

**3<sup>rd</sup> project team meeting of the project “Green Railway”  
20<sup>th</sup> of February 2018**

**Location:** Amata municipality, “Ausmas”, LV -4101  
Location available here: <http://ej.uz/7wh9>

**Main moderator:** Sille Talvet-Unt, Project Coordinator

**Meeting language:** English

**Please register in <https://goo.gl/forms/uXtqRaNAzkuZSgYx1> latest by 12th of February 2018.**

| 3 <sup>rd</sup> project team meeting<br>20 <sup>th</sup> of February 2017 |   |  |
|---|---|--|
| Time  | Topic   | Moderator/Presenter  |
| 10:00   | Arrival and coffee and Green Railway map dissemination to all partners  |  |
| <b>10:30- 11:00</b>   | Overall about project time plan, review of time-schedule  | <i>Sille Talvet-Unt</i>  |
| <b>11:00 – 12:40</b>  | <b>Trail and object development</b>   |  |
| 11:00 – 11:50   | Trail creation: <ul style="list-style-type: none"> <li>- update of all partner situation <ul style="list-style-type: none"> <li>o problems of partners</li> <li>o changes form initial route</li> <li>o main works done on trails</li> <li>o budget spending plan update for investments</li> <li>o time-schedule update</li> <li>o maintenance issues: avoiding cars, keeping trail clean</li> </ul> </li> </ul> | <i>Individual all partners.<br/>Country coordinators (Latvia: Raitis Sijats; Janis Sijats)<br/>Estonia: Sille Talvet-Unt)<br/>Peeter Unt</i> |
| 11:50 – 12.40   | Object preparations: <ul style="list-style-type: none"> <li>- update of all partner situation with tenders</li> <li>- review of deadlines</li> </ul>  | <i>Individual all partners.<br/>Country coordinators (Latvia: Raitis Sijats; Janis Sijats<br/>Estonia: Sille Talvet-Unt)<br/>Peeter Unt</i>  |
| <b>12: 40 – 13:30</b>   | <b>Lunch</b>  |  |
| <b>13:30 – 15:45</b>  | <b>Visibility and promotional activities</b>  |  |

|               |  |   |
|---------------|--|---|
| 13:30 – 14:30 | <p>Participation in tourism fairs 2018:</p> <ul style="list-style-type: none"> <li>- Netherland, Latvia, Estonia, Germany <ul style="list-style-type: none"> <li>o Results</li> <li>o Lessons for 2019, partner involvement needs</li> <li>o Presenting GR by partners</li> </ul> </li> <li>- GR promotional video creation (main scope, involvement of partners, etc)</li> <li>- Update of local marketing materials (local partners: Latvia)</li> <li>- GR mini-maps (mini-map regions, possible layout, time-schedule for printing, tasks for partners)</li> </ul>                                    | <p><i>Jānis Sijāts, VTA</i><br/><i>Raitis Sijāts, VTA</i><br/><i>Alise Plaude, VTA</i></p>                            |
| 14:30 – 14.45 | <p>Promotional events in 2018</p> <ul style="list-style-type: none"> <li>- Local promotional events in 2018</li> <li>- FAM trips summer 2018 (preliminary programme discussion, target group: journalists, vloggers, bloggers)</li> </ul>  | <p><i>Alise Plaude, VTA</i></p>   |
| 14:45 – 15:45 | <p>Route visibility</p> <ul style="list-style-type: none"> <li>- Time-schedule for installations</li> <li>- Signposting: agreement on joint posting: <ul style="list-style-type: none"> <li>o sleepers (availability)</li> <li>o other signing possibilities</li> </ul> </li> <li>- Layout, tender approach (joint vs. individual) <ul style="list-style-type: none"> <li>o GR signs</li> <li>o by-pass sign installations</li> <li>o info-boards</li> <li>o info-stands</li> <li>o number of signs to be installed</li> </ul> </li> <li>- Visitor counters: tender and installation schedule</li> </ul> | <p><i>Alise Plaude, VTA</i><br/><i>Janis Sijats, VTA</i><br/><i>Raitis Sijāts, VTA</i><br/><i>Peeter Unt, VTA</i></p> |
| 15:45 – 16:00 | <p><b>Management and coordination issues:</b></p> <ul style="list-style-type: none"> <li>- SC meeting (21.02): <ul style="list-style-type: none"> <li>o summary of last meeting</li> <li>o expectations, etc</li> </ul> </li> <li>- Reporting update and summary, FAQ form FLC's</li> <li>- Next meetings, any other business</li> </ul>   | <p><i>Sille Talvet-Unt, VTA</i></p>   |
| 16:00 – 18:00 | <p>Site visit in Amata Greenways and Ieriķi railway station (optional)</p>   |   |