

APPROVED
by the 18.05.2022. decision of
the Commission for Allocation of Co-financing
under the Co-financing Programme for Business Events
(Minutes No. RITA-DPL-22-1-pro)

CHARTER

Riga

Charter for allocation of co-financing under the Co-financing Programme for Business Events

I General provisions

1. Co-financing Programme for Business Events (hereinafter referred to as Co-financing) shall be allocated in accordance with the Riga City Council's binding Regulation No. 128 of 30 March 2022, Binding Regulation of Riga Municipality's Business Support Programme "Co-financing Programme for Business Events" (hereinafter referred to as the Binding Regulation).

2. The Charter for Allocation of Co-financing under the Co-financing Programme for Business Events (hereinafter referred to as the Charter) shall determine the procedures for allocation of co-financing for business events (hereinafter referred to as a Supported Event). The following events shall be eligible:

- 2.1. Conferences;
- 2.2. Congresses;
- 2.3. Training courses;
- 2.4. Corporate motivational trips that include training elements;
- 2.5. International fairs.

3. Co-financing under the Co-financing Programme for Business Events shall be allocated by Riga municipal agency Riga Investment and Tourism Agency (hereinafter referred to as the Agency).

4. Applications submitted (hereinafter referred to as an Application) shall be reviewed by a commission established by the Agency (hereinafter referred to as the Commission).

5. A legal entity registered with the Commercial Register, a higher educational institution of Latvia, or an association or foundation registered with the Register of Associations and Foundations, or an association of any of the said legal entities (hereinafter referred to as the Applicant) may apply for financing by submitting an Application in accordance with the Charter.

6. If the Applicant is an association of legal entities, the Applicant shall submit a protocol of intent signed by all members of the association regarding its establishment for

the performance of a service if a decision is made on the Applicant's right to enter into an agreement on co-financing for business events (hereinafter referred to as the Agreement), as well as specify the scope of responsibility of each entity that is a member of the association.

7. An applicant who organizes an event at the behest of a society, university or association registered abroad shall, upon applying for co-financing, submit an agreement on organization of the event, concluded between the Applicant and the person at whose behest the event is being organized.

8. Following a positive decision of the Commission, the Applicant shall be awarded the right to conclude an Agreement with the Agency on allocation and use of co-financing.

9. Co-financing shall be paid out of funds earmarked for these purposes in the Agency's budget. In 2022, the amount of these funds shall not exceed EUR 75,000.

10. Co-financing shall be EUR 20 per each foreign participant, provided that foreign participants make up not less than 20% of the total number of participants in the event.

11. Co-financing shall be EUR 20 per each foreign company participating in an international fair, provided that foreign companies make up not less than 20% of the total number of companies represented at the fair.

12. Co-financing may be increased by 10% of the amounts of co-financing specified in Paragraphs 10 and 11 if:

12.1. The event, except corporate motivational trips, is held in the field of information and communications technology, medicine, biotechnology or financial services;

12.2. At least 70% of foreign participants or delegates of represented companies stay in a hotel in Riga for three or more nights.

13. The Charter can be found on the website www.LiveRiga.lv.

II Terms

14. The Agency shall publish information about co-financing on the website www.LiveRiga.lv.

15. Applications submitted to the Agency shall be reviewed in the order of their submission until the amount of contractual obligations to be established reaches the amount stated in Paragraph 9 of the Charter.

16. The Agency shall review the Applications within 15 calendar days from the moment an Application is submitted to the Agency.

17. The Applicant shall conclude an Agreement within 14 calendar days from the moment the Agency notifies the Applicant of its right to conclude the Agreement by sending the notification to the email address provided in the Application. Should the Applicant not comply with this requirement, the Agency shall have the right not to conclude an Agreement with the Applicant and to allocate financing for a Supported Event of another Applicant whose Application has been supported later.

18. The Agency may refuse to allocate co-financing for a Supported Event, fully or partly, to a Recipient who fails to submit a report on implementation of the Supported Event by 1 December of the co-financing year, or submits a report that does not meet the requirements of the Charter.

