

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

version June 2015

Event/ task	City responsible	2015								2016														
		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																							
Kick-off meeting (Gdynia)/ Commission's annual meeting	Gdynia (2015), 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

Event/ task	2015				2016			
	UBC	member cities	other sources	total	UBC	member cities	other sources	total
<b>1 Commission's annual meeting (2 days)</b>	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)								
<b>2 After meetings outputs and products dissemination</b>	0			0	0			0
<b>3 Fun page on FB (visualisation concept)</b>	500			500	0			0
<b>4 Virtual seminar/ coordination contact</b>	0			0	0			0
<b>5 Topic teams meeting (2 days)</b>	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)								
<b>6 Expenditures linked to the communication activity</b> (enhance publication process, graphical support)	900			900	900			900
<b>7 Management team activity</b> (travels, accomodation etc)	2000			2000	2000			2000
<b>8 Commission annual publication</b>	2100			2100	2100			2100
a. expert's batch (articles)								
b. professional composition (grafic etc.)								
c. printing								
<b>9 Annual report</b>	450			450	450			450
<b>10 Translation costs</b> (publishing materials, interpretations during meetings)	1000			1000	2000			2000
	<b>15152</b>	<b>0</b>	<b>0</b>	<b>15152</b>	<b>19450</b>	<b>0</b>	<b>0</b>	<b>19450</b>