

## **National Work Plan for Bosnia and Herzegovina 1/9 10 – 28/2/11**

**Planning has been done in details for the period September 2010-February 2011.  
Activities from March 1 onwards are subject to further revision and elaboration.**

## Consolidated Work Plan for 2009 – 2011 per September 2010.

Component 1: Project Visibility			WORK PLAN		
Result area	Proposed activities	Expected results	Activities	Deliverables	Timing
Development of a communication strategy	Development of a communication strategy	Communication strategy used by all project offices			
Development and testing of the project brand	Development and use of the project logo in all project communication, correspondence and publications	Project brand is used in all project materials			
Establishment of contact network	Contact network and communication structure development through meetings with strategic CSO network and contacts. Development of different mailing and other contact lists. Organisation of kick-off events in each country. Regular meetings with stakeholders.	Network of beneficiaries and stakeholders has been established.	Newsletter 4	Information on TACSO BH activities conducted in period July-Sept.	Sept.15.
			Newsletter 5	Information on TACSO BH activities conducted in period Oct-Nov.	Nov.15
			Newsletter 6	Information on TACSO BH activities conducted in period Dec-Jan..	Jan.15
Development of promotional material	Preparation of a project flyer, project brochure, project fact sheet, notebooks,	Visibility of the project is ensured.  One promotional	TACSO BH Almanac of CSO Achievements CSOs –The power of BH Citizens in EU	Almanac of CSO achievement at disposal to CSOs, governmental org.,	September

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	<p>pens and other visibility materials bearing the project logo.</p> <p>Translation of materials to national languages.</p> <p>Production of promotional film/video and/or similar tool(s)</p>	<p>film/video (or similar toll) produced</p>	<p>process at TACSO BH web page.</p> <p>TACSO Training Course Catalogue at BH map-Training Distribution presented</p>	<p>academic community., donors.</p> <p>Map of BH with training topics and places of training delivery is to posted during every training.</p>	<p>September</p>
PR and communication activities	<p>Ensure media coverage in the printed press, radio and TV.</p> <p>Prepare and distribute press releases and press kits.</p> <p>Development of user-friendly brochure with examples of best practices.</p> <p>Use of materials at conferences/events</p> <p>Production of monthly newsletter</p>	<p>Relations with the media and communication products are established and maintained.</p> <p>Best practices and examples are accessible to the public via the national media, Web page and newsletter.</p>			

Component 2: Research, help desk and guidance			WORK PLAN		
Result area	Proposed activities	Expected results	Activities	Deliverables	Timing
Desk research and needs assessment is performed	Collect all relevant information, assessments and evaluation of CSOs development. Conduct meetings with donors, CSOs and government representatives to create an overview of CSOs' present situation and future development. Conduct site visits to assess CSOS present structures and identify their capacity building needs. Prepare a thorough needs assessment for the NGO sector in all eight countries. Identify the priorities for interventions within the project's framework.	Eight national needs assessment reports and a regional summary report are published.			
Webpage and database developed and maintained	Establish a web-page/portal with links to voluntarily operated databases of CSOs. Review of national databases and elaboration of an	Web page/portal with a high visiting frequency.			

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	<p>action plan for project support to enhance existing databases.</p> <p>Launching of a regional and national web-portal/pages.</p> <p>Web page regularly assessed and updated.</p>				
Helpdesk and information clearing house is set up and functioning	<p>Invite and organise meetings with CSOs to inform them of the project and familiarize them with the project help desk. Publicize the help desk services on the project Web site and through other PR campaigns. Provide helpdesk assistance to CSOs upon their requests.</p>	<p>A well functioning helpdesk is operational throughout the project duration.</p>	<p><b>PADOR Workshops in the geographical region of:</b></p> <ul style="list-style-type: none"> <li>-Brčko</li> <li>- Doboj</li> <li>- Novi Grad</li> <li>- Banja Luka</li> <li>- Livno,</li> <li>- Trebinje</li> </ul>	<p>TA Help Desk:</p> <ul style="list-style-type: none"> <li>- CSOs registered in PADOR</li> <li>- CSOs registered in PADOR changed data according to their needs</li> <li>- CSOs got the TA through mail or phone on PADOR registration</li> </ul>	<ul style="list-style-type: none"> <li>-September 29</li> <li>- September 24</li> <li>- October 15</li> <li>- October 29</li> <li>- November 12</li> <li>- November 26</li> </ul>
Project monitoring and guidance system for EC funded projects	<p>A generic design and manual for monitoring and guidance visits is developed.</p> <p>Training/synthesizing experts enrolled to undertake the monitoring visits.</p> <p>Establishment of national monitoring/guidance agendas. Conduct prioritized site visits to</p>	<p>Improved effectiveness of EC funded projects</p>	<p><b>Meeting with EU Civil Society Sector (Environment 10 projects+ 1 Roma Action Plan)-definition of monitoring of 11 projects</b></p>	<p>One monitoring visit per project planned- 11 visits</p>	<p>October10-May 11</p>

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	assess CSOs present capacity and provide guidance on how to improve.				

