**Project Milestones and Timeline for EU European Semester Alliance**

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|  | **EU LEVEL ALLIANCE** | | | | |
| **Main Milestones** |  | **Jan-March** | **April - June** | **July - Sept** | **Oct-Dec** |
| **Steering Group meetings based on Terms of Reference** | Policy | Agree Terms of Reference for SG: 04/03  Initial planning SGs  SG: February 14  SG: March 4  SG: March 31 | SG: 22 May | SG: 11 Sept  . | SG: 21 October  SG: 27 November |
|  | Comms | 31/03/2014 - Discussion and agreement on:   * Comms strategy * Logo/visual * PPT & letter templates * Blog content and social media * Creating Alliance communications ad-hoc group with Comms officers with the Coordinator of the Alliance Members, following up and monitoring the results of the strategy | Semester Alliance comms group – proposal to meet on strategy and implementation, blog content and update, involvement of Alliance members (either 13 or 15/05) |  |  |
| **2 Alliance Meetings** |  | 1st Alliance Meeting: 14 Feb |  |  | 2nd Alliance Meeting: 27 November. |
| **Joint cross-sectoral Tool Kit for engaging in national Semester** |  | Scoping of Tool Kit: 10 March  Call for proposals: 13 March  Selection of sub-contractor: 31 March | Final Draft: 15 May  Publication: 7th June |  |  |
|  | Comms |  | * Final draft sent to Comms for layout **23/05** * Printed out **06/06** |  |  |
| **1 Capacity Building seminar involving national pilots.** |  | Scope Capacity Building Seminar: 31st March | Finalize Programme with national pilot alliances: 1st May | Delivery of Capacity Building with national pilots: 17th June | Report of Capacity Building  Sept 2014. |
| **EU Advocacy and consultative meetings** |  | Establish planning for consultative meetings with ECON/EMP/ ENV: 31st March | Regular | Regular meetings | Regular meetings. |
| **Joint Reports**   1. **on CSRs** |  | Agree framework and produce 1) short 2014 Alternative CSR report based on inputs from national members 21 March | 31 March: Dissemination with PR  Disseminate 1) Report |  |  |
|  |  | Report laidout by Comms for Semester Alliance launch | Report disseminated through website, blog, social media with PR at 07/04 SA launch |  |  |
| 1. **Joint Report on NRPs/Semester** |  | NRPs/Semester Process/ Key Messages  Scoping and Background Note | Selection of consultant: 30 April  Develop outline/methodology  30 May  Send out questionnaire 1st June  Collect input: 30 June | Produce 1st Draft 30 August  2nd Draft: Mid September  Finalize draft/lay-out and proofing: End September  Mid October: printed publication. |  |
| **2 Cross-party hearings on CSRs and on Semester** | Policy |  | **07/04/2014 Launch of the Alliance**: 1 Cross-party hearing on CSRs 2014 to present CSR proposals | Establish contacts with new EP and develop cross-party hearing | Delivery of 2nd Cross-party hearing with participation of national members/pilots. |
|  | Comms |  | * Visual identity adopted * Launch of the blog + dedicated website area on all websites * Press release and invitation to journalists the Hearing/Event 07/04 * Provide leaflet/mission statement and package, what the alliance is; main actions give visibility to alliance members * Social media activity fed and relayed by members |  |  |
| **Set up 3 National Cross-Sectoral Pilot Alliances** |  | Develop framework and selection process for 3 pilots: 3 March  Select 3 pilots: 31 March | Finalize Work programme and Delivery of national pilots: 1st May | Capacity Building Seminar as above: 17 June | Delivery and Evaluation of Work Programme: Nov/Dec: 2014 |
| **Evaluation Strategy** |  | Design Evaluation Strategy with SG: 31 March | Implement | Implement | Dec: Evaluation report |
|  | **NATIONAL PILOT INITIATIVES** | | | | |
| **Main Milestones** |  | **Jan-March** | **April-June** | **July - Sept** | **October-December** |
| **Selection of 3 coordinators/ pilots** |  | Background Doc and Call for Application agreed and sent out: 4th March  Deadline: 28 March  Selection: 31 March | Start of Contract: 1 April |  |  |
| **Agreement of Work Programme** |  |  | By 1 May |  |  |
| **Launch of National Alliance** |  |  | From 1 May |  |  |
| **Organization of regular national alliance meetings** |  |  | X | X | X |
| **Participation in Capacity Building Workshop** |  |  |  | 17 June |  |
| **Coordinated input and review of NRPs** |  |  | X | X | X |
| **Monitoring CSR implementation and joint proposals for CSRs** |  |  |  | X | X |
| **Contribution to EU report** |  |  | Input to proposed outline: methodology and report.  Response to questionnaire/June- July | Comments on draft report |  |
| **National Advocacy Event** |  |  |  | X | X |
| **Participation in EU advocacy event** |  |  |  | October |  |
| **Meetings with National Govts, ESOs** |  |  |  | X | X |
| **Communication Action Plan** |  |  | May 30 | Delivery | Evaluation: Nov |
| **Evaluation Report according to agreed framework** |  |  |  |  | Nov |

List of deliverables per type:

Press releases 1° 07/04/2014 – launch of the Semester Alliance and CSR joint proposals report