Standing Working Group for Regional Rural Development in SEE (SWG)

Draft Operational Plan January 2018 - December 2018

30/03/2018

Time Frame

	Activity	Detailed actions	Beneficiary/Target group	Location of implementation	Foreseen Outcomes	Responsible person	Budget, EUR	Notes/ Remarks	Date of execution	Financing from	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	**General SWG /Head Office Activities**																					
1.1	Steering and facilitation of political/policy discussions regarding SWG		Ministries of Agriculture in SEE	N/A		Boban, Kate	N/A		Throughout the year	GA combined with projects												
1.2	Fund raising and contacts with donors/partners		Donor community, implementing agencies, governments and EC	N/A		Boban, Kate	N/A		Throughout the year	GA combined with projects												
1.3	Preparation of new SWG regional project proposals		SWG Member Institutions/countries	SWG Head Office		Boban, Kate	N/A		Throughout the year	GA combined with projects												
2	**Core Activities (Assembly meetings, policy and political forums, working groups, executed in cooperation with GIZ and ABD)**																					
2.1	41st SWG Assembly session (assessments of achievements, replanning of activities)	Preparation of invitations and draft agenda (last week of February) Sending invitations (last week of February) Collecting registration forms (Second week of March) Reminder (first week of Second week of March) Execution (second week of April) Follow up (third week of third week of April)	SWG assembly and partner institutions	Sofia, Bulgaria	Preparatory activities for APF, MM, adoption of the decision of the Assembly, (assessments of achievements, replanning of activities)	Bogdanka, (Oliver logisics)	3,000.00	Bulgaria, Co-financed by the Ministry of Agriculture of Bulgaria	10th - 13th April 2018	LEIWW GIZ, GA national sub-accounts DSA for SWG delegates and LEIWW SWG staff												
2.2	42nd SWG Assembly Session (assessments of achievements, replanning of activities)	Preparation of invitations and draft agenda (last week of June) Sending invitations (last week of June) Collecting registration forms (third week of Agust) Reminder (third week of August) Execution (second week of September) Follow up (third week of September)	SWG assembly and partner institutions	TBD	Preparatory activities for APF, MM, and post 2018	Bogdanka, (Oliver logisics)	7,000.00		If in Italy - first half of September If other location 29-31August	LEIWW Topping up and GA subaccounts for DSA, SWG staff LEIWW Topping up												
2.3	43rd SWG Assembly session (annual reporting, financial reporting and SWG Assembly decisions)	Preparation of invitations and draft agenda (last week of October) Sending invitations (last week of October) Collecting registration forms (second week of November) Reminder (second week of November) Execution (first week of December) Follow up (second week of December)	SWG assembly and partner institutions	TBD	Preparation of Operational Plan 2019 adoption of the decision of the Assembly, (assessments of achievements, replanning of activities)	Bogdanka, (Oliver logisics)	10,000.00	Germany as observers to be asked for co-financing	3rd - 6th December	TBD												
2.4	Agricultural Policy Forum 2018	Preparation of invitations and draft agenda (end of February) Sending Announcements (end of April) Sending invitations (first week of June) Collecting registration forms (July and August) Reminder (second week of August) Execution (second week of October) Follow up (third week of October)	SEE ministry representatives, academics and various stake holders	(TBD), BiH	APF Agenda	Dori (Kate,Oliver)	30,000.00	EUR 5,000 from ABD 5	16th-19th October	partly ABD, RCC???												
2.5	12th Annual meeting of Ministers of Agriculture from SEE	Preparation of invitations and draft agenda (March) Sending Announcements (May) Sending invitations (end of June) Promotional materials (by August) Collecting registration forms (September) Reminder (first week of October) Execution (third week of November) Follow up (fourth week of November)	Ministers of Agriculture from SEE, EC and supporting governments	Struga/Ohrid, Macedonia	Conclusion of the Ministers for Agriculture from SEE	Bogdanka (Kate, Oliver)	12,000.00	EUR 5,000 from ABD 5	14th-16th November	partly ABD, MAPWE, RCC???												
