

**Kick-off meeting for LLI-264 project**

within the INTERREG V-A

Latvia-Lithuania Programme 2014-2020

**PRELIMINARY AGENDA**

Kick-off meeting for LLI-264 project Explore Zemgale by Bicycle

16 May 2018

*Place and venue: Administration of Žagarė Regional Park, Malūno str.1, Žagarė*

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| 10:00 – 10:30  | Arrival, registration, coffee. |
| 10:30 – 10:45 | **Welcoming and introductions of project partners.** |
| 10:45 – 13:30 | * **Introduction to the project.**
* **Signing of partnership agreement.**
* **Formation of project management team:**
* **Setting of schedule for PMT meetings.**
* **Project implementation issues:**
* **General information;**
* **Project outputs, objectives, results, indicators of achievement, activities and deliverables;**
* **Timelines;**
* **Responsibilities of partners;**
* **Planning of immediate actions, joint activities.**
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| 13:30 – 14:30 | **Lunch** |
| 14:30 – 16:30 | * **Budgets.**
* **Requirements for accounting and reporting, deadlines.**
* **Publicity requirements.**
* **Communication among partners.**
* **Discussions.**
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