

**WORK PLAN FOR THE
SECOND NATIONAL
CONFERENCE ON FINANCIAL
MANAGEMENT AND
DEVELOPMENT OF
MUNICIPALITIES IN THE
CZECH REPUBLIC**

Prepared for



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SECOND NATIONAL MUNICIPAL FINANCE CONFERENCE

KEY CONFERENCE PLANNING AND IMPLEMENTATION DATES (ITINERARY BASED ON DISCUSSION WITH UTC FROM DECEMBER 18, 1996)

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|--|------------------|
| ! Approve themes and session topics for Second Conference | January 1997 |
| ! Approve date and site for Second Conference | January |
| ! Issue invitation / tender for papers and presentations | January |
| ! Agree on structure and management of logistics | February |
| ! Complete logistic contracts, as appropriate | March |
| ! Prepare information brochure for Second Conference | March |
| ! Issue invitations for Second Conference | March/April |
| ! Contact possible exhibitors | April |
| ! Receive and evaluate proposed papers and presentations /
Select those to be included in Second Conference | May |
| ! Receive first draft of papers and presentations | July |
| ! Receive final version of papers and translate (as necessary) | August |
| ! Prepare handouts and other materials for Second Conference | August |
| ! Assumed month for Second Conference | End of September |

SECOND NATIONAL MUNICIPAL FINANCE CONFERENCE

DRAFT LIST OF RESPONSIBILITIES

February 19, 1997

Activity	Date Due	Responsibility	Approval	Status
<i>Information/Public Relations/Invitation</i>				
1) Pre-Notification				
! URBIS Conference Announcement				
! Magazines (Ekonom, S 97, Moderní obec, Informační servis)				
2) Notification				
! List of Notification Letter Receivers:				
– Exhibitors				
– CR Government Officials				
– Bankers, Brokers, Financial Institutions				
– Other International Assistance Providers				
– Rating Agencies				
! Notification Letter - Draft				
! Notification Letter Distribution				
3) Invitation				
! List of Invitees				
! Invitation Letter - Draft				
! Invitation Letter - Mailing				
! Pre-selection of Hotels				
! Hotel Reservation				
! Receiving Applications & Payment				
! Communication with Participants				
! Conference Agenda and Tickets Mailing				
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<i>Financial/Budget</i>				
1) Structure of Cost Sharing				
2) Conference Preliminary Budget				
3) Conference Final Budget				

Activity	Date Due	Responsibility	Approval	Status
<i>Conference Program</i>				
1) Title of the Conference				
2) Objectives and Goals of the Conference				
3) Themes and Structure of the Conference				
4) Finalize Conference Content				
5) Speakers/Lecturers				
! Decision on Presented Topics				
! Appoint Persons Responsible for Sections				
! Select and Compile List of Presenters				
! Opening and Closing Speaker - Invit. Letter				
! Session Speakers				
– Invitation Letter				
– Obtain Draft Materials from Presenters				
– Comments on Draft Materials				
– Obtain Reviewed Materials				
– Finalize Conference Materials				
6) Conference Materials				
! Lecture Materials				
– Obtain Draft Materials from Presenters				
– Comments on Draft Materials				
– Obtain Reviewed Materials				
– Finalize Materials				
– Translate Materials				
– Printing Materials				
– Distribute Materials				
! Other Distributed Materials				
– USAID Materials				
– Evaluation Form Design				
– Evaluation Form Distribution				



Activity	Date Due	Responsibility	Approval	Status
<i>Conference</i>				
1) Information System				
! Placement of Activities				
! Design and Production of Banners, Information Boards, Direction Indicators				
! Hostesses				
2) Technical and Interpreting Equipment				
3) Interpreters				
4) Registration				
! Lists of Participants				
! Lists of Guests				
! Payments Verification				
! Name Tags Design and Production				
! Participants Presentation				
! Conference Materials and Name Tag Distrib.				
! Welcome and Introduce Participants and Guests				
! Cloakroom Service				
! Cashier Desk				
5) Lunches and Coffee Breaks				
6) Reception				
! Inviting Guests				
! Menu				
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<i>Post Conference Activities</i>				
1) Evaluation/Lessons Learned				

