**INTER-COUNTRY MEETING**

 **Management and Coordination of the Project & Building Capacity**

Cluj-Napoca, 02-03 February, 2015

Meeting place: Faculty of Sociology and Social Work, Babes-Bolyai University

Accommodation: Alexis Hotel\*\*\* (Address: Calea Dorobantilor Street, no. 26, Cluj-Napoca check the website <http://www.hotelalexiscluj.ro/>)

*Day 1 – 2nd February: Maria Roth, Paul Teodor Haragus,* *Cath Larkins, Abel Beremenyi*

Management and Coordination of the Project

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| 09:00-10:00 | Welcome and introduction of the participants and their institutions (3 minutes power point presentations including experiences with similar projects) |
| 10:00-11:00 | Discussions regarding the general activities of the project – *Cath Larkins*  |
| 11:00-11:15 | Coffee break |
| 11:15-13:00 | General information on project management (communication, reporting, targets, website) – *Maria Roth, Paul Teodor Haragus, Cath Larkins*  |
| 13:00-14:00 | Lunch |
| 14:00-15:00 | Financial management of the project – *Paul Teodor Haragus* |
| 15:00-17:00 | Program evaluation – *Abel Beremenyi* |
| 17:00 | Dinner |

*Day 2 – 3rd February: Barry Percy-Smith, Cath Larkins, Andy Bilson*

Building Capacity

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| 09:00-10:00 | Presentation of the Building Capacity activity  |
| 10:00-11:00 | Sharing the experiences of the institutions in regards to participatory programmes related to working with young Roma |
| 11:00-11:15 | Coffee break |
| 11:15-13:00 | Brainstorming for the content of the training manual (relevant topics, working principles, practice and case studies) |
| 13:00-14:00 | Lunch |
| 14:00-15:00 | Presenting the bibliography and relevant literature for the subject |
| 15:00-15:15 | Coffee break |
| 15:15-17:00 | * Establishing the persons in charge of writing the training manual
* Setting up the topics and the training structures
* Confirming the future communication channels between the ones that write the manual
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