

PSD - Annual Plan 2008

	2008												
	Jan	Feb	March	April	May	June							
Result 1: Regional PSD organisational structure established													
1.1. Establish (<i>Maintain</i>) coordination office:													
1.2. Recruit (<i>Maintain</i>) 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 (<i>Coordinate with</i>) 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													

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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:																				
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																				
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):																				
7.2 Monitor evaluation and selection of best business ideas by international jury																				
7.3. Organise courses on business 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																				
7.6 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																				

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.