

Schedule 3rd Meeting SOCIALSME

Monday, 05.10.2009 9.00 hrs to Tuesday, 06.10.2009 14.00, Nicosia

Overall facilitation: Project manager KTU

Monday 05.10.09

Time	Topic	Duration	Facilitation/ Speaker
9.00	Welcome by hosting organisation	10min	Partner EUC
9.10	Meeting organisation and agenda	10 min	Project manager
9.20	Evaluation of project progress	10 min	Project manager
9.30	Reflections on the final SOCIALSME package from partners	1 hour	All partners ISOB
10.30	Coffee break	30 min	
11.00	Going through SOCIALSME package: step by step (1)	1 hour	ISOB/all partners
12.00	Lunch	1 hour	
13.00	Going through SOCIALSME package: step by step (2)	1 hour 30 min	ISOB/all partners
14.30	Coffee break	30 min	
15.00	Going through SOCIALSME package: step by step (3) CD design, style, menu, navigation, etc: proposals from partners	40 min	ISOB/all partners
15.40	Testing phase: documents for evaluation of the innovation	20 min	ISOB Project manager
16.00	Further WP: organisation of Work, tasks, Partner Meetings etc. Leaflet, www	1 hour	Project manager
17.00	End of the first day		Project manager
19.00	Dinner		

Tuesday, 06.10.2009

Time	Topic	Duration	Facilitation/Speaker
09.00	Welcome by hosting organisation, reminder of agenda of the day	5 min	Partner EUC Project manager
09.05	Quality assurance and evaluation of the project: what, when and how should be presented to ISOB	30 min	ISOB
09.35	Interim report: dissemination report Presentation of evidence (documents, etc.), exact list of dissemination activities from every partner, companies that will be tested, consultants list (01 10 08- 30 09 09)	1 hour	Project manager/ all partners
10.35	Coffee break	25 min	
11.00	Interim report: requirements for finance report Presentation of requirements, working with every partner, going through documents, correction, etc.	1 hour	Promoter financial manager/all partners
12.00	Lunch	1 hour	
13.00	Interim report: requirements for finance report : continued	50 min	Promoter financial manager/all partners
13.50	Final Reflections and Feedback	10 min	All partners
14.00	End of Meeting		
17.00	International conference on CSR in Cyprus		European University Cyprus All partners