



## BEST PRACTICE PROGRAMME OF LOCAL AUTHORITIES FROM MOLDOVA

### ACTION PLAN

(Update: [20 September 2006](#))

| TIME-SCALE            | TASK   | IMPLICATIONS   | PROGRESS EVIDENCE  |
|-----------------------|--|--|--|
| <b>Phase I</b>        |  |  |  |
| 19-20 May<br>2005     | <p><b>Roundtable</b> to launch the Best Practices Programme (BPP) in Moldova;</p> <ul style="list-style-type: none"> <li>- to create a Steering Group (SG),</li> <li>- to create a Selection Panel,</li> <li>- to discuss the 3 possible themes in which Best- Practice status should be awarded.</li> </ul>   | <ul style="list-style-type: none"> <li>- CoE Secretariat in Strasbourg</li> <li>- All the stakeholders in LG in Moldova</li> </ul>   | <ul style="list-style-type: none"> <li>✓ SG created</li> <li>✓ Local PM appointed</li> </ul>   |
| July – August<br>2005 | <ul style="list-style-type: none"> <li>- Identify and agree <b>three themes</b> in which BP status will be awarded, cooperation with Steering Group members sharing with them also information on BP project current status.</li> </ul>  | <ul style="list-style-type: none"> <li>- Local Project Manager (PM)</li> <li>- Steering Group members</li> </ul> <p>Subsequent research into BP criteria for each theme.</p> | <ul style="list-style-type: none"> <li>✓ Updated Action Plan</li> <li>✓ Questionnaire prepared</li> </ul>  |
| September<br>2005     | <ul style="list-style-type: none"> <li>- Prepare and set out in the <b>draft</b> of the National Prospectus and its structure (criteria for selection, training obligations, application form and procedure);</li> <li>- Initial ideas /draft for Selection Panel composition;</li> <li>- Preparation of the internal and external communication strategy of the BPP.</li> </ul>   | <ul style="list-style-type: none"> <li>- Local Project Manager</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Questionnaire results</li> </ul>  |
| 26-27 October<br>2005 | <p><b>1<sup>st</sup> Steering Group meeting:</b></p> <ul style="list-style-type: none"> <li>- Complete the composition of the Selection Panel;</li> <li>- Agree the Prospectus and its structure (criteria for selection, training obligations, application form and procedure);</li> <li>- Agree on the internal (within Steering Group and all other stake holders) and external (with media and public, international and donor organisations) communication strategy of the BPP;</li> <li>- Establish the best date for the deadline for the reception of the applications for BP status.</li> </ul> | <ul style="list-style-type: none"> <li>- Local Project Manager</li> <li>- CoE Secretariat in Strasbourg</li> <li>- Steering Group members</li> </ul>                         | <ul style="list-style-type: none"> <li>✓ List of the members for Selection Panel</li> <li>✓ Draft Prospectus Agreed</li> <li>- BPP Communication strategy</li> <li>- Note of the Meeting (by the CoE Secretariat)</li> </ul> |