3	**Regional Expert Advisory Working Group Meetings**																					
3.1	5th meeting of SEE REAWG on Managing Authorities and IPARD Agencies	Preparation of invitations and draft agenda (last week of November) Sending invitations (first week of December) Collecting registration forms (Second week of December) Reminder (Second week of December) Execution (second week of February) Follow up (third week of third week of February)	PA and MA Rep. from MK, AI, SRB and MNE	Macedonia	Training for implementation of IPARD	Bogdanka	10,000.00	Meeting/training organized together with EC	1st decade of February	LEIWW GIZ Topping up												
3.2	Kick-off meeting of SEE REAWG on Agri environment policy (AEP)	Preparation of invitations and draft agenda (end of January) Sending Invitations (middle of February) Collecting registration forms (end of February) Execution (Beginning of March) Follow up (Middle of March)	Regional Expert Advisory Working Group (REAWG)	Tirana, Albania	Conclusion of the methodology and setting up the team	Dori, (Bogdanka)	6,000.00		12 - 14 March	LEIWW GIZ Topping up												
3.3	Interim meeting of SEE REAWG on Agri environment policy (AEP)	Preparation of invitations and draft agenda (end of March) Sending Invitations (end of March) Collecting registration forms (second week of April) Reminder (second week of April) Execution (first week of May) Follow up (second week of May)	Regional Expert Advisory Working Group (REAWG)	Podgorica, Montenegro	Draft reports	Dori, (Bogdanka)	6,000.00	78.200,00 EUR including meetings and contracts for experts	14-16 May	LEIWW GIZ Topping up												
3.4	Final meeting of SEE REAWG on Agri-environment policy (AEP)	Preparation of invitations and draft agenda (beginning of May) Sending Invitations (beginning of May) Collecting registration forms (third week of May) Reminder (second week of May) Execution (begginning of July) Follow up (second week of July)	Regional Expert Advisory Working Group (REAWG)	Mavrovo, Macedonia	Final report	Dori, (Bogdanka)	6,000.00		3 - 4 July	LEIWW GIZ Topping up												
3.5	Focus Groups on Land Market developments	Preparation of invitations and draft agenda (beginning of February) Sending Invitations (beginning of February) Collecting registration forms (second week of February) Reminder (second week of February) Execution (second week of March) Follow up (last week of March)	Regional Expert Advisory Working Group (REAWG) and Min. Rep.	WB	Identify factors affecting the functioning of land markets and small farms' access to land	Dori, (Bogdanka)	5,500.00		March	JRC LMSF-AC												
3.6	Interim meeting SEE REAWG Agro-economy	Preparation of invitations and draft agenda (end of March) Sending Invitations (end of March) Collecting registration forms (second week of April) Reminder (second week of April) Execution (second week of May) Follow up (third week of May)	Regional Expert Advisory Working Group (REAWG) and Min. Rep.	Durres, Albania	Planning Task 3 and 4, improving Task 1 and 2	Dori	7,000.00	Available funds 10,000.00 EUR	10 - 11 May	JRC APDAP WB & LMSF-AC												
3.7	Final meeting SEE REAWG Agro-economy	Preparation of invitations and draft agenda (end of June) Sending Invitations (end of June) Collecting registration forms (first week of July) Reminder (first week of July) Execution (end of August) Follow up (beginning of September)	Regional Expert Advisory Working Group (REAWG) and Min. Rep.	Brussels, Belgium	Presentation of results of Task 1,2,3 and 4	Dori	5,000.00	Exteded implementation by 27th of September	First half of September	JRC APDAP WB & LMSF-AC												
3.8	2nd Interim Meeting SEE REAWG Agro-biodiversity	Preparation of invitations and draft agenda (beginning of January) Sending Invitations (beginning of January) Collecting registration forms (second week of January) Reminder (middle of January) Execution (First week of February) Follow up (third week of February)	Regional Expert Advisory Working Group (REAWG) and Min. Rep.	Andrevlje, Serbia		GIZ - Irena Djimrevska	5,500.00 EUR GIZ Budget		1-2 February	LEIWW												
