

R Y C O

Regional Youth Cooperation Office

Road Map for the establishment of RYCO

1-3 November 2016, Podgorica / Montenegro

Preparation meeting for the Constitutional Meeting of the RYCO-Governing Board in Tirana on 8th December.

8 December 2016, Tirana/ Albania

Constitutional meeting of the Governing Board , discussion and decision about :

- Provisional Rules of Procedure for the Governing Board
- Open call for the Secretary General (SG)
- Composition and functioning of the selection committee for the selection of the SG
- Tasks of and resources (financial and logistical support/working group) to the Secretary General for the time-period until the official opening of RYCO
- Task the Joint Coordination Team to elaborate proposals a) for the salary of the Secretary General, b) for the open call, the selection criteria and the selection procedure for the Deputy Secretary General, and c) concerning the secretariat staff (Head Office and local branches): number and functions of employees, job descriptions, open call, selection procedure
- Road map with the different steps until the opening of RYCO

8 – 9 December 2016, Tirana/ Albania

Boost-Conference with potential partners of RYCO and representatives of youth organisations (immediately after the GB-meeting, including one common moment)

15 December 2016: Launching of the open call for the Secretary General

30 December 2016: Closing of the open call for the Secretary General

Until 18 January 2017: Establishment of a shortlist of candidates regarding the SG

27 January 2017:

Second Meeting of the Governing Board :

- Choice of the Secretary General.
- Discussion and decision about the open call for the Deputy Secretary General

22-23 March 2017, Berlin:

- Strategic Conference about RYCO, organized by the *Südosteuropa-Gesellschaft* and the Joint Coordination Team

- Meetings at the Federal Chancellery with Mr. Christoph Heusgen, Under-Secretary for Foreign and Security Policy in the German Chancellery and foreign policy advisor of Chancellor Ms. Angela Merkel, and at the Federal Foreign Office with Ambassador Dr. Christian Hellbach, Special Envoy for South-Eastern Europe, Turkey and the EFTA- States
- 3rd Governing Board Meeting

27 March 2017:

- Launching of the open call for the Deputy Secretary General (open until 11 April 2017)

3rd April 2017:

Beginning of the term of office of the Secretary General

Between the beginning of the term of Secretary General and the 4th Governing-Board-meeting :

Preselection of the candidates for Deputy Secretary General

Legal registration of RYCO

Opening of the RYCO-bank account

Signing of the Host Country Agreement

Preparation by the Secretary General and a working group under his/her presidency of:

- RYCO budget 2017
- Draft of Strategical plan / Activities plan 2017
- Draft of the Employment Plan for RYCO
- Draft of the Open Call and Selection Procedure for the Secretariat Staff (Head Office and local branches)
- Draft rules for financial procedures
- Proposals for the nominations of the Advisory Board

15 May 2017:

Fourth meeting of the Governing Board.

Discussion and adoption of

- Proposals for the RYCO budget 2017
- Strategical plan / Activities plan for 2017
- Employment Plan for RYCO
- Open Call and Selection Procedure for the Secretariat Staff
- Rules for financial procedures

Appointment of the Deputy Secretary General

Nomination of the members of the Advisory Board

17 May 2017:

Launching of the Open Call for the Secretariat Staff (open until 1st June)

Until-mid June 2017:

Elaboration of the Draft Application Guidelines for RYCO-projects, the open Call and the Internal rules for the preparation, selection, approval and implementation of the RYCO-projects

Until 30th June 2017:

Selection of the Secretariat staff

4th July 2017:

Official opening of RYCO office in Tirana and the local branches in Belgrade, Sarajevo, Podgorica, Pristina and Skopje.

From July 2017 on:

- Finalization Application Guidelines for RYCO-projects, the open Call and the Internal rules for the preparation, selection, approval and implementation of the RYCO-projects of the Application Guidelines and Open Call for RYCO-projects
- Capacity-building measures / intercultural trainings for the staff of the Secretariat
- Capacity building measures / intercultural trainings for organizers of youth projects
- Development of research and evaluation activities around the work of RYCO and the projects supported by RYCO

12th July 2017:

Western Balkans Conference in Trieste

Mid July 2017:

Launching of the first Call for application for RYCO-projects (open until 31 August 2017)

September 2017: Decision about the applications for the RYCO -projects

From September/October 2017 on: Implementation of the first RYCO-projects