



Preparation of Annual Report 2010

Proposed time table, to be approved by Institution Board

Responsible	Action	Deadline
<i>I3 Coordinator</i>	<i>Submission of the Final Report to Brussels</i>	<i>31.03.2011</i>
<i>JRA/NA2 Coordinators & Task Leaders</i>	<i>Final feedback for the Final Report</i>	<i>14.03.2011</i>
<i>I3 Coordinator</i>	<i>First draft of the Final Report distributed</i>	<i>28.02.2011</i>
I3 Coordinator	Submission of Annual Report to Brussels	14.02.2011
All	Final feedback to Annual Report	07.02.2011
IB Members	Signed final versions of financial forms at DESY incl. audit certificate (!)	07.02.2011
I3 Coordinator	Final draft of Annual Report distributed	03.02.2011
JRA/NA2 Coordinators & Task Leaders	Final input for scientific part (progress report) + input for the Final Report (scientific part as well as completed FP6 questionnaires)	28.01.2011
I3 Coordinator	First draft Annual Report	17.01.2011
IB Members	Draft financial information (Form C & Appendix 1, if possible incl. AUDIT)	16.01.2011
JRA/NA2 Coordinators & Task Leaders	Input for scientific part: progress report & complete lists of talks and papers	22.12.2010
All	EUDET memo/report on Annual Meeting talks	29.11.2010

We'll prepare as usual a web page with further info, documents, FP6 questionnaires etc.