

Lifelong Learning programme's Leonardo da Vinci Partnership Project's

**Co-Safe**

**Comparison of Occupational Health and Safety Policies and Conditions in EU Countries and Adaptation of Good Practices at VET Schools**

**1<sup>st</sup> Partners' Meeting**

Trakai, Lithuania, 8<sup>th</sup> -9<sup>th</sup> of October, 2011

**AGENDA**

<i>Time</i>	<i>Description of activities</i>
<b><u>7<sup>th</sup> of October, 2011 (Friday)</u></b>	
<b>20:30 – ...</b>	Arrival of participants. Participants will stay in Trasalis hotel.  <i>Suggestion for Friday evening:</i> to organize <b>European Fair</b> during the dinner time (in the hotel's "Trasalis" restaurant). <i>All the participants are welcome and kindly asked to bring their National and typical food, drinks, snacks.</i>
<b><u>8<sup>th</sup> of October, 2011 (Saturday)</u></b>	
<b>9:00 – 9:10</b>	Welcome of participants. Opening of the meeting.
<b>09:10 – 09:15</b>	Practical information. Adoption of agenda.
<b>9:15 – 10:30</b>	Introduction of each partner institution; <i>by project coordinator Kübra Çakır and by partners.</i>
<b>10:30 – 11:00</b>	<i>Coffee break</i>
<b>11:00 – 11:15</b>	Project's presentation (aims, activities, results); <i>by coordinator Kübra Çakır</i>
<b>11:15 – 12:30</b>	Occupational Health and Safety (OHS) policies and implementations in partners countries. <i>Brief presentations by each member from participating institutions (~10 minutes per partner)</i>
<b>12:30 – 14:00</b>	<i>Lunch</i>
<b>14:00 – 14:20</b>	Examine and evaluate OHS policies and implementations in Lithuania ( <i>detailed presentation and discussion</i> ).



Education and Culture DG

Lifelong Learning Programme



<b>14:20 – 15:00</b>	Detailed review of nearest project activities and results we have to achieve, deadlines ( <i>step by step</i> ).
<b>15:00 – 15:15</b>	Sharing responsibilities between partners (review of results to gather and who will be responsible for each activity management).
<b>15:15 – 15:30</b>	Importance of dissemination and its development. <i>Presentation and recommendations by Vida Drašutė</i>
<b>15:30 – 15:45</b>	Importance of evaluation and its development. <i>Presentation and recommendations by Vida Drašutė, discussion by all partners</i>
<b>15:45 – 16:00</b>	Other questions
<b>16:30 – 18:00</b>	<b>Cultural activities.</b> Sightseeing of Trakai Centre and Boat trip around Galve Lake (lt., <i>Galvės ežeras</i> ) or Castle ( <i>depends on the weather</i> ).
<b>20:00 -</b>	<b>Dinner (will be organized with all participants together)</b>
<b><u>9th of October, 2011 (Sunday)</u></b>	
<b>09:30 – 09:45</b>	Discussion and adaptation of project LOGO <i>by coordinator and all partners.</i>
<b>09:45 – 10:00</b>	Discussion of communication tools and general communication in the project.
<b>10:00 – 10:15</b>	Discussion about next project meeting (place, date, planned agenda).
<b>10:15 – 10:45</b>	<i>Coffee break</i>
<b>10:45 – 11:30</b>	Project website. Domain, software, website's functionality, languages, administration, etc.
<b>11:30 – 12:00</b>	Other questions
<b>12:00 – 12:10</b>	Meeting and project process evaluation and certificates.
<b>12:10 - ...</b>	Cultural evens visiting Lithuanian capital Vilnius ( <i>lunch and pre-dinner time there</i> )
	<b>Dinner</b> ( <i>several places will be suggested, but participation is optional and it is up to each member where to stay for dinner time ☺</i> )
<b><u>10th of October, 2011 (Monday)</u></b> Departure of participants	