

ENPI CBC
Black Sea Programme
Work plan 2009

Activities/Phases	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
1st payment request by JMA to EC												
2nd JMC MEETING												
1. Approval Work programme for 2009 call for proposals												
2. Approval of application pack												
3. Approval of IPA TA budget 2009												
4. Approval of JTS structure												
5. Approval of ToR for the selection of JTS staff												
6. Approval of programme visual identity manual												
Endorsment of the notice of the 1st call for proposals and its application pack by EC Delegation in Ankara												
Publication of Work programme for 2009 call for proposals												
Contracting by JMA of the additional funds for TA from EC												
Internal audit on circuits and procedures												
External audit on 2008 programme accounts												
MOU Romania-Greece-Bulgaria												
Protocol of collaboration JMA-TIKA/Operating Structure												
Training seminar for JMA and NIPs-with RCBI support												
Information activities by JMA in collaboration with RCBI (see detailed Annual Communication Plan 2009)												
Launching conference of the programme and 1st call for applicants												
Training seminars for potential beneficiaries with the support of RCBI (see 2009 Annual Communication Plan)												
Information Network- preparation and functioning												
Approval of procedures and setting up of monitoring and management system												
Programme financial management & accounting												
Set up of JTS												
Launching/closing of the call for recruiting JTS staff (45 days)												
Selection of JTS staff												
Set up and training of the JTS staff (with the support of RCBI)												
1st electronic Newsletter												
JMC WRITTEN PROCEDURE												
1. Approval of annual implementation report 2008												
2. Nomination of PSC for the 1st call for proposals												
3. Approval of ToR for the recruitment of the assessors for the 1st call for proposals												
Launching and closing of the procedure for assessors' recruitment (30 days + selection)												
Set up of the SC for the 1st call and projects selection												
Administrative and eligibility check by JMA												
Technical Evaluation and final evaluation report by SC members (with support of assessors)												

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3rd JMC MEETING												
1. Approval of selected projects												
2. Approval of working plan 2010												
2. Approval of Annual TA budget 2010												
4. Approval of annual communication plan for 2010												
The approved list of projects with Turkish participation is endorsed by EC Delegation in Ankara												
Negotiation JMA - Beneficiaries for the signature of contracts. Signature of contracts (1st call)												
Publication of approved projects												
2nd electronic Newsletter												
Programme monitoring												