

Name of the EMIN Network Responding:

EAPN-Latvia

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WP 2: National EMIN Network Development: Strengthening National EMIN Networks and increased stakeholder engagement.

Programme of events and actives agreed and delivered

(1) Planning of engagement of stakeholders, like EU-level representatives, Free Trade Union Confederation of Latvia, other trade unions, national ministries and other governmental authorities, local and regional authorities, private enterprises, national umbrella NGOs, including ones representing people experiencing poverty

In January-February 2017, EAPN-Latvia created a database consisting of non-governmental organizations (300), trade unions (10), state institutions (8), local governments (119) and enterprises (10) that could potentially be interested in the project and could be involved in the EMIN network in Latvia.

On February 28, 2017 in Riga the Working group of EAPN-Latvia (national coordinator Laila Balga) introduced the Ministry of Welfare to the EMIN-2 project.

On March 9th 2017, the National Coordinator of EMIN-2 presented the member organizations of the Dialogue Platform for Immigrant Support with EMIN project objectives and activities.

On May 26th 2017 in Jurmala the EAPN-Latvia National Coordinator, two regional coordinators and one NGO expert had a discussion with the representatives of the Freedom and Solidarity Fund, Progressive Political Party and Jurmala City Council's Public Council on the possibilities for the implementation of EMIN-2 tasks in Latvia in 2017-2018.

On August 15th 2017 in Riga the National Coordinator of EMIN-2 and one regional coordinator had a meeting with the management of the Latvian Women's Non-Governmental Organizations' Collaboration Network with the purpose to introduce the EMIN project.

(2) Motivation and capacity building of the relevant stakeholders to increase the value of their engagement

On February 2017 EAPN-Latvia delivered Latvian translation of EMIN-2 summary in Latvian and Russian.

On February 6, 2017, EAPN-Latvia submitted informative letters to the Latvian Alliance of Free Trade Unions, and 8 Ministries informing regarding objectives of EMIN-2 persons. Consequently, it took a month to create a list of contacts presented by Latvian Free Trade Union Confederation, the Ministry of Welfare, the Ministry of Health, the Ministry of Finance, the Ministry of the Interior, the Ministry of Justice, the Ministry of Economics, the Ministry of Environmental Protection and Regional Development and the Ministry of Agriculture.

On March 23rd 2017 in Riga at the EAPN-Latvia Annual review meeting, where 22 member organizations were represented, the National Coordinator presented the objectives and planned activities of the EMIN-2 for attracting cooperation partners in 2017.

On May 19, 2017 a meeting of representatives of the EAPN-Latvia Strategic Platform member organizations and the Board members was held in Riga where the national coordinator and the regional coordinators provided in-depth information on the establishment of the EMIN-2 network. The following Member organizations of the National Network were represented in the meeting, including organizations which stand for people experiencing poverty: Latvian Association of Large Families, Centre of Large Families „Gimenes atbalsts”, Association for Social Support and Aid „Veiksme”, Women’s Rights Institute, and Women’s Association of Garkalne County „Musmajas”.

On June 6, 2017 in Riga the EMIN-2 Working Group approved a strategic plan for implementation of activities in Latvia for the period till December 2018.

On August 22, 2017 in Riga there was hold a NGO Capacity Strengthening Working Group meeting (managed by Laila Balga) on the engagement of Latvian NGOs in the EMIN-2 network represented by 11 member organizations: IWO-International Women’s Organisation, Women’s Rights Institute, Association for Social Support and Aid “Veiksme”, Association “PINS”, Centre for Tertiary Education Quality Evaluation, Latvian Red Cross, Latvian Association of Large Families, Association for Development of Latgale district in Riga, Association of Disabled persons in Dobele, Association of Disabled Persons in Sigulda City “Aicinajums Tev”, and Latvian Union of Lawyers.

[\(3\) Awareness raising activities for general public regarding the EMIN Network](#)

On February 16th 2017 in Dobele (Zemgale Region) the EMIN-2 National Coordinator and two experts had a discussion on EMIN policy with leaders of municipal institutions of Dobele district, as well as members of Dobele Disabled Society, Dobele Diabetes Association and the Latvian Red Cross.

On March 30th 2017 in the NGO building in Riga within the framework of the EMIN-2 project was held a meeting organized by Latvian Association of Large Families. The topic of this meeting was the material support of large families. A national coordinator and one NGO specialist participated in this meeting.

On May 17th 2017 in Balvi (Latgale region) within the framework of the EMIN-2 project was organized a discussion meeting between EAPN-Latvia national coordinator, 10 experts and specialists from local government institutions and NGOs that represent the interests of the poor and socially excluded people. The topic of this discussion meeting was the impact of minimum income on the reduction of poverty and social exclusion.

On May 31, 2017, at the NGO Resource Center in Jekabpils (Vidzeme region) took place a discussion meeting between the EMIN-2 National Coordinator, two regional coordinators and the representatives of disabled people’s organizations from Jekabpils city and district and from Sala district. The topic of this discussion meeting was: the experiences and needs in raising awareness about the provision of decent living for people with special needs.

On August 2, 2017 in Riga within the framework of the EMIN-2 project the EAPN-Latvia National Coordinator and 9 experts presented the meeting participants from Riga, Jekabpils, Dobele, Tukums, Saldus, Talsi and Aluksne, as well as from Rucava, Jaunpils, Olaine and

Garkalne districts and Dobeles district Bikstu parish non-governmental organizations with the advantages of the EMIN network in reducing poverty.