19. The Agency shall examine reports submitted by the Recipient of co-financing and allocate financing within 30 days after receiving and confirming the reports.

III Co-financing

20. Co-financing may be allocated only for events provided in Paragraph 2 of the Charter which:

- 20.1. Take place in Riga at an event venue for which the organizer pays rent;
- 20.2. Foreign participants in the event spend at least 1 night in a hotel in Riga.

21. Co-financing shall not be allocated for the following:

- 21.1. Cultural events (except conferences or congresses in the field of culture)
- 21.2. Sports events (except conferences or congresses in the field of sports)
- 21.3. Congresses or other events organized by political parties and unions.

22. The amount of co-financing shall be calculated based on the number of foreign participants, which shall be not less than 20% of the total number of participants.

22.1. Additional support of 10% of the total amount shall be provided for conferences, congresses and training events in priority sectors of Riga. The priority sectors include information and communications technology, medicine, biotechnology, financial services.

22.2. Additional support of 10% of the total amount shall be allocated for an event if at least 70% of foreign participants spend 3 or more nights in a hotel in Riga.

22.3. If the actual number of foreign participants in an event is greater than indicated in the Application, the amount of co-financing shall not be increased. If the actual number of foreign participants is smaller than indicated in the Application, the amount of co-financing shall be reduced.

23. Support shall not be provided for events organized by State and municipal institutions, with the exception of academic and scientific events organized by State higher education institutions.

24. The Commission shall not allocate co-financing to an Applicant who meets at least one of the following criteria:

24.1. Insolvency proceedings have been declared against the Applicant by a court judgment, legal protection proceedings are being executed by a court judgment, or extrajudicial legal protection proceedings are being executed by a court judgment, the Applicant is subject to a bankruptcy procedure, rehabilitation or an amicable settlement, or whose economic activity has been terminated, or the Applicant meets legal criteria to be subject to insolvency proceedings at the request of creditors;

24.2. If, in accordance with latest data in the State Revenue Service's public database of tax debtors, it has been established that, on the day of the submission of the Application or the day a decision is made on granting the Applicant the right to conclude an Agreement, the Applicant has tax debts in Latvia or the country in which it is registered, including unpaid compulsory state social insurance contributions, the total amount of which exceeds EUR 150 in any of the countries;

24.3. The Applicant has provided false information or intentionally misled the Agency regarding performance of the Agreement or implementation of other co-financed projects;

24.4. A natural person has committed a criminal offense in the Applicant's interest that affects financial interests of the Republic of Latvia or the European Union, and coercive measures have been applied to the Applicant pursuant to the Criminal Law;

24.5. International or national sanctions, or sanctions of a Member State of the European Union or North Atlantic Treaty Organisation that affect significant financial and capital market interests have been imposed on the Recipient of co-financing, its owner, board members, beneficial owners, parent company or subsidiaries, etc.

24.6. Over the past three years, the Applicant has not fulfilled or has not properly fulfilled its obligations under previous agreements concluded with the Agency.

25. Provisions of Paragraph 24 of the Charter apply to all members of the Applicant (association of legal entities).

IV Application and submission of the Application

26. The Application and annexes thereto shall be typed on a computer, in the official language.

27. The Application shall be prepared in the *.doc format. Annexes shall be prepared in the *.xls, *.pdf or *.jpg formats. All Application files shall be archived into one ZIP file.

28. The Application may not exceed 30 MB. The Application may include links to large annexes that can be downloaded from the Internet.

29. The Application shall consist of a filled out Application form (Annex 1), based on which the Applicant can be clearly identified and the essence of the Supported Event, its format and time can be clearly understood.

30. If the Application is submitted by an association of persons, its authorized representative with the right to electronically sign all documents related to the Application

shall be indicated in the Application. The authorization to represent the association of persons shall be signed by an authorized representative of each person that is a member of the association.