**THE SECOND NATIONAL CONFERENCE ON
FINANCIAL MANAGEMENT AND DEVELOPMENT OF MUNICIPALITIES
IN THE CZECH REPUBLIC**

SCHEDULE AND LIST OF RESPONSIBILITIES

September 2, 1997

Activity	Date Due	Responsibility	Approval	Status
<i>Information/Public Relations/Invitation</i>				
1) Pre-Notification				
! URBIS Conference Announcement	4-24	UTC		Done
! Magazines (Ekonom, S 97, Moderní obec, Informační servis)	8-31	UTC		Done
2) Notification				
! List of Notification Letter Receivers:				
– Exhibitors/Sponsors	6-30	UTC		xxxx
– CR Parliament and Government Officials	6-30	UTC+AID/UR		Done
– Bankers, Brokers, Financial Institutions	5-31	UTC+AID/UR		Done
– Rating Agencies, International Organization	5-31	AID/UR		Ongoing
3) Invitation - Municipalities				
! List of Invitees	5-31	UTC		Done
! Invitation Letter - Draft	3-26	AID/UR	UTC	Done
! Invitation Letter - Print	31-5	UTC		Done
! Invitation Letter - Mailing	5-7	UTC		Done
! Pre-selection of Hotels	4-9	AID/UR	UTC	Done
! Hotel Reservation	6-16	AID/UR		Done
! Receiving Applications & Payment	6-16	UTC		Ongoing
! Communication with Participants	Ongoing	UTC		Ongoing
! Print of Program, Agenda, and Tickets	8-22	UR	UTC	Done
! Program, Agenda, and Tickets Mailing	8-29	UTC		Done
4) Invitation - Guests				
! Invitation Letter - Draft	7-24	AID/UR	UTC	Done
! Invitation Letter - Print	7-24	UTC		Done
! Invitation Letter (Honorary Guests) - Mailing	8-15	UTC		Ongoing

Activity	Date Due	Responsibility	Approval	Status
! Invitation Letter (Other) - Mailing	8-15	UTC		Ongoing
<i>Financial/Budget</i>				
1) Structure of Cost Sharing	4-9	UTC+AID/UR		Done
2) Conference Preliminary Budget	4-9	AID/UR		Done
4) Conference Final Budget	5-31	UTC+AID/UR		Done
5) Contract with RFE	8-31	AID/UR		
<i>Conference Program</i>				
1) Objectives and Goals of the Conference	3-11	UTC+AID/UR		Done
2) Themes and Structure of the Conference	3-26	UTC+AID/UR		Done
3) Finalize Conference Content Program	4-18	AID/UR	UTC	Done
4) Speakers/Lecturers				
! Decision on Presented Topics	3-26	UTC+AID/UR		Done
! Appoint Persons Responsible for Sections	4-9	UTC		Done
! Opening and Closing Speakers				
– Select and Compile List of O+C Speakers	6-20	UTC		
– Invitation Letter	6-20	UTC		
! Presenters/Session Speakers				
– Select and Compile List of Presenters	5-9	UTC+AID/UR		Done
– Invitation Letter	5-15	UR		Done
– Obtain Draft Materials from Presenters	6-15	UR		Ongoing
– Comments on Draft Materials	8-10	AID/UR		Ongoing
– Obtain Reviewed Presentations	8-20	UR		Ongoing
– Finalize Presentations	8-31	UR		Ongoing
5) Conference Materials				
! Lecture Materials				
– Finalize Presentations	8-31	UR		Ongoing
– Translate English Presentations	9-15	UR		Ongoing
– Printing Presentations/Handbooks	9-10	UR		
– Distribute Materials	9-16	UTC+UR		
! Conference Bags/Folders				



Activity	Date Due	Responsibility	Approval	Status
– Selection	7-20	UTC+AID/UR		Done
– Buying	8-31	UR		Done
– Wrapping	9-15	UR		
! Other Distributed Materials				
– USAID Materials	9-16	AID+UR		
– Evaluation Form	9-10	UI+UR	UTC	
– Financial Questionnaire	9-10	UI+UR		
– E.F. and F.Q. Distribution and Collection	9-16,17	UTC		
<i>Conference</i>				
1) Information System				
! Placement of Sections and Activities	7-18	UR	UTC	Done
! Design and Production of Banners, Information Boards, Direction Indicators	9-10	UTC+UR		Ongoing
! Name Tags Design and Production	9 -10	UTC		
! Hostesses		UTC		
2) Technical and Interpreting Equipment	9-16	UR		Ongoing
3) Interpreters	9-16	UR		Ongoing
4) Registration				
! Lists of Participants	9-16	UTC		
! Lists of Guests	9-16	UTC		
! Payments Verification	9-16	UTC		
! Participants Presentation	9-16	UTC		
! Conference Materials and Name Tag Distrib.	9-16	UTC		
! Welcome and Introduce Participants and Guests	9-16	UTC		
! Cloakroom Service	9-16	UTC		
! Cashier Desk	9-16	UTC		
5) Lunches and Coffee Breaks	9-16	UTC		
6) Reception				
! List and Inviting Guests	8-15	UTC+AID/UR		
! Menu		UTC		
! Technical Equipment	9-16	UR		

Activity	Date Due	Responsibility	Approval	Status
7) Press Conference		UTC		
<i>Post Conference Activities</i>				
1) Evaluation Form Assessment	9-30	UI+UR		
2) Financial Questionnaire Assessment	10-15	UI +UR		