On September 6, 2017, in Rucava (Kurzeme region) within the framework of the EMIN-2 project the EAPN-Latvia National Coordinator, four regional coordinators and one expert presented the representatives of Rucava district municipalities and members of non-governmental organizations with EMIN goals and activities.

On September 7, 2017, in Ziemeļi (Kurzeme region) within the framework of the EMIN-2 project the EAPN-Latvia National Coordinator, three regional coordinators and one expert presented the participants of Latvian non-governmental organizations for the blind with EMIN goals and activities.

On September 14, 2017, in Varakļāni (Vidzeme region) within the framework of the EMIN-2 project the EAPN-Latvia National Coordinator, three regional coordinators and two experts presented the representatives of the Varakļāni district municipality and members of non-governmental organizations with EMIN goals and activities.

On September 15, 2017, in Rezekne (Latgale region) within the framework of the EMIN-2 project the EAPN-Latvia National Coordinator, three regional coordinators and two experts presented the representatives of Rezekne city and district municipality and members of non-governmental organizations with EMIN goals and activities.

On January 20, 2018, in Varakļāni (Vidzeme region) within the framework of the EMIN-2 project the EAPN-Latvia National Coordinator, two regional coordinators and two experts presented the representatives of Varakļāni, Madona, Līvāni and Ergļi, as well as Preiļi, Lubāna, Rezekne and Vīlāni district municipalities and members of non-governmental organizations with EMIN goals for the welfare of the population.

(4) Strengthening the communication with mass media to provide visibility of the EMIN Network

A consultant for public relations was engaged in the EMIN-2 project during the period from May 1 to September 30, 2017.

Engagement of mass media in the EMIN-2 events as well as dissemination of information regarding events organized was strengthened during 2017, and specifically: on May 17 in Balvi, on May 31 in Jekabpils, on August 2, October 25 and 27 in Rīga.

Communication with mass media aiming to provide visibility of the EMIN Network among the general public has been strengthened since January 1, 2018

(5) Activities to ensure technical support and informative resources to maintain sustainable capacity of the Network, including a separate www site

EAPN-Latvia developed a database of mass media during January and February of 2017 where more than 40 addresses of media on the list to provide information regarding EMIN-2 activities.

A sub-page „EMIN-2” <http://www.eapn.lv/emin2/> was created under EAPN-Latvia website in January 2017. The page has been regularly updated during implementation period of the project („Sanne” Ltd. is contracted to perform this activity, as well as a national coordinator and a volunteer are involved).

(6) Assessment of capacity efficiency of the EMIN Network twice a year

An evaluation meeting within the EMIN-2 project aimed at capacity assessment of the EMIN Network during the period from January 1 to July 31, 2017 was held in Riga on August 22, 2017. The national coordinator, four regional coordinators and six experts from NGOs were participating in the meeting.

An EMIN network capacity efficiency evaluation meeting where the national coordinator, four regional coordinators and two experts from NGOs contributed to the meeting.

There are two EMIN network capacity efficiency evaluation meetings scheduled in March and July of 2018 to evaluate the period from August 1, 2017 to June 30, 2018.

Appoint a Coordinator for the National EMIN Network

(1) Approval of the EMIN 2 National coordinator for the position of the Coordinator of the Latvian EMIN Network

According to the EAPN Europe EMIN project management decision from January 1st 2017, Laila Balga, Chairperson of the EAPN-Latvia Board, started to work as the National Coordinator of the EMIN network within the framework of the EMIN-2 project (enterprise agreement of January 2, 2017).

(2) Selection and approval of six regional coordinators for the National EMIN Network (Steering and Administrative Group)

According to the decision of the chairperson of the EAPN-Latvia Board of January 2, 2017, six regional coordinators were selected and approved as members of the Management and Administrative Group of the National EMIN Network: Elina Alere-Fogele, Lelde Calite, Valda Stadgale, Marite Rozentale un Henriks Danusevics (enterprise agreements of January 2, 2017), as well as Norberts Snarskis (the employment contract of January 2, 2017).

According to the decision of the chairperson of the EAPN-Latvia board of December 22, 2017, within the project the employment relationship was terminated with N.Snarskis and, in accordance with the decision of January 15, 2018, the service contract was terminated with H.Danusevics.

According to the decision of the chairperson of the EAPN-Latvia board of January 2, 2018, two Regional Coordinators were selected and approved as members of the Management and Administrative Group of the National EMIN Network: Janis Stjadja (enterprise agreement of January 2, 2018) and Baiba Giptere (a contract for the services of the self-employed person of January 2, 2018).

Note: on February 1, 2017, the EAPN-Latvia Board announced the application for the positions of regional coordinators within the EMIN-2 project among the EAPN-Latvia member organizations.

(3) A launch meeting of coordinators, both national and regional, to familiarise with National EMIN Network objectives, deliverables as well as proposed duties of coordinators

On January 23, 2017, a start-up meeting of the EMIN-2 coordinators took place in Riga. It was chaired by the national coordinator and it was attended by representatives of 6 member organizations of EAPN-Latvia.