31. If the Application is signed by a person who does not have the right to sign documents on behalf of the company, association, foundation or institution applying for co-financing, a relevant power of attorney shall be attached.

32. A printout of the Applicant's form created in the system for accounting of *de minimis* aid shall be attached to the Application or information about the identification number of the form created and confirmed in the system shall be sent to the Agency's email address: invest@riga.lv.

33. Other annexes not mentioned in the Charter may also be attached to the Application – photographs, descriptions of experience, etc.

34. If any of the parts of the Application form are not filled out or are filled out incompletely, the Commission shall have the right to exclude the Application from further assessment, or request additional information from the Applicant.

35. An Applicant may submit several Applications, but they may not be combined for the organization of one Supported Event.

36. The Application shall be signed with a secure electronic signature and submitted to the Agency by sending it to email address invest@riga.lv.

37. The Application may be supplemented or corrected only in the case specified in Paragraph 34 of the Charter.

38. Submission of an Application shall not oblige the Agency to allocate or pay Co-financing. The recipient shall be responsible for all risks related to the organization of the event, including financial risks, technical risks, as well as circumstances and events that could have been foreseen by acting reasonably and that were an obstacle to the organization of the event.

V Commission

39. The Commission shall be approved by the Director of the Agency. An employee or a member of the Commission shall be appointed by the chairperson of the Commission to take minutes at meetings of the Commission. The Commission shall include representatives from the Agency and the Investment and Development Agency of Latvia.

40. Permanent experts may be invited to join the Commission who shall not have voting rights.

41. Meetings of the Commission shall be held at the initiative of the chairperson, members of secretary of the Commission.

42. Chairperson of the Commission shall organize the Commission's work. Decisions of the Commission shall be taken at the Commission's meetings by an open ballot.

43. Minutes of Commission's meetings shall be stored at the Agency according to the nomenclature of files.

44. The Commission shall have the right to invite other industry experts when necessary.

45. Before commencing work on the Commission, each member of the Commission, the chairperson and the experts invited shall sign a declaration stating that there are no circumstances due to which they could be considered to have a direct or indirect interest in any of the Applications submitted to the Commission, that they shall observe confidentiality and not disclose any information until the results on the Application evaluation are announced.

46. If a member of the Commission, its chairperson or an expert invited is personally interested in review of an Application, he or she shall inform members of the Commission thereof and shall not participate in review of the given Application.

47. If a vote is a tie, the chairperson of the Commission shall have a casting vote.

48. Meetings of the Commission shall be quorate if not fewer than 3 (three) members of the Commission are in attendance.

49. The Commission shall be responsible for the following:

49.1. Review of Applications;

49.2. Requesting additional information from Applicants;

49.3. Correcting arithmetical errors in Applications;

49.4. Rejecting an Application;

49.5. Making a decision on an Applicant's right to conclude an Agreement with the Agency and on allocating co-financing indicated in the Application, fully or partly;

49.6. Other matters that deal with allocation of co-financing and performance of the Agreement;

49.7. Taking a decision on the amount of co-financing to be allocated.

VI Rules for granting *de minimis* State aid

50. Conditions for granting *de minimis* aid provided in the European Commission Regulation (EU) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (Official

Journal of the European Union, 24 December 2013, L 352/1, hereinafter referred to as the Regulation) shall apply to allocating aid.

51. Pursuant to the European Commission Regulation (EU) 2020/972 of 2 July 2020 amending Regulation (EU) No. 1407/2013 as regards its prolongation and amending Regulation (EU) No. 651/2014 as regards its prolongation and relevant adjustments, aid may be provided until 30 June 2024.

52. The Applicant, within 10 working days after the Commission approves its Application, shall submit to the Agency a printout of the form (Cabinet Regulation No. 715 of 21 November 2018, Regulations Regarding Procedures for Accounting and Granting *de minimis* Aid and Samples of *de minimis* Aid Accounting Forms Prepared in the System, Annex 1) or send information about the identification number of the Applicant's form created and confirmed in the system for accounting of *de minimis* aid (hereinafter referred to as the System) to the Agency's email address: invest@riga.lv.

