



Capacity-Building of the Georgian Leadership Community for Improved Decision-Making and Negotiation Skills

Study Visit Programme 20-24 October 2014

Date, place	Activity	Remark
20 October		
9:30	Arrival to Stockholm (Arlanda, Terminal 5) The Ambassador of Georgia Mr Konstantine Kavtaradze greets the group at Arlanda; SIPU Project Manager Natalia Elheim also meets the group in Arlanda	Taxi transfer to the hotel
11.30 – 12.30	Lunch	Dramaten, Pauli
13.00 – 14.30	Introduction: Greetings at SIPU; Presentation of the programme; Swedish political system and public administration	Michael Taylor (DC Director at SIPU) Hans Norgren; Natalia Elheim SIPU Conference Room "New Africa" Dalagatan 7
14.30	Coffee break	SIPU outside "New Africa"
18.00	Welcome Dinner	Italian restaurant Tentazione, Malmkillnadsgatan 60
21 October		
8.45	Government Office: HR work in general and performance appraisal in particular: <ul style="list-style-type: none"> ✓ Structures of the GO and HR Department (+ 15 min questions) ✓ Performance Appraisal: dialogue with employee and salary criteria (+ 15 min questions) ✓ Example from Ministry of Justice (+ 10 min questions) ✓ Example from MoFA (+ 10 min questions) 	Regeringskansliet Mäster Samuelsgatan 70 Frida Ragnhäll
12.00 – 13.00	Lunch	Djingis Khan, Sveavägen 36
13.00 – 14.30	Swedish Agency for Government Employers	Arbetsgivarverket Sveavägen 44, 3 rd floor Torbjörn Eklund
15.00	Coffee break	SIPU outside "Asia"
15.00 – 17.00	Planning session 1: preparing the pilot work in the Ministries	SIPU Conference Room "Asia"

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22 October		
8.45	Activity planning in Ministry of Justice: <ul style="list-style-type: none"> ✓ Visit to the HR Department ✓ HR work based on example of the Division for Criminal and Judicial Cooperation 	Ministry of Justice Rosenbad 4 Head of HR Dprt. Åsa Ring Johan Olsson
12.00 – 13.00	Lunch	Restaurant Pierre's
13.00 – 15.00	Web based employee surveys on the example of Swedish municipalities and their application in performance appraisal systems	Senior HR Expert David Pöntinen SIPU Conference Room "Stora"
15.00	Coffee break + mingle with SIPU	SIPU outside "Stora"
23 October		
9.30 – 11.00	Activity planning in Ministry of Foreign Affairs – presentation and discussion	Senior Planning Officer Katarina Byrenius Roslund SIPU Conference Room "New Africa"
12.00 – 13.00	Lunch	Restaurant Bonnier's
13.00 – 14.30	Planning session 2: preparing the pilot work in the Ministries	SIPU Conference Room "New Africa"
15.00	Meeting and reception at the Georgian Embassy	Karlavägen 60, 2nd floor
24 October		
9.30 – 12.00	Summing up and conclusions from the study visit Discussion on preparing the final seminar/conference event in February 2015	SIPU Conference Room "New Africa"
10.30	Coffee break	SIPU outside "New Africa"
16.00	Departure from the hotel	Taxi
19.30	Departure from Arlanda	