In March 2017 within the EMIN-2 project an NGO expert group was set up. In addition to the regional coordinators, it included Maris Graudins (Stockholm School of Economics in Riga), Juris Dzelme (Higher Education Quality Assessment Center), Sergejs Mahnovs (Latvian Lawyers Association), Sarma Brauna (Association „Youth is for“) and Vija Ahunzjanova (Large Families' Center „Family Support“).

(4) Seven regular meetings of coordinators hold every three months to plan and up-to-date obligations in performing activities

On February 14, 2017 a meeting took place in Riga with the participation of the EMIN-2 National Coordinator, three regional coordinators, four experts and three NGO leaders. The aim of this meeting was to plan and to update the responsibilities of project coordinators in relation to the implementation of project activities.

On May 8, 2017, a meeting took place in Riga with the participation of the EMIN-2 National Coordinator, two regional coordinators, two experts and two NGO leaders on the implementation of the project activities.

On June 6, 2017, a meeting took place in Riga with the participation of the EMIN-2 National Coordinator and 5 regional coordinators on the implementation of the project activities.

On August 22, 2017, a meeting took place in Riga with the participation of the EMIN-2 National Coordinator, 5 regional coordinators and six NGO leaders on the implementation of the project activities.

In March, July and October 2018, several coordinators' meetings are being planned within the framework of the EMIN-2 project with the purpose of planning and updating the coordinators' responsibilities regarding the implementation of project activities.

(5) Two annual Evaluation meetings of coordinators and the Board of EAPN-Latvia to assess performance of coordinators during previous year

On February 7, 2018, an evaluation meeting took place in Riga to evaluate EMIN-2 project results of 2017 with the participation of the national coordinator, three regional coordinators and two NGO leaders.

In December 2018, the EMIN-2 project coordinators' performance evaluation meeting will be held in Riga with the participation of the national coordinator, all regional coordinators and NGO leaders.

Attend three meetings at EU-level of the National Coordinators

(1) Preoperational work before the EU level performed by the National coordinator to get familiar with the relevant project documents

EMIN-2 National Coordinator Laila Balga has carried out the preparatory work before each project event at the EU level, having read the relevant project documents.

(2) Participation of the Latvian Network coordinator in three EU level meetings of National coordinators according to the schedule

EMIN-2 National Coordinator Laila Balga has participated in the following three national coordinators' EU-level meetings:

1. On March 27, 2017 in Brussels, Belgium;
2. On September 25-26, 2017 in Leuven, Belgium;
3. On February 27, 2018 in Brussels, Belgium.

(3) Delivery of information and messages from the EU level meeting to the Network

The Latvian national EMIN network has received EMIN-2 project information and reports from EAPN Europe both during the meetings and after each EU-level meeting.

Identify options for the sustainability of the Network

(1) Extending the scope of the EMIN Network stakeholders

On 16 September 2017, the EMIN-2 National Coordinator Laila Balga and Regional Coordinator Elina Alere-Fogele prepared and presented the EAPN-Latvia work program 2017-2018 to the EMIN-2 project management in Brussels. This work program included the planned measures to extend the scope of activities of EMIN network stakeholders.

By April 1, 2018 the EAPN-Latvia working group plans to prepare and submit proposals for planning the EAPN Europe EMIN-2 project.

(2) Dissemination of the position documents prepared during EMIN 2 period, continuous discussions on these documents

In 2017, the Latvian national EMIN network has received position papers from EAPN Europe prepared within the framework of EMIN-2 project.

On July 21, 2017, the EAPN-Latvia European Social Policy Working Group discussion meeting took place in Riga. It was attended by representatives of the association "PINS", Victory Foundation, Higher Education Quality Assessment Center, Large Families' Center „Family Support”, Latvian Future Institute, Latvian Large Families Association, Dobele Disabled People's Association, Riga Active Seniors Alliance and the EAPN-Latvia Center in Balvi. At this meeting proposals were made on the implementation of principles of the European Pillar of Social Rights in practice within the framework of the EMIN-2 project.

On August 17, 2017, the EAPN-Latvia European Social Policy Working Group discussion meeting took place in Riga. It was attended by representatives of the association "PINS", Victory Foundation, Higher Education Quality Assessment Center, Large Families' Center „Family Support”, Dobele Disabled People's Association, Women's Rights Institute, Garkalne Women's Society „Our Home” and the association „Youth is for" from Cesis. Participants of this meeting assessed the level of personal income in Latvia and its impact on population, as well as the tasks for implementing Poverty Watch within the framework of the EMIN-2 project.

(3) Impact of the National Ambassador shall be continued

After completing the EMIN-2 project on December 21, 2018, we promote the continuation of the National Ambassador's influence, potentially within the framework of the EMIN-3 project, as well as in the framework of other types of EAPN-Latvia activities.

(4) Planning of project development both at European, Nordic, and national level

In order to continue the EMIN-2 project and the development of the national network, from August 1, 2017, EAPN-Latvia has prepared relevant project applications for various funds:

1. On 17 August 2017, EAPN-Latvia in partnership with EAPN-Netherlands submitted a project application to the EAPN Solidarity Fund regarding the capacity building of EAPN-Latvia. The planned project budget is 6000 euros. No response was received.
2. On 21 November 2017, EAPN-Latvia submitted the project application "Programme for the advancement of the advocacy of the poor people's interests" to the Society Integration Foundation in a programme financed by the Latvian NGO Foundation. The planned project budget was 14903,53 euros. This project application was rejected.
3. On January 31, 2018, EAPN-Latvia submitted the project application "Link between social rights and social entrepreneurship" for the NordPlus Adult 2018 programme. The cooperation partners in this project are from Estonia, Lithuania, Denmark and Norway. The planned project budget is 42 280 euros. We expect a response in May 2018.
4. On 14 February 2018, EAPN-Latvia submitted the project application "Empowering of NGOs for efficient social rights' advocacy" for the Nordic Council of Ministers' Baltic Sea Region NGO programme. The cooperation partners in this project are from Estonia, Lithuania, Poland, Russia, Belarus, Denmark and Norway. The planned project budget is 59 730 euros. We expect a response in May 2018.