53. The day the Agreement is concluded shall be considered the moment of allocation of *de minimis* aid. Before concluding the Agreement, the Agency shall review allocation of Co-financing to the Applicant in accordance with the Regulation and pursuant to the provisions of Cabinet Regulation No. 715, Regulations Regarding Procedures for Accounting and Granting *de minimis* Aid and Samples of *de minimis* Aid Accounting Forms Prepared in the System, and of the Charter.

54. Upon concluding the Agreement, the Agency shall comply with the following provisions:

54.1. *De minimis* aid shall be granted in compliance with the sector and activity restrictions referred to in Article 1, Paragraph 1 of the Regulation;

54.2. The Applicant shall be evaluated at the level of a single undertaking. A single undertaking shall meet the definition of "a single undertaking" as set out in Article 2, Paragraph 2 of the Regulation;

54.3. Before concluding the Agreement, the Agency shall check whether *de minimis* aid to be allocated to the Applicant at the level of a single undertaking does not increase the total amount of *de minimis* aid it received in the current fiscal year, as well as in the previous two fiscal years, to a level that exceeds the maximum *de minimis* aid indicated in Article 3, Paragraph 2 of the Regulation;

54.4. *De minimis* aid shall be granted if insolvency proceedings have not been declared against the Applicant, legal protection proceedings are not being executed, extrajudicial legal protection proceedings are not being executed, the Applicant is not subject to a bankruptcy procedure, rehabilitation or an amicable settlement, its economic activity has not been terminated, and the Applicant does meet legal criteria to be subject to insolvency proceedings at the request of creditors;

54.5. *De minimis* aid allocated according to the Charter shall not be cumulated with other *de minimis* aid, with other State aid in relation to the same eligible costs or with State aid for the same risk finance measure;

54.6. Where the Applicant is active in several sectors simultaneously, including the sectors referred to in Article 1, Paragraph 1 of the Regulation, or performs activities referred to therein, the Applicant shall ensure separation of these sectors or activities, or their costs, in accordance with Article 1, Paragraph 2 of the Regulation.

55. The Agency shall keep record of co-financing in accordance with the Cabinet Regulation No. 715 of 21.11.2018, Regulations Regarding Procedures for Accounting and Granting *de minimis* Aid and Samples of *de minimis* Aid Accounting Forms Prepared in the System.

56. The Agency shall store information on *de minimis* aid granted for 10 years from the day last aid is granted as part of this support programme, while the Recipient – for 10 years from the date the particular aid is granted.

57. Should the provisions of control of aid for commercial activity set out in this Charter be violated, including the provisions of Commission Regulation No. 1407/2013, the Recipient shall repay the Agency all *de minimis* aid received during the project, together with interest, from funds not associated with aid for commercial activity in accordance with the provisions of Chapters IV and V of the Law on Control of Aid for Commercial Activity.

VII Procedure for evaluation of Applications and announcing results

58. The Commission shall evaluate Applications in the following order:

58.1. Compliance of Applications with the administrative criteria;

58.2. Compliance of Applications with the qualitative criteria;

59. If an Application receives the Commission's positive assessment in accordance with Paragraphs 58.1. and 58.2. of the Charter, the Commission shall make a decision to grant the Applicant the right to conclude an Agreement with the Agency.

60. A list of Supported Events shall be published on website www.LiveRiga.com.

61. The Commission shall notify Applicants of its decisions by sending notifications to the email addresses indicated in the Applicants' Applications.

VIII. Agreement and its performance

62. An Applicant whose Application receives a positive assessment by the Commission shall receive a notification of the right to conclude an Agreement from the Agency at the email address indicated in the Application (Annex 2). The Applicant shall conclude the Agreement with the Agency within the terms provided in Paragraph 17 of the Charter, thereby becoming a recipient of financing (hereinafter referred to as the Recipient).

