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**CORPORATE SOCIAL RESPONSIBILITY FOR ALL
CSR FOR ALL PROJECT
3RD PROJECT STEERING COMMITTEE MEETING
22.05.2013
BELGRADE-SERBIA
MEETING MINUTES**

Participants:

1. Matthias Thorns	IOE	6. Biserka Sladovic	CEA
2. Mile Boskov	BCM	7. Jelena Ognjenovic	MEF
3. Nil Mit	TISK	8. Oana Bara	CNIPMMR
5. Viktorija Mitrikeska	BCM	9. Irmak Inan	TISK

The third PSC meeting of 'CSR for All' Project, funded by the European Commission was held at Hotel Prag in Belgrade on 22.05.2013, aiming to take decisions regarding the first activity of the Implementation Phase right before the Inception Conference which is organized by EC in Belgrade on 23rd -24th of May 2013.

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Draft Agenda:

1. Approval of the decisions and meeting minutes of the Informal PSC Meeting on 19.04.2013
2. Presentation and Comments of National Review Study Framework including Reporting Template by IOE
3. Updates and Comments on Tender Process by the Partners
 - Clarifying the SMEs definition
 - Advance payment
4. Activity plan for the upcoming 3 months
 - Round table discussions
5. Inception Conference:
 - Determination of the Strategy
 - Presentation of the PPT and inputs by the Partners
6. Determination of the date and place of the next PSC meeting (Montenegro - September 2013)
7. Collecting;
 - Time sheets of contact persons
 - VAT Exemption Documents
 - Quarterly Financial Report (Inception period)

1



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8. Media outreach strategy
 - Newsletter
 - Website
 - Facebook
9. Any other business / Questions and Answers

Project Coordinator Nil Mit, welcomed the PSC Members and expressed her greetings to meet with partners for third PSC Meeting by taking the chance being in Belgrade for the Inception Conference. Ms. Mit then gave the floor to Mr. Thorns to explain the National Review Study Documents.

Matthias Thorns explained the general outline of the National Review Study documents and the report. He clarified each title in the report and highlighted the importance of executive summary which must be as one page and designed in a way which is easy to understand for everyone. He also added that, the **conclusion is the most important part and it needs to be written very carefully**. He noted that annexes will be kept internally.

Oana Bara asked if the annex will include the companies which send the responses to the questionnaire or all companies whom are contacted with.

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Matthias Thorns suggested to include **only the companies who gave responses to the questionnaire**, into the annexes.

Nil Mit added that in case of a need we can always provide a list of companies that we contacted with

Nil Mit asked partners which process they are in the tender.

Mile Boskov noted that BCM sent the tender invitation to companies in Macedonia which are actively involved in CSR activities and it was their priority while selecting the candidates to whom the invitations will be sent. He added that BCM wants this report as a National report not only from a point of view BCM to be able to be more inclusive.

Nil Mit clarified that it is necessary to determine the objective of this report and not share it with other stakeholders for their inputs.

Matthias Thorns highlighted that since the Project represents Employer Organizations' the point of view, the reports must reflect the perception of



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enterprises. He added that it is always more efficient to include other stakeholders as well but for this report it was clearly defined as enterprises.

Mile Boskov clarified that they won't include other stakeholders into the questionnaires.

Oana Bara noted that CNIPMMR sent invitations to four different companies and they decided to divide the budget between two different companies for desk review and questionnaire activities separately.

Matthias Thorns asked if the partners would have the documents in English or in their languages.

Jelena Ognjenovic stated that they would ask companies to have the documents already translated in English to avoid double work.

Nil Mit noted the EU definition for SMEs and asked partners if this definition fits the current situation in their countries.

Matthias Thorns indicated that the definition changes according to countries hence it is more convenient to stay strict with one definition.

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Oana Bara suggested to stay strict with EU definition to avoid any problems might happen in the future.

Jelena Ognjenovic stated that this definition presents pretty high numbers which might not be suitable for Montenegro.

