Project Action Plan

	Activity OR Milestone	Implementation Period [Mark the months in which the milestone/ activity will be implemented] Year 1											
		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
1.	Develop assessment methodology												
2.	Developing project introductory and PPD promotional video												
3.	Developing an outreach plan for PPD Quality Tracking Mechanism												
4.	Project launch event												
5.	Preparing and submitting progress report												
6.	Conducting an inception study of selected municipalities												
7.	Conducting interviews with relevant local self- government representatives (face-to-face or distance) and/or stakeholders												
8.	Conducting training and information session for the representatives of the selected municipalities												
9.	Selecting draft laws and regulations for assessing PPD quality												
10.	Submitting FOI requests to relevant state institutions												
11.	Preparing and submitting progress report and semiannual report												
12.	Conducting interviews with the representatives of relevant state institutions												
13.	Preparing and submitting progress report												
14.	Assessing the PPD quality of selected draft laws, regulations and municipalities												
15.	Developing PPD quality tracking report												
16.	Translating PPD quality tracking report												
17.	Develop promotional video on PPD quality tracking report												
18.	Develop one-pager of the PPD quality tracking report main findings												
19.	Report design preparation and printing												
20.	Presentation event of the annual PPD quality tracking report and award ceremony												
21.	Preparing and submitting progress report												

	Activity OR Milestone	Implementation Period [Mark the months in which the milestone/ activity will be implemented] Year 2											
		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
22.	Conducting an inception study of selected municipalities												
23.	Conducting interviews with relevant local self- government representatives												
24.	Conducting training and information sessions for the representatives of the municipalities covered by the PPD quality study												
25.	Preparing and submitting progress report												
26.	Selecting draft laws and regulations for assessing PPD quality (

27.	Submitting FOI requests to relevant state institutions (authors of the selected draft laws and regulations)						
28.	Preparing and submitting progress report/annual report						
29.	Conducting interviews with the representatives of relevant state institutions and/or stakeholders						
30.	Preparing and submitting progress report						
31.	Assessing the PPD quality of selected draft laws, regulations and municipalities						
32.	Developing PPD quality tracking report						
33.	Translating PPD quality tracking report						
34.	Develop promotional video on PPD quality tracking report						
35.	Develop one-pager of the PPD quality tracking report main findings						
36.	Report design preparation and printing						
37.	Presentation event of the annual PPD quality tracking report, award ceremony and information/training session						
38.	Preparing and submitting progress report (including media outreach report)						

			Impl	ementatio	n Period [Mark the m	onths in w	which the m	nilestone/ act	ivity will b	e implemer	nted]	
	Activity OR Milestone	Year 3											
		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
39.	Conducting an inception study of selected three municipalities through desk research and analysis of the information received as a response to FOI requests												
40.	Conducting interviews with relevant local self- government representatives and/or stakeholders												
41.	Conducting training and information sessions for the representatives of the municipalities covered by the PPD quality study												
42.	Preparing and submitting progress report												
43.	Selecting draft laws and regulations for assessing PPD quality												
44.	Submitting FOI requests to relevant state institutions												
45.	Preparing and submitting progress report/annual report												
46.	Conducting interviews with the representatives of relevant state institutions and/or stakeholders												
47.	Preparing and submitting progress report												
48.	Assessing the PPD quality of selected draft laws, regulations and municipalities												
49.	Developing PPD quality tracking report												
50.	Preparing and submitting quarterly progress report (including media outreach report)												

		Year 4							
		May	Jun	Jul	Aug	Sep	Oct		
51.	Conducting an inception study of selected municipalities								
52.	Selected draft laws and regulations for assessing PPD quality								
53.	Submitting FOI requests to relevant state institutions								
54.	Preparing and submitting progress report								
55.	Conducting interviews with the representatives of relevant state institutions and/or stakeholders								
56.	Finalizing PPD quality tracking report 2021-2024								
57.	Translating PPD quality tracking report 2021-2024								
58.	Develop promotional video on PPD quality tracking report								
59.	Develop one-pager of the PPD quality tracking report main findings								
60.	Report design preparation and printing								
61.	Presentation event of the annual PPD quality tracking report 2021-2024								