WP 3: National Context Reports:

Produce a Context report based on guidelines provided by the EMIN Staff Team

(1) Gathering of relevant information to draft the Latvian Context report

On March 2017 EAPN-Latvia conducted a survey between members of EMIN-2 Working group regarding Minimum Income schemes, Reference budgets and development of national EMIN network. Conclusions from the survey were incorporated in the Context Report.

In accordance with the guidelines provided by the EMIN-2 project team, EAPN-Latvia National Coordinator and regional coordinators have collected information in order to draw up a Latvian Context Report.

(2) Drafting the National Context report

The EAPN-Latvia National Coordinator consulted with the EMIN-2 Project Management on the compilation of Latvian Context Report until June 2017, also the working group was created and the compilation of materials was made.

On June 20, 2017 EAPN-Latvia submitted the Latvian Context Report (prepared by the EMIN-2 Working Group) to the EAPN Europe.

In July 2017 the EAPN-Latvia working group consulted on improving the quality of the Context Report submitted.

The final version of the Latvian Context Report was submitted to the EMIN-2 Project Manager on August 18, 2017.

(3) Dissemination of the finalised National Context report to the EMIN Network stakeholders and general public

In August 2017, the Latvian Context Report was formatted and circulated to the parties interested in the EMIN network, primarily – to the organizations registered in the EMIN network and the EAPN-Latvia member organizations. This final version of the Latvian Context Report was placed on the EAPN-Latvia web site, the information about it was also provided on Facebook, thus making it accessible to the general public.

WP 5: Communication Strategy:

Develop and Implement a Communication strategy in line with agreed European Guidelines

- (1) Meeting of the National coordinator and regional coordinators regarding usage of the Communication guidelines provided by EMIN 2 Project Staff Team building the communication with the Latvian society; and regarding target groups, and available communication channels (social networks, TV, radio, national level and regional printed media) and tools (website, informative handouts, leaflets, brochures)

On December 6, 2017 a meeting of the Latvian EMIN network took place in Riga with the participation of a national coordinator, four regional coordinators and two NGO specialists. The participants of this meeting discussed the effective use of communication guidelines developed by the EMIN-2 project team and gathered information about the target groups of population (seniors, women, people in rural areas, NGO and trade union members, employees of state and municipal institutions), actually available communication channels (Facebook, Twitter, municipal media, national and regional TV, radio and printed press in Latvian and Russian) and the necessary means of communication (website <http://www.eapn.lv/emin2/>, EMIN-2 project brochures and other informative materials).

- (2) Appointment of PR officer and approval of his/her duties

On May 1, 2017, the National Coordinator of the EMIN-2 project appointed the journalist Aleksandrs Kalnins as the public relations advisor (enterprise agreement, terminated due to the death of A. Kalnins in October 2017).

- (3) Engagement and explanatory activities with stakeholders to provide communication and visibility of the project

From January 1, 2017 to February 28, 2018 the national coordinator and the regional coordinators of the project used the informative materials of the EMIN-2 project managers and the resources of Latvian EMIN network to ensure communication and project visibility.

From May 1 to July 30, 2017 the public relations advisor participated regularly in the EMIN-2 project activities in the regions of Latvia, prepared and distributed information on the EMIN network to the national and regional media.

- (4) Discussion meeting of coordinators and stakeholders regarding communication and publicity activities in Latvia during implementation of the EMIN 2 project; approval of the message to be delivered

On March 28, 2018 the EMIN-2 national coordinator, regional coordinators and NGO leaders will participate in the EMIN-2 project meeting in Riga. At this meeting we plan to discuss communication and publicity activities in Latvia during the implementation of this project and to approve the main message of EMIN, taking into account the information and recommendations provided by EMIN-2 project managers.

- (5) Two discussion meetings on engagement tools of Latvian general society and decision-makers in communication regarding MIS (database, awareness raising, real life / experience stories)

On September 22, 2017, in Riga the EMIN-2 National Coordinator and one regional coordinator met in a discussion meeting with four representatives of Latvian Women's Non-Governmental Organizations Network. At this meeting they discussed the matters related to the involvement of the general public and decision-makers in the discussions on the Minimal Income Schemes. Participants of this meeting decided to use their own databases and media, as well as to gather some real-life / experience stories.

In July 2018, a discussion meeting is planned with the participation of NGO leaders and local government representatives in the context of the Minimal Income Schemes.

- (6) Three evaluation meetings (every six months) to evaluate results achieved within communication and publicity process in Latvia during EMIN 2 project

On August 22, 2017, in Riga within the framework of the EMIN-2 project was held an evaluation meeting with the purpose of evaluating the results achieved through the communication and publicity process in Latvia from January 1, 2017 to July 31, 2017. This evaluation meeting was attended by a national coordinator, 4 regional coordinators and 6 NGO specialists.

