

**Programme of seminar on operating computerized information database for the specialists of republican (Crimea), oblast, Kyiv and Sevastopol city centers of social services for family, children and youth
(11-13th of October, 2006)**

| # | Topic | Time | Responsible |
|---------------------------------|--|-------------|---|
| Day 1 (11th of October) | | | |
| 1 | Arrival and registration of seminar participants | 9.00-10.30 | "Centre of tender procedures", Ltd. |
| 2 | Registration of seminar participants | 10.30-11.30 | |
| 3 | Opening of the seminar | 11:30-11:45 | S.T. Tymochko, Head of Information Technology Department, A.O. Solodovnik, Director of "Soft World", Ltd. |
| 4 | Participants get familiarized with each other, complete questionnaires | 11:45-12:00 | O.M. Danylenko, Chief Specialist of Information Technology Department of State Social Service for Family, Children and Youth. |
| 5 | Analysis of the results of implementing computerized information database "CSSFCY" in different rayons of Ukraine, based on monthly reports. | 12:00-13:00 | |
| 6 | Lunch | 13:00-14:00 | "Centre of tender procedures", Ltd. |
| 7 | Results and analysis of database, obtained from regional centers of social services for family, children and youth. Presentation of the received reports on social work, performed by Centers of Social Services for Family, Children and Youth. | 14:00-16:00 | A.O. Solodovnyk, Director of "Soft World", Ltd. |
| 8 | Coffee break | 16:00-16:15 | |
| 9 | Analysis of wide-spread mistakes, that occur in the course of inputting data in computerized information system "CSSFCY" and installing software programmes. 2.0 updated | 16:15-18:00 | A.O. Solodovnyk, Director of "Soft World", Ltd. |
| 10 | Dinner | 18:00-18:30 | "Centre of tender procedures", Ltd. |
| Day II (12th of October) | | | |
| 1 | Breakfast | 08:30-09:00 | "Centre of tender procedures", Ltd. |
| 2 | Amendments in computerized information system of "CSSCFY", introduced based on the proposals, obtained from regional centers. | 09:00-11:00 | A.O. Solodovnyk, Director of "Soft World", Ltd. |
| 3 | Coffee break | 11:00-11:15 | |
| 4 | Installing necessary software programmes 2.1 updated | 11:15-13:00 | A.O. Solodovnyk, Director of "Soft World", Ltd. |
| 5 | Lunch | 13:00-14:00 | "Centre of tender procedures", Ltd. |
| 6 | Installing necessary software programmes 2.1 updated | 14:00-16:00 | A.O. Solodovnyk, Director of "Soft World", Ltd. |
| 7 | Coffee break | 16:00-16:15 | |
| 8 | ARM "Geography" updated | 16:15-18:00 | A.O. Solodovnyk, Director of "Soft World", Ltd. |
| 9 | Dinner | 18:00-18:30 | "Centre of tender procedures", Ltd. |
| Day 3 (13th of October) | | | |
| 1 | Breakfast | 08:30-09:00 | "Centre of tender procedures", Ltd. |
| 3 | Getting familiarized with new software possibilities of computerized information system of "CSSCFY" | 09:00-11:00 | A.O. Solodovnyk, Director of "Soft World", Ltd. |
| 5 | Coffee break | 11:00-11:15 | |
| 6 | Inputing data, obtained from Centers of Social Services for Children, Family and Youth of all levels, and retrieving database to provide it further to State Social Service | 11:15-13:00 | A.O. Solodovnyk, Director of "Soft World", Ltd. |
| 7 | Lunch | 13:00-14:00 | "Centre of tender procedures", Ltd. |
| 8 | Optimisation of work by means of computerized information system of "CSSFCY" | 14:00-15:00 | A.O. Solodovnyk, Director of "Soft World", Ltd. |

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| 9 | Summing up. Closing the seminar. | 15:00-16:00 | S.T. Tymochko, Head of Information Technology Department, A.O. Solodovnik, Director of "Soft World", Ltd. |
| 10 | Departure of seminar participants | 16.00 | "Centre of tender procedures", Ltd. |

Director

S.V. Tolstouhova