

## 2023 WMEU Annual Work Plan

Quarter of 2023	Q1	Q2	Q3	Q4
<b>Operational objectives</b>	<b>pre-transition</b>	<b>transition</b>	<b>reinforcement of capacity</b>	<b>full operational speed</b>
<i>Strategic and Focused Organisation</i>	<b>new opening:</b> <ul style="list-style-type: none"> <li>● drafting of strategic priorities for WMEU</li> <li>● adoption of the annual plan</li> </ul>	<b>assuring strategic focus:</b> <ul style="list-style-type: none"> <li>● members' discussions over strategic priorities</li> <li>● decision on strategic priorities</li> </ul>	<b>groundwork for learning:</b> <ul style="list-style-type: none"> <li>● plan + implementation of strategic priorities</li> <li>● creating framework for evaluation</li> </ul>	<b>strategy implementation:</b> <ul style="list-style-type: none"> <li>● revising operational objectives for 2024</li> <li>● creation of 2024 annual plan</li> </ul>
<i>Proactive Policy Agenda: Robust and Actionable Policy Dossier, Effective and targeted advocacy</i>	<b>ensuring continuity through transition:</b> <ul style="list-style-type: none"> <li>● hiring and onboarding new policy team member</li> <li>● strategic review of EU dossiers and calendar</li> <li>● prioritising policy files</li> </ul>	<b>structuring work in reinforced capacity:</b> <ul style="list-style-type: none"> <li>● agenda setting for the new European Commission</li> <li>● review of partnership opportunities in evidence-based policy (incl. research)</li> <li>● <a href="#">a hearts-and-minds event</a></li> </ul>	<b>consolidating support to the network:</b> <ul style="list-style-type: none"> <li>● design and set up an approach to working with non-EU countries</li> <li>● <a href="#">an agenda-setting event</a></li> </ul>	<b>fully worded vision:</b> <ul style="list-style-type: none"> <li>● finalisation and mainstreaming of agenda setting for the new EC</li> <li>● and of the plan for outreach outside EU</li> <li>● defining priorities for 2024</li> </ul>
<i>Engaging Messaging, Engaged Communities</i>	<b>framework for cooperation:</b> <ul style="list-style-type: none"> <li>● <a href="#">online GA</a></li> <li>● working with members towards registration and setup of structured internal communication plan</li> <li>● planning online presence</li> </ul>	<b>celebrating WMEU:</b> <ul style="list-style-type: none"> <li>● <a href="#">inaugural GA in Prague</a></li> <li>● launch of online presence and tools (website, etc.)</li> </ul>	<b>supporting the network and the members:</b> <ul style="list-style-type: none"> <li>● assessment of members' needs and gaps</li> </ul>	<b>looking forward:</b> <ul style="list-style-type: none"> <li>● <a href="#">Big Fat Brussels Meeting</a></li> <li>● engagement plan for 2024 based on the assessment</li> </ul>
<i>Capable, Motivated Team</i>	<b>ensuring adequate working environment:</b> <ul style="list-style-type: none"> <li>● set up of equipment</li> <li>● drafting office rules</li> <li>● drafting feedback and performance review plan</li> </ul>	<b>mapping capacities:</b> <ul style="list-style-type: none"> <li>● assessment of training needs for Board and team</li> <li>● creating a training plan</li> </ul>	<b>team-building:</b> <ul style="list-style-type: none"> <li>● employee benefit plan</li> <li>● implementation of training plan starts</li> <li>● <a href="#">team retreat</a></li> </ul>	<b>taking stock:</b> <ul style="list-style-type: none"> <li>● performance reviews</li> <li>● planning for any adjustment of roles</li> <li>● review and adjustments of salaries and benefits for 2024</li> </ul>

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<p><i>Sustainability and Growth</i></p>	<p><b>new setting:</b></p> <ul style="list-style-type: none"> <li>● adoption: ann. financial plan</li> <li>● coordinating with WMDE on spending and monitoring thereof until transfer of assets</li> <li>● recruitment of fundraiser</li> <li>● drafting the priorities of financial/fundraising strategy</li> </ul>	<p><b>getting to full-speed:</b></p> <ul style="list-style-type: none"> <li>● revisions of annual financial plan</li> <li>● transfer of financial assets</li> <li>● onboarding of a fundraiser</li> <li>● fin./fundr. strategy ready</li> <li>● donor mapping</li> </ul>	<p><b>fundraising strategy implementation:</b></p> <ul style="list-style-type: none"> <li>● agenda &amp; calendar setting</li> <li>● securing members' pledges for 2024</li> </ul>	<p><b>towards diversification of funds:</b></p> <ul style="list-style-type: none"> <li>● cultivating donor relationships</li> <li>● funding applications</li> <li>● review of 2023 spending &amp; collection of members' pledged contributions</li> <li>● 2024 financial plan</li> </ul>
<p><i>Robust and Lean Operational Backbone</i></p>	<p><b>preparing for autonomous operations:</b></p> <ul style="list-style-type: none"> <li>● choosing contractors</li> <li>● preparing the frameworks and setups for systems</li> <li>● creating a plan of transfer of all assets from WMDE</li> </ul>	<p><b>beginning of autonomy:</b></p> <ul style="list-style-type: none"> <li>● finalising registration</li> <li>● concluding transfer of assets</li> <li>● transferring work contracts and other contractual obligations (rent, etc.)</li> <li>● new contractors for payroll, accountancy, etc.</li> </ul>	<p><b>towards full operational capacity:</b></p> <ul style="list-style-type: none"> <li>● ensuring smooth operations in all areas, adjustments</li> <li>● ensuring compliance with relevant laws and regulations</li> </ul>	<p><b>full operational capacity:</b></p> <ul style="list-style-type: none"> <li>● assessment of operations, necessary improvements</li> <li>● review of (cost) efficiency of services and contractors</li> <li>● planning for 2024</li> </ul>
<p><i>A Trusted Partner within the Movement and in Europe</i></p>	<p><b>coordination with strategic partners:</b></p> <ul style="list-style-type: none"> <li>● conversations and sync with global policy team</li> <li>● conversations and updates with existing donors</li> </ul>	<p><b>mapping opportunities:</b></p> <ul style="list-style-type: none"> <li>● mapping and outreach to new partners and thought leaders</li> <li>● planning and syncing with CEE Hub</li> </ul>	<p><b>syncing with the global movement:</b></p> <ul style="list-style-type: none"> <li>● <a href="#">Wikimania</a> presence</li> <li>● + planning and followup</li> </ul>	<p><b>aiming for impact:</b></p> <ul style="list-style-type: none"> <li>● formulating engagement plan for high-level partners and stakeholders</li> <li>● donor event</li> </ul>