

Schedule Kick off Meeting SOCIALSME

Friday, 05.12.2008 10.00 hrs to Saturday, .06.12.2009 14.00 h in Vilnius;

Overall facilitation: Project manager KTU

Friday 5.12.08

Time	Topic	Duration	Facilitation/Speaker
10.00	Welcome by hosting organisation	10min	Manager KTU
10.10	Meeting organisation and agenda	10 min	Project manager
10.20	Self introduction of participating individuals	30 sec each approx 10min	
10.30	General introduction to the project: background, idea, feedback from NA Evaluators	20 min	Project manager
10.50	Coffee break	20 min	
11.10	<p>CONTENT I: „The situation of CSR and LLL in SME and my organisation“ 15 min each partner, in .ppt</p> <p>Topics to be adressed by each partner:</p> <ul style="list-style-type: none"> ● Understanding/perception of CSR in country ● Main issues discussed ● Specifics of Situation in SME ● CSR activities general and targeted at SME ● Own activities of the organisation and characteristics of own organisation 	Approx 2 hrs	
13.15	Lunch break		
14.30	CONTENT II: Presentation of COSORE, Work&Learn, FILIP Concepts	60 min + 30 min discussion	ISOB
16.00	Coffee Break		
16.20	Discussion of next steps: Requirement analysis, formation of advisory board	50 min	Project manager KTU / ISOB
17.00	End of first day		

Saturday, 06.12.2008

Time	Topic	Duration	Facilitation/Speaker
09.00	Welcome by hosting organisation, reminder of agenda of the day	10min	Project manger
09.10	Reflections and impressions of day 1	10 min	All partners
10.20	<p>Organisation of Work, Workpackages, Partner Meetings etc.</p> <p>Going through the workplan and discussing all points, Assignment of Tasks, Check back if realistic, Revise / operationalise plan of activities</p> <p>Dissemination by partners (each partner about dissemination activities in their countries, 10 min, in .ppt)</p>	2 hrs	Project manager/all partners
12.30	Lunch/Coffee break/ Light Lunch	45 min	
13.15	<p>Administrative Issues/financial rules</p> <p>Rules and regulations to follow!</p>	Approx 1 hr	Promoter financial manager
14.15	<p>Summary of Results and Tasks assigned. Visualisation of next steps</p> <p>Plan of activities until next meeting</p>	15 min	Project manager
14.30	Final Reflections and Feedback	15 min	All partners
14.45	End of Meeting		