In March and July 2018 the evaluation meetings are planned on the results achieved through the communication and publicity process in Latvia from August 1, 2017 to June 30, 2018.

WP 6: Everyone on the Bus: A journey for a better Europe:

National Networks to coordinate the Bus trip through their country, coordinate meetings and the actions, facilitate and engage stakeholders

- (1) Meeting of coordinators to inform them about guidelines provided by EMIN 2 project Staff Team and draw a specific framework for "Everyone on the Bus" initiative in Latvia, including sharing the duties between the regional coordinators

On August 22 and December 6, 2017 meetings took place in Riga within the framework of the EMIN Latvian Network. During these meetings the national coordinator informed the regional coordinators and NGO leaders on the guidelines provided by the EMIN-2 project Staff Team to draw a specific framework for implementation of the initiative „Everyone on the Bus” in Latvia.

On March 6, 2018 in Riga the EMIN-2 National Coordinator and one regional coordinator met with the Riga City East Executive Directorate to introduce the initiative „Everyone on the Bus” and to propose cooperation at this event.

On March 28, 2018, in Riga, the EMIN-2 National Coordinator is planning to hold a meeting to share the duties between all regional coordinators and NGO volunteers regarding the organization of the initiative „Everyone on the Bus”.

(2) Draft a proposal of the two locations in Latvia to hold events according to the initiative

On March 28, 2018 in Riga, the EMIN-2 National Coordinator at the meeting with the regional coordinators plans to coordinate information on the locations in Latvia where the events will take place within the framework of the initiative „Everyone on the Bus”.

(3) Identify relevant Latvian experts both on MIS and experience experts to be involved in the initiative

On March 28, 2018 in Riga, the EMIN-2 National Coordinator at the meeting with the regional coordinators and NGO leaders plans to identify relevant Latvian experts (both on the minimum income schemes and experience experts) to be involved in the initiative „Everyone on the Bus”.

(4) Identify relevant civil society organisations to be visited

On March 28, 2018, in Riga, the EMIN-2 National Coordinator plans to meet with the regional coordinators and NGO leaders to identify the relevant Latvian civil society organizations that should be visited and involved in the initiative „Everyone on the Bus”.

(5) Identify relevant local, national and European level politicians to be engaged in policy discussions about MIS

On March 28, 2018 in Riga, the EMIN-2 National Coordinator at the meeting with the regional coordinators and NGO leaders plans to identify in Latvia relevant local, national and European level politicians to be engaged in policy discussions about minimum income schemes within the framework of the initiative „Everyone on the Bus”.

(6) Organise a public meeting in the location specified (stop point of the bus)

On June 8, 2018 in Riga, according to the EMIN-2 project plan, the EMIN-2 national coordinator and regional coordinators intend to organize a public meeting at the location (which is the stop point of the bus) specified and approved by the project working group.

In addition to that, on June 7, 2018, the EMIN-2 National Coordinator and the regional coordinators plan to welcome the bus of this initiative at the bus stop point at the Latvian-Lithuanian border and to see the bus departure at the bus stop point at the Latvian-Estonian border.

(7) Plan the delivery of the needed practical resources (eg. accommodation, meals, parking of the bus)

From March 6, 2018, the EMIN-2 National Coordinator, regional coordinators, employees from NGOs and Riga Municipality plan to provide the necessary practical resources (including accommodation, meals, parking of the bus) within the framework of the initiative „Everyone on the Bus”.

(8) Evaluation meeting of coordinators after the Bus Trip through Latvia

In July 2018 we plan to hold an evaluation meeting in Riga with the participation of the National Coordinator of the project, regional coordinators, NGO members and employees from the public authorities and local governments after the implementation of the Bus trip „Everyone on the Bus” in Latvia.

Support communications work associated to the Bus Trip

- (1) Meeting of the National coordinator and regional coordinators, and PR officer regarding usage of guidelines included in the Handbook on the bus tour provided by the EMIN-2 Project Staff Team to organise the bus tour event in Latvia properly; and regarding participants involved in the event, and available communication channels (social networks, TV, radio, national level and regional printed media) and tools (website, meetings)

On March 28, 2018 in Riga there will be hold a meeting of Latvian EMIN Network, where the national coordinator, regional coordinators and NGO experts will participate. It is planned to discuss issues regarding use of the guidelines included in the „Everyone on the Bus” tour handbook provided by EMIN-2 Management team to organize „Everyone on the Bus” tour events in Latvia in a proper way; as well as, it is planned to indicate available communication channels (Facebook, Twitter, municipal editions, national and regional TVs, radio and printed Latvian and Russian media) and tools (website www.eapn.lv/emin2/, meetings). Moreover, during this meeting the key message delevered by the initiative will be approved.

- (2) Meeting of the National coordinator and regional coordinators, and PR officer regarding communication and visibility activities during both preparation period and performance of the Bus Trip in Latvia; approval of the message to be delivered

A meeting with participation of the national coordinator, regional coordinators and members of NGOs will be organized on May 16, 2018 in Riga. Communication tools and activities to increase visibility of the project performed both during preparation and implementation periods of the initiative – bus tour „Everyone on the Bus” within the borders of Latvia.