3.9	Final Meeting SEE REAWG Agro-biodiversity	Preparation of invitations and draft agenda (middle of February) Sending Invitations (middle of February) Collecting registration forms (third week of February) Reminder (third week of February) Execution (second half of March) Follow up (end of March)	Regional Expert Advisory Working Group (REAWG) and Min. Rep.	Durres, Albania		GIZ - Irena Djimrevska	5,500.00 EUR GIZ Budget		26 - 27 March	LEIWW												
3.10	Presentation of the Assesments/Studies on LEADER, ANC, NRM, JRC	Macedonia - beginning of March Kosovo, Albania - TBD Republic of Srpska - 28 February	SWG memebv Institutions, CSO, Academia, Private Sector	TBD	Dissemination of policy recommendations	Dori	6,000.00 EUR LEIWW TOP UP		February - March	LEIWW GIZ Topping Up												
3.11	5th meeting of SEE REAWG on Wine	Preparation of invitations and draft agenda (beginning of February) Sending Invitations (beginning of February) Collecting registration forms (second week of February) Reminder (second week of February) Execution (middle of March) Follow up (last week of March)	SWG member Institutions, CSO, Academia, Private Sector	TBD		Bogdanka	6,000.00 EUR		March	LEIWW GIZ Topping Up												
3.12	Regional assessment of potential of the value chains in the tourism and agri-food sectors - kick-off meeting	Recruitment of regional experts RE for all 7 regions (February) Preparation of invitations and draft agenda (beginning of February) Sending Invitations (beginning of February) Collecting registration forms (second week of February) Reminder (second week of February) Execution (beginning of March) Follow up (second week of March)	WB	Skopje, Macedonia	Conclusion of the methodology and setting up the team	Dori	Total 50.000 EUR		15 - 16 March	LEIWW GIZ Topping Up												
3.13	Regional assessment of potential of the value chains in the tourism and agro-food sectors - interim meeting	Desk research + field research (March - April) + draft assessment reports Preparation of invitations and draft agenda (end of April) Sending Invitations (end of April) Collecting registration forms (second week of May) Reminder (second week of May) Execution (end of May) Follow up (first week of June)	WB	WB	Draft reports	Dori, PMUs			End of May	LEIWW GIZ Topping Up												
3.14	Regional assessment of potential of the value chains in the tourism and agro-food sectors - final meeting	Preparation of invitations and draft agenda (end of May) Sending Invitations (end of May) Collecting registration forms (second week of June) Reminder (second week of June) Execution (end of June) Follow up (first week of July)	WB	WB	Final report	Dori			End of June	LEIWW GIZ Topping Up												
4	**ABD**																					
4.1	Organization of regular meetings of the Stakeholder groups (3 SHG per region)		Stakeholders in cross-border regions	WB	Increased cooperattion among stakeholders	PMUs and PIU	13,650.00	invitation sent 2wk prior event report 2 wk after event	March, June and November	ABD 5												
4.1.1.	Drina - Sava		Stakeholders in cross-border regions	WB		PMUs and PIU	1,050.00	lunch and refreshment per meeting ...350EUR	1. 7th March 2. 31st May 3. 1st wk november	ABD 5												
4.1.2.	Drina - Tara		Stakeholders in cross-border regions	WB		PMUs and PIU	1,050.00	lunch and refreshment per meeting ...350EUR	1. 6th March 2. 29th May 3. 1st wk november	ABD 5												
4.1.3.	Prespa		Stakeholders in cross-border regions	WB		PMUs and PIU	2,400.00	lunch and refreshment per meeting ...350EUR translation equipment ...450EUR	1. 9th March 2. 12th June 3. 1st wk november	ABD 5												
4.1.4.	Sharra		Stakeholders in cross-border regions	WB		PMUs and PIU	2,400.00	lunch and refreshment per meeting ...350EUR translation equipment ...450EUR	1. 6th March 2. 8th June 3. 1st wk november	ABD 5												
4.1.5.	Pcinja		Stakeholders in cross-border regions	WB		PMUs and PIU	1,050.00	lunch and refreshment per meeting ...350EUR	1. 7th March 2. 7th June 3. 3rd wk october	ABD 5												
4.1.6.	Prokletije		Stakeholders in cross-border regions	WB		PMUs and PIU	2,400.00	lunch and refreshment per meeting ...350EUR translation equipment ...450EUR	1. 9th March 2. 5th June 3. 4th wk october	ABD 5												
4.1.7.	Krsh		Stakeholders in cross-border regions	WB		PMUs and PIU	1,500.00	lunch and refreshment per meeting ...500EUR	1. 2nd March 2. 1st June 3. 4th wk october	ABD 5												
