

CLIPC Reporting Period 1, preparation timetable

<i>Key administrative milestones in preparation for first period review to be held in Brussels on June 23rd</i>						
Date	Milestone	Responsible	Description	Comments	Status	
Jan 23rd	Clarification of reporting requirements (start)	Co-ordinator	Initiate discussion of reporting requirements with REA. Full report is due at month 20 (July). What level of financial reporting is needed at the June meeting?	At the meeting we need estimates of staff effort used, by WP and partner	Done	
Feb 7th	Milestones and deliverables template	Co-ordinator	Template to be used for collecting information on status of milestones and deliverables			
Feb 28th	Clarification of reporting requirements (finish)	Co-ordinator	Finalise agreed reporting requirements for June meeting			
Feb 28th	Quarterly progress report	Co-ordinator	Submit quarterly report on milestones and deliverables to REA.		done	
March 14th	Report guidelines	Co-ordinator	Specifications of how reporting material should be organised. To be prepared in consultation with REA. Based on requirements document finalised in Feb.			
March 30th	Deliverable and milestone outlook	WP leaders	A full list of the milestones and deliverables due up to month 21 (ie. first reporting period plus 3 months of 2nd) with status (details of format for this report will be in report guidelines to be provided on Feb 7th).			
In March	WPL telco	Co-ordinator and WP leaders	Identify key achievements and problems of first period, and priorities for remaining months of the period. Review this timetable; discuss agenda for General Assembly.			
April	WPL telco	Co-ordinator and WP leaders	Finalise GA agenda; review progress on project and project reporting			
April 23rd	Partner activity reports	Beneficiaries	All project partners should provide reports on the work they have done to WP leaders. This will be the primary input for WP leaders to us in their reports.			
May 14th	Final comments	WP leaders	WP leaders respond to questions of clarification from co-ordinator and review draft report.			
May	WPL telco	Co-ordinator and WP leaders	Discuss period report	Need to schedule this telco early to ensure high attendance		
May 23rd	WP reports	WP leaders	Reports on work done in each WP, following specifications set out by co-ordinator (see March 7th).			
May 30th	Draft presentations circulated	WP leaders	Circulate presentations to be used in review meeting			
2nd June	General Assembly	All	General Assembly in Dortmund			
5th June	Consolidated report (draft)	Co-ordinator	Draft of full report circulated for comment, with questions from co-ordinator for clarification			
8-19th June	WPL telco	Co-ordinator and WP leaders	Telco to discuss presentations and key issues for review meeting	Need to schedule this telco early to ensure high attendance		
18th June	Submission of draft period report for review	Co-ordinator	Draft report: statement of work done; explanation of any late or delayed milestones and deliverables; key objectives and achievements; and [added April 16th] General Assembly report			
June 23rd	Period 1 review	REA	Meeting in Brussels: summary of staff usage to be presented in the meeting			
June 30th	Final input from all partners	All				
July 15th	Period report circulated for proof reading	Co-ordinator				
July 22nd	Period report submitted.	Co-ordinator				
June-July	Enter financial reports in participants portal	All				