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AGENDA
PROJECT INCEPTION MEETING IN VEISIEJAI
27-28 May 2013

27 May

- 10.00-10.30 Arrival, welcoming coffee.
10.30-12.00 Introduction of all partners / associate partners / participants.
Veisiejai regional park presentation.
Formation of project advisory board, project management team.
Overall presentation of project goals, activities, expected results.
12.00-13.00 Lunch.
13.00-15.00 Thorough discussion on project workplan, roles and responsibilities of each partner.
15.00-15.30 Coffee break.
15.30-17.00 Continued discussion on project workplan, roles and responsibilities of each partner.
17.00 – 19.00 Excursion around Veisiejai regional park
19.00 Dinner.

28 May

- 9.00-10.30 Financial project management, procurement issues, reporting.
10.30-11.00 Coffee break.
11.00-12.30 Financial project management, procurement issues, reporting.
Work in groups (experts discussion regarding substantial issues, others - on management issues, communication, reporting, etc.)
12.30-13.30 Lunch.
13.30-16.00 Task distribution for upcoming activities, milestones for results. Meeting finalization points.
16.00-16.30 Farewell coffee .