4.2	Implementation of capacity building measures for the Stakeholders and staff		Stakeholders in cross-border regions and ABD staff	Targeted cross-border regions	Increased knoweladge of stakeholders and staff	PMUs	27,550.00	Focus on agro-foor, tourism value chains and prepration of project proposals	Throughout the year	ABD 5												
4.2.1.	Drina - Sava		Stakeholders in cross-border regions	WB		PMUs and PIU	2,755.00	value chains agriculture tourism	19-21 April	ABD 5												
4.2.2.	Drina - Tara		Stakeholders in cross-border regions	WB		PMUs and PIU	2,755.00	value chains agriculture tourism	16-18 April	ABD 5												
4.2.3.	Prespa		Stakeholders in cross-border regions	WB		PMUs and PIU	2,755.00	value chains agriculture tourism	14-16 May	ABD 5												
4.2.4.	Sharra		Stakeholders in cross-border regions	WB		PMUs and PIU	2,755.00	value chains agriculture tourism	10-12 May	ABD 5												
4.2.5.	Pcinja		Stakeholders in cross-border regions	WB		PMUs and PIU	2,755.00	IPARD, PCM,FR, PPW	14-16 May	ABD 5												
4.2.6.	Prokletije		Stakeholders in cross-border regions	WB		PMUs and PIU	2,755.00	PCM,FR, PPW	26-28 April	ABD 5												
4.2.7.	Krsh		Stakeholders in cross-border regions	WB		PMUs and PIU	2,755.00	value chains agriculture tourism, CBC PPW	23-25 April	ABD 5												
4.2.8.	other event		Stakeholders in cross-border regions	WB		PMUs and PIU	2,755.00	inter regional study tour	end of September	ABD 5												
4.2.9.	Internal Capacity building		SWG and ABD staff	WB		PMUs and PIU	2,755.00	TBD	17-20 June	ABD 5												
4.2.10.	Internal Capacity building		SWG and ABD staff	WB		PMUs and PIU	2,755.00	TBD	2nd wk of november	ABD 5												
4.3	Provision of consultancy support to stakeholders for preparation of project proposals for different calls with special emphasis on Calls within IPA II		Stakeholders in cross-border regions and ABD staff	Targeted cross-border regions	Quality projects for economc development of the cross-border regions	PMUs	N/A	Regular check of IPA CBC calls and other donors in the regions	Throughout the year	ABD 5												
4.4	Performance of publicity activities related to available funding		Stakeholders in cross-border regions	WB	Increased publicity of open calls	PMUs	N/A	Regular update of web pages and FB pages + emails to SHG members	Throughout the year	ABD 5												
4.5	Organization of press conferences, meetings with journalists for promotion of the Action in the seven target regions		Rural population and general audience	Targeted cross-border regions	Increased visibilty and publicity of the Action	PMUs	1,400.00	Merged with last SHG meeting or other larger P2P events to maximize outreach	November	ABD 5												
4.6	People to people actions		SWG member countries /teritories	WB countries	Support to regional events and promotion of local initiatives	PMUs and PIU	58,000.00	Opening of call for P2P events in the new cross-border regions will start	Supported events to be organized I the period 15th of March	ABD 5												
4.6.1.	Translation on local languages and		Cross-border regions	WB countries		PMUs and PIU		PMUs to finalizse the transallon on local languages	10th of January	ABD 5												
4.6.2.	Opening of call		Cross-border regions	WB countries		PMUs and PIU		Email to stakeholders and published on web and FB pages	12 of January - 14 February	ABD 5												

4.6.3.	Evaluation		Cross-border regions	WB countries		PMUs and PIU		Established commission - PMUs, HQ, Experts and representatives from ministries	14 - 20 February	ABD 5
4.6.4.	Negotiation and contracting		Cross-border regions	WB countries		PMUs and PIU		PMUs with final selected beneficaries	20 - 28 February	ABD 5
4.6.4.	Implementaiton and reporting		Cross-border regions	WB countries		PMUs and PIU		PMUs with final selected beneficaries	March - October	ABD 5
4.7	Organization of Project Steering Group Meetings		PSG members	Brussels, Belgium	Succesful implemeantation of the Action	Senior Project Manager and Project Manager	3,000.00		April and November	ABD 5
4.7.1.	1st PSG meeting		PSG members	Brussels, Belgium		Senior Project Manager and Project Manager	1,500.00	Progress report till April	22-23 April	ABD 5
