European Network for Rural Development

Tool 4 – Check list:

Considerations for the first meeting with project partner(s)

1 Before the first meeting

- Consult the relevant ENRD and DG AGRI Guidance and information (available under 'Useful documents' at the ENRD LEADER Cooperation web page. This includes:
    - DG AGRI Guidance for implementation of LEADER Cooperation activities in Rural Development Programmes 2014-2020
    - LEADER Cooperation Landscape – overview of LEADER Cooperation rules in 57 EU countries and regions
    - Summary of proposals of the ENRD LEADER Cooperation Practitioner-Led Working Group
- Inform the identified partners about your own administrative, technical and financial framework;
- Agree on who will participate: try to make sure that all partners bring broadly the same delegation of people; e.g. LAG managers, LAG members, project promoter(s), financial partners, etc.
- Agree on the meeting format (online or face-to-face) and location (if face-to-face meeting is planned)
- Agree on the meeting agenda/programme:
- together with the partners – plan sufficient time for social interaction as well as work;
- define a detailed programme which is adapted to the different types of participant (do not forget specific meetings with LAG members and others like experts and/or technical people),
- integrate the objectives and expected results of each session into the programme so everyone knows what to expect;
- Reflect on the history of the project (choice of the theme), of the partnership and of the context of each territory (characteristics, strategy, human resources…). Prepare a summary and / otr presentation;
- Identify the working language and, if needed, mobilise interpreters (high priority);
- Make it clear who is going to cover the costs for the first meeting, how and when;
- Plan moderators and "rapporteurs" for the first meeting and for each session: e.g. official times presided by LAG members, technical working time led by animators / experts etc;
- Choose and prepare any field visits with the partners;
- Select communication means with the partners.

2 During the first meeting

- Allow enough time for the presentation of the areas and people (stakeholders etc.);
- Present the project clearly and concisely as a common basis for the discussions;
- Discuss and agree the following points with partners:
- Each partner`s expectations re` participation, costs, outputs etc;
- Administrative rules for cooperation;
- Internal procedures and practicalities (e.g. time to respond to e-mails etc.);
- Further definition of the project;
- Timelines and key milestones;

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Considerations for the first meeting with project partner(s)

- The possibility or need to setup a legal structure to lead and support the project;
- The roles and responsibilities of each partner (including role of lead partner);
- Conflict resolution mechanisms;
- Budget / Schedule
- Keep track of the exchanges: collate reports, notes, meeting documents, business cards, videos and photographs to produce a summary recording the decisions made;
- Ensure time at the end of the meeting for planning the next steps and future meetings.

3 Following the first meeting

- Write a minute / report and send it to partners for validation;
- Consult the local cooperation team to confirm the final partnership;
- Check the rules and procedures for cooperation projects applicable for each of the partners;
- Communicate the results of the first meeting to every member of the LAG Board (use interactive and dynamic support such as photographs, movies, etc.);
- Define an action plan compatible with the general plan of the Local Action Group;
- Organise regular contacts with your partners.