



AGENDA of THE 1st PROJECT's MEETING

Kaunas, Lithuania



Lifelong Learning Programme's Grundtvig Partnership project

**Fostering Cultural Heritage for Bridging Intergenerational Dialogue
(FOCAL)**

www.focalproject.eu

17th 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 užėiga" (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: www.focalproject.eu



**Lifelong
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- 16:00 – 16:30 *Coffee and discussions*
- 16:30 – 18:00 Free time (**cultural programme**), sightseeing of Kaunas
- 19:00 – 21:00 Dinner in the restaurant “Svarstyklės”

18th 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://lilm.lt/eng/>*



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