- (3) Implementation of communication and visibility activities throughout five-month period regarding the three-day Bus Trip in Latvia

Starting from January 1, 2018 EAPN-Latvia within the EMIN-2 project implements communication and visibility activities of the project regarding the three-day „Everyone on the Bus” tour within the boarders of Latvia.

- (4) Evaluation meeting to evaluate results achieved by Bus Trip in Latvia

In July 2018 within the framework of the EMIN-2 project, EAPN-Latvia plans to hold an evaluation meeting to evaluate the results of the publicity measures that were achieved thanks to the bus tour „Everyone on the Bus”.

WP 7: National Awareness Raising events:

Organise at least one National Awareness raising event with participation of transnational contacts

- (1) Collection of up-to date information regarding relevant EU level policies (EU Strategy 2020 including European Semester, European Pillar of Social Rights, Corporate Social Responsibility, etc.)

During the period from January 1 to December 31, 2017 the national coordinator and a regional coordinator of EMIN-2 project collected the up-to-date information regarding relevant policy areas of the EU (EU Strategy 2020, including European Semester, European Pillar of Social Rights, Social accountability of enterprises etc.) in 2017.

Collection of the information mentioned above as for year 2018 is continued from January 1, 2018.

- (2) Collection of up-to-date information regarding relevant National-level documents concerning MIS

During the period from January 1 to December 31, 2017 the national coordinator and a regional coordinator of EMIN-2 project collected the up-to-date information regarding relevant national level policy documents and legal acts regarding Minimum Income Schemes (MIS) in Latvia in 2017.

Collection of the information mentioned above as for year 2018 is continued from January 1, 2018.

- (3) Engagement of partner/s from other national EAPN networks to contribute in Latvian national conference

From June 2017 to June 2018 partners from other EAPN national networks (Lithuania, Estonia, the Netherlands, the Czech Republic, etc.) are being involved to participate in the Latvian National Conference within the framework of the EMIN-2 project.

- (4) Engagement of national level MIS policy developers to the conference

Starting from July 1, 2018, EAPN-Latvia intends to perform activities to engage for the conference governmental level policy makers responsible for development of Minimum Income Schemes.

- (5) Preparation of the conference performed by National coordinator and regional coordinators

Starting from August 1, 2018 the EMIN-2 national coordinator and regional coordinators plan to make arrangements for hosting an international conference in Riga in October of 2018.

- (6) Holding of the conference; summarization, assessment, and dissemination of the conference results

An international conference will be hold in Riga in October of 2018 aiming at increasing the visibility level of EMIN-2 project at national level. Members from EAPN networks from other European countries, national level Minimum Income Schemes policy developers,

representatives from EAPN-Latvia member organizations, as well as other NGOs and trade unions, and officers and professionals from municipalities and commercial companies.

Summarization, assessment and dissemination of the results of the international conference is scheduled for November 2018.

Contribute awareness re EMIN to at least 4 relevant events in their country

(1) Approval of schedule and content of six discussion meetings regarding MIS throughout the period of 18 months

On June 6, 2017 in Riga EMIN-2 Working Group conducted by the national coordinator approved a schedule till December 2018 and preliminary program for six discussion meetings regarding MIS.

(2) Preparation of informative handouts for participants of national awareness raising events

Starting from January 1, 2017, informative handouts for participants of the national awareness raising campaigns to increase visibility at national level are being prepared.

(3) One discussion meeting in accordance to the EMIN 2 project task regarding analysis of current MIS trends; dissemination of the results

On October 25, 2017 in Rīga there was hold a discussion meeting in accordance with the EMIN-2 project task regarding analysis of current MIS trends. The national coordinator, six regional coordinators, 17 participants representing non-governmental organizations from cities of Rīga, Jurmala, Jelgava and Jekabpils, as well as rural territories (counties) of Balvi, Dobeles, Garkalne, Baldone, Jaunolaine, Sabile, Skrīveri, Broceni, Varakļāni, and Rucava took part the meeting.

EAPN-Latvia provided dissemination of the meeting outcomes in November 2017, using the channels and tools mentioned before.

(4) One discussion meeting in accordance to the EMIN 2 project task on promoting capacity development of the networks; dissemination of the results

On November 15, 2017 in Riga there was hold a discussion meeting in accordance with the EMIN-2 project task regarding capacity development of the networks. The national coordinator, five regional coordinators, IT manager and leader of an NGO took part in the meeting.

EAPN-Latvia provided dissemination of the meeting outcomes in December 2017, using the channels and tools mentioned before.

(5) Four discussion meetings in accordance to the EMIN 2 project task on stimulating debate and maintaining regular dialogue at EU and national level on adequate MIS

On September 6, 2017 in Rucava, Kurzeme region there was hold a discussion meeting in accordance with the EMIN-2 project task on stimulating debate and maintaining a regular dialogue at EU and national level on adequate Minimum Income Schemes. The national coordinator, four regional coordinators and one expert, as well as representatives from Rucava municipality and members of local NGOs.

On September 14, 2017 in Varaklani, Vidzeme region there was hold a discussion meeting in accordance with the EMIN-2 project task on stimulating debate and maintaining a regular dialogue at EU and national level on adequate Minimum Income Schemes. The national coordinator, three regional coordinators and two experts, as well as representatives from Varaklani municipality and members of local NGOs.

