



Preparation Annual Report 2008

- Proposed time table, to be approved by Institution Board in Amsterdam
- Will be **STRICTLY** enforced

Responsibles	Action	Deadline
I3 Coordinator	Submission of Annual Report to Brussels	13.02.2009
All	Final feedback to Annual Report	06.02.2009
IB Members	Signed final versions of financial forms at DESY incl. audit certificate	06.02.2009
I3 Coordinator	Final draft of Annual Report distributed	02.02.2009
JRA/NA2 Coordinators & Task Leaders	Final input for scientific part (progress report)	23.01.2009
I3 Coordinator	First draft Annual Report	16.01.2009
IB Members	Draft financial information (Form C & Appendix 1) incl. new implementation plan	16.01.2009
JRA/NA2 Coordinators & Task Leaders	Input for scientific part: progress report & complete lists of talks and papers	19.12.2008
All	EUDET memo/report on Annual Meeting talks	28.11.2008

- As usual, we'll prepare a web page with further info, documents, etc.