

Tool 6 - Check list: What to think about for the first meeting with your project partner(s)

Before the first meeting...

- Give information to the identified partners about your administrative, technical and financial framework;
- Clarify the meeting participants: try to make sure that all partners are coming with the same delegation of people; e.g. LAG managers, elected people, project promoter(s), financial partners etc)
- Co-write with partners the foreseen programme of the visit/meeting: take into account social interaction time as well as working time in the agenda and respect a precise timing;
- Define a detailed programme which adapts to the status of the participants (do not forget specific meetings with elected people and others like experts and/or technical people),
- Integrate into the programme the objectives and expected results of each session so everyone knows what to expect;
- Remind the history of the project (choice of the theme), of the partnership and of the context of each territory (characteristics, strategy, human resources...);
- Identify the working language and, if needed, mobilise translators;
- Make clear who is going to pay what for the first meeting;
- Plan moderators and "rapporteurs" for the first meeting and for each session: official times presided by elected people, territory presented by directors, technical working time led by animators;
- Choose and prepare the field visits with the partners;
- Select communication means with the partners.

During the first meeting...

- Allow enough time for the presentation of the area and people (stakeholders etc.);
- Discuss with partners all of the following points:
 - Partner expectations;
 - Administrative rules for cooperation;
 - Definition of the project;
 - Eventual creation of a legal structure to lead and support the project;
 - Role and responsibilities of each partner (lead partner...): negotiations;
 - Budget / Time schedule/calendar.
- Remember to keep track of the exchanges: collate reports, notes, meeting documents, business cards, videos and photographs to produce a summary of the decision made.
- Ensure time at the end of the meeting for planning the next steps and future meetings.

After the first meeting...

- Write a report and send it to partners for validation;
- Brainstorm with the local cooperation team in order to confirm (or not to confirm) the partnership;
- Communicate the results of the first meeting to every member of the programming committee
- 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.

A second visit may be useful to confirm the partnership, the project's design, the next steps and to finalise negotiations about responsibilities and budget sharing, calendar, etc...