2013

Project Manager intern

Reykjavik Arts Festival. Reykjavik, Iceland.

- Event and project management; Planning and execution of the Reykjavik Arts Festival; Communication and marketing; EU grant application; Research and archiving; Minute-taking.

Business or sector Arts and Festivals.

15/06/2011 – 15/08/2011

Stagiaire

Delegation of the European Union in Peru. Lima, Peru

- Evaluation of Human Rights project proposals and EU grants; Updating of project databases; Diplomatic representation; Trainings for staff and local authorities.

Business or sector Diplomatic delegation.

01/06/2008 – 31/12/2008

Intern

Finnish Embassy in Peru. Lima, Peru

- Assistance with consular issues; Management of visa applications; Interviews and legal assistance; Political and financial reporting; Trainings for staff; Representation of the Embassy.

Business or sector Embassy.

EDUCATION AND TRAINING

01/09/2010 – 31/05/2012

Master of Laws (L.L.M)

Lund University. Sweden.

- 2-year Master Program in International Human Rights Law.

01/01/2009 – 30/06/2009

Exchange studies

Pontificia Universidad Javeriana de Bogotá. Colombia

- International relations, International politics, International economy

01/09/2006 – 31/05/2008

Bachelor of Social Sciences (B.Soc.Sci.)

Åbo Akademi University. Turku, Finland.

- 3-year Bachelor Program in International Public Law.

PERSONAL SKILLS

Mother tongue(s) Swedish and Spanish

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Finnish	C2	C2	C2	C2	C2
Dutch	B2	B2	B2	B2	B2
French	B2	B2	B1	B1	B1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

- Multicultural background with Swedish-speaking mother from Finland and father from Bolivia;
- Former Vice Chair of ESN's International Committee for Communication;
- Experience in developing and executing communication plans within ESN;
- Experience in representing companies, NGO's and authorities at conferences and events;
- Experience in reporting and research at the Finnish Embassy and the EU Delegation in Lima, Peru.

Organisational / managerial skills

- Project management experience through active volunteering and work at a number of INGO's;
- Certified Project Manager by Amnesty International Sweden;
- Experience within ESN, leading local, national and international Boards and Working Groups;
- Organization of several international conferences and events;
- Leading of the work of sub-groups within international NGO's such as Amnesty International, TECHO - Un Techo Para Mi País, and UNICEF.

Computer skills

- Experience with, among others:
 - Microsoft Windows and Office;
 - Adobe Reader and Photoshop;
 - Google Apps, Analytics and AdWords;
 - Salesforce and other CRM tools;
 - Drupal and other website administration tools.
- Updating and creation of website content for the Erasmus Student Network, the Finnish Embassy in Peru and the Reykjavik Arts Festival.

Other skills

- Present or former volunteering experiences with:
 - Erasmus Student Network;
 - TECHO – Un Techo Para Mi País;
 - Amnesty International;
 - UNICEF;
 - World Vision;
 - Finnish Red Cross.

ADDITIONAL INFORMATION

Hobbies Dancing, traveling, jogging, music, photography, volunteering.

Additional information Visited 60 countries in Europe, America, Asia and Africa.

CURRICULUM VITAE		
Name		Lars Lichtenberg
Day of Birth / Town of Birth		21.10.1971 / Stade
Institution Address		Regialog e.V. Geschäftsstelle REGIALOG Ringstr. 2 26721 Emden
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Phone		0170-2206885
Work Experiences Date (month/year to month/year)		
Since October 1993		Museum experience, establishing and operation of Kehdinger coast-Museum in Wischhafen
June 2000 till April 2001		Participation in the postgraduate qualification project Musealog (project activity on Emslandmuseum Papenburg and Schlossmuseum Jever)
August 2001 till May 2006		IT Trainer at Musealog and Regialog
Since December 2005		Project manager at REGIALOG Regialog is an educational association, specialized in postgraduate professional qualification in cultural tourism and cultural marketing. They cooperate with tourism facilities, cultural and industrial heritage sites, museums, trade associations in Lower Saxony and Bremen. Their focus is on innovative learning methods. Regialog e.V. maintains a network with cultural and tourism experts from all over Germany.
Academic Education Date (month/year to month/year)		
1993-2000		Modern and Contemporary History and German Studies Master's degree at the University of Vechta
Skills		
Language of origin		German
Others		English

Competencies/skills	Project Management, (Cultural) Marketing Networking, Museum work, Creativity, safe and friendly dealing with people and the ability to impart knowledge vividly
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Gill Harvey

General Manager - School Travel Forum Ltd

Gill is currently the General Manager of the School Travel Forum a democratic, not for profit organisation of leading school tour operators that promotes good practice and safety in school travel. The STF was also appointed one of the Awarding Bodies for the Learning Outside the Classroom Quality Badge which provides for the first time a national accreditation combining the essential elements of provision – learning and safety – into one easily recognisable and trusted Quality Badge for all types of Learning Outside the Classroom. This is run by the Council for Learning Outside the Classroom an independent charity set up in 2008 by the (then) Department for Children, Schools and Families (DCSF).

Prior to joining the School Travel Forum Gill held several senior roles at Director and Board level within the travel industry. Most recently as Product and Purchasing Director at the Page and Moy Travel Group, where she led several projects on process improvement and product delivery. She held Managing Director roles at Faraway Holidays, Malaysia Experience and Solo's Holidays Ltd.