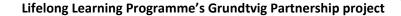


## AGENDA of THE 1st PROJECT's MEETING

## Kaunas, Lithuania





## www.focalproject.eu

## 17<sup>th</sup> of October, 2012

09:00 – 09:15	Starting of the meeting and practical information. Protocol procedure.
09:15 – 10:00	Review of agenda and introductions of participants and institutions
09:45 – 10:15	Grundtvig partnership management, responsibilities of project team, selection of Project management group
10:15 – 10:45	Project aim, objectives, main activities (by coordinator)
10:45 – 11:15	Coffee break
11:15 – 12:45	Project approach (main phases of the project) and overall timeline.  Activities Plan (review of the tasks and responsibilities by partners) and project planned results.  (by coordinator and discussion by all partners)
13:00 – 14:30	Lunch in "Bernelių užeiga" (here you find typical Lithuanian cuisine)
14:30 – 14:45	Presentation of project dissemination, its strategy document, draft of leaflet (by coordinator and discussion by all partners)
14:45 – 15:15	Project quality and evaluation plans and questionnaires (by coordinator and discussion by all partners)
15:15 – 15:30	Communication strategy and tools will be used during the project period
15:30 – 15:45	Mobility plan and required documents, plans for next mobilities and selection of places and dates
15:45 – 16:00	Webpage of the project (structure, functions, suggestions). Domain address is already booked: <a href="https://www.focalproject.eu">www.focalproject.eu</a>





16:00 – 16:30	Coffee and discussions
16:30 – 18:00	Free time ( <i>cultural programme</i> ), sightseeing of Kaunas
19:00 – 21:00	Dinner in the restaurant "Svarstyklės"
	18 <sup>th</sup> of October, 2012
09:00 – 10:00	WP2. Analysis of culture heritage presentation topic (analysis, data collection and gathering information concerned with experience and cultural knowledge + template, review
10:00 – 11:00	WP3. Review of draft of questionnaire "How well I know my culture". Its development and final agreement
11:00 – 12:00	WP3. Discussion about interview with seniors "Then and now". Development of questions. Agreement about summary template of results.
12:00 – 12:15	Coffee and discussions
12:15 – 13:00	Meeting evaluation, certificates, signing list of participants
13:00 – 14:00	Lunch
14:00 – 18:00	Trip to Lithuanian National Open Air Museum in Rumšiškės (sightseeing). http://llbm.lt/eng/



Visit could be changed to other cultural programme according to the weather conditions.