ELARD action plan for 2016

No	Work tasks	Implementation	Budget line	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	**Policy work**	**Overview about work February-June 2016**	**Estimated amount of total budget: 50%**												
1.1.	To work out ELARD messages for different working groups	Members questionnaire has been prepared; e-mail exchange between members.	2.8, 2.10												
1.2.	Leader subgroup once during 3 months, reports included	Participated in February. Report was submitted.	2.10.												
1.3.	DG Agri, Civil Dialogue Group meeting twice a year, reports included	Participated in May. Report was submitted.	2.8, 2.9												
1.4.	DG Regio, Structural Dialogues group twice a year, reports included	Participated in April. Report was submitted.	2.10.												
1.5.	European Countryside Movement once during 3 months, reports included	Participated in 3 meetings. Reports were submitted.	2.5, 2.9												
1.6.	European Innovation Partnership, reports included		2.9, 2.10												
1.7.	ENRD Steering group of Rural networks, reports included	Participated in March. Report was submitted.	2.8, 2.9, 2.10												
1.8.	ENRD Rural networks - General Assembly, reports included		2.10.												
1.9.	ENRD Contact Point meetings once a month, reports included	Meeting with John Grieve was in May. Report was submitted.	2.8, 2.9, 2.10												
1.10.	European Rural Parliament: contribution to ERP as one of the 3 main partners organising ERP (ERCA, PREPARE, ELARD), contribution to Rural manifest	Continuous work in Coordinating Group. Participation in Steering Group.	2.5, 2.8, 2.9, 2.10, 2.13												

1.11.	To develop closer co-operation with European Parliament, the Council, Economic and Social Commitee and the Commitee of the Regions	The concept preparation is ongoing.	2.8, 2.9, 2.10.												
1.12.	Other meetings and seminars in Brussels with different institutions once a month, including reports of each meeting	Meetings with Commission, ENRD, Evaluation Helpdesk, etc.	2.5, 2.8, 2.9, 2.10												
1.13.	Requirements of members to deal with their concrete problems mainly related to national Leader policy, to exchange information between members to get argumentation, etc. Templates will be worked out.	Continuous work, organized by Alena.	2.5.												
1.14.	Surveys about Leader situation in member states, templates will be worked out.	Members questionnaire has been prepared.	2.5, 2.8, 2.10												
1.15.	To work out ELARD messages regarding Leader/CLLD to distribute during negotiations for period 2021-2027	Members questionnaire has been prepared; CLLD workshop and conference 2020+ preparations are ongoing. European Rural Parliament activities including CLLD/LEADER.	2.8, 2.10.												
1.16.	To draw up necessary documentation related to ELARD messages for period 2021-2027 negotiations		2.5, 2.8, 2.10												

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2	**Spread of Leader principles and dissemination activities**	**Overview about work February-June 2016**	**Estimated amount of total budget 20%**												
2.1.	Attending different conferences organized by LAGs, networks, etc regarding Leader, reports of the visits	Invitation from Portugal, Slovenia, France to participate their events.	2.5, 2.8, 2.9, 2.10												

2.2.	Participation in LINC network	Sharing information.	2.5, 2.8, 2.9, 2.10												
2.3.	Plan for ELARD projects for 2016-2017 - proposal what kind of projects ELARD should apply for will be worked out by next GA, project applications negotiating and writing	Preliminary project plan has been prepared and will be presented to the GA.	2.5, 2.6, 2.8, 2.10												
2.4.	Projects implementation: at the moment 2 ELARD project proposal is in work -waiting for the positive answer	Up running, Bioregions project was approved.	2.5, 2.6, outsourced												
2.5.	Country visits to third countries to help them regarding Leader/CLLD implementation	Visit to Moldova preparations are ongoing.	2.5, 2.8, 2.9, 2.10												
2.6.	ELARD Newsletter once during 3 months, template of the newsletter will be worked out	First Newsletter was sent out to members.	2.5, 2.7, 2.8												
2.7.	Presidency promotional material, presents	Badges and flags are ready.	2.5, 2.7, 2.8, 2.10, 2.11, 2.12												
2.8.	Website information management, new design of the website will be worked out	Information is renewed continuously.	2.5, 2.7												
2.9.	Facebook - Leader community, to post ELARD news	Posts about important issues: country visits, LINC conference, etc.	2.5, 2.8, 2.10												

No	Work tasks	Implementation	Budget line	Jan	Feb	Marc	April	May	June	July	Aug	Sept	Oct	Nov	Dec
3	**Strenghtening and expansion of ELARD members network**	**Overview about work February-June 2016**	**Estimated amount of total budget 30%**												
3.1.	Short translations of reports to national networks and LAGs in ELARD member countries, template of the report will be worked out to simplify translation.	Reports have been sent to members.	national resources												
3.2.	ELARD statutes work group formation, proposals of changes to next GA	Statutes changes have been proposed and working group has sent their input.	2.5, 2.8, 2.9, 2.10												

3.3.	Country visits to ELARD member states - equally old and new members states: 6 countries per year	Portugal, Macedonia in May and Poland in June.	2.8, 2.9, 2.10												
3.4.	Members 2-days workshop		2.8, 2.12												
3.5.	Leader/CLLD conference: special attention to the multi-funding best practises - how to make the most use and synergies between different funds.	Preparation is ongoing,content input is expected from members. Draft program will be presented at GA.	2.8, 2.11, 2.12												
3.6.	Country visits to possible new members states: Netherlands, Germany, Austria	Germany in June; Netherlands in autumn.	2.8, 2.9, 2.10												

No	Work tasks	Responsibility	Budget line	Jan	Feb	Marc	April	May	June	July	Aug	Sept	Oct	Nov	Dec
4	ELARD administration covers horizontally activities to contribute to the 3 above presented main strategic areas	Main responsibility: Alena	horizontal activities to contribute to the 3 main strategic areas												
4.1.	Accountancy work, sending bills, mark down articles, invoices for members, observing membership fees, financial management, financial reports to members twice a year. Internal auditing of years 2014, 2015.	Internal auditing of years 2014, 2015 has been done. Other tasks are ongoing.	2.3, 2.5, 2.8												
4.2.	Documentation archieve, papers from members about representative roles	We will receive the information through members questionnaire. Later we can ask papers.	2.5, 2.8												
4.3.	Assisting the President	These are continuous tasks.	2.5, 2.8												
4.4.	GA and Council meetings 3 times a year, preparation of these meetings	Preparation of GA in June.	2.4, 2.5, 2.8												

4.5.	Work with presiding country national network - translations, financial management etc	Support provided by Estonian Leader Union.	2.8, 2.11												
4.6.	Core team meetings at least 4 times a year	We have had 9 Core team meetings.	2.4, 2.5, 2.8, 2.9, 2.10												
4.7.	Analysis of the ELARD operational model Working out new financing model	Alternative financing models have been worked out.	2.8, 2.10												
4.8.	Preparation of next presidency budget and activities plan		2.10.												
4.9.	Support to prepare ERP in Estonia	Preparation of budget, negotiations with partners, etc. Hosting Coordinating Group in Estonia in May.	2.8, 2.11, 2.12												
4.10.	Technical support of ERP at European level	Kirsten participates in Coordinating Group of ERP very actively.	2.5, 2.13, outsourced												
4.11.	Staff exchange program administration	We havent still dealt with this and would like to discuss it at GA.	2.5, 2.8												
4.12.	Other running duties	These are continuous tasks.	2.5, 2.8												