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CSR for ALL Project Steering Committee (PSC) Meeting -Informal-

Date: 10th October 2013

Time: 16:00-17:00

Venue: Hilton Garden Inn Golden Horn Hotel- Istanbul

Draft Agenda:

1. National Task Force Trainings
 - a. Selection of NTFs
 - b. Training Programme
 - c. Venue
 - d. Budget
 - e. Time schedule
2. Printing of NRS Reports
 - a. Budget
 - b. Time schedule
 - c. Website uploading
3. Financial Issues

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Nil Mit expressed her gratitude to partners for their active contribution and support during the Round Table Discussion. She addressed the upcoming activities of the Project, which are the printing of the report, the selection of National Task Forces and drafting the training package.

T. Burcu Şenel Gülderen highlighted that the National Task Forces who will be trained by IOE and international experts must be selected within the organizations and each employer organization has four national task forces. She highlighted that the selection criteria for those force might vary organization to organization so each of them can agree on their own criteria. She added that, since these people will be training formators in the future, they must be selected according to their teaching skills as well.

Partners decided to switch the date for NTF training between 27th and 31th January 2014 rather than the first week of January due to holiday season in the beginning of the month.

Nil Mit highlighted that the training program will be prepared by IOE and delivered by experts from IOE and related international organizations. She added that, the agenda



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and trainers must be clear before the end of October so that they can be contacted earlier to be able to let them arrange their schedule according to date.

Matthias Thorns noted that the agenda will be prepared by 21st of October and shared with partners for comments. He added that the training package will be finalized possibly on the first week of December, 2013. He also stated that the evaluation document will be re-organized and shared with partners on their earliest convenience.

Irmak İnan noted that the National Review Reports will be uploaded to the Project website and partners may upload to their organizations' website as well. She highlighted that the reports must be printed as 1000 pieces in the country language and 200 in English version to be distributed through activities. She also added partners are free to increase these numbers as long as they stay in the budget. She highlighted that the external audit will be applied on November so that partners need to collaborate in order to complete financial documents.

Partners demanded to have the logos on the back page of the reports more visible by making them bigger and the Project Office took in consideration this demand.

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Jelena Ognjenovic noted that the specified amount for the printing is not enough in Montenegro to print 1000 pieces.

Nil Mit suggested transferring some money from other budget items that were not spent, to be able to cover the extra expenses for the printing. She also added that the partner contribution might start to be used till the next installment since the Project budget is almost over. She also added that the financial table which shows budget share and spending till now will be shared with Partners.

Partners agreed to use their own financial contribution and they decided to check the FPA list once more to be able to find the best match for Project activities to be collaborated.