

## Project platform Capacity4MSP 'Strengthening the capacity of MSP stakeholders and decision makers'

### Kick-off meeting

The House of Nature of University of Latvia (Jelgavas street 1, Riga), room 702 (7<sup>th</sup> Floor)

21 November 2019

Hour	Content	Type	Time
15.00	<b>Welcome</b> <i>@Alda</i>		5
15.05	<b>Aim, agenda and expected outcome of the meeting</b> <i>@Inga</i>	Info	5
15.10	<b>General overview of Capacity4MSP</b> <i>@Inga</i>	Info	10
15.20	<b>Overview of activities + reflections</b> <i>@ActivitiesLeaders</i>	Info	40
	<ol style="list-style-type: none"> <li>1. Capitalization of the current activities and projects (A2.1)</li> <li>2. Supporting the implementation of the MSP in the BSR (A2.2)               <ol style="list-style-type: none"> <li>2.1. Report on identified mechanisms for the implementation of MSP</li> <li>2.2. User guide and visualization material of BASEMAPS</li> <li>2.3. A proposal of an institutionalized tool</li> <li>2.4. MSP Roadmap for Russia</li> </ol> </li> <li>3. Cross-sectoral dialogue (A3.1)</li> <li>4. Accumulating knowledge on stakeholder involvement and engagement into MSP (A3.3)</li> <li>5. Visibility end communication of the Platform (A4.1)</li> </ol>	Discussion	15 15
	<b>Reflection per partner</b>		
	<b>Feedback</b>		
16.30	<i>Coffee break</i>		30
17.00	<b>Group work</b> Introduction to group work <i>@Egija</i>	Info	5
17.05	<b>Group work according to activities</b> <i>@ActivitiesLeaders &amp; @ActivitiesParticipants</i>	Group work	
	<ol style="list-style-type: none"> <li>1. Capitalization of the current activities and projects (A2.1)</li> <li>2. Supporting the implementation of the MSP in the BSR (A2.2)               <ol style="list-style-type: none"> <li>2.1. Report on identified mechanisms for the implementation of MSP</li> <li>2.2. User guide and visualization material of BASEMAPS</li> <li>2.3. A proposal of an institutionalized tool</li> <li>2.4. MSP Roadmap for Russia</li> </ol> </li> <li>3. Cross-sectoral dialogue (A3.1)</li> <li>4. Accumulating knowledge on stakeholder involvement and engagement into MSP (A3.3)</li> <li>5. Visibility end communication of the Platform (A4.1)</li> </ol>		
17.55	<b>Reassemble</b>		5
18.00	<b>Family Photo</b>		5
18.05	<b>End day 1</b>		
19.00	<i>Dinner at Restaurant in Riga Old City</i>		

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9.00	<b>Good morning with coffee</b>		
9.30	<b>Group work according to activities continues</b> <b>@ActivitiesLeaders &amp; @ActivitiesParticipants</b>		
	1. Capitalization of the current activities and projects (A2.1)	Group work	60
	2. Supporting the implementation of the MSP in the BSR (A2.2)		
	3. Cross-sectoral dialogue (A3.1)		
	4. Accumulating knowledge on stakeholder involvement and engagement into MSP (A3.3)		
	5. Visibility end communication of the Platform (A4.1)		
10.30	<b>Coffee break</b>		
11.00	<b>Feedback from group work</b> <b>ActivitiesLeaders &amp; @ActivitiesParticipants</b>		
	1. Capitalization of the current activities and projects (A2.1)	Info	40
	2. Supporting the implementation of the MSP in the BSR (A2.2)		
	3. Cross-sectoral dialogue (A3.1)		
	4. Accumulating knowledge on stakeholder involvement and engagement into MSP (A3.3)		
	5. Visibility end communication of the Platform (A4.1)		
	<b>Reflection per partner</b>	Discussion	10
	<b>Feedback</b>		10
12.00	Project platforms in Interreg Baltic Sea Region – new type of support <b>Interreg BSR JA/MA</b> <b>@ElenaKolosova</b>	Info	20
12.20	<b>Summary of the meeting</b> <b>@Inga + @All</b>	Info	10
	Whole picture of the project	Discussion	20
	Update of Project action plan		
	Next events		
	Next deadlines		
	What to communicate from this meeting		
12.50	<b>Remaining issues to discuss</b>	Discussion	5
12.55	<b>Farewell</b>	Info	5
13.00	<b>End of the meeting</b>		
13.00	<b>Lunch (sandwiches)</b>		

Welcome to Riga!

Project Management Team at VASAB Secretariat