

**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.** |
| 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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