*Agenda: kick off meeting: Social&Creative*

Riga, the City Hall (Ratslaukums 1, Riga, LV–1539), 5 June, 2017

|  |  |
| --- | --- |
| Date | 5 June, 2017. |
| Organiser / host | Riga Planning region, project manager and co-ordinator. |
| Contributors | Project partners – Riga Planning Region, Young Entrepreneurs’ Centre of Latvia, University of Tartu, Tartu Centre for Creative Industries, major stakeholders - Social Innovation Centre of Latvia. |
| Event name | Est-Lat Programme project “Social & Creative”; Project Kick-off Meeting. |

**Table of contents**

[1. Meeting Objectives 1](#_Toc481472415)

[2. Agenda 2](#_Toc481472416)

3. Logistics...........................................................................................................................................3

4[. Registration 3](#_Toc481472421)

5. Costs................................................................................................................................................3

6. Contacts……………………………………………………………………………………………….……………………….……………3

7. Participants.....................................................................................................................................3

# . Meeting Objectives

Kick-off meeting is aimed to bring together all Project partners, major stakeholders and introduce the project ambition and promised results. It is expected that after the kick-off meeting every partner will have received answers to most questions about the project that might have – **how, when and what?** This meeting is also the first chance to start networking and cooperation between the partners. Issues related to the project management will be discussed and a detailed schedule for the implementation of the project will be co-ordinated at the Partners meeting.

# 2. Partners Meeting Agenda

## Location: Riga, the City Hall, First Floor, the Fireplace Room, 5 June, 12:00– 17:00

|  |  |  |
| --- | --- | --- |
| **Start** | **Item** | **Speaker** |
| 11:00 - 12.00 | Estonian partners arrive in Riga, head toward the City hall (approximately 15-20 minutes walk)  |
| 12.00 – 12.30 | Registration, welcome and lunch |  |
|  |  |  |
| 12:30 – 12:40 | Welcome by the Head of Administration of the Project Lead partner - Riga Planning region, opening of the meeting  |
| 12:40 – 13:00 | Who We Are, What We Do and Why We Do It - Short Presentations By Project Partners and Stakeholders |
| 13:00 -15:00 | What have we promised in the Project application? Project activities, ambition, network building and cooperation activities, marketing activities  | *Presentation by Ilgvars Francis, Project Manager and Co-ordinator at Riga planning region**Other partners and stakeholders join discussion* |
| *15:00 – 15:30* | *Coffee break and networking* |  |
| 15:30-17:00 | Project management - How do we cooperate and implement the Project? When do we do certain things? Schedules of activities, partners’ meetings. How do we report? – basic principles, deadlines, electronic management system (eMS)How do we tell about the Project and things we do? - Publicity basics | All participants, discussion facilitated by project Manager |
| 17:00 | End of Meeting, departures |  |
|  |  |  |

# 3.Logistics

The meeting takes place at the City Hall of Riga, the first floor, the Fireplace Room from 12:00 till 17:00, including a lunch and a coffee break. The easiest way for our Estonian partners to get to Riga is by bus. There is a Lux Express bus that leaves Tartu at 07:20 and arrives in Riga at 11:15. The bus departs Riga at 18:45 and arrives in Tartu at 22:40.

## 4. Registration

Please register by sending an e-mail message before 5 June, 2017 to ilgvars.francis@rpr.gov.lv

## 5. Costs

The costs for the meeting room and catering (lunch and coffee break) are covered by the Lead Partner – Riga Planning Region.

Travel costs should be covered by project partners (please note that there are funds allocated for each partner’s travel to project partners meetings in the Project budget).

## 6. Contacts

Before and during the meeting: Ilgvars Francis, Project manager and co-ordinator at Riga Planning Region; Mobile: +371 29229690; Ilgvars.francis@rpr.gov.lv

|  |  |  |
| --- | --- | --- |
| Partner | Name | Contacts |
| Riga planningRegion (LV) | Edgars RantiņšIlgvars Francis | Edgars.rantins@rpr.gov.lvIlgvars.francis@rpr.gov.lv |
| Young Entrepreneurs’ Centre, Latvia (LV) | Līva Stūrmane | Liva.sturmane@juc.lv |
|  |  |  |
| University of Tartu (EST) | Mervi Raudsaar | Mervi.raudsaar@ut.ee |
| Tartu Centre for Creative industries (EST) | Liis Pärtelpoeg | Liis@lmk.ee |
| **Major Stakeholder** | **Name** | **Contacts** |
| Social Innovation Centre, Latvia (LV) | Renāte LukjanskaAnita Stirāne | renate@socialinnovation.lvanita.stirane@socialinnovation.lv |
| Reach for Change | Jevgenija Kondurova | Jevgenija.kondurova@reachforchange.org |

# 7. Participants

It is expected that each partner is represented by 1-2 persons – directly involved and responsible for the project implementation. The approximate total number of participants – 10 persons.