

# **RYCO**

## **Regional Youth Cooperation Office**

### **Road Map for the establishment of RYCO**

#### **Ongoing:**

- Ratification of the RYCO-Agreement by each of the WB-6-Participants
- Allocation of the 2017-financial contribution within each of the 2017-budgets of the WB-6
- Open call and selection of the youth representatives in the Governing Board by each of the WB-6-Participants (choice has to be done until 5 December 2016 at the latest)
- Nomination of the Government representative to the Governing Board until 5 December 2016 at the latest
- Choice of the premisses for the head office and the local branches (until 15 February 2017)

#### **1-3 November 2016, Podgorica / Montenegro**

Preparation meeting for the Constitutional Meeting of the RYCO-Governing Board in Tirana on 8th December.

#### **8 December 2016, Tirana/ Albania**

Constitutional meeting of the Governing Board , discussion and decision about :

- Provisional Rules of Procedure for the Governing Board
- Open call for the Secretary General (SG)
- Composition and functioning of the selection committee for the selection of the SG
- Tasks of and resources (financial and logistical support/working group) to the Secretary General for the time-period until the official opening of RYCO
- Task the Joint Coordination Team to elaborate proposals a) for the salary of the Secretary General, b) for the open call, the selection criteria and the selection procedure for the Deputy Secretary General, and c) concerning the secretariat staff (Head Office and local branches): number and functions of employees, job descriptions, open call, selection procedure
- Road map with the different steps until the opening of RYCO

#### **8 – 9 December 2016, Tirana/ Albania**

Boost-Conference with potential partners of RYCO and representatives of youth organisations (immediately after the GB-meeting, including one common moment)

**15 December 2016:** Launching of the open call for the Secretary General

**30 December 2016:** Closing of the open call for the Secretary General

**Until 18 January 2017:** Establishment of a shortlist of candidates regarding the SG

**27 January 2017:**

Second Meeting of the Governing Board :

- Appointment of the Secretary General.
- Discussion and decision about the open call for the Deputy Secretary General
- Discussion and decision related to the future Secretariat staff: a) number and functions of the employees, job descriptions, selection criteria and open call, b) set up of the selection committee

**30 January 2017:**

- Launching of the open call for the Deputy Secretary General and of the open call for the Secretariat staff (head office and local branches) (open until 15 February 2017)

**15 February 2017:**

Beginning of the term of office of the Secretary General

**Between the beginning of the term of Secretary General and the third Governing-Board-meeting :**

Legal registration of RYCO

Signing of the Host Country Agreement

Preparation by the Secretary General and a working group under his/her presidency of:

- RYCO budget 2017
- Draft of Strategical plan / Activities plan 2017
- Draft of the Application Guidelines for RYCO-projects
- Draft rules for financial procedures
- Proposals for the nominations of the Advisory Board
- Internal rules for the preparation, selection, approval and implementation of the RYCO-projects
- Preparation of first Open Call for RYCO-projects

**Between 15 February and 10th March 2017:**

- Preselection of the candidates for Deputy Secretary General (shortlist)

**Between the 15 February and 24 March 2017:**

- Selection of the Secretariat staff

**15-18 March 2017, Munich :**

Third meeting of the Governing Board, in combination with a strategical conference.

Discussion and adoption of

- Proposals for the RYCO budget 2017
- Strategical plan / Activities plan for 2017
- Application guidelines for RYCO-projects
- Rules for financial procedures

Appointment of the Deputy Secretary General

Nomination of the members of the Advisory Board

Strategical conference about RYCO in the context of youth exchange, regional cooperation and European integration and about the intercultural dimension of RYCO (in cooperation with South East European Association, Munich, and the Franco-German Youth Office)

**28 March 2017:**

Official opening of RYCO office in Tirana and the local branches in Belgrade, Sarajevo, Podgorica, Pristina and Skopje.

**From April 2017 on:**

- Capacity-building measures / intercultural trainings for the staff of the Secretariat
- Capacity building measures / intercultural trainings for organizers of youth projects
- Development of research and evaluation activities around the work of RYCO and the projects supported by RYCO

**17 April 2017:**

Launching of the first Call for application for RYCO-projects (open until 15th May 2017)

**End of May 2017:** Decision about the applications for the RYCO -projects

**From July 2017 on:** Implementation of the first RYCO-projects