Nordic-Baltic Network Seminar in Helsinki, December 9th – 10th, 2014

**Guidelines for the Workshop on Wednesday 10th Dec.**

The workshop session is two hours and the workshop proceeds in the following order: First, the group organizes itself and selects a chair and a secretary. The chair’s duty is to take care of the schedule and the secretary makes notes and finally writes the minutes of the workshop, to be shared in the afternoon. The first hour of the workshop is reserved for a group to identify the important topics, what kind of aims and goals they plan to strive for. The second hour of the workshop is a planning session and the aim is to have at the end of the workshop a practical and concise plan for the future cooperation.

**First Hour:**

1. Organization: the group elects a chair and a secretary (5 min.)
   1. The chair takes care of the schedule and leads the group
   2. The secretary makes notes and writes the minutes of the group to be presented in the afternoon
2. The group familiarizes the minutes of the previous day (approximately 10-15 min.)
3. Brainstorm discussion, the aim is to identify the important topics (approximately 20 min.)
   1. Members write post-it notes
   2. Secretary combines the similar ones

**Second Hour:**

1. Developing an action plan
   1. Aims and goals
   2. Strategy how the group achieves the goals
   3. Schedule and deadlines
   4. Sharing the duties, responsibilities
2. Minutes of the workshop