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

Draft Operational Plan January - December 2020

7/12/19

Time Frame

	Activity	Detailed actions	Beneficiary/Target group	Location of implementation	Foreseen Outcomes	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		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		Throughout the year	GA combined with projects												
1.3	Preparation of new SWG regional project proposals		SWG Member Institutions/countries	SWG Head Office		Throughout the year	GA combined with projects												
1.4	Support to the intersectoral/ interinstitutional coordination processes at regional level between the responsible institutions and relevant organisations and structures		Responsible institutions and relevant organisations and structures			Throughout the year	SEDRA 3												
1.5	Participation and contribution to the SEE 2020 Strategy coordination activities		International organizations, donors, etc	Sarajevo, BiH, other locations	Incresed cooperation and matchmaking	Throughout the year	SEDRA 3												
1.6	Participation and contribution at regional and international conferences and events			N/A		Throughout the year	SEDRA 3												
1.7	Promotion of the work of the SWG RRD on meetings and events to raise the interest of donors (EU DG NEAR, EU DG AGRI, FAO, UNDP, SIDA, GDC etc.);	Electronically in English and local languages (announcements of training, calls)	EU DG NEAR, EU DG AGRI, FAO, UNDP, SIDA, GDC etc.			Throughout the year	SEDRA 3												
2	**Core Activities (Assembly meetings, policy and political forums, working groups)**																		
2.1	47th 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 (Second week of March) Execution (second week of April) Follow up (third week of April)	SWG assembly and partner institutions	Montpellier, France	Preparatory activities for APF, MM, adoption of the decision of the Assembly, (assessments of achievements, replanning of activities)	5 - 9 April	SEDRA 1												
2.2	48th 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 (beg, of July) Reminder (mid of July) Execution (end of August) Follow up (mid September)	SWG assembly and partner institutions	Chania Crete	Preparatory activities for APF, MM, and post 2020	23 - 26 August	SEDRA 1												
2.3	49th 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	Hungary or North Macedonia /Albania - TBD	Preparation of Operational Plan 2020 adoption of the decision of the Assembly, (assessments of achievements, replanning of activities)	8 - 11 December	SEDRA 1												
2.4	Agricultural Policy Forum 2020	Draft program (end of March) 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, private, civil sector, EC, int'l organizations and other stakeholders	Kosovo* (Prizren)	APF Agenda	13-16 October	SEDRA 1												
2.5	14th 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	Serbia	Conclusion of the Ministers for Agriculture from SEE	16-18 November	SEDRA 1												
3	**SEDRA I - Regional Expert Advisory Working Group Meetings**																		
3.1	Ad Hoc Ministerial Meeting 2020 GFFA	Preparation of invitations and draft agenda (last week of Nov'2019) Sending invitations (last week of November 2019) Collecting registration forms (third week of December 2019) Reminder (third week of December 2019)	Ministers of Agriculture from SEE, EC and German Government	Berlin, Germany	Political and Policy Dialogue within the Berlin process	18-Jan-19	SEDRA 1												
3.2	Global Forum for food and agriculture 2020 - trade and global food security	Preparation of invitations and draft agenda (last week of Nov'2019) Sending invitations (last week of November 2019) Collecting registration forms (third week of December 2019) Reminder (third week of December 2019) Execution (third week of January) Follow up (end of January)	SWG Member Institutions/countries	Berlin, Germany	SWG stand at the cooperation market and Panel Discussion participation	15 - 19 January	SEDRA 1												
3.3	Second interim meeting of SEE REAWG on LEADER	Preparation of invitations and draft agenda (middle of January) Sending Invitations (middle of January) Collecting registration forms (second week of February) Execution (second week of march) Follow up (last week of March)	Regional Expert Advisory Working Group (REAWG)	Korca, Albania	Methodology on road maps	16-20 February	SEDRA 1												
3.4	Third interim meeting of SEE REAWG on LEADER	Preparation of invitations and draft agenda (first week of April) Sending Invitations (first week of April) Collecting registration forms (first week of May) Reminder (third week of May) Execution (last week of June) Follow up (second week of July)	Regional Expert Advisory Working Group (REAWG)	Zlatibor, Serbia	Draft national reports on the road maps	22 - 26 June	SEDRA 1												

