



## 1<sup>ST</sup> TRANSNATIONAL PROJECT MEETING

**PROJECT “FORUM-ROMANUM” (No. 2015-1-LT01-KA204-013494)  
PROGRAMME OF THE FIRST MEETING**

**Vilniaus kolegija / University of Applied Sciences (VIKO) Vilnius, Lithuania  
January 20-23, 2016**

Day	Time	Place	Activity
Wednesday, January 20, 2016	18:00-...	Restaurant “Forto dvaras” Pilies str. 16, Vilnius.	Dinner
Thursday, January 21, 2016	09:00-09:10	Vilniaus kolegija Saltoniskiu str. 58, Vilnius Hall No. 303	Registration
	09:10-09:30		Opening speech by Vilniaus kolegija / University of Applied Sciences administration representative
	09:30-10:00		Opening speech by project manager Mikas Balkevicius
	10:00-11:00		Projects participants’ introduction (15 minutes per participant)
	11:00-11:15		Coffee break
	11:15-12:00		Let’s give the voice to Roma: Roma community representative speech
	12:00-13:00		Lunch
	13:00-14:00		Project’s methodology: project’s problems, aims, objectives, tasks, target groups, schedules. Mikas Balkevicius
	14:00-14:30		Project’s quality management. Mikas Balkevicius
	14:30-15:30		Project’s dissemination and valorisation. Mikas Balkevicius
15:30-16:00	Groups’ reflections on projects aims, objectives and tasks, target groups. Generating of proposals for project development; Summarizing of first meeting.		

			day, signing of meeting protocol. All Partners.
	18:00-21:00	Gedimino pr. 19, Vilnius	Dinner at the restaurant "Berneliu uzeiga"
Friday January 22, 2016	09:00-9.30	Vilniaus kolegija Saltoniskiu str. 58, Vilnius Hall No. 303	Project's financial management: documents and accountability. Accountant Asta Jagminiene
	9.30-10:00		Project's products' creation: templates and quality management. Mikas Balkevicius
	10:00-10:15		Coffee break
	10.15-11:30		Focus group research implementation methodology: target groups, key questions, requirements for reporting. Mikas Balkevicius/ All partners.
	11.30-12.30		Lunch
	12:30-13:00		Project's dissemination channels: the design and content. Mikas Balkevicius
	13:00-14:00		Assigning of tasks according agreed schedule; signing meeting protocol. Defining the next meeting date, communication channels and frequency. Final remarks
	14:00-19:00		Free time
	19:00-...	Saltoniskiu str. 7, Vilnius	Dinner at the Restaurant "Grill Brazil"
Friday January 23, 2016	6.00 - ...		Departure