

Schedule 2nd Meeting SOCIALSME

Tuesday, 19.05.2009 9.00 hrs to Wednesday, 20.05.2009 14.00 h in Sofia

Overall facilitation: Project manager KTU

Tuesday 19.05.09

Time	Topic	Duration	Facilitation/Speaker
9.00	Welcome by hosting organisation	10min	Partner NASMB
9.10	Meeting organisation and agenda	10 min	Project manager
9.20	Evaluation of project progress	20 min	Project manager
9.40	Requirement analysis synthesis report	30 min	ISOB
10.10	Reflections from partners on report: opinion from their country advisory board, target groups, etc.	20 min	ISOB All partners
10.30	Coffee break	30 min	
11.00	Further WP: organisation of Work, tasks, Partner Meetings etc. Going through the workplan and discussing all points, Assignment of Tasks, Check back if realistic, Revise / operationalise plan of activities	1 hour	Project manager
12.00	Lunch	1 hour	
13.00	Acknowledgement with the innovation: the package to develop CSR for SME	30 min	ISOB
13.30	I. Going through the package: step by step	90 min	ISOB
15.00	Coffee break	30 min	
15.30	II. Going through the package: step by step	90 min	ISOB
17.00	End of first day		
19.00	Dinner		

Wednesday, 20.05.2009

Time	Topic	Duration	Facilitation/Speaker
09.00	Welcome by hosting organisation, reminder of agenda of the day	10min	Partner NASMB Project manager
09.10	Reflections on the innovation: last version	20 min	ISOB
09.30	Dissemination by partners (clear plan of dissemination in very country: accomplished and planned activities with evidence, advisory board (members, competences, experience in the field) 10 min each in .ppt format	45 min	Project manager/all partners
10.15	Coffee break	30 min	
10.45	Continued: dissemination by partners (clear plan of dissemination in very country: accomplished and planned activities with evidence, advisory board (members, competences, experience in the field) 10 min each in .ppt format	45 min	Project manager/all partners
11.30	www.socialsme.org and Socialsme Newsletter: presentation, discussions	30 min	Project manager
12.00	Lunch	1hour	
13.00	Questions on financial management , interim report	20 min	Promoter financial manager
13.20	Summary of Results and Tasks assigned. Visualisation of next steps Plan of activities until next meeting	10 min	Project manager
13.30	Final Reflections and Feedback	10 min	All partners
13.40	End of Meeting		
15.00	Social program		