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| <p>November 2005</p>   | <ul style="list-style-type: none"> <li>- <b>Completion of the National Prospectus</b></li> <li>- <b>Printing and dissemination of the National Prospectus</b> and the application forms;</li> <li>- <b>Contacts with Media</b> so to ensure national coverage of the BPP: prepare press release, articles, and advertisements.</li> </ul>   | <p>- Local Project Manager</p>  | <ul style="list-style-type: none"> <li>✓ BPP Logo</li> <li>✓ National Prospectus (1000 copies) – Romanian, Russian (English translation)</li> <li>✓ National Prospectus in English printed – 100 copies</li> <li>✓ Supplementary Prospectus in Romanian printed: 100 Romanian</li> <li>✓ Letters for 903 mayors and for all Presidents of Rayons with Prospectus and invitation to participate and mobilize mayors</li> <li>✓ Press release</li> <li>✓ Advertisements: <ul style="list-style-type: none"> <li>▪ MOLDOVA SUVERANA, 23.12.2005</li> <li>▪ TIMPUL, 28.12.2005</li> </ul> </li> <li>✓ Articles in press: <ul style="list-style-type: none"> <li>▪ MOLDPRES, 24.12.2005</li> <li>▪ FLUX, 28.12.2005</li> <li>▪ HABITAT MOLDOVA Center – 26.12.2005</li> <li>▪ AUTONOMIA LOCALA, nr.4 decembrie 2005</li> <li>▪ MOLDOVA.ORG - 26.12.2005</li> </ul> </li> </ul> |
| <p>10 January<br/>19 January<br/>26 January<br/>7 February</p> | <ul style="list-style-type: none"> <li>- <b>Promotional activities /initiatives</b> to call for participation of municipalities to the BPP;</li> <li>- <b>4 Launching events</b> for mayors/elected representatives and staff of municipalities in collaboration with the LG Associations. (3 workshops in Ialoveni, Congaz, Florești and 1 National Seminar in Chisinau (100 participants). In these events the Prospectus would be explained and participation encouraged.</li> </ul> | <ul style="list-style-type: none"> <li>- Local Project Manager</li> <li>- LG Associations</li> <li>- Coe International Expert Luba VAVROVA</li> </ul> | <ul style="list-style-type: none"> <li>✓ Promotional materials (presentation of the BPP, others)</li> <li>✓ Evaluation Questionnaire prepared</li> <li>✓ Questionnaire results</li> <li>✓ Articles in press: <ul style="list-style-type: none"> <li>▪ MOLDPRES - 26.01.2006</li> <li>▪ BASA PRESS - 26.01.2006</li> <li>▪ Info-Prim Neo - 26.01.2006</li> <li>▪ Vremea, 27.01.2006 – «The secret of success of local authorities or “the best experience” in Moldavian villages»</li> <li>▪ Ziarul de gardă, 02.02.2006 – “Better public services”</li> </ul> </li> <li>✓ Notes from 4 Launching events</li> <li>✓ Lists of participants</li> </ul>   |
| <p>17<sup>th</sup> of February 2006</p>                        | <p>Deadline for the reception of the <b>applications for BP status</b></p>  |   | <ul style="list-style-type: none"> <li>✓ 78 Applications for BP status</li> </ul>   |

| Phase II                          |   |  |  |
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| 17-23 February 2006               | - Prepare a <b>long list of applications.</b>   | - Local Project Manager  | ✓ The long list of Applications for BPP<br>✓ Evaluation Form   |
| 28 February – 1 March 2006, Balti | <b>2<sup>nd</sup> Meeting of the Steering Group</b><br>- Discuss the long list of applications<br>- Analyse more possibilities for dissemination activities (taking in account the practices from the long list)<br>- Discuss National Awards Ceremony: guests, ideas and strategies / drafted agenda and logistic.<br>- Decide the date for the next SG Meeting. | - CoE Secretariat in Strasbourg<br>- Coe International experts<br>- Steering Group members<br>- Local Project Manager<br>- Selection Panel members | ✓ Updated Action Plan<br>- National Awards Ceremony drafted agenda and logistic.<br>- Note of the Meeting (by the CoE Secretariat)   |
| 13 March 2006                     | <b>1<sup>st</sup> Meeting of the Selection Panel</b> to shortlist the applicant municipalities and agree on the Timetable of verification visits.   | - Local Project Manager<br>- Selection Panel members   | ✓ Evaluation Forms of the long-listed practices.<br>✓ Short list of the best practices.<br>✓ List of participants.<br>✓ Notes of the Meeting (by PM).<br>✓ Timetable of verification visits. |
| Second half of March 2006         | - <b>Verification visits</b> (half a day) by members of the Selection Panel to the short listed authorities for a demonstration of their Best Practice;<br>- Develop <b>draft action plan and tools for dissemination</b> of the winning practices.   | - Local Project Manager<br>- Selection Panel members   | ✓ Reports on conclusion of verification visits<br>✓ List of visited municipalities<br>✓ Draft action plan and tools for dissemination  |
| 15 April 2006                     | <b>2<sup>nd</sup> Meeting of Selection Panel</b> to<br>- Discuss the conclusions of verification visits and propose the winning authorities for each theme.<br>- Launch events preparation: ideas and logistic of dissemination of each best practice.  | - Local Project Manager<br>- Selection Panel members   | ✓ Launch events - drafted agenda and logistic<br>✓ List of participants  |
| 3-4 May 2006                      | <b>3<sup>rd</sup> Meeting of the Steering Group</b> to:<br>- Confirm the decision of the Selection Panel regarding the winning authorities for each theme.<br>- Agree on the date, venue and list of speakers of the National Award Ceremony.<br>- Agree on ideas and Logistic Plan of dissemination of each best practice.                                       | - Local Project Manager<br>- CoE Secretariat in Strasbourg<br>- Coe International expert<br>- Steering Group members                               | ✓ Action plan for dissemination<br>✓ Notes of the Meeting<br>✓ List of participants  |
| June 2006                         | - Elaboration of a <b>film</b> on winning BP – “With citizens for citizens”.  | - Local Project Manager<br>- Local Company<br>- Selection Panel members  | ✓ 30 minute film – 1000 copies   |
| 5 July 2006                       | - Organise a high level <b>National Awards Ceremony</b> , with media coverage, with the participation of high-ranking personalities such as Presidents of   | - Local Project Manager<br>- CoE Secretariat in  | ✓ Invitations<br>✓ Notes of the meeting  |

