

RYCO ACTIVITY PLAN 2017

Activity	Implementing Period							
	May	June	July	August	September	October	November	December
1. Registration of RYCO as legal entity		x						
2. Opening of the bank account		x						
3. Bank transfer of financial contributions		x						
4. Recruitment of RYCO Staff								
4.1. Launching of the Open Call	x							
4.2. First round of selection		x						
4.3. Second round of selection (interviews)		x						
4.4. Final decision		x						
4.5. Contracting of Staff			x	x				
5. Signing Host Country Agreement			x					
6. Official Opening of RYCO Secretariat								
6.1. RYCO Web site development	x	x						

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6.2. Design of logo	x	x						
6.3. Production of promo movie	x	x						
6.4. Logistical preparations for the opening ceremony		x						
6.5. Official Opening Ceremony of Head Office in Tirana			x					
6.6. Official Opening of Local Branch Offices			x					
7. Presentation of RYCO on Trieste Summit								
7.1. Preparatory meetings with organizers	x	x						
7.2. Coordination of RYCO activities in Trieste	x	x						
8. Developing Internal Rules and Procedures								
8.1. Internal financial procedures			x	x				
8.2. Internal evaluation procedures and forms			x	x				
8.3. Internal tendering procedures			x	x				
8.4. Internal reporting procedures and forms			x	x				
8.5. Internal HR procedures			x	x				
9. Tendering and Contracting								
9.1. Purchasing of Equipment			x	x				

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9.2. Contracting of Services			x	x				
10. Establishing the Advisory Board								
10.1. Appointment by the Governing Board			x					
10.2. First meeting of the Advisory Board						x		
10.3. Developing of internal rules and procedures of the Advisory Board						x		
11. Developing of the Strategic Plan 2018/'20								
11.1. Proposal for the process of strategic planning	x							
11.2 Contracting the External Expert				x				
11.3 Preparatory meetings				x	x			
11.4. Strategic Workshop for all bodies of RYCO						x		
11.5. First draft proposal						x		
11.6. Consultations on draft proposal							x	
11.7. Submitting Final version to the Governing Board							x	
11.8. Adopting the Strategic Plan								x
12. Preparation and organization of the Annual RYCO Conference/ Governing Board Meeting							x	x

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13. Developing Guidelines for Applicants		x	x	x				
14. Launching the First Open Call for grants								
14.1. Designing the Open Call			x	x				
14.2. Publishing the first Open Call					x			
14.3. Contracting External Evaluators						x		
14.4. Selection of projects							x	
14.5. Grants awards and contracting							x	
15. Developing Communication Strategy			x	x	x	x	x	
16. Capacity and team building of Staff		x	x	x	x	x	x	x
17. Capacity Building of Governing Board						x		
18. Capacity Building of Advisory Board					x	x		
19. Promotional activities								
19.1. Design and distribution of promo materials			x	x	x	x	x	x
19.2. Media coverage	x	x	x	x	x	x	x	x
19.3. Social media campaign			x	x	x	x	x	x
19.4. Info days			x	x	x	x	x	x

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20. Building strategic partnerships on national and international level	x	x	x	x	x	x	x	x
21. Fundraising	x	x	x	x	x	x	x	x
22. Promoting and enhancing networking between potential beneficiaries				x	x	x	x	x
23. Design and Implementation of Training of Trainers				x	x	x	x	x
24. Development and adoption of Action Plan for 2018							x	x
25. Development and adoption of Budget for 2018							x	x
26. Development and adoption of Employment Plan for 2018							x	x