Matthias Thorns suggested staying strict with the minimum requirements of the EU definition for SMEs. He added that if the number of SMEs in Montenegro is more than big companies, then that would be already presented in the overall country review which will highlight the economical shape of Montenegro.

Nil Mit clarified that EU definition will be followed during the process.

She noted that advance payment as half of the total amount for the tender in the budget, 12.500 Euro, will be transferred to the Partners' accounts as soon as they get an agreement with the chosen company and then the other half will be transferred to accounts in the end of the process. She also asked if the date for round table discussion as 1-2 October is convenient for the partners.



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Jelena Ognjenovic stated that MEF will be having another activity which she and contact person Ana Rasovic, must be present so that it would be better to postpone the round table to the following week if that would be suitable for all partners as well.

Nil Mit clarified that the round table discussion will be held on 9-10 October based on the approvals of other partners as well. She asked when MEF would be available to hold the 4th PSC Meeting since it is foreseen to be held on September, 2013 in Montenegro.

Jelena Ognjenovic stated that 16-17th September would be suitable to hold the 4th PSC Meeting in Montenegro.

Oana Bara noted that they have a difficulty to get the VAT exemption document so that they will present the invoices without VAT to TISK and they will pay the VAT by themselves from the CNIPMMR's budget.

Nil Mit highlighted the importance of being transparent and distributing the visibility materials so that she suggested sending the e-newsletters to all stakeholders of all partners by translating them into their own language. She requested partners to share their mailing database with the project office to be put on the website for sending the newsletter.

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***all partners agreed to translate e-newsletters and share it with the PO

Mile Boskov stated that BCM has already informed its own stakeholders by putting the news related with the current activities of the Project on its own website with a link to the Project website.

Oana Bara noted that CNIPMMR has already sent the newsletter attached with its own weekly newsletter to its stakeholders.

Matthias Thorns stated that would be better to share the National Review Report as well when they shaped as final version.

Nil Mit presented the ppt prepared for Inception Conference to get Partners' suggestion and comments to be included into the presentation since it requires containing future collaboration possibilities with other FPAs.

Mile Boskov noted that, it must stand as the priority for the Project to include more employer organizations from other countries instead of other NGOs in the II. Implementation Phase. He stated that to create strategies for different sectors to improve CSR would be the main objective for the second phase.



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Biserka Sladovic stated that all partners have already conducted the Kick-off Meeting in which many NGOs were invited. She noted that all partners have already a pool full of NGOs which showed their willingness to involve in the upcoming activities of the Project.

Oana Bara suggested highlighting the idea of standing as a bridge between FPAs and enterprises to help them to implement their Projects, in the Inception Conference presentation.

Matthias Thorns indicated that this must stand as the priority of the Project to include more employer organizations in the future as partners but also include other NGOs to collaborate within the Project activities. He added that to understand the needs of employer organization will lead to help enterprises and this will directly affect the society with the efficient and well conducted CSR activities.

Decisions

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Item 2: All reports will be prepared in English by the consultants regarding the National Review Studies.

Item 3: - EU definition for SMEs will be applied for the National Review Studies. Advance payment as half of the total amount for the tender in the budget, 12.500 Euro, will be transferred to the Partners' accounts as soon as they get an agreement with the chosen company and then the other half will be transferred to accounts in the end of the process.

Item 4: The round table discussion will be held on 9-10 October 2013 in Turkey

Item 5: Inception Conference Strategy will be including more employer organizations in the future as partners but also include other NGOs and to collaborate within the Project activities by standing as a bridge between enterprises and FPAs.

Item 6: The 4th PSC Meeting will be held on 16-17th of September 2013 in Montenegro.

Item 8: Partners will translate the e-newsletters into their own language and share it with the PO. Partners will also share their databases to the PO and Newsletter will be sent out to databases of the Partners.



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Matthias Thorns

Biserka Sladovic

Mile Boskov

Jelena Ognjenovic

Nil Mit

Oana Bara

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Viktorija Mitrikeska

Irmak İnan