

Meeting Agenda		
Day one - 22/09/2008		Main Facilitator: Florencio Ceballos Support: FE team, Sivia Caicedo
Time	Topic	Presenter(s)
0845-0900	Wellcome pack and registration	Esplai team
Session 1: Introduction to the second meeting of stakeholders		
0900 - 0910	Welcome note	Marc Botella, Michael Clarke
0910 - 0915	Logistics announcements	Marta Mans
0915 - 0930	Presentation of facilitation	Florencio Ceballos
0930 - 0945	Objectives and expected outcomes of the meeting	Basheerhamad Shadrach
0945 - 1030	Self-introduction and participants expectations	All participants
10.30 -10.40	Explanation about blogging	Lize de Clercq, Pawel
Tea break		
Session 2: telecentre.org academy knowledge sharing		
1100 - 1230	The who's who of telecentre.org academy (profile of national academies with updates)	Country teams
1230 - 1300	An update on the global work of telecentre.org academy	Basheerhamad Shadrach, Tess Camba
Lunch break		
Session 3: telecentre.org academy standards		
1400 - 1415	Introduction to the session	Basheerhamad Shadrach
1415 - 1515	telecentre.org Academy standards - break-away group discussion	All participants in 5 groups
Tea break and group photograph		
1530 - 1645	Report back (5 minutes each group=aprox min) Discussion 45 minutes	Reporters from each group
1645 - 1700	Consensus on telecentre.org academy standards	Florencio to moderate
1700 - 1720	Closing circle, recap of the day	Florencio to moderate
1720 - 1730	Logistic information about the evening plans	Marta Mans
Networking break		
Special session 4: Visit to a telecentre		
1800 - 1900	Visit to two telecentres	All participants with Miquel Gordillo
Networking dinner		
2000 - 2200	soft music, chill out Dinner Music and flamenco show	
Day two - 23/09/2008		Main Facilitator: Florencio Ceballos Support: Fundación Esplai team, Silvia Caicedo
Time	Topic	Presenter(s)
0900 - 0920	Introduction game and presentation of the agenda Logistics: reimbursements	Floro
0920 - 0940	Event Ning's presentation	Floro & Lize
Session 5: telecentre.org academy: technology, tools and techniques		
0940 - 1020	Presentation on current practices at national level - technological use and adaptability	National Academys
1050 - 1120	Generic presentation on LMS and technology solutions 20´	An LMS developer
Tea break and group photograph		
1140 - 1220	Emerging technological needs of telecentre.org academies - break-away group discussion	All participants in three groups Group I: Tech for online, offline learning Group II: Tech for online resources sharing Group III: Tech for online promotion/identity
1220 - 1300	Investment priorities at the global level for technology solutions. Q&A session	Plenary
Lunch break		
1400-1420	Wake up time	
Session 6a: telecentre.org academy global certification		

1420-1520	Global certification: the value, utility and the process -Report from the certification group -Time to discussion	Reporters from Certification group All participants in groups
Tea break		
Session 7: telecentre.org academy activities: 2008-10		
1540 - 1715	Activity plans of academies at national and global level	National teams (Philippines, India), Basheerhamad Shadrach
1715 - 1745	Recap of the day, the closing circle	Florencio to moderate
1800-1845	Visit to Esplai Centre building	FE
Visit to Barcelona city; free evening for participants (buses leave at 2000 hrs and return at 2400)		

Day three - 24/09/2008		Main Facilitator: Florencio Ceballos
		Support: FE team, Sivia Caicedo
Time	Topic	Presenter(s)
0900 - 0930	Open remarks and logistics	Florencio Ceballos
Session 7: Business plan		
0930 - 1100	telecentre.org business plan framework	John Zoltner:presentation of research remarks (Shaddy)
		Plenary Session
Tea break		
Session 8: telecentre.org academy: Roles and responsibilities		
1130 - 1200	Introductory remarks	Shaddy
	Groups (NTA, GTA, Service support)	Shaddy, Marc, Floro
	Report	
1200 - 1300	Plenary session	
Lunch break		
Session 9: telecentre.org academy: action plan		
14:00 - 15:40	Introductory remarks	
	Groups: Communications, Platform, Business Plan, Governance	
	Reporting and plenary	
Tea break		
Session 10: Parking Lot		
16:00 - 16:40	TBD	All participants
Session 10: Closure		
16:40 - 17:00	Ms - Mr Ning	Lize
1700 - 1705	Evaluation	Basheerhamad Shadrach
1705 - 1720	Open circle	Shaddy / Silvia
17:20 - 1730	Final remarks	Basheerhamad Shadrach