3.5	Forth interim meeting of SEE REAWG on LEADER	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)	Regional Expert Advisory Working Group (REAWG)	Kosovo* (Prizren)	Final road maps	13 - 16 Oct (APF)	SEDRA 1	
3.6	Final Meeting SEE REAWG on economic diversification through rural tourism	Preparation of invitations and draft agenda (beginning of January) Sending Invitations (mid of January) Collecting registration forms (last week of January) Execution (Third week of February) Follow up (Second week of March)	Regional Expert Advisory Working Group (REAWG)	Milocer, Montenegro	Final report and policy recommendations	12 - 14 Feb	SEDRA 1	
3.7	Organisation of policy recommendation dissemination events on national and regional level	AgroRes - Trebinje 21 - 23 May Albania - TBD; BiH and RS - February/March; North Macedonia - March; Montenegro - April, Serbia - May; - TBC	National and regional experts, ministries' staff, private and civil sector and other stakeholders	SEE Members	Policy recommendations disseminated among relevant stakeholders	Feb - May	SEDRA 1	
4	**Wine Project**							
4.1	Third Interim Meeting SEE REAWG on Wine	Sending invitations (mid January) Collecting registration forms (beginning of February) Reminder (second week of February) Execution (first week of March) Follow up (last week of March)	Regional Expert Advisory Working Group (REAWG)	Orahovac, Kosovo	Draft reports as per the priorities per country/territory	2-6 March	Facilitation of exchange through advice on harminized wine regulations in WB	
4.2	Forth Interim Meeting SEE REAWG on Wine	Sending invitations (first week of May) Collecting registration forms (second week of May) Reminder (third week of May) Execution (third week of June) Follow up (first week of July)	Regional Expert Advisory Working Group (REAWG)	Germany	Interim reports	15 - 19 June	Facilitation of exchange through advice on harminized wine regulations in WB	
4.3	Fifth Interim Meeting SEE REAWG on Wine	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)	Regional Expert Advisory Working Group (REAWG)	TBD	Final national reports on priorities	13 - 16 Oct (APF)	Facilitation of exchange through advice on harminized wine regulations in WB	
5	**Joint Research Center**							
5.1	Interim Meeting ARAPD	Preparation of invitations and draft agenda (end of March) Sending invitations (end of March) Collecting registration forms (First week of April) Reminder (Second week of April) Execution (forth week of May) Follow up (second week of June)	Regional Expert Advisory Working Group (REAWG)	Kolasin, Montenegro	First draft country reports	26 - 28 May	JRC 5	
5.2	Final Meeting ARAPD	Preparation of invitations and draft agenda (mid July) Sending Invitations (mid July) Collecting registration forms (Mid August) Reminder (mid August) Execution (mid September) Follow up (first week of October)	Regional Expert Advisory Working Group (REAWG)	Brussels, Belgium	Final synthesis report and databases	14 - 16 September	JRC 5	
5.3	Interim Meeting Short Value Chains	Preparation of invitations and draft agenda (mid January) Sending invitations (mid january) Collecting registration forms (mid February) Reminder (mid February) Execution (mid March) Follow up (end of March)	Regional Expert Advisory Working Group (REAWG)	Kosovo*	Interim report	9 - 11 March	JRC 6	
5.4	Final Meeting Short Value Chains	Preparation of invitations and draft agenda (mid July) Sending Invitations (mid July) Collecting registration forms (Mid August) Reminder (mid August) Execution (mid September) Follow up (first week of October)	Regional Expert Advisory Working Group (REAWG)	Brussels, Belgium	Final report	14 - 16 September	JRC 6	
6	**SEDRA II - SUSTAINABLE BUSINESS MODELS**							
6.1	Provision of financial support (grants) for the development and strengthening of the targeted value chains	Rural tourism/ Traditional production VC's: 1.Final ranking, **last week of December 2019**; 2. Signing of the contract (for topping up and Sedra 2, **last week of December 2019;** 3. Finalization of grants (including submission of technical and financial report) financed by Topping up, **latest by mid of June**; 4. Final on-spot control for grant beneficiaries within Topping up, **latest by mid of July**; 5. Finalization of grants (including submission of technical and financial report) financed by SEDRA 2, **latest by mid of September**; 6. Final on-spot control for grant beneficiaries within Topping up, **latest by end of November**; Mountain tourism/Beekeeping VC's: 1. Delivery of the full application packages, **9th of January** Sedra 2:	food producers/processors, tourism operators, beekeepers	Drina-Sava Drina-Tara Krsh Pchinja-Krajiste Prokletije- Bjeshket e Nemuna Sharra Prespa	Rural tourism/ Traditional production foreseen outcomes: No of supported projects and amount: Drina-Tara: 12 projects, Total maximum projection of funds - 68 968 EUR; Drina-Sava: 4 projects, Total maximum projection of funds - 30 800 EUR; Krsh: 4 projects, Total maximum projection of funds - 32 600 EUR; Total projection for DT, DS and KRSH = 132 368 EUR; Mountain tourism/Beekeepers Sharra: up to 5 projects, approximately 47 000 EUR; Prespa: up to 7 projects, approximately 53 595 EUR; Prokletije-Bjeshket e Nemuna: up to 4 projects, approximately 39 000 EUR;	SEDRA 2 January-December Topping up January - September 2020	SEDRA 2/Topping up	
6.2	Organization of regional and local events for networking, establishment of business contacts, promotion of value chain products/ service and exchange of experiences / P2P activities/participation and promotion of the products/ services on trade fairs (regional)	Realization of 2020 P2P - till end of October Foreseen P2P event per cb region for 2020: Drina-Tara 5 events - "Hay mowing Majkina Dusa - Kamena Gora", execution date 14.07.2020, foreseen budget - 2000 EUR - Days of apple, execution date 11-13.10.2020, foreseen budget - 2000 EUR - Festival of good tastes, execution date 04.08.2020, foreseen budget - 2000 EUR - Mona Vino Salon, execution date 05.08.2020, foreseen budget - 1998	food producers/processors tourism operators beekeepers	Drina-Sava Drina-Tara Krsh Pchinja-Krajiste Prokletije- Bjeshket e Nemuna Sharra Prespa	Promotion of the cb regions, networking, establishment of business contacts, promotion of value chain products/service and exchange of experiences.	Sedra 2: January- October	SEDRA 2	
7	**SEDRA III - CAPACITY BUILDING FOR COMMUNITY-LED AND AREA-BASED DEVELOPMENT**							

