

**Stakeholders' Committee Annual Plan
2007-2008**

N	Action point/description	Objectives	Follow-up steps/timeline	Suggested by (appoint responsible persons)
1.	SC meetings			
ü	Planning the preliminary agenda and dates of the SC meetings on annual basis	<ul style="list-style-type: none"> • Effectively organize and coordinate the SC activities 	Prepare a preliminary timeline and distribute among the SC members	S. Martirosyan
2.	SC By-laws			
ü	Amending the SC By-laws Discussion of new suggestions and incorporating them in the By-laws	<ul style="list-style-type: none"> • Improve the inadequacies revealed in the SC By-laws during the one year of the SC activities • Raise the efficiency of the SC activities 	January-February, 2008	A. Voskanyan
ü	Working out the draft of the SC election procedure 2008-2009	<ul style="list-style-type: none"> • Further clarify the details and procedure of the SC members elections • Improve the election process 	June-August, 2008	
3.	Activities to be implemented in the framework of the MCA-Armenia Program Components			
ü	Presentation of the MCA-Armenia general programmatic directions and progress with the participation of the new SC members	<ul style="list-style-type: none"> • Raise awareness on the Program in order to effectively participate at the activities described below 	A range of meetings with the MCA-Armenia corresponding teams, January-February, 2008	
ü	Establishing expertise sub-committees	<ul style="list-style-type: none"> • Use SC capacity thus involving them in the Program implementation 	At the upcoming SC meetings establish the sub-committees and appoint the responsible persons according to the SC expertise and preferences, January-April, 2008	S. Martirosyan, A. Voskanyan
ü	Distributing the responsibilities between the SC members Preparing work plans for the individual SC members	<ul style="list-style-type: none"> • Encourage personal activities of the SC members • Distribute the responsibilities 	Make schedule of activities for the separate SC members so that each SC member initiates and implements at least one event with the support of the MCA SNCO on annual basis	A. Voskanyan

ü	Hearings on the Program current implementation, as well as monitoring and evaluation outcome results (SNCO)	<ul style="list-style-type: none"> • Present the Program outcomes • Present SC feedback and consultation on the activities in progress to the MCA-Armenia SNCO 	Meeting-presentations will be regularly organized with participation of the MCA-Armenia SNCO Monitoring and Evaluation team, as well as other corresponding officers and implementing organizations (at least once a trimester)	S. Martirosyan, A. Voskanyan
ü	Preparing and distributing information briefers on separate Program Components	<ul style="list-style-type: none"> • Provide the Program stakeholders with easy-to-understand information • Present the Program current implementation process 	Regularly, during the outreach events	S. Martirosyan
ü	Receiving procurement non-confidential information on the planned bids from the MCA-Armenia SNCO Participation at the bid panels	<ul style="list-style-type: none"> • Effectively participate at the activities of the MCA-Armenia bid panels, insure the transparency of the procurement process 	According to the SC members experience and interest participation at the bid panels on annual basis	A. Voskanyan
4	Activities to be implemented in the direction of the Water-to-Market Component			
ü	Regular meetings with the implementing organization representatives - Consorsium headed by the ACDI/VOCA	<ul style="list-style-type: none"> • Receive and discuss information on the Component progress and planned activities • Plan the upcoming steps 	Regularly	
ü	Information distribution on the activities to be implemented in the villages, work with the village mayors	<ul style="list-style-type: none"> • Raise the stakeholders' awareness on the planned activities and their possible participation • Coordinate the activities 	Define the responsible persons and according to the Water-to-Market implementation plan foresee corresponding activities using the potential of the local NGO sector	
ü	Monitoring of the trainings and other events while being implemented in the rural areas	<ul style="list-style-type: none"> • Implement public oversight • Participate at the events 	Prepare a timeline and define the responsible persons	
ü	Establishing information centers	<ul style="list-style-type: none"> • Insure the accessibility of information at the regions 	Using the basis of the local NGOs together with the implementing organization establish the corresponding centers	
5.	Boosting public participation in the Program implementation			

ü	Outreach studies on the Program implementation process and outcomes, evaluation of the activities in the process of implementation	<ul style="list-style-type: none"> • Reveal the opinions and attitude of the Program direct stakeholders • Provide the MCA-Armenia SNCO with the corresponding information and discuss, thus involving the SNCO in these activities • Summarizing the outcomes of monitoring 	Prepare and distribute timeline, January-February, 2008	A. Voskanyan
ü	Meetings with the NGOs, presentation of the results at the SC meetings	<ul style="list-style-type: none"> • Encourage the participation of the local NGOs at the Program implementation, information distribution and monitoring activities 	According to the outreach events timeline organize meetings with the local NGOs.	A. Voskanyan
ü	Creating regional and local stakeholders councils	<ul style="list-style-type: none"> • Implement monitoring at the rural places • Summarize and present the results 	Determine responsible persons for the 10 marzes and establish a timeline, February-May, 2008	S. Martirosyan
ü	Establishing intercommunity/information centers	<ul style="list-style-type: none"> • Use the capacity of the local NGO sector with a purpose to establish information centers and provide Program related information 	Study all the present suggestions from the NGO sector on serving as MCA-Armenia information centers and define the implementation timeline, February - May, 2008	S. Martirosyan
ü	Study of the experience of consultative bodies in different countries in the process of MCA-Armenia Program proposal development and implementation, cooperation	<ul style="list-style-type: none"> • Receive information on the SC role in other Compact implementation countries with a purpose of raising the SC awareness and effectiveness 	Clarifying the format and the timeline of the possible actions.	S. Martirosyan
6. Information distribution, work with the Mass Media				
ü	Organizing press conferences on regular basis Preparing and distributing press statements and briefers Organizing informative visits and presentations	<ul style="list-style-type: none"> • Inform the public on the Program implementation process and the existing problems through the mass media • Ensure proper information dissemination on the Program progress 	Defining the timeline and format, implementing	S. Martirosyan
7. Reporting				
ü	Meetings with the SC electorate-NGOs, WUAs, other on regular basis	<ul style="list-style-type: none"> • Information presentation and discussion on the Program progress and problems 	Once a trimester	

ü	Presentation of the reports on the implemented activities by the SC expertise committees	<ul style="list-style-type: none"> • Present the implemented activities • Define the mechanisms of accountability 	Once a trimester	
ü	Presentation of the individual SC members activities with the public according to timelines attached to the annual SC work plan		August-September, 2008	A. Voskanyan
ü	Presentation of the SC annual report		September, 2008	S. Martirosyan, A. Voskanyan
ü	Presentation of the reports of the SC members delegated to the Governing Council		At each SC meeting	S. Martirosyan, A. Voskanyan
8.	Reveal and discuss the Program problematic issues			
ü	Possible effects of the foreign exchange rate fluctuations on the Program outcomes; discussion of the possibilities of the Program prolongation and its argumentation	<ul style="list-style-type: none"> • Raise the existing issues and find possible solutions 	Meeting-discussions with all the interested parties, February-March, 2008	S. Martirosyan
ü	Other issues			S. Martirosyan