Component 3: Capacity Development			WORK PLAN		
Result area	Proposed activities	Expected results	Activities	Deliverables	Timing
Generic course agendas and training methods are developed.	Elaboration of a programme for regional and national courses in consultation with project partners and stakeholders. Development of training materials in English and subsequently translated to national languages. Consultations with the Programme Committee. Training of trainers based on decisions regarding training methodology. Recurrent reviews of the relevance and quality of training.	CSO institutional capacity and sustainability increased.			
Pilot training session is organised.	Basic training course on EC funding regulations and application developed and conducted. Advanced pilot training course developed and conducted.	Pilot project training implemented and evaluated.  Pilot training modules introduced in all beneficiary countries			
An on-line e-learning tool is developed.	Development of the project e-learning concept. Consultations	Training courses including materials, on-line mini-lectures			





			<p>Citizens Participation in the Decision Making Process-basic training 2 days Srebrenica</p>	<p>and CSO participation in the decision-making process and developed a useful and practical document such as a Strategy /Action plan for improving citizens' participation in their own context</p> <p>15-20 CSOs To Developed a useful and practical document such Action plan for improving citizens' participation and for overcoming obstacles to citizens' participation in their own context With application of good EU and IPA countries best practices on a local context</p>	<p>Oct. 26-27</p>
			<p>Citizens Participation in the Decision Making Process-advanced training Sarajevo 2 days training</p>	<p>- 15-20 CSOs Increased their knowledge and skills on advocacy and lobbying; And improved the effectiveness of their</p>	<p>January 25-26</p>

			<p>Advocacy and Lobbing-basic training 2 days Travnik</p> <p>Partnership and networking 1 day training Brcko</p>	<p>advocacy and lobbing efforts</p> <p>15-20 CSOs Understood main principles of successful cooperation Understood communication channels and difference between pro forma partnership and sustainable partnership Identified critical learning points in relation among partners</p>	<p>- Feb. 9-10</p> <p>- Feb. 17.</p>
	<p>Particular training in the Application Procedures for IPA Funding. Follow up assistance by TA desks to support the application of knowledge and methods within the</p>		<p>Developing and Managing EU projects - (introduction to IPA and LF approach)- 1 day training/workshop in 6 different places.  - Banja Luka</p>	<p>50-80 CSOs enhanced their knowledge and</p>	<p>Sept. 15</p>

	<p>participating CSOs.  Recurrent reviews of the relevance and quality of training.  Organisation of partnership events to facilitate CSOs partnership building in the cross-border areas.</p>		<ul style="list-style-type: none"> <li>- Zenica</li> <li>- Livno</li> <li>- Bijeljina</li> <li>- Trebinje</li> <li>- Gorazde</li> </ul> <p>Developing and Managing EU projects</p> <ul style="list-style-type: none"> <li>- Project planning training – 2.5 days training in 3 different places:</li> <li>- Sarajevo</li> <li>- Tuzla</li> <li>-Mostar</li> </ul> <p>Project Cycle Management- Monitoring, Evaluation and Reporting- 1.5 day training in 5 places: Banja Luka</p>	<p>skills in using LFA and increased number of CSOs developing projects according to EU application</p> <p>50-60 CSOs  Understood phases of the project cycle  Developed logical frame matrix  Understood the EU application form and its contents  Prepared project budget</p> <p>15-20 CSOs Developed and applied project monitoring systems  Understood the concepts and tools used for EU project monitoring and evaluation  Understood managers questions and optimal ignorance approach in reporting</p>	<p>Sept.22  Oct.7  Oct. 20  Nov. 10  Nov.23</p> <p>-Nov. 17-19  - Dec. 14-16  - Jan .18-20.</p> <p>Feb.13  * Training delivery in</p>
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					other places (Zenica, Prozor Rama, Bihac and Gorazde) to be held from March-June period
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Component 4: Relationship between CSOs and External Stakeholders			WORK PLAN		
Result area	Proposed activities	Expected results	Activities	Deliverables	Timing
Kick-off events	Planning of national kick-offs jointly with partner organisations and beneficiaries. Implementation and follow-u to national kick-offs.	Beneficiaries and stakeholders aware of the project and its activities/services	National QSA (Quality standard Assurance) Conference Sarajevo	80-100 CSO throughout the BH introduced to QSA and discussed the Action Plans agreed for BH CSOs at Regional Conference.	Dec. 9
Information and partnership events, facilitation service	Establishment of the local advisory groups. Maintain regular meetings and contacts with CSOs (country-wide) to promote collaboration and joint initiatives.  Organise regular contacts, meetings, roundtables, collaboration with all relevant stakeholders including government entities and private sector representatives. Organize jointly with public institutions workshops to strengthen the role of the government and the contribution of CSOs in the decision-making and EU integration processes.	Strengthened network of CSOs and other relevant stakeholders in the country.	Broaden LAG meeting (LAG members+ Sector for Civil Society from State Ministry for Justice+ Council of Ministry Advisor of Chairperson )	Almanac of CSOs Achievements presented, 3 Quarterly report distributed, Action plan by the August 2011 presented. Presentation of conclusions of Pristine Consultative meeting	Oct-5
			Broaden LAG meeting (LAG members+ Sector for Civil Society from State Ministry for Justice+ Council of Ministry Advisor of Chairperson )	Conclusion from Istanbul Congress, overview over regional and national QSA Conferences	Dec 21.

Strengthening administrative capacity of government to cooperate with NGOs	Organise workshops and seminars at the local level with the local government on strengthening the dialogue between CSOs and the local government				