

## **A Roadmap for Integrating Corporate Social Responsibility into EU Member States and Business Practices ROAD CSR**

**Kick - off Meeting**

**1<sup>st</sup> -2<sup>nd</sup> of February 2017**

**Larnaca and Famagusta District Development Offices,  
2B, Agiou Lazarou St, 7040, Voroklini,  
Larnaca, Cyprus**

### **AGENDA**

#### **Day 1: 1<sup>st</sup> February 2017**

- 09:00 – 09:30 Registration – Welcome Coffee
- 09:30 – 09:40 Welcome greetings by the Director of ANETEL
- 09:40 – 10:40 Short introduction of project partners: Short description of partners' profiles and their relevance to the project giving emphasis to their experience on Corporate Social Responsibility – all partners
- 10:50 – 11:05 Overview of the Second Call and Introduction to Reporting Procedures - ANETEL
- 11:05– 11:30 The Subsidy Contract and the Partnership Agreement – a quick overview - ANETEL
- 11:30 – 12:00 Coffee Break
- 12:00 – 13:00 Presentation of Project aspects and workplan: Objectives, Issues addressed, Description of the Working plan, Partners' roles, stakeholders group, expected results and impact, indicators. – ANETEL.
- 13:00 – 14:30 Lunch Break
- 14:30 – 15:00 Continue of “Project Aspects and Workplan” - ANETEL
- 15:00 – 16:00 Presentation of the policy instruments addressed by each partner: description of the policy instrument, how you plan to improve it, the stakeholders group and their involvement in relation to the policy instrument and to the interregional learning process – all partners
- 16:00 – 16:30 Coffee Break

16:30 – 17:00 Continue of “Presentation of policy instruments” - ANETEL

20:00 Official Dinner: Venue to be confirmed later

**Day 2: 2<sup>nd</sup> February 2017**

09:15 – 09:30 Welcome Coffee

09:30 – 10:30 Project Communication, Communication Strategy and objectives, target groups and activities and outputs – ANETEL with JAIP

10:30 – 11:00 Reporting Activities and Results - ANETEL

11:00 – 11:30 Coffee Break

11:30 – 12:00 Finances of the Project: The project budget per partner, budget for External Expert and Spending Plan per partner - ANETEL

12:00 – 13:00 Managing Finances and the financial monitoring tool - ANETEL

13:00 – 13:15 Steering Committee Regulations - ANETEL

13:15 – 13:45 Conclusion and Next Steps - ANETEL

13:45 Lunch