

**MINUTES FROM  
Leonardo da Vinci innovation transfer project "Sustainability and social  
responsibility through learning in SME", ( No. LLP-LDV-TOI-2008-LT-0021)  
PARTNERS KICK OFF MEETING**

**PLACE:** Ratonda hotel, Kaunas conference Hall, Vilnius, Lithuania

**TIME:** 5-6<sup>h</sup> of December, 2008

**5<sup>th</sup> of December, 2008**

Partners represented:

| <b>Name, surname</b>     | <b>Organization</b>                                         | <b>Country</b> |
|--------------------------|-------------------------------------------------------------|----------------|
| Aušra Rūteliionė         | KTU, Economics and management faculty                       | Lithuania      |
| Rūta Čiutienė            | KTU, Economics and management faculty                       | Lithuania      |
| Žaneta Piligrimienė      | KTU, Economics and management faculty                       | Lithuania      |
| Grazyna Swiatowy         | Wroclaw University of Economics                             | Poland         |
| Anna Sliwa               | Wroclaw University of Economics                             | Poland         |
| Fernando Leon            | Pau Casals Institution                                      | Spain          |
| Jose Gonzalez            | Pau Casals Institution                                      | Spain          |
| Vaiva Bražionytė         | Ekonominės konsultacijos ir tyrimai, EKT group              | Lithuania      |
| Elina Gaile Sarkane      | Riga Technical University, Faculty of Engineering Economics | Latvia         |
| Marina Sion              | Fiatest SRL                                                 | Romania        |
| Alina Costache           | Fiatest SRL                                                 | Romania        |
| Celia Hadjichristodoulou | European University Cyprus                                  | Cyprus         |
| Athanasius Hadjimanolis  | European University Cyprus                                  | Cyprus         |
| Vanda Viera              | Cecoa                                                       | Portugal       |
| Alexander Krauss         | ISOB                                                        | Germany        |
| Alexi Alexov             | NAMSB                                                       | Bulgaria       |

There were 16 participants *at the first day* of the kick-off meeting of the project "Sustainability and social responsibility through learning in SME".

The meeting on 5<sup>th</sup> of December has started at 10:00 a.m. The project manager Aušra Rūteliionė has welcomed all partners and has presented the agenda of the meeting. Then partners have presented themselves, emphasizing the relation with project topic and experience is such kind of projects.

Then A. Rūteliionė has introduced the background, reason and idea of the project and feedback from evaluators for partners. Also the main outcomes of the project have been described and the stages of the project have been presented.

The next two hours of "**Content I**" has been committed to the presentations of all partners. Every partner has presented the situation of CSR and LLL in SME and her/his organization according these main topics:

- 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

After the lunch break the most important part, i.e. **Content II**. Alexander Krauss from ISOB (Germany) as representative of the innovation transferring organization has presented their activity, experience in such projects. The main attention has been attached for

COCORE, Work & Learn and FILIP concepts, i.e. the background of the innovation that will be transferred to innovation adopting countries.

The meeting has been finished with discussion of next steps, i.e. **requirement analysis and formation of advisory board issues**. It has decided next:

- ISOB will send the framework for requirement analysis till 8<sup>th</sup> of December, 2008;
- Target audience of the project are consultants, facilitators, business owners, managers (SME), employees, stakeholders, social partners, new possible partnerships;
- The framework will contain two main parts:
  - step 1. Secondary information about the topic, i.e. desktop research) and
  - step 2-4. The primary information, i.e. focus group or individual interview with target groups, i.e. SME managers, employees, owners, consultants of SME. 1-2 focus groups per partner (8-10 persons), about 90-120 min.

Aim of FG or individual interview is discussion, reflection, viewpoints, recommendations.

The requirement analysis should be finished and sent to the coordinator and ISOB till 15<sup>th</sup> of February, 2009

- The report of evaluation of state of art and requirements will be done by ISOB till 28<sup>th</sup> of February, 2009
- The www will be created till the end of March, 2009. Information needed for www has to be translated by all partners till the end of March, 2009 too.
- Advisory board should be created till the end of March, 2009. Invitation, agreement (by e-mail, etc) and info about them have to be sent to coordinator.
- The advisory board has to be formatted in every innovation adopting country. It has decided regarding main requirements for this board:
  - no matter how many individuals or enterprises
  - open to suggest, help to identify SME needs adequately, participate in test phase
  - activity could be related with consulting and facilitating, especially in field of social responsibility in SME be motivated to advise and participate in the project
  - have rights to use project products in their activity
  - could be included in www as consultants using our product in consulting SME

The first day has finished on 5:00 p.m. as planned.