7.1	Organization of SHG meetings	1 set of SHG meetings for 7 c-b regions for 2020	SHG's (municipalities, NGO's, CSO's, LAG's, private sector) and VC operators (food producers/processors tourism operators/beekeepers)	1. Kotor, MNE, Krsh 2. Bajina Basta, SER, Drina-Tara 3. Bijeljina, B&H, Drina-Sava 4.Jegunovce, MK, Sharra 5. Kocra, Alb, Presna	190 stakeholders and value chain operators participated at the meetings	Krsh: 9 March DT:11 March DS:12 March SH: 26 October PR: 27 October PC-KR: 28 October PR-BN: 30 October	SEDRA 3
7.2	LEADER trainings	The LEADER approach trainings will have the main focus within the SHG meetings,	SHG's (municipalities, NGO's, CSO's, LAG's, private sector) and VC operators	1. Kotor, MNE, Krsh 2. Bajina Basta, SER, Drina-Tara 3. Bijeljina, B&H, Drina-Sava 4.Jegunovce, MK, Sharra	LEADER approach and possibilities explained, presented and promoted. Approximately 190 participants will be present on the training	Krsh: 9 March DT:11 March DS:12 March SH: 26 October PR: 27 October PC-KR: 28 October PR-BN: 30 October	SEDRA 3
7.3	Digitalization - Organization of exposure visits, on-job training etc.	Development of software for rural tourism operators and performance of on-job training by IT technician	VC operators	Drina-Sava Drina-Tara Krsh	Improved work conditions	Last week of February	SEDRA 3
7.4	B2B meeting of VC operators (traditional production and rural tourism)	Meeting and presentation	value chain operators from 3 CBR	Belgrade, Serbia	15 value chain operators from 3 CBR	third week of November	SEDRA 3
7.5	Implement program-specific training on Green economy and entrepreneurship for national grassroots organizations	Workshop on Green economy and entrepreneurship for national grassroots organizations in Macedonia with at least 25 participants	National Rural Network Macedonia	Macedonia		tbc	SEDRA 3
7.6	Conduct legal comparative analysis of the non-EU member counties' national programs and measures for agricultural and rural development to the EU CAP	Developed and promoted legal comparative study	National Rural Network Macedonia	WB		Throughout the year	SEDRA 3
7.7	Facilitation of networking of partners and advisory support for drafting large scale project proposals	Regional offices to identify and link potential applicants and support in shaping ideas and meet the criteria from available calls for acquisition of funds				Throughout the year	SEDRA 3
7.8	Publicity for IPARD II, trans-national, national agriculture and rural development programs	Shared information by regional offices	Rural stakeholders			Throughout the year	SEDRA 3
7.9	Workshop for IPARD Managing Authorities and Paying Agencies	Preparation of invitations and draft agenda (end of December) Sending invitations (end of December) Collecting registration forms (First week of January)	North Macedonia, Serbia, Montenegro, Albania (Kosovo* and BiH guests); 6 persons from country/territory (3 MA + 3	Serbia - TBD	Capacity building	09 - 19 March	SEDRA 3
7.10	Workshop for Research Institutions	Preparation of invitations and draft agenda (end of March) Sending invitations (end of March) Collecting registration forms (First week of April)	North Macedonia, Serbia, Montenegro, Albania, Kosovo* and BiH	Novi Sad, Serbia	Capacity building	27 - 29 April	SEDRA 3
8	**TOPPING UP**						
	GRANTS						
