## **Inclusive and Healthy Cities Commission Action plan 2015/2016**

version June 2015

		2015								2016											
Event/ task	City responsible	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Pre-meeting in Trelleborg (initiative team)	Gdynia, Trelleborg																				
Will affect the least to the control of the control	Gdynia (2015),																				
Kick-off meeting (Gdynia)/ Commission's annual meeting	Trelleborg (2016)																				
Final action plan and budget proposition for 2015 and 2016	Gdynia																				
UBC board meeting (Charlotta 2015)	Gdynia																				
After meetings outputs and products synthesis dissemination	Gdynia / Trelleborg																				
Actualisation of Commission's info on UBC website	Trelleborg																				
Presentations of member cities	Trelleborg																				
- preparing a template of presentation																					
- working out member cities presentation																					
- publication (website, FB, other)																					
Plan of communication	Trelleborg																				
Starting fun page on FB	Trelleborg																				
UBC General Conference (Gdynia)	Gdynia																				
- Open Space idea - input of Commission to the GC	Gdynia / Trelleborg																				
Virtual seminar/ coordination contact	Gdynia / Trelleborg																				
Topic teams meeting (Gdynia 2015)	Gdynia / Trelleborg																				
Commission annual publication	Trelleborg																				
Annual report	Gdynia																				

## **Inclusive and Healthy Cities Commission budget 2015/2016**

version June 2015

			20	15		2016								
	Event/ task	UBC	member cities	other sources	total	UBC	member cities	other sources	total					
1	Commission's annual meeting (2 days)	4202			4202	4000	0	0	4000					
	a. pre-meeting in Trelleborg (initiative team)													
	b. meals during the meeting													
	c. local transportation costs according to the meeting agenda													
	d. office supplies													
	e. expert's support (moderations, theoretical input etc)													
2	After meetings outputs and products dissemination	0			0	0			0					
3	Fun page on FB (visualisation concept)	500			500	0			0					
4	Virtual seminar/ coordination contact	0			0	0			0					
5	Topic teams meeting (2 days)	4000			4000	8000			8000					
	a. meals during the meeting													
	b. local transportation costs according to the meeting agenda													
	c. office supplies													
	d. expert's support (moderations, theoretical input etc)													
6	Expenditures linked to the communication activity													
	(enhance publication process, graphical support)	900			900	900			900					
7	Management team activity (travels, accomodation etc)	2000			2000	2000			2000					
8	Commission annual publication	2100			2100	2100			2100					
	a. expert's batch (articles)													
	b. professional composition (grafic etc.)													
	c. printing													
9	Annual report	450			450	450			450					
10	Translation costs													
	(publishing materials, interpretations during meetings)	1000			1000	2000			2000					
		15152	0	0	15152	19450	0	0	19450					