1st Meeting of the Monitoring Committee

of Interreg V-A Latvia-Lithuania Programme 2014 – 2020

3- 4 March 2016

*Albert Hotel, 33 Dzirnavu Str., Riga*

*Chaired by Ms Ilze Krieva,*

*The Ministry of Environmental Protection and Regional Development, Latvia*

**Meeting schedule**

Thursday, 3 March 2016: 9:30-18:00

*Coffee breaks at 9:00, 11:00, 15:30*

*Lunch at 13:00*

*Joint dinner at 19:00*

Friday, 4 March 2016: 9:00-12:00

*Coffee breaks at 8:30, 10:30*

*Lunch at 12:00*

Agenda

**1. Opening of the meeting and adoption of the agenda**

* *Mr Sandis Cakuls, Head of the Managing Authority, Deputy State Secretary of the Ministry of Environmental Protection and Regional Development of Latvia*
* *Ms Regina Huber, European Commission*
* *Ms Deimantė Jankūnaitė, Head of Territorial Cooperation Programmes Unit of Regional Policy Department of the Ministry of the Interior of Lithuania*
* *Ms Ilze Krieva, MC Chair, Deputy Director of Development Instruments Department of the Ministry of Environmental Protection and Regional development of Latvia*

**2. Set-up of the Monitoring Committee and adoption of Rules of Procedure** (Decision)

* *MC chair and Managing Authority*

**3. Information on start-up of the Interreg V-A Latvia-Lithuania Programme 2014-2020** (Information)

* *Managing Authority*

**4. Approval of Work Plan for 2016 (including Communication and Publicity measures)** (Decision)

* *Managing Authority*
* *Joint Secretariat*

**5. Approval of Technical Assistance budget** (Decision)

* *Managing Authority*

**6. Programme Manual and Application Pack for 1st call for proposals:**

**6a. Approval of Programme Manual** (Discussion/ Decision)

* *Managing Authority;*
* *Joint Secretariat*

**6b. Approval of Application Form** (Discussion/ Decision)

* *Joint Secretariat*

**6.c. Approval of Confirmation Letter form for the Lead partner** (Decision)

* *Joint Secretariat*

**6d. Approval of Partner declaration form for the Lead partner, project partner, associated partner** (Decision)

* *Joint Secretariat*

**6e. Approval of De-minimis declaration** (Decision)

* *Joint Secretariat*

**6f. Approval of Subsidy contract form** (Decision)

* *Managing Authority*

**6g. Approval of Partnership agreement form** (Decision)

* *Joint Secretariat*

**6h. Information on approaches for preparation of financial analysis (revenue generation)** (Discussion)

* *Joint Secretariat*

**7. Information on Financial issues** (Information)

* *Managing Authority*

**8. Timeline of the 1st Call for Proposals** (Discussion/ Decision)

* *Managing Authority*

**9. Next steps and next meeting** (Information)

* *Managing Authority*
* *MC Chair*

**10. Any other business/ closure of the meeting**

* *MC Chair*