On October 27, 2017 in Riga there was hold a discussion meeting „Social Inequality in Latvia: Challenges and Solutions” hosted by the Freedom and Solidarity Foundation. EMIN-2 national coordinator and a regional coordinator presented information regarding EMIN-2 project task on stimulating debate and maintaining a regular dialogue at EU and national level on adequate Minimum Income Schemes during the meeting.

There is scheduled one discussion meeting on April 2018 in Riga with engagement of stakeholders from municipalities and NGOs in accordance with the EMIN-2 project task on stimulating debate and maintaining a regular dialogue at EU and national level on adequate Minimum Income Schemes.

(6) Evaluation meeting to assess the achievements and results of the five discussion meetings

On November 1, 2017 in Riga there was hold an evaluation meeting of EAPN-Latvia. The national coordinator, six regional coordinators and representatives from 28 NGOs took part in the meeting and assessed achievements and outcomes of year 2017 meetings.

There is scheduled an evaluation meeting on December 2018 to assess achievements and outcomes of year 2018 meetings.

WP 9: National Ambassadors:

Appoint National Ambassador/s based on an agreed methodology and involve them in key activities of the Network

- (1) Cooperation-building with the stakeholders in order to bring National Ambassador/s in the EMIN Network by call to nominate the candidates among opinion shapers, politicians, civil society leaders, influential academics, religious leaders, well known personalities and people experiencing poverty or ‘experts by experience’

On February 1, 2018 EAPN-Latvia announced a call to nominate candidates for the position of EMIN National Ambassador, the deadline for nomination of a candidate is March 31, 2018. Considering recommendations by the EMIN-2 project team, the call to nominate candidates for the position of EMIN National Ambassador was addressed to the NGOs, trade unions, governmental institutions, municipalities and private companies.

- (2) Discussion meeting of the National coordinator and regional coordinators with pretenders for the title of the National Ambassador; appointment of the National Ambassador/s according to suggestions provided by EMIN 2 Project Staff Team

On April 2018 there is scheduled a discussion meeting and approval of EMIN National Ambassadors. The EMIN-2 national coordinator, regional coordinators and candidates for the position of National Ambassador will take part in the meeting.

(3) Publicity activities in social networks and media to boost the role of the National Ambassador

There are scheduled regular publicity activities in social networks and mass media during the period from April to December 2018 to boost the role of the National Ambassador among members of society.

(4) Engagement of the National Ambassador in EMIN 2 project events, including the Bus Trip

On March 28, 2018 there is scheduled a meeting of the national coordinator, regional coordinators and representatives of NGOs. Engagement of the National Ambassador in the project activities, including „Everyone on the Bus” trip, will be planned during the meeting.

Starting from April 1, 2018 events with engagement of the National Ambassador, including „Everyone on the Bus” trip will be organized within the EMIN-2 project.

(5) Evaluation meeting regarding contribution of the National Ambassador during implementation of EMIN 2 project in Latvia

An evaluation meeting regarding contribution of the EMIN National Ambassador during the implementation of the EMIN-2 project in Latvia is scheduled for December 2018. The national coordinator, regional coordinators and representatives from NGOs will take part in the meeting.

WP 10: EU and National Level Policy Dialogues:

Ensure regular exchanges with National Policy makers (Commission Representation, National Ministries, National Parliaments, MEPs and other relevant policy makers

(1) Preparation of the schedule for dialogue building activities with Vice-president of the EC Valdis Dombrovskis, MEPs elected from Latvia, MIS Advisory Group at EP, Representative Office of the EC in Latvia, State President of the Republic of Latvia, Latvian Members of Saeima (Parliament), Prime Minister, State Chancellery, Minister for Welfare, and other policy makers

On March 28, 2018 in Riga it is planned to approve the schedule of events and persons responsible for providing dialogue building activities with Vice-president of the European Commission Valdis Dombrovskis, MEPs elected from Latvia, MIS Advisory Group at EP, Representative Office of the EC in Latvia, State President of the Republic of Latvia, Latvian Members of Saeima (Parliament), Prime Minister, State Chancellery, Minister for Welfare, and other policy makers during the period from April 1 to November 30, 2018.

(2) Maintaining the dialogue regarding MIS with the policy makers throughout a period of 12 months

From 2016, Laila Balga, EAPN-Latvia Chairperson of the Board was included in the Working Group for Development of Upgraded plan for Minimum Income Support Schemes at the Ministry of Welfare. From 2017 Elina Alere-Fogele, the Member of the Board, is working in the coordination committee for Social inclusion policy at the Ministry of Welfare.

EAPN-Latvia member organizations and partners were invited to prepare their questions regarding meeting scheduled within the EMIN-2 project with Vice-President of the European Commission Valdis Dombrovskis. The questions were to be submitted till February 10, 2017.

On March 8, 2017 the EAPN-Latvia Board submitted proposals regarding defining the Minimum Income level to the Prime Minister of Latvia.

On March 29, 2017 in Riga national coordinator of EMIN-2 project and two regional coordinators took part in the Meeting of Council for Implementation of Cooperation Memorandum Between the Cabinet of Ministers and NGOs. The meeting covered the following topics: Upgraded plan for Minimum Income Support Schemes (Ministry of Welfare) and current information regarding progress in development of State taxation policy guidelines for 2017-2021 (Ministry of Finance).