63. Not later than 20 days after the event, the Recipient shall submit to the Agency an event report, which shall include the following:

63.1. A list of actual foreign participants, providing each participant's name, surname, country represented, company/organization;

63.2. Confirmation from the main venue of the event that the event did take place.

63.3. Actual programme of the event;

63.4. Photographs from the event (at least 5 photographs from the event venue).

IX Other provisions

64. Marketing materials for an event that receives co-financing as part of this programme shall feature Live Riga logo and state that the event has been organized with support of Live Riga. The prominence of the logo shall be agreed upon with the Agency in advance.

65. The organizer of the event that receives aid shall ensure the opportunity for one representative of the Agency to attend the event in person.

66. Information about the event shall be available in the event calendar on the official portal meetlatvia.com.

67. The Applicant agrees to all the provisions of the Charter and shall be responsible for correctness of the information and confirmations provided in the Application, as well as for compliance with the requirements of laws and regulations effective in the Republic of Latvia, including the payment of taxes, while organizing the Supported Event.

68. Information exchange between the Agency and the Applicant or Recipient, including letters, invoices and other necessary documents, shall only be conducted electronically.

69. The Agency and Riga Municipality shall have the right to request, receive and use information about the Supported Event for publicity purposes.

Chairperson of the Commission

I.Lasmane

Annex 1
to 18 May 2022 Charter of
Riga municipal agency
Riga Investment and Tourism Agency

APPLICATION for Riga Municipality's Business Support Programme "Co-financing Programme for Business Events"

Information about the Applicant	
Legal status	Legal entity registered with the Commercial Register
	Institution included in Unified List of Public Persons and Institutions
	Association or foundation registered with the Register of Associations and Foundations

	Association of persons
Applicant is a legal entity	
For associations of persons, the Application has to be filled out for each member of the association	
Full name	
Registration number	
Registered office	
Actual address	
NACE code	
Banking details: bank, account number	
Name, surname of a person authorized to sign documents on behalf of the Applicant	
Position	
Applicant's contact person	
Name, surname	
Position	
Telephone	
Email address	
Information about the Recipient	
The Recipient is the organizer of the event	Yes/No
The Recipient is organizing the event at the behest of another legal entity or private individual	Yes/No
Information about the event	
Name of the event	
Type of event (please underline)	Conference Congress Training course Corporate motivational trip that includes training elements International fair
Time of the event	
Event venue	
Venue (city and place, several venues or the venue of the main part of the event may be indicated)	
Estimated total number of participants	
Estimated number of foreign participants	

Duration of participants' stay in Riga hotels (number of nights)	
Does the event fall into any of the priority sectors? (underline)	Information and communications technology Medicine Biotechnology Financial services

Confirmation

By signing this Application, I hereby certify that:

- I have acquainted myself with the provisions of Riga Municipality's Business Support Programme "Co-financing Programme for Business Events" and I consider them comprehensible and enforceable
- Information included in this Application and annexes thereto is correct and valid
- The company does meet legal criteria to be subject to insolvency proceedings at the request of creditors
- The Applicant does not have tax debts or other unpaid mandatory payments to the State or local governments as defined by laws and regulations, the total amount of which exceeds EUR 150
- The main venue of the event described in this Application is located in Riga
- There are no effective court judgments finding the Applicant guilty of fraud, corruption or other illegal activities
- There are stable and sufficient financial means and other resources at my disposal to ensure organization of the event described in the application to the extent specified
- I do not have, and in the last three years have not had, any unfulfilled or improperly fulfilled contractual obligations with the Riga Investment and Tourism Agency

Person authorized to sign documents on behalf of the Applicant

Name, surname:	
Position:	

The scope of the other sections of the Application is unlimited.

The Applicant may use its own discretion to attach to the Application materials describing individual sections of the Application in greater detail.

*The programme of the event must be provided in the annex (if the programme of the event has not yet been finalized, a preliminary program must be attached)