

**“Strengthening the Role of Civil Society in Policymaking”
Program of the Study visit
August 7-13, 2010**

Coordinators’ arrival/departure time:

Ms. Alexandra Petcu	Arrival: August 7 (h.18)	Departure: August 14
Mr. Peter Sondergaard:	Arrival: August 7 (h.22.10)	Departure, August 10
Ms. Antonella Valmorbida:	Arrival: August 10	Departure, August 13

Saturday 7 August Arrival of participants from Yerevan

Foreseen departure YEREVAN AM 07.45 - Foreseen arrival RIGA LV 09.35

Welcome at the airport by Ms Agita Kaupuža with a sign “ALDA STUDY VISIT”

(Specialist of Foreign Affair Issues, Latvian Association of Local and Regional Governments)

Transfer to the hotel Avalon

Transfer by bus from the airport to the hotel “Avalon”, 70 Kaleju Street, Riga

www.hotelavalon.eu

Free afternoon to visit Riga

20.00 Meeting at the hotel lobby for the departure to dinner

20.30 Dinner with the organizers. Accompanied by Alexandra Petcu, the Training Coordinator. The participant will have the opportunity to exchange their impressions about the first day with the trainers, in an informal situation.

Restaurant: “Neiburgs”

Jauniela 25/27 (+371 67115522; <http://www.neiburgs.com/en/restaurant/>)

Sunday 8 August

Mr. Peter Sondergaard (ALDA) trainer who will accompany the group during the day

Ms. Alexandra Petcu (ALDA) training coordinator who will accompany the group during the day

Ms. Ivita Peipina (State Regional Development Agency) consultant who will accompany the group

Morning:

Venue: Latvian Association of Local and Regional Governments (LALRG); 1 M.Pils Street, Riga, LV - 1050

9.00

Pick up at the hotel. Walk to LALRG.

Accompanied by Ms. Kaupuža

9.30- 10:00

Training need assessment: Presentation of the programme of the week; Presentation of the participants along with their expectations; discussion and eventual adjustments to the programme.

10:00-12:30

Session led by the training coordinator Alexandra Petcu;

Training: 1st Module: Eastern Partnership and Civil Society. Cooperation between Local Authorities and Civil Society Organisations.

Trainer: Peter Sondergaard (ALDA)

The module will firstly present the Eastern Partnership as both an EU policy and politic line but also as an instrument involving civil society forums and associations to the building of a multilateral, multi-level and multi-actor dialogue desiring to strengthen ties between EU and

post-Soviet states.

12.30 – 14.30

Lunch Restaurant “Vecmeita ar kaki”
1 M.Pils Street, Riga

Afternoon:

Venue: LALRG

14.30-17.00

Presentation of: the State Regional Development Agency, Power structures in Latvia and Perspectives of cooperation Armenia – Latvia. Concrete examples of the Agency’s work will be presented - conference type. Session chaired by Ivita Peipina.

16.00

Coffee break

Meeting with the representative of the Latvian Chamber of Commerce and Industry, Ms. Tatjana Titareva: information on the work of Chamber, as well as economic situation in Latvia

17.15-18.00

Daily Evaluation: Debrief with the training coordinator and trainer: discussion on the activity of the day (questions, concerns, suggestions for tailoring the program as necessary, and if possible, on a day to day basis); planning for the next day. This procedure will give the organizers each day a direct feedback from the participants to improve and adjust the next day program on this basis.

Late Afternoon:

18.00-18.30

Departure to the guided tour to Jurmala city (approx. 30 km from Riga)

18.30-19.30

Guided Tour in Jurmala city (in Russian)

19.30-20.00

Return to Riga

Evening

Free time

**Monday
9 August**

Mr. Peter Sondergaard (ALDA) trainer who will accompany the group during the day
Ms. Alexandra Petcu (ALDA) training coordinator who will accompany the group during the day
Ms. Ivita Peipina (State Regional Development Agency) consultant who will accompany the group during the day.

Morning:

Venue: NGO “Dialogi.lv”;
Gertrudes 19/21-5, Riga

9.30

Pick up at the hotel (meeting point: the lobby) and departure by bus to the meeting place

10:00 – 10:30

Introduction by Peter Sondergaard

10:30 – 12.30

Presentation of: Experience of the organization in reaching its goals – formation of tolerant and inclusive society in Latvia, representation of minority group interests and strengthening of the civil society in Latvia. During the meeting the participants will have the opportunity to learn their experience in participation in the decision-making processes in the field of society

integration.

