

H-T EUREGIO WORKPLAN 2002

	ACTIVITY	EXPECTED RESULT(S)	DEADLINE	RESPONSIBLE PERSON	PARTNERS	COMMENTS/RESULTS
1.	Preparation of the Secretariat and Management Committee meetings <ul style="list-style-type: none"> to prepare the meetings To propose the time-schedule of the meetings 	<ul style="list-style-type: none"> agenda prepared and approved, materials before meetings disseminated, minutes prepared and signed time-schedule proposed to the Secretariat and approved 	<ul style="list-style-type: none"> continuous 26.03 	Kaire Sõmer	Secretariat	10 meetings of the Secretariat took place in 2002.
2.	Formulation of the financial and decision-making procedures during Tallinn presidency	Procedures harmonised with Estonian partners, approved and presented to the Secretariat	26.03.	Kaire Sõmer	Secretariat	Discussed and approved by the secretariat on 26.03. and 03.10..
3.	Formulation of the changes in the H-T EUREGIO network	Proposals of the Manager formulated and proposed to the Secretariat	April	Kaire Sõmer	Secretariat	Suggested in daily work and in the AP.
4.	Promotion of the WG's work <ul style="list-style-type: none"> Meetings with the chairmen of the Working groups (to update: the lists of the WGs members, work plans; to discuss about past activities, present situation and future plans – necessity of continuation) To participate in the WG meetings Creating of a new WG – 	Clear procedures of the WGs in place (assistance from EUREGIO; expectations to the WGs; reporting etc); proposals of the WGs chairmen taken into account in the new Action Programme	<ul style="list-style-type: none"> April/May Continuous June 	Kaire Sõmer	Chairmen and members of the working groups, secretariat	Memo of the meeting with the chairmen of WG-s was prepared; Science twin-city programme WG was created by the MC; Euregio has been represented at the meeting of Vocational education and training WG (1 meeting) and Science twin-city programme WG meetings (2 meetings).

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	Science twin city (see pt 10)					
5.	<p>Renewal of the Action Programme</p> <ul style="list-style-type: none"> - virtual work with the expert - meeting with the expert - meeting of the Secretariat - presentations to the MC 	New Action programme presented to the Management Committee and approved	<p>First draft Aug-Sept (MC meeting)</p> <p>Final version Nov (MC)</p> <ul style="list-style-type: none"> • April/May • May • June 13 • Aug-Sept; Nov 	Kaire Sõmer +Garri Raagmaa (contracted expert)	<ul style="list-style-type: none"> • Secretariat; partner institutions 	The draft AP has been prepared but not presented to and approved by the MC).
6.	<p>Promotion of H-T EUREGIO activities</p> <ul style="list-style-type: none"> • Formulation of the media plan • Updating of the Internet homepage; changing the service provider and design • Meetings with the representatives of the members of the UHCM (before and after the elections) and URC • Writing of the press releases/articles • Updating of the leaflets • Preparation of the Annual report • Initiating cooperation with interested parties (e.g. other EUREGIOS) • Opening of the office and NPO 	The visibility of the H-T EUREGIO activities has improved	<ul style="list-style-type: none"> • 1st draft by 26 March • continuous • May • Continuous (according to the media plan) • ? • December • Continuous • End of 2002 (Nov – with MC meeting?) 	Kaire Sõmer	Secretariat; K. Mänd; Net Grupp OÜ	See separate file for media coverage of the activities of Euregio in 2002; The new communication concept and new homepage have been prepared; The meetings with the representatives of UHCM (T. Karu), URC, Harju County Government and City of Helsinki (K. Sõmer) took place; Cooperation with other Euregios has taken place mostly via the project of the Nordic Council of Ministers; Annual Report and new leaflets were not produced; Opening of the new office and registration of the NGO did not take place.
7.	Formulation of the Interreg III A project	The project proposal submitted		Kaire Sõmer and Laine Valkama	Secretariat	The Secretariat decided not to initiate the project.

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8.	Preparation of the 3 rd H-T EUREGIO Forum			Kaire Sõmer	Secretariat	The preparation is in process. It is planned to submit a project application to Town-twinning programme of the European Commission to support the organisation of the Forum.
9.	Preparation of the study tours <ul style="list-style-type: none"> • for the H-T EUREGIO partner institutions • for UHCM to URC • URC to Euregio partner institutions 	The study tours prepared and carried out; results recorded to be taken into account in H-T EUREGIO's work		<ul style="list-style-type: none"> • Kaire Sõmer • Kaire Sõmer • Laine Valkama 	Secretariat; UHCM; URC	Study tour(s) will take place in 2003?
10.	Science twin city programme <ul style="list-style-type: none"> - preparation (incl. creation of the Euregio working group) - application to the Interreg 	<ul style="list-style-type: none"> - WG created and working - Application submitted 	<ul style="list-style-type: none"> - End of June - 30 September 	Kaire Sõmer	Kimmo Heinonen (Innopoli)	WG was created and 2 meetings organised; On 24.09. took place the introductory event of the programme; On 31.09. application to Interreg programme was submitted; Co-financing to the programme from Euregio has been granted.
11.	Planning of the activities of Euregio	Budget for 2003 prepared and approved by the MC; Work plan for 2003 prepared and presented to the Secretariat		Kaire Sõmer; Toomas Välimäe	Secretariat	Draft budget (guidelines for 2003) has been approved by the MC;

Prepared by:
Kaire Sõmer
Manager
H-T EUREGIO