8.1	Provision of financial support (grants) for the development and strengthening of the targeted value chains	Rural tourism/Traditional production VC's: 1.Final ranking, last week of December 2019; 2. Signing of the contract (for topping up and Sedra 2, latest by 15th of January; 3. Finalization of grants (including submission of technical and financial report) financed by Topping up, latest by mid of June; 4. Final on-spot control for grant beneficiaries within Topping up, latest by mid of July; Mountain tourism/Beekeeping VC's: 1. Delivery of the full application packages, 9th of January; 2. Analysis 2 (evaluation of business plan included)for the second call, last week of January. 3. Final ranking, 10th of February; 4. Signing of the contracts, 15th of February. 5. Finalization of grants (including submission of technical and financial report) financed by Topping up, latest by mid of June; 6. Final on-spot control for grant beneficiaries within Topping up, latest by mid of July; Note:	food producers/processors tourism operators beekeepers	Drina-Sava Drina-Tara Krsh Pchinja-Krajiste Prokletije-Bjeshket e Nemuna Sharra Prespa	Rural tourism/Traditional production foreseen outcomes: No of supported projects and amount: Drina-Tara: 12 projects, Total maximum projection of funds - 68 968 EUR; Drina-Sava: 4 projects, Total maximum projection of funds - 30 800 EUR; Krsh: 4 projects, Total maximum projection of funds - 32 600 EUR; Total projection for DT, DS and KRSH = 132 368 EUR; Mountain tourism/Beekeepers Sharra: up to 5 projects, approximately 47 000 EUR; Prespa: up to 7 projects, approximately 53 595 EUR; Prokletije-Bjeshket e Nemuna: up to 4 projects, approximately 30 000 EUR; Pcinja-Krajishte: up to 5 projects, approximately 30 000 EUR;	27 December 2019 - 1st of September 2020	Topping up
	PEOPLE TO PEOPLE						
8.2	Organization of regional and local events for networking, establishment of business contacts, promotion of value chain products/ service and exchange of experiences / P2P activities/participation and promotion of the products/ services on trade fairs (regional)	Topping up: Realization of 2020 P2P - till mid of June Total 9 events are foreseen within the budget. Following applications from the call from 2019 are on the reserved list and can be considered for support: **Drina-Tara:** - VoLim - Ekspedicija, execution date:8-9 Aug, foreseen budget - 1990 EUR -- In honor of Tesla, execution date:9-10 July, foreseen budget - 1960 EUR **Krsh:** - Promotion of the alpinist heritage of Nevesinje region through publishing: Alpinist Guidebook Velez, execution date:17-19 July, foreseen budget - 1971 EUR	food producers/processors tourism operators beekeepers	Drina-Sava Drina-Tara Krsh Pchinja-Krajiste Prokletije-Bjeshket e Nemuna Sharra Prespa	Promotion of the cb regions, networking, establishment of business contacts, promotion of value chain products/service and exchange of experiences.	Topping up: Implementation of P2P within the period: **January- 15th of June**	Topping up
	TOPPING UP - CAPACITY BUILDING FOR COMMUNITY-LED AND AREA-BASED DEVELOPMENT						
8.3	2-day Exposure visit to Agriculture Fair 2020 in Novi Sad, Serbia	Preparation of Agenda for the Exposure visit; Invitation of targeted VC operators from 3 CBR; Arrangement of transport and accommodation for participants;	Value chain operators in traditional production interested for agricultural machinery	Novi Sad, Serbia	12 VC operators from CBR's Drina-Sava, Drina-Tara and Krsh participated at Agriculture Fair	11-17 May Novi Sad, SER	Topping up

