

ROAD MAP AND TIMETABLE OF THE REGIONAL HEALTH DEVELOPMENT CENTER ON MENTAL HEALTH IN SOUTH-EASTERN EUROPE

1 JULY -31 DECEMBER 2012

	Task	Responsible	Period Days	Start	Finish	Note
1.	Opening a separate sub-account at the Treasury Unique Account of BiH Institutions for the purpose of the Project “Strengthening the Capacities of Mental Health Professionals and Users’ Associations” (Project) *	RHDCMNH	29	Mon/02/07/12	Thu/31/07/12	Completed
2.	Establishing the Project Steering Committee (SC)	RHDCMNH	100	Mon/02/07/12	Wed/10/10/12	Dates are provisional. due to the period of summer vacations
2.1.	Developing the letters with request for nomination of the SC members; developing the Terms of Reference	RHDCMNH	10	Mon/02/07/12	Thu/12/07/12	Completed
2.2.	Submitting the letters to the Ministries of Health of the SEE countries, the SDC, the WHO/Europe, and the CoE	RHDCMNH	1	Wed/18/07/12	Wed/31/07/12	Completed
2.3.	Developing the Rules of Procedures of the Steering Committee	RHDCMNH	30	Mon/10/09/12	Wed/10/10/12	
3.	Recruiting the Project Assistant*	RHDCMNH	122	Mon/02/07/12	Thurs/01/11/12	Dates are provisional. due to the period of summer vacations
3.1.	Developing a Job Description for the Project Assistant position	RHDCMNH	7	Mon/02/07/12	Mon/09/07/12	Completed
3.2.	Developing a text for Public Call for this position	RHDCMNH	7	Mon/02/07/12	Mon/09/07/12	Completed
3.3.	Developing a „Decision on advertising Public Call for candidates interested to perform job as an Project Assistant “	RHDCMNH	7	Mon/09/07/12	Mon/16/07/12	Completed
3.4.	Developing a „Decision on appointment of the Hiring Panel to conduct the election of candidates to perform job as the Project Assistant“	RHDCMNH	7	Mon/09/07/12	Mon/16/07/12	Completed
3.5.	Announcing the Public Call in three (3) major daily newspaper	RHDCMNH	14	Mon/03/09/12	Mon/17/09/12	
3.6.	Selection of candidates to be invited for the interview based on submitted documents	RHDCMNH	10	Thu/18/09/12	Mon/28/09/12	Duration depends on the number of

						candidates
3.7.	Conducting interview with the candidates who met requirements for this position	RHDCMNH	14	Fri/28/09/12	Fri/12/10/12	Duration depends on the number of candidates
3.8.	Developing a Service Contract and conducting all necessary procedure with the selected candidate prior to the job start date	RHDCMNH	20	Thu12//10/12	Thurs/01/11/12	
4.	Recruiting of the external experts for the Project*	RHDCMNH	122	Mon/02/07/12	Fri/01/11/12	Dates are provisional due to the period of summer vacations
4.1.	Developing the Terms of Reference for the external experts	RHDCMNH	16	Mon/02/07/12	Wed/18/07/12	Completed
4.2.	Developing “Decision to initiate proceedings for recruitment of experts”	RHDCMNH	11	Mon/27/08/12	Fri/07/09/12	
4.3.	Developing a text on recruitment of experts to be published in the Official Gazette of BiH	RHDCMNH	5	Mon/10/09/12	Fri/14/9/12	
4.4.	Publishing a text on recruitment of experts to be published in the Official Gazette of BiH	RHDCMNH	15	Mon/17/09/12	Mon/01/10/12	
4.5,	Evaluation Committee session for selection of the best offer and developing the Meeting minutes	Evaluation Committee	2			
4.6.	Developing a Service Contract for the selected experts	RHDCMNH	17	Mon/15/10/12	Thurs/01/11/12	
5.	Developing the second issue of the RHDCMNH Newsletter	RHDCMNH	119	Mon/03/09/12	Fi/31/12/12	Depends on whether the articles have been submitted by the deadline
5.1.	Creating Newsletter content and submitting to the SEEHN Secretariat, SEE countries and partner organization/countries in order to reach agreement.	RHDCMNH	7	Mon/03/09/12	Fri/14/09/12	
5.2.	Submitting request by e-mail for the articles in accordance with the content of the Newsletter	RHDCMNH	1	Mon/17/09/12	Mon/17/09/12	
5.3.	Collecting the articles	RHDCMNH	43	Tue/18/09/12	Wed/31/10/12	
5.4.	Designing a draft of the Newsletter in a Word format to be submitted to the supplier	RHDCMNH	15	Thurs/01/11/12	Fri/16/11/12	
5.5.	Submitting a draft of the Newsletter in a Word	RHDCMNH	1	Mon/19/11/12	Mon/19/11/12	

	format to the supplier					
5.6.	Designing the Newsletter by supplier in appropriate programme based on the draft delivered	Supplier	20	Thu/20/11/12	Mon/10/12/12	
5.7.	Submitting the draft of the Newsletter designed by supplier in appropriate programme to the SEEHN Secretariat, SEE countries and partner organization/countries for suggestions and reaching agreement on the final version	RHDCMNH	20	Thu/11/12/12	Fri/31/12/12	
6.	Regular update of the RHDCMNH Web site	RHDCMNH		Mon/02/07/12	Mon/31/12/12	
7.	SEEHN	RHDCMNH	102	Mon/02/07/12	Tue/11/20/12	Based on the SEEHN Decision
7.1.	Submitting RHDCMNH Report for 2012	RHDCMNH	17	Mon/02/07/12	Tue/31/07/12	Completed
7.2.	Other activities upon request of the SEEHN	RHDCMNH	102	Mon/02/07/12	Tue/11/20/12	

*The activities of the RHDC on Mental Health in SEE to be implemented through the Project “Strengthening the Capacities of Mental Health Professionals and Users’ Associations” (Project), financed by the Swiss Agency for Development and Cooperation.