Check list: 'What to think about for the first meeting with your partner?"

Prior conditions to be fulfilled

- Identify a potential project operator/promoter;
- Contribute to a (notably political) project appropriation: local and regional lobbying by validating the cooperation principle with a defined theme, write a presentation note of the pre-project for every member of the programming committee, lean on 1 or 2 resources person(s).

Before the first meeting…

- Give information to the identified partners about your administrative, technical and financial framework;
- Identify the participants to the meeting: having association of LAG managers, elected people, project promoter(s) and eventually financial partners is constructive and try to make sure that all partners are coming with the same delegation of people;
- Co-write with partners the foreseen programme of the visit: 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 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 time for the presentation of the area and people (stakeholders etc.);
- Exchange with partners about the following points:
    - partners 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 (leadpartner…): negotiations;
    - Budget / Time schedule/calendar.
- Remember to keep track of the exchanges: summary of the decision made (translated in the framework of a transnational cooperation), reports, notes, meeting documents, photographs, video, interviews, business cards…;
- Plan a time at the end of the meeting results' time and planning the following steps cadence of the following meetings.

After the first meeting…

- Write a report and sent 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 of interactive and dynamic supports (photographs, movies…);
- 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 partnerships, the project's design, the next steps and to finish negotiations on responsibilities and budget sharing, calendar…