8.4	Digitalization tools for promotion: three 1-day workshops and assessment; 3 months on-line follow up;	Preparation of ToR for Expert; Contracting; Invitation of participants; Conducting of the Workshops; Follow up; Reporting	VC operators from Drina-Tara, Drina-Sava and Krsh	Zlatibor, Serbia	45 value chain operators trained 3 social media campaign supported increased overnights and value chain operators revenue	Workshop 1 on 1 April Workshop 2 on 3 April Field work Follow up till 1. July	Topping Up																									
8.5	Rural tourism legal and administrative procedures 2-day workshop and exposure visit	2 day workshop on understating the legal and administrative procedures when operating tour facilities and services	Rural tourism VC operators	Nisic- Herceg Novi, Montenegro	50 value chain operators from 3 CBR visited good practice examples in region around Niksic/Herceg Novi, Montenegro	23-26 March Niksic, Herceg Novi	Topping up																									
8.6	Culinary training economy in gastronomy sector preparation and presentation of food food safety 2-day workshop	Preparation of ToR; Contracting; Preparation of Agenda; Conducting of the workshop; Follow up and reporting;	Rural tourism VC operators	Trsic, Serbia	12 VC operators from rural tourism trained from Drina-Sava and Drina-Tara CBRs	28-29 of May	Topping up																									
8.7	Culinary training economy in gastronomy sector preparation and presentation of food food safety 2-day workshop	Preparation of ToR; Contracting; Preparation of Agenda; Conducting of the workshop; Follow up and reporting;	Rural tourism VC operators	Vucje, Niksic, Montenegro	12 VC operators from rural tourism trained from CBR Krsh	18-19 of May	Topping up																									
8.8	Responsible management of natural resources - Educational workshop for school children's - two day training	Preparation of ToR; Contracting; Preparation of Agenda; Conducting of the workshop; Follow up and reporting;	youth and school children	Zlatibor, Serbia	20 children's and 5 elderlies educated about green use of natural resources and responsible nature management, recycling,	6-7 June	Topping up																									
8.9	IPARD 1 day trainings for WB countries (paying agencies, managing authorities, rural networks and extension services)	Six one-day national training workshops in the respective countries (1 each in Serbia, Montenegro, Macedonia, Albania, Republic of Srpska, Federation of Bosnia and Herzegovina)	All ministries and rural networks	Belgrade, Serbia, Banja Luka and Sarajevo, BIH, Skopje, Macedonia,	6 dedicated national sessions agendas (complete with presentations and training materials) 120 people in senior positions trained	National trainings sessions on IPARD applications and calls TBC	Topping up																									

Completed

On-going

Canceled