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|                         | each entities.  | <ul style="list-style-type: none"> <li>- Strasbourg</li> <li>- Coe International expert</li> <li>- Steering Group members</li> <li>- BP municipalities</li> </ul>   | <ul style="list-style-type: none"> <li>✓ List of participants</li> <li>✓ Logistics and related accountancy</li> <li>✓ State Diplomas</li> <li>✓ Honorific mention diplomas</li> <li>✓ 7 Statuettes</li> <li>✓ Articles in press: <ul style="list-style-type: none"> <li>▪ MOLDPRES News Agency</li> <li>▪ MOLDOVA SUVERANA, 07.07.2006</li> <li>▪ TIMPUL, 10.07.2006</li> <li>▪ MOLDOVA URBANA, nr. 4-5, p.7</li> <li>▪ Кишиневский обозреватель – 14.07.2006</li> <li>▪ Radio-show – ANTENA C – 28.07.2006</li> <li>▪ Commentary on TV NIT channel</li> <li>▪ Commentary on Radio Moldova</li> </ul> </li> </ul> |
| August - September 2006 | <ul style="list-style-type: none"> <li>- Select experts to write up <b>Best Practice Guide for local authorities</b> based on the results of the. LGRP USAID contribution.</li> <li>- Organise the translation in English of the film on winning BP.</li> </ul>   | <ul style="list-style-type: none"> <li>- Local Project Manager</li> <li>- Local Company</li> <li>- LGRP USAID expert</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Best practice Case Studies – initial work done</li> <li>✓ Team of experts that will write cases in progress</li> <li>✓ 100 translated copies of the film.</li> </ul>   |
| 22 of September 2006    | <p><b>4<sup>th</sup> Meeting of the Steering Group:</b></p> <ul style="list-style-type: none"> <li>- Identify strengths and weak points of the programme and plan its further development in 2006-2007.</li> </ul>  | <ul style="list-style-type: none"> <li>- Local Project Manager</li> <li>- CoE Secretariat in Strasbourg</li> <li>- Coe International expert</li> <li>- Steering Group members</li> <li>- BP municipalities</li> </ul> | <ul style="list-style-type: none"> <li>- Note of the Meeting (by the CoE Secretariat)</li> <li>- List of participants</li> <li>- Evaluation sheets received from Steering Group members</li> </ul>  |
| September-October 2006  | <ul style="list-style-type: none"> <li>- Elaboration of BP <b>web-page</b>.</li> <li>- <b>Training</b> of BP municipalities.</li> <li>- Complete the <b>brochure</b> with the BP case studies.</li> <li>- Dissemination of CDs and BP brochures towards all local authorities from Moldova.</li> <li>- <b>Open days</b> in each BP authority</li> </ul> | <ul style="list-style-type: none"> <li>- BP municipalities</li> <li>- Interested local authorities</li> </ul>   | <ul style="list-style-type: none"> <li>- Dissemination brochures 1000 copies) – Romanian</li> <li>- BP web-page</li> <li>- Promotional materials of BP authorities</li> <li>- Notes from the open-days</li> <li>- List of participants</li> </ul>   |
| 6-11 November 2006      | <ul style="list-style-type: none"> <li>- <b>Training</b> for Case Study Writing for all 62 local authorities that participated at BPP.</li> </ul>   | <ul style="list-style-type: none"> <li>- Coe International expert</li> <li>- Local Project Manager</li> <li>- Participants at BPP</li> </ul>  | <ul style="list-style-type: none"> <li>- Training programme</li> <li>- List of participants</li> <li>- Case-studies</li> </ul>  |