Session chaired by Ms. Margarita Laicane, Head of the Board of the NGO "Dialogi.lv".

12:30 – 14.30

Lunch Restaurant "Vairāk Saules"

60-1 Dzirnava Street, Riga (tel. + 371 67282878)

Afternoon:

Venue: Ministry of Regional Development and Local Government Affairs, 27 Lacplesa Street, Riga LV LV-1011

14.30 – 16.30

Site visit to the Ministry of Regional Development and Local Government Affairs,

The Head of the Local Government Development department will present the LG system in Latvia, the new challenges and situation after territorial administrative reform as well as will present the legal background and LG obligations regarding the involvement and consultations with inhabitants.

Session chaired by Mr. Aivars Draudins, The Head of the Local Government Development department

16.30-17.00

Daily Evaluation: Debrief with the training coordinator and trainer, planning for the next day

17.00-17.30

Walk from the Ministry to the hotel

Evening

Free time

Tuesday 10 August

Mr. Peter Sondergaard (ALDA) trainer

Ms. Alexandra Petcu (ALDA) training coordinator who will accompany the group during the day

Ms. Ivita Peipina (State Regional Development Agency) consultant who will accompany the group during the day

Morning:

Venue: NGO "Dialogi.lv";
Gertrudes 19/21-5, Riga

9:00 – 9:30

Transfer by bus from the hotel to the training venue.

9.30-12.30

Training: 2nd Module: New forms of citizen participation in Europe. What type of citizens do we need

Trainer: Peter Sondergaard (ALDA)

The speaker will use the extent experience of ALDA for this module. ALDA's experience includes promoting *citizens' active participation* in the life of their local community but also disseminating *citizens' power* to influence policy-makers on matters that affect their lives in a more or less direct way.

12.30-14.30

Lunch Restaurant Steiku Haoss

41/43 Terbatas Street, Riga (tel. + 371 67272707)

Afternoon:

Venue: Latvian Civic Alliance

14.30-17.00

Visit the Latvian Civic Alliance-CAL (NGO) an umbrella NGO that advocated interests in the NGO sector, identifying and trying to solve problems in the

NGO sector. It supports and fosters the participation incentives on NGOs in the decision-making process and represents NGOs interests in the dialogue with public authorities.

Topic: How to promote the participation of the civil society in the policy-making (Explain and demonstrate, through their experience and policy agenda, which are the methodological tools that could increase cooperation and creation of best practices between the CSOs and the government's agencies -especially on topics of interest and affecting citizens' life-)

Officer in charge of receiving the delegation: Ms. Inta Simanska, policy coordinator.

17.00

Transfer by bus to the hotel

Evening:

It will be discussed with the training coordinator on the first day.

**Wednesday
11 August**

Ms. Alexandra Petcu (ALDA) training coordinator who will accompany the group during the day

Ms. Ivita Peipina (State Regional Development Agency) consultant who will accompany the group during the day

Ms. Antonella Valmorbida (ALDA)_trainer who will accompany the group during the day

Morning:

8.30

Departure from the hotel to the LALRG (walk)

9.00 – 10.00

Introduction and objectives of the day. Session of visits chaired by Antonella Valmorbida

Venue: LALRG

10.30

Departure by bus from the LALRG

11.00-12.30

Presentation of: the Ombudsman, its role and functions, as well as the experience in the protection of human rights and promotion of a legal and expedient State authority, which observes the principle of good administration in Latvia.

Meeting with the Ombudsman Mr. Romans Apsitis

Venue: Ombudsman Office, *25 Baznīcas Street, Riga*

12.30 -14.30

Lunch Restaurant "Pie Kristapa kunga"

27/29 Baznīcas Street, Riga (tel. + 371 29512052)

Walk to the State Chancellery

Afternoon:

14.30-17.00

Visit the Government's State Chancellery

36 Brīvības Boulevard, Riga

Topic: Information on the Cooperation memorandum between Non-Governmental Organisations and the Cabinet of Ministers

Officers in charge of receiving the delegation: Ms. Gunta Freimane, responsible for the coordination of the Memoranda Council.

17.00

Transfer by bus to the LALRG

17.30-18.30

Daily Evaluation: Debrief with the training coordinator: discussion on the activity of the day (questions, concerns, suggestions for tailoring the program as

necessary, and if possible, on a day to day basis); planning for the next day. This procedure will give the organizers each day a direct feedback from the participants to improve and adjust the next day program on this basis.