4.7.2.	2nd PSG meeting		PSG members	Brussels, Belgium		Senior Project Manager and Project Manager	1,500.00	Final report	End of November	ABD 5
4.8.	Other Capacity building events		Cross-border regions	WB		PMUs and PIU	20,000.00	CB for project staff - prepration of project proposals? Follow up on WG in Prespa and Sharra? Beekeeping Pcinja? Expertiese for CB under ABD	March - Beginning of June	LEIWW GIZ Topping up
4.9	Other People to People		Cross-border regions	WB		PMUs and PIU	19,000.00	to be organized in period March - begining of June	March - Beginning of June	LEIWW GIZ Topping up
5	**TAIEX**									
5.1	Rural Infrastructure	Preparation of Application - Ministry of Agriculture of Montenegro	Representatives of the SWG member institutions	TBC	Capacity building of SWG member insittutions	Dori		Application to be prepared by Montenegro - Darko	TBD	TAIEX
5.2	Wine Regulation - PDO, PGI	First draft prepared by the Ministry of Agriculture of Kosovo*, application to be finalized and submitted to TAIEX	Representatives of the SWG member institutions	TBC		Dori		Application prepared by Kosovo*	TBD	TAIEX
5.3	Organic Agriculture - new EU regulations	After the new EU regulation for organic agriculture is approved relevant Ministry to be appointed for drafting the application	Representatives of the SWG member institutions	TBC		Dori		Application to be prepared by Albania - Grigor	TBC	TAIEX
5.4	Definition of areas with natural constraints	Macedonian Ministry took the responsibly to draft the application	Representatives of the SWG member institutions	TBC						
5.5	Advisory services	Preparation of Application - Ministry of Agriculture of Albania	Representatives of the SWG member institutions	TBC		Dori		Application to be prepared by Albania - Grigor	TBC	TAIEX
6	**Other Activities**									
6.1	Ad Hoc Ministerial Meeting 2018 GFFA	Preparation of invitations and draft agenda (last week of November) Sending invitations (last week of December) Collecting registration forms (first week of December) Reminder (First week of December) Execution (second week of January) Follow up (third week of February)	Ministers of Agriculture from SEE, EC and German Government	Berlin, Germany	Political and Policy Dialogue within the Berlin process	Bogdanka	15,000.00	BMEL confirmed	21st January 2018	LEIWW GIZ
6.2	Global Forum for food and agriculture 2018 - trade and global food security	Preparation of invitations and draft agenda (last week of November) Sending invitations (last week of December) Collecting registration forms (first week of December) Reminder (First week of December) Execution (second week of January) Follow up (third week of February)	SWG Member Institutions/countries	Berlin, Germany	SWG stand at the cooperation market and Panel Discussion participation	Bogdanka (Kate, Oliver)	0.00	DSA from GA subaccounts	17th-20th January	LEIWW GIZ
6.3	Berlin Process - Summit 2018		Ministers of Agriculture from SEE	UK	Implementation of agriculture and rural development in to the Summit agenda	Kate		tbc	June	
6.4	Participation on international and regional events for implementation of the SEE 2020 regional strategy agenda and match-making connections to solicit additional support for the economic development of the cross-border regions	Location and venue by mid March Invitations by end of March Report by mid April	Internationa organization, donors, etc	Sarajevo, BIH, other locations	Incresed cooperation and matchmaking	Secretary General and Senior Project Manager	5,750.00	5,750 EUR available through ABD 5; Feb-March RCC Donor Conference; February, June, October RCC Coordination Board	Throughout the year	ABD 5 RCC/LEIWW
6.5	Informal (No-tie) Ministers Meeting		SWG member countries /teritories	Croatia	TBD	Bogdanka	3,000.00		End of April	Croatian Ministry board and lodgin, travel Ministries themselves
6.6	Networking		Civil society, BRDN	TBD	Support of civil society, rural networks - BRDN	Bogdanka	15,000.00	Planned for BRDN	Throughout the year	LEIWW
						TOTAL BUDGET				

Explanation of the different colors

Preparation period
Execution period
Time for follow up activities after the execution

Consilited
On-going
Cancelled