

**Second Steering group meeting**

**AGENDA draft**

**Videoconference**

**23 October, 2012 (Tuesday)**

<b>10.40 - 11.00</b>	<b>Connecting to videoconference/registration</b>
<b>11.00 – 11.05</b>	<b>Welcoming and opening of the Meeting</b> <i>I.Kalniņa (Project manager, Kurzeme Planning region)</i> <i>K.Godiņš (Kurzeme Planning region)</i> <b>Approval of changed Project Steering group staff</b>
<b>11.05 – 12.00</b>	<b>Detailed information on implementation of project in first reporting period (2April to 30 October 2012), about each planned activity, things done</b> <i>I.Kalniņa (Project manager, Kurzeme Planning region)</i>
<b>12.00-12.30</b>	<b>Planned works for 2<sup>nd</sup> period November 2012 to April 2013, activities, needs and possible risks</b> <b>Approval of Implementation Plan for 2<sup>nd</sup> Reporting period</b> <i>Representative of LP (Kurzeme Planning region)</i>
<b>12.30-12.35</b>	<b>Closing Steering Group meeting</b>

*For more details:*

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