

Schedule 4th Meeting SOCIALSME

Thursday, 18.03.2010 9.00 hrs to Friday, 19.02.2010 14.00, Barcelona

Overall facilitation: Project manager KTU

Thursday 18.03.10

Time	Topic	Duration	Facilitation/ Speaker
9.05	Welcome by hosting organisation	5 min	Partner Pau Casals
9.10	Meeting organisation and agenda	5 min	Project manager
9.15	Evaluation of project progress	5 min	Project manager
9.20	Interim report: mistakes, lessons (content and financial parts)	30 min	Project manager Financial manager
9.50	Quality assurance and evaluation of the project: reflections from ISOB about report and further tasks for this WP implementation	30 min	ISOB
10.20	Coffee break	10 min	
10.30	SOCIALSME testing (every partner presents the report on testing-20 minutes, .in ppt format) KTU, NASMB, EUC, Pau Casals	1,20 hour	ISOB/all partners
12.00	Lunch	1 hour	
13.00	SOCIALSME testing (every partner presents the report on testing-20 minutes, .in ppt format) Wroclaw University, Fiatest, RTU, CECO A	1,20 hour	ISOB/all partners
14.20	Reflections, final remarks from transferring organization: testing report	1 hour	
15.20	Coffee break	10 min	ISOB
15.30	Development of innovation: presentation, discussions	30 min	Project manager/all partners
16.00	Further WP: organisation of Work, tasks, Meetings etc.	30 min	Project manager
16.30	Socialsme copyright agreement, other questions	30 min	Project manager/all partners
16.00	End of meeting		Pau Casals
19.00	Dinner		

Time	Topic	Duration	Facilitation/Speaker
09.30	Welcome by hosting organisation, reminder of agenda of the day	5 min	Partner Pau Casals Project manager
09.35	Dissemination of innovation: every partner presents exact list of dissemination activities from 10 10 2010 – 30 09 2010 in ppt format- 15 min) Wroclaw University, Fiatest, RTU, CECO A	1 hour	All partners
10.35	Coffee break	10 min	
10.45	Dissemination of innovation: every partner presents exact list of dissemination activities from 10 10 2010 – 30 09 2010 in ppt format- 15 min) KTU, ISOB NASMB, EUC, Pau Casals	1,15 hour	All partners
12.00	Lunch	1 hour	
13.00	Final report: requirements for finance report	20 min	Promoter financial manager
13.20	Final report: requirements for self evaluation report and dissemination report	30 min	ISOB/Project manager
13.50	Final Reflections and Feedback	10 min	All partners
14.00	End of Meeting		
17.00	Social program		Pau Casals