

STAMP-YEMP Time-line			Version: 29.11.2017
(September 2016)	Start of STAMP project		
(November 2016)	STAMP Meeting in Bonn (Sonja & Côme there)		
(February 2017)	Meeting in Tallinn with local partners to define the programme, task distribution etc.		
March 2017	Constitute Working Group YEMP, work on first description of YEMP for the brochure		
April 2017	STAMP Meeting in Cyprus (Côme & Silvija or Kristiina from Youth Committee)		
May 2017			
June 2017	STAMP Meeting in Riga (Sonja & Silvija from Youth Committee)		
	Publication of brochure on Festival with YEMP description		
	Dissemination to partners (2 part./partner)	Dissemination to partners (5 STAMP-YEMPers in total)	
July 2017	22 - 29/7/2017 promotion of festival including YEMP at World Symposium in Barcelona		
August 2017	Contact Estonians to ask them to suggest an Estonian Coach by September 2017!		Silvija
September 2017	Contact complete group to discuss the next steps to be taken (see below)		Silvija
	Make proposal of application documents on the basis of last YEMP		Sonja/Silvija
	<i>(add information about STAMP and especially about the Webinars and the ECA-EC Webinar, see December)</i>		
	Ask Working Group to check and agree on them		Silvija
	Work on a "Frequently Asked Questions" document (see example from YEMP 3)		
	Put application documents and FAQ online on Festival Website and link on ECA-EC Website		Kristiina /Giulia, Silvija ask them to do so
	Design information document and application form for Workshop for Trainers		Sonja
	Discuss structure and contents of Workshop for trainers with small group for this WS		Sonja
	Publish information and application form to STAMP partners (not necessary on Website, internal)		Sonja
December 2017	Start discussing possible structure and speakers of YEMP weekend - collect ideas in the dropbox		Silvija with help of Sonja
	Create a dropbox folder for applications - place applications there		Kristiina
	Fix a date for the Selection meeting - discuss with Kaie if it can be "live" or has to be by skype		Silvija suggest dates by mail
	<i>(depends on financial possibilities of festival - meeting should in February)</i>		<i>(after checking with Kaie in October)</i>
December 2017	13/12/17, 15h - Webinar on networking and cooperation by ECA-EC		
January 2018	Continue discussing Training Weekend, prepare decision for final contents/structure for January		Silvija with help of Sonja
	Discuss possible online tasks (in addition to watching streaming of Webinars)		
	Deadline for applications for YEMP - 31.1.2018 / also for Workshop for Trainers		
	Prepare a list in which all applications are listed and Working Group members can add comments		Silvija and Sonja
	Start looking at applications, write down personal comments yes-no-maybe, main arguments		all Working Group
	Fix date for Management Retreat with YEMP info for June		Sonja (with Kaie)
February 2018	In February 2018: Meeting of YEMP group for the selection of the YEMPers		all Working Group
	At this meeting also fix the Online tasks for selected YEMPers and programme for training weekend		
	Sent answers to all accepted and non-accepted candidates		Kristiina or Mare
	For accepted candidates, include online tasks (some may come later), Webinars etc.		
	Create a Facebook Group and include all accepted YEMPers once they have confirmed		Kristiina
	Have first version of organigramme with possible places for YEMPers ready		Kaie/Sonja
	Start looking at accepted YEMPers - which department could they fit in? Make first proposal		Silvija
	<i>(YEMPers won't be informed! We will change it after the training weekend)</i>		
March 2018	Deadline for applications Workshop?? Or earlier? Maybe at the same time as YEMP?		
April 2018			
May 2018			
June 2018	Practical information sent		Practical information sent
	Management Team Retreat - with information on how to prepare their departments for the YEMPers		
July 2018			
	YEMP Workshop (training trainers)	YEMP itself (Blended Learning Activity)	
19.07.2018	arrival in Tallinn, welcome		
20.07.2018	Preparation Day / introduction	WS day 1	arrival in Tallinn
21.07.2018	Attending Workshop Weekend	WS day 2	YEMP Workshop Weekend
22.07.2018	Attending Workshop Weekend	WS day 3	YEMP Workshop Weekend
			Activity day 1
			Activity day 2
			Evening: inform YEMPers about their department
			Have informal gatherings per department as in Pécs
23.07.2018	Observing YEMPers "in action"	WS day 4	Training on the job -preparations
24.07.2018	Evaluation Day	WS day 5	Training on the job -preparations
25.07.2018	departure (or stay on own costs)		Activity day 3
26.07.2018			Activity day 4
27.07.2018			Activity day 5
27.07.2018	<i>(Arrival Day Festival)</i>		Activity day 6
27.07.2018			Activity day 7
28.07.2018	<i>(Opening Ceremony Festival)</i>		Activity day 8
28.07.2018			Activity day 9
29.07.2018			Activity day 10
30.07.2018			Activity day 11
31.07.2018			Activity day 12
01.08.2018			Activity day 13
02.08.2018			Activity day 14
03.08.2018	<i>(Song Celebration Day Festival)</i>		Activity day 15
04.08.2018	<i>(Final concerts Festival)</i>		Activity day 16
05.08.2018	<i>(Departure Day Festival)</i>		
06.08.2018			departure from Tallinn
August 2018			
September 2018			
October 2018			
November 2018			
December 2018	End of project, reporting		Reporting
January 2018	Reporting		Reporting
February 2018	Report to be submitted		Report to be submitted
July 2018?	Final payment?		Final payment?