PSD - Annual Plan 2008

	2008											
	Jan	Feb	March	April	May	June						
Result 1: Regional PSD organisational structure established												
1.1. Establish (Maintain) coordination office:												
1.2. Recruit (Maintain) office staff (including temporary staff and interns)												
1.3 Organize internal training sessions												
1.4 Prepare, monitor and evaluate individual reports and work plans for staff												
1.5 Install (Coordinate with) Committee members												
1.6 Evaluate partnerships Memorandums of Understanding with project partners.												
1.7 Mutually evaluate project and partnerships with project partners												
Result 2: Five Regional PSD Stakeholder Conference organised												
2.1. Design a programme for a conferences including working groups:												
2.2. Recruit regional and international experts and speakers:												
2.3. Make practical arrangements for participants:												
2.4. Coordinate and evaluate all other project activities:												
2.5. Write, publish and disseminate conference reports:												
Result 3: Three Regional EU days on PSD topics organised												
3.1. Design a programme for the annual EU day (including 6 workshops and a plenary programme):												
3.2. Recruit regional and international speakers and experts on PSD, regional & EU economic cooperation:												
3.3. Publish brochure including complete EU day program and application procedure:												
3.4. Promote the event:												
3.5. Recruit and selecting workshop participants:												
3.6. Organise extracurricular activities such as EU day concert & party:												
3.7. Write, publish and disseminate annual EU day reports including work shop outcomes:												
Result 4: Fifteen PSD-Related Research Projects implemented												

4.1. Manitar proposal salaction process by intermetical independent salaction committee:						
4.1. Monitor proposal selection process by international independent selection committee: 4.2. Select research proposals:						
4.3. Identify and appoint international reviewers for each selected proposal:						-
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4.4. Discuss and agree on contractual arrangements with all implementing partners and international reviewers for each selected proposal:						
4.5 Monitor ongoing research projects and liaise between implementing partners and international reviewers						
4.6. Present research outcomes at PSD conferences, EU days and other events:						
4.7. Publish final research outcomes (of completed, ongoing and new - to be approved - research projects):						
Result 5: Thirty Internships organised in Western Balkans & the Netherlands						
5.1 Identify new internship positions in the Western Balkans and the EU						
5.2. Promote internships, open application procedure internships, and process applications:						
5.3. Monitor selection internship candidates by regional selection committee and hosting companies 5.4. Monitor ongoing internships through regular contacts with hosting companies, interns and university mentors						
5.5. Make practical arrangements (housing, visas, insurance, etc) for interns: 5.6. Evaluate internships, finalize and publish internships reports						
S.o. Evaluate internships, imanze and publish internships reports Result 6: Three study visits organised						
6.1. Identify Dutch and EU PSD-related institutions for study visits:						-
6.2. Design a programme for the study visit:						
6.3. Select participants for study visits:						
6.4. Organise visit:						
6.5. Write, publish and disseminate annual study visit reports						
Result 7: Three Regional Business Plan Competition organised						
7.1. Launch promotion campaign, and receive business plans for 1st round of BPC (business ideas):						
7.1. Eauther promotion campaign, and receive dusiness plans for 1st round of Bre (dusiness lacas). 7.2 Monitor evaluation and selection of best business ideas by international jury						
7.2 Monitor evaluation and selection of oest outsiness ideas by international jury 7.3. Organise courses on business plan writing for best business ideas						
7.3. Organise courses on dusiness plan writing for best business ideas 7.4 Open second round and receive business plans for 2nd round of BPC (full business plans)						
7.5. Monitor evaluation and selection top 10 business proposals by international jury						
7.5. Women's evaluation and selection top 10 dusiness proposals by international jury 7.6 Organize live presentations and award ceremony for top 3 successful business plans						
7.7. Guide prize winners in preparing action plans and set up procedures for paying out prize monies						

7.8 Monitor (previous and future) winning business in start-up phase						
7.9 Evaluate BPC						
Result 8: 18 Business Skills Training Modules organized						
8.1. Design training modules:						
8.2. Recruit regional and international experts on business skills oriented subjects:						
8.3. Publish brochure including training modules and application procedure:						
8.4. Promote the modules:						
8.5. Recruit and select participants:						
8.6. Make practical arrangements for participants and trainers:						
8.7. Process BSTM evaluations, and write and publish BSTM reports						

Result 1: Regional PSD organizational structure established

Regular project management activities, including project planning, monitoring & evaluation, as well as HR-related activities, such as the coaching, assessment and evaluation of staff, will continue to take place in 2007. Partnerships between project partners and SPARK, and project activities will also be jointly evaluated.

Result 2: Five Regional PSD Stakeholder Conferences organized

A PSD Stakeholder Conference will be organized, in coordination with PSD project partners and other stakeholders from the region. This 2-day conference will focus on (1) a PSD-related theme, to be selected by project partners, (2) a joint evaluation of the PSD project, and (3) the planning of future PSD activities by the PSD network.

Result 3: Three Regional EU Days on PSD topics organized

A regional EU Day event has been planned for May 2008. Location and theme is yet to be defined, and will be done in collaboration with partners, depending on the availability and willingness of partners to host and co-organize the event.

Result 4: Fifteen PSD Research project implemented

Project-financed Research activities should be finished by the end of 2007, so no further project activities in this field are planned for 2008.

Result 5: Thirty Internships organized in the Western Balkans and the EU

The last project-financed internships are expected to finish in the beginning of 2008.

Results 6: Three Study Visits Organized

A study visit will be organized for project partners in 2008. The visit will be to the Netherlands and will, unlike previous editions and based on evaluations of past Study Visits, have a stronger focus on one or two specific themes. This theme is to be defined after consultation with project partners. All activities during the Study Visit will be

organized around this theme, and will include visits, interactive workshops, and capacity-building events. Participants will be selected by SPARK on the basis of the selected theme for the Study Visit.

Result 7: Three Regional Business Plan Competitions organized

The third Business Plan Competition is expected to be finished by October 2007. Follow-up and coaching for winners of past BPCs is however still necessary, and will continue till the end of the project period, in order to maximize the chances of survival of these start-ups.

Result 8: 18 Business Skills Training Modules organized

It is expected that most business skills training modules will be finished by the end of 2007, with the exception of one or two sessions, which will be co-organized, like all previous training sessions by the project partner that hosts the training session.