

### 1.2.4 Time line of activities

Thomson Reuters Foundation would aim to deliver eight study tours before the end of March 2020.

Based on our experience running previous tours, TRF proposes:

- Tours will generally run Monday to Friday, though is flexible if major newsworthy events occur at weekends. Participants would arrive on the preceding Sunday and leave the following Saturday.
- Precise dates to be determined in collaboration with the British Embassy.
- 'Calls for Application' should be launched 10 to 12 weeks prior to the workshop starting. Visas should be applied for four weeks before the workshop at the latest.
- TRF is able to run multiple workshops in the same months if necessary.
- Five workshops to be held in 2019, starting from September, and three in 2020.
- Any workshop run in January will take place at the end of the month to avoid Russian holidays. The Call for Applications will open earlier than usual. Any workshop in March will take place early in the month to allow for project reporting requirements.

The schematic below is a proposed time line:

Study Tours	Key Activities	May	June	July	August	September	October	November	December	January	February	March	April
0	Contract awarded	█											
	Kick off meeting/call with British Embassy	█											
	Planning themes and dates with Embassy	█	█										
1	Design Media Tour Programme												
	Identification of Journalists		█	█									
	Processing visas and arrange logistics				█								
	Tour delivery					█							
2	Adapt Media Tour Programme												
	Identification of Journalists			█	█								
	Processing visas and arrange logistics					█							
	Tour delivery						█						
3	Adapt Media Tour Programme												
	Identification of Journalists				█	█							
	Processing visas and arrange logistics						█						
	Tour delivery							█					
4	Adapt Media Tour Programme												
	Identification of Journalists				█	█							
	Processing visas and arrange logistics						█						
	Tour delivery							█					
5	Adapt Media Tour Programme												
	Identification of Journalists					█	█						
	Processing visas and arrange logistics							█					
	Tour delivery								█				
6	Adapt Media Tour Programme												
	Identification of Journalists						█	█					
	Processing visas and arrange logistics								█				
	Tour delivery									█			
7	Adapt Media Tour Programme												
	Identification of Journalists							█	█				
	Processing visas and arrange logistics									█			
	Tour delivery										█		
8	Adapt Media Tour Programme												
	Identification of Journalists								█	█			
	Processing visas and arrange logistics										█		
	Tour delivery											█	
Reporting	Quarterly and final reports						█			█		█	