



TOOLS – PHASE 1 : PROGRAMING

Mission diary - Example Bolivia mission

Activities planning							
Date	Heures	City of activity or destination	Partner/Project	Activities	Comments	Contact name / Address / Tel	
Wednesday, 26th of April	7h55	Luxembourg		departure by plane for La Paz	How are we going to Luxembourg?		
	1h22	La Paz		Arrival in La Paz at 1h22 and reception by cecasem at the airport	Received by CECASEM	CECASEM: Calle Guerrilleros Lanza No.1536 Tél: 00591 71225714	
				Meal / Overnight at Elegance Hotel	Hotel booked by CECASEM	Hôtel: Av. Saavedra 1845, La Paz, Bolivie Tél: 00591 22242421	
Thursday, 27th of april	Noon	San Borja	CECASEM/ BOL-0010	Departure from La Paz for San Borja by plane via Rurrenabaque. Lunch at Rurrenabaque at 2 p.m. Car to San Borja Arrival in San Borja	cecasem picks us up by car in Rurrenabaque		
	15h30			Visit the premises of the San Borja office and meet the staff Meeting with the San Borja office team to take stock of the project (s) and review the objectives of the mission // Presentation of supporting documents			
				17h00	Meeting with the deputy mayor and the authorities		
				19h30	Meal / Overnight in San Borja (vivienda de los técnicos)		
	Friday 28th of april			8h30	San Borja	CECASEM/ BOL-0010	Visita al campo (places of activities carried out in San Borja)
12h30		lunch with the San Borja team					
14h30		MEETING DAY: - Municipio (advocacy) + Policía - meeting responsible (and students) of 2/3 middle schools - meeting of 2/3 heads of associations / local administrations					
		19h30	Rurrenabaque	Meal / Overnight in San Borja (Vivienda de los técnicos)			
Saturday 29 of april	8h	Rurrenabaque	CECASEM/ BOL-0010	Departure from the vivienda in San Borja for Rurrenabaque			
	10h50	La Paz		Departure from Rurrenabaque flight to La Paz at 10.50am			
				Lunch			
				visit and meeting of the Reception Center (organization and working method) - visit and meeting of the 3 informal companies + examination of the state of the equipment purchased -			
	16h30 (or before)-20h			Meal/ overnight at Elegance Hotel		Hôtel: Av. Saavedra 1845, La Paz, Bolivie Tél: 00591 22242421	
Sunday 30th of april	Allday (8h30 to 19h30)	La Paz	CECASEM/ BOL-0010	documentary and on-site audit of administrative documents (contracts, conventions, agreements (INFOCAL, ALI, CEC), calls for tenders, etc.) and accounting (account statements, invoices, purchase orders, delivery notes, rates exchange, etc.)			
				lunch with LaPaz's team			
				Meal/ overnight at Elegance Hotel			
Monday 1st of may				DIA FERIADO			

Tuesday 2 mai	10h30	La Paz	CECASEM/ BOL-0010	"Responsible meeting San Andres University, meeting psychologist, Wilfredo, INFOCAL-ALI-CEC meeting, meeting responsible for Special Forces, TV-Radios, end of accounting audit if necessary + final report of the mission if possible Meeting with UMSA students "		
	12h30			lunch with LaPaz's team		
	14h30		CECASEM/ BOL-0010 + Nouveau projet	Coordination of the BOL-0010 project assessment meeting + New project discussions		
				Meal/ overnight at Elegance Hotel		
Wednesday 3rd of may	9h20	Sucre	SUMAJ PUNCHAY/BOL-001	Departure from La Paz to Sucre by plane: arrival at 10.10 am	Sumaj Punchay the plane	SI: J. Aguirre N° 189 Sucre Tél Karina : 591 73425376 Tél bureau: 591 4 6452842
	Journée			SUMAJ PUNCHAY meeting Coordination meeting Work in SUMAJ PUNCHAY offices (review procedures, framework agreement monitoring tools, first financial report, etc.)	SUMAJ PUNCHAY caught us at the airport	
				Lunch with the team at Sucre		
				Meal/night at San Marino Royal Hotel	Sumaj Punchay booked a night	Hôtel: Calle Arenales 13, Sucre, Bolivie Tél: 00591 46451646
Thursday 4th of May	Leaving time ?	Tarabuco	SUMAJ PUNCHAY/BOL-001	Departure by car from Sucre for the municipality of Tarabuco	Voiture de SUMAJ PUNCHAY	
	All day			Visit of one or two communities of the municipality of Tarabuco to: see progress of the first 2 months of the project		
				lunch with the team at Tarabuco		
Friday 5th of May	All day	Sucre	SUMAJ PUNCHAY/BOL-001	Work in the offices of SUMAJ PUNCHAY		
				lunch with the team in Sucre		
				Meal / Overnight at the San Marino Royal Hotel		
Saturday 6th of April	All day	Sucre	SUMAJ PUNCHAY/BOL-001	Mission report + final adjustments to documentation if necessary lunch with the team in Sucre Meal / Overnight at the San Marino Royal Hotel		
Sunday 7th of May	11h	La Paz	SERVITIUM	Flight for La Paz: Departure at 11 a.m., arrival at 11.50 a.m.		
	15h			Coordination meeting with SERVITIUM		Tél: 00591 71857410
	?	EL ALTO		Departure for hotel in EL ALTO by bus with SERVITIUM team		
				Meal / Overnight at EL ALTO	No hotel reservation required. View to leave luggage at the hotel à la Paz	
Monday 8th of May	y	Chijchi	SERVITIUM/BOL-0011	Departure by bus to Chijchi from EL ALTO		
	8h30			Physical evaluation visit of activities / infrastructure		
	16h	EL ALTO		Return to EL ALTO around 7:30 p.m.		
	20h	Oruro		Bus to go to Oruro: arrival scheduled around 11:30 p.m. Overnight in Oruro	No booking needed	
Tuesday 9th of May	8h	Machacamarca	SERVITIUM/BOL-0013	Arrival at Machacamarca around 8:30 am by bus or taxi: visit the SERVITIUM offices; visit of certain communities for the new project / discussions on the new project		Adresse Servitium: Calle Loa S/N Municipio de Machacamarca
	Afternoon		SERVITIUM/BOL-0011	Evaluation / Audit	Documents are at Machacamarca	
		Oruro		Meal / Overnight in Oruro		
Wednesday 10th of May	All day	Machacamarca	BOL-0011	Assessment / Audit Suite		
	16h	EL ALTO		Return by bus to El Alto		
		La Paz		Back La paz Meals / Overnight in La Paz Elegance		
Thursday 11th of May	Morning	La Paz	CECASEM	possibility of a final meeting in the morning Food / accommodation at the La Paz Elegance hotel		
Friday 12th of May	10h25	Back to France		Flight take off 10h25	taxi from la Paz to the airport?	
Saturday 13th of May	18h45			Arrival at Luxembourg	Train Lux - Metz?	