Venue: LALRG, *1 Maza Pils Street, Riga*

Evening:

18.30-21.00

Combined Tour Riga Old Town & Art Nouveau District - guided tour in Russian

**Thursday
12 August**

Ms. Antonella Valmorbida (ALDA) trainer who will accompany the group during the day
Ms. Alexandra Petcu (ALDA) training coordinator who will accompany the group during the day

Ms. Ivita Peipina (State Regional Development Agency) consultant who will accompany the group during the day

Morning:

9.00

Meeting at the hotel for the walk to the Saeima

9.30 – 12.30_

Visit of Saeima (National Assembly)

16 Jekaba Street, Riga

Topic: What are the mechanisms used by this institution in the dialogue with citizens and what are their best practices in an inclusive policymaking? The Parliament and the link with the Latvian citizens.

Officers in charge of receiving the delegation: Erika Zommere, Member of the Human Rights and Public Affairs Committee

“Excursion” in the Parliament’s House.

12.30-14.00

Walk to the restaurant

Lunch. Restaurant “Tequila Boom”

11 M. Pils Street (tel. + 371 67227006)

Afternoon:

Venue: LALRG; *1 M.Pils Street*

14.00-16.00

Walk to the LALRG

Visit of the Latvian Association of Local and Regional Governments

Topic: What are the mechanisms used by this institution in the dialogue with citizens and what are their best practices in an inclusive policymaking? LALRG and local government engagement with the public

Officers in charge of receiving the delegation: Mudite Priede, Secretary General

16.30-18.00

Training: 3rd Module: An exercise to build a policy agenda for both CSO and public authorities

Moderated by Antonella Valmorbida (ALDA)

Using the information received during the visits and during the trainings, the delegation will be invited to participate to an exercise of building a policy agenda. For

this, several techniques will be used: a) thematic working groups: the delegation will be divided into two groups (one for CSO and one for public authorities delegates) asking them to extract the needs and expectations of their structures in policymaking; b) world café: small mixed groups will be created, changing constantly their components in order for them all to work together. Each group will be invited to shape one recommendation for the Armenian society on how policymaking should be constructed for including the voice of all structures (public or private) and those of “ordinary citizens”; c) the session will end with a mind-mapping exercise, putting together all ideas and recommendations into a new model of common policy agenda

18.00-19.00

Evaluation of the day: Debrief with the training coordinator: discussion on the activity of the day (questions, concerns, suggestions for tailoring the program as necessary, and if possible, on a day to day basis); planning for the next day. This procedure will give the organizers each day a direct feedback from the participants to improve and adjust the next day program on this basis.

Walk back to the hotel

Evening:

20.00

Meeting at the hotel for the walk to the dinner.

20.30

Dinner & Award ceremony during an organized dinner. Restaurant “KID*”
8 *Grecinieku Street* (tel. + 371 266 999 66;
<http://www.restaurantkid.lv/>)
External participants to the study-visit will be invited to join, and thus contribute to the networking effect, with possibilities of future cooperation.

**Friday
13 August**

Ms. Alexandra Petcu (ALDA) training coordinator who will accompany the group during the day

Morning:

Venue. LALRG

8.30

Meeting at the hotel lobby for the walk to the LALRG

9.00-10.30

Youth participation in Latvia;
Speaker: **Ms. Inese Subevica;** Member of the Board, Youth Leader Council

11.00-12.00

Action plan session: The participants will draft an action plan, thanks to the assistance and supervision of the Training Coordinator. The action plan will help the participants to apply the knowledge and skills they are acquiring to their work. Participants will be encouraged to implement their action plans upon their return to their workplaces.

Session moderated by Alexandra Petcu

12.30-14.00

Walk to the restaurant

Lunch Restaurant "Vecmeita ar kaki"
1 M.Pils Street, Riga

Afternoon:

Venue. LALRG

14.00-14.30

Walk to LALRG

14.30-17.00

Conclusion of the seminar and evaluation session.

The closing stage will comprise an evaluation made by the participants with a specific questionnaire provided by AED. After filling the questionnaire, there will be a "brainstorming session" aiming at collecting and afterwards discussing ideas and suggestions for the next trainings. Recommendations will be drafted in a unique document, which will be sent to AED with the purpose to be incorporated into in-country training in the participants' home country.

16.00

Coffee break

Evening:

21.45

Meeting at the hotel lobby for departure to the airport

22.00

Transfer by bus to the airport

22.30

Arrival at the airport

00.30

Flight to Yerevan (BT-726)