### 6<sup>th</sup> of December, 2008

Partners represented:

| <b>Name, surname</b>     | <b>Organization</b>                                         | <b>Country</b> |
|--------------------------|-------------------------------------------------------------|----------------|
| Aušra Rūtelionė          | KTU, Economics and management faculty                       | Lithuania      |
| Rūta Čiutienė            | KTU, Economics and management faculty                       | Lithuania      |
| Žaneta Piligrimienė      | KTU, Economics and management faculty                       | Lithuania      |
| Grazyna Swiatowy         | Wroclaw University of Economics                             | Poland         |
| Anna Sliwa               | Wroclaw University of Economics                             | Poland         |
| Fernando Leon            | Pau Casals Institution                                      | Spain          |
| Jose Gonzalez            | Pau Casals Institution                                      | Spain          |
| Loreta Matulionienė      | KTU, Economics and management faculty                       | Lithuania      |
| Elina Gaile Sarkane      | Riga Technical University, Faculty of Engineering Economics | Latvia         |
| Marina Sion              | Fiatest SRL                                                 | Romania        |
| Alina Costache           | Fiatest SRL                                                 | Romania        |
| Celia Hadjichristodoulou | European University Cyprus                                  | Cyprus         |
| Athanasius Hadjimanolis  | European University Cyprus                                  | Cyprus         |
| Vanda Viera              | Cecoa                                                       | Portugal       |
| Alexander Krauss         | ISOB                                                        | Germany        |
| Alexi Alexov             | NAMSB                                                       | Bulgaria       |

There were 16 participants *at the second day* of the kick-off meeting of the project "Sustainability and social responsibility through learning in SME". It has started at 9:00 a.m.

After the welcome and reminder of the day agenda all partners have discussed regarding decisions of the first day. Then project manager has presented organization of work, workpackages, partner meetings, etc. It has decided:

### **WP 3- Adaptation of innovation**

- preparation of the package to develop CSR in SME according to the requirement analysis (first version) by ISOB till 1<sup>st</sup> of May, 2009
- The second meeting is planned 19-20<sup>th</sup> of May, 2009 in Sofia
- The preparation of the package (final version) by ISOB till 31<sup>st</sup> of July, 2009
- Adjustment and adaptation of CSR methodology package in all partners countries by all innovation adopting countries till 30<sup>th</sup> of September, 2009
- Brochure template creation by KTU (subcontractor) till 30<sup>th</sup> of September, 2009
- The third meeting is planned on 2-3 of October, 2009 in Nicosia

### **WP 4- Testing of innovation**

- Preparation of methodology for testing of innovation (about 15 pages) by ISOB till 1<sup>st</sup> of October, 2009
- Brochure printing in every country, including consultants list and distributing it to SME will be done by all innovation adopting partners till 31<sup>st</sup> of October, 2009-01-05 Translation of methodology for testing the innovation into other languages will be done by all innovation adopting countries till 1<sup>st</sup> of November, 2009
- Testing of innovation in SME invoking consultants (5 SME each partner) will be done by all innovation adopting countries till 1<sup>st</sup> of January, 2010
- Peer review of innovation (sending of the product to 5-10 consultants, researchers, facilitators)- 1st of January- 31st of January, 2010
- Sending results of testing to ISOB till 31st of January, 2010
- Report of testing the innovation and evaluation results till 28th of February, 2010
- Adjustment of innovation in English version by ISOB till 15th of March, 2010
- IV meeting in March, 2010 in Barcelona (responsible- Pau Casals)
- Adjustment of innovation in other partners languages till 31st of March, 2010

### **WP5- Development of innovation**

- Translation of material needed for CD till 1<sup>st</sup> of May, 2010
- CD creation and production, integration to www from 1<sup>st</sup> of May till 1<sup>st</sup> of August by subcontractor in Lithuania
- Dissemination seminars in every country- 1st of August - 30th of September, 2010
- Final meeting- September, 2010 (Lithuania)

Then the logo of project has been confirmed and the slogan and statements in www have been discussed. It has been also discussed about the main parts of www, design, newsletter which will be created two times a year. It has decided to have internal space for internal communications, documents, etc. Partners have doubted regarding blog for external communication so it has decided to leave this question for later and see the interest for www.

It has been selected several slogans and have decided to pick one of them till the end of next week and send opinion to coordinator. Also statements have been selected.

Partners have been prepared dissemination plans which they have presented to coordinator.

Rūta Čiutienė, the finances manager of the project, has presented the main guidelines about project finance management. She has also presented the example of timesheet, needed for staff costs management. Project finance administrator has also reminded which costs are available and which documents will be needed for reports. Also she has asked partners to send declarations on daily rates, statement about VAT and kick-off meeting (travel costs) costs declaration and supporting documents till 19<sup>th</sup> of Dec, 2008.

After the final reflections and tasks assigned, the meeting of the second day has finished as planned, i.e. 3:00 p.m.