On August 26, 2017 EAPN-Latvia Board submitted 23 letters to the Committees of the Saeima (Parliament), relevant Ministries and Municipality of Riga with proposals regarding reduction of poverty and social exclusion in Latvia. Response letters from the relevant bodies with explanations showing willingness to maintain a further dialogue with decision makers regarding Minimum Income Schemes were received till end of November 2017.

On November 15, 2017 in Riga three regional coordinators of EMIN-2 project in a meeting in the Saeima (Parliament) discussed support programs for people experiencing poverty and Minimum Income Schemes with leaders of Committee of Social and Employment Affairs.

On April 27, 2018 in Brussels, Belgium a regional coordinator of EMIN-2 project will participate as a member of delegation of Latvian Ministry of Welfare in the Annual Convention on Inclusive Growth on topic „Implementation of the Social Pillar”.

Produce a final context report based on an agreed template

(1) Development of Final Context report on results of the political dialogue held on MIS

EAPN-Latvia plans to prepare the Final Context Report on the outcomes of the political dialogue held on MIS by October 31, 2017.

(2) Dissemination of the finalised Context Report

In November of 2018 the Final Context Report will be finalized and prepared for dissemination between the stakeholders within the EMIN Network, first of all, to the organizations which are registered in the EMIN network, member organizations of EAPN-Latvia, governmental and municipal institutions, and NGOs. The complete report will be published on the EAPN-Latvia website, information regarding this will be delivered through Facebook, thus reaching general society.

WP 11: Peer Reviews: Three trans-national Peer Reviews will be held on the topics of 1) Non-Take Up, 2) Reference Budgets and 3) Active Inclusion.

Each National network will identify three people to participate in one of the Peer Reviews

(1) Engage participants from public authority, national expert on the theme, and representative of civil society to take part in the Peer Review on Reference Budgets

The national coordinator of EMIN Network plans to approve three representatives from Latvia who will participate in the peer review regarding Reference Budgets by July 1, 2018.

(2) Summarization of current developments regarding Reference Budgets performed by the selected Peer Review participants

The three peer review participants from Latvia will summarize the current developments regarding Reference Budgets by September 1, 2018.

(3) Participation in the above mentioned Peer Review; summarization of results

Three selected and approved participants from Latvia will participate in the peer review which is scheduled for September 2018 in Antwerp, Belgium, and subsequently summarize the results of the peer review by September 30, 2018.

(4) Evaluation of outcomes after the Peer Review

It is planned to perform evaluation under guidance of the national coordinator on the outcomes after the peer review regarding Reference Budgets by October 31, 2018. A meeting of EMIN Network stakeholders will be held for this purpose.

(5) Preparation of the final report on Reference Budgets; dissemination of the final report

EAPN-Latvia working group under guidance of the national coordinator within the EMIN-2 project will prepare Final Report on Reference Budgets by November 30, 2018.

The Final Report will be completed, finalized and published on the EAPN-Latvia website <http://www.eapn.lv/emin2/>, and mailed to the relevant governmental institutions and NGOs by December 20, 2018.

WP 12: National Policy Debates on Reference Budgets:

An event of the EMIN National Network should have space to deliver information on the outcome of the European Reference Budget Project

(1) Appoint an expert responsible for promotion of Reference Budgets policy within EMIN 2 project

The national coordinator will appoint an expert who will be responsible for promotion of policy within EMIN-2 project regarding Reference Budgets by April 1, 2018

(2) Summarization of current developments regarding Reference Budgets at European and national level

On April 18, 2017 in Riga there was held a meeting regarding processes and trends regarding Reference Budgets both in EU and Latvian national level. The national coordinator and regional coordinators took part in the meeting.

(3) One meeting regarding development of Reference Budgets in Latvia, with participation of professionals from public authorities, national experts on the theme, and representatives of civil society; summarization of results

On July 6, 2017 in Riga there was held a discussion regarding importance and role of Reference Budgets and need to ensure decent income for people to live in dignity. The discussion meeting was conducted by the national coordinator.

Officers from Ministry of Welfare and Central Statistical Bureau as well as academicians from the University of Latvia had a discussion with more than 20 representatives of non-governmental organizations.

In the end of the discussion meeting the outcomes were summarized, the results of the discussion EAPN-Latvia uses as proposals to influence policy and lobby for need to develop adequate Reference Budgets, and affect the legal framework.

(4) Preparation of national position regarding current trends with Reference Budgets

The three peer review participants from Latvia, who will be approved for participation in the peer review in Antwerp, under the guidance of national coordinator will prepare information regarding position of Latvian government and current trends regarding Reference Budgets by September 12, 2018.

WP 13: EU level Closing Conference:

Ensure participation of representatives of the National EMIN network in the closing Conference

(1) Ensure Latvian representation in the National EMIN Network in the closing Conference

EAPN-Latvia will ensure representation of the national EMIN-Network in the closing conference of the project according to the EMIN-2 project management plan.

WP 14: Project Management and WP 15: Project Evaluation:

Provide inputs for the progress and final report needed to be presented to the European Commission

(1) Preparation of inputs from Latvian EMIN Network for the progress and final report needed to be presented to the European Commission

EAPN-Latvia will prepare its input according to the schedule set by the EMIN-2 project management team.

Contribute inputs for the evaluation report on the project

(1) Preparation of inputs from Latvian EMIN Network to contribute to the evaluation report on the project

EAPN-Latvia will prepare its input according to the schedule set by the EMIN-2 project management team.