



Preparation Annual Report 2009

- Proposed time table, to be approved by Institution Board in Geneva

Responsibles	Action	Deadline
I3 Coordinator	Submission of Annual Report to Brussels	15.02.2010
All	Final feedback to Annual Report	08.02.2010
IB Members	Signed final versions of financial forms at DESY	08.02.2010
I3 Coordinator	Final draft of Annual Report distributed	01.02.2010
JRA/NA2 Coordinators & Task Leaders	Final input for scientific part (progress report)	25.01.2010
I3 Coordinator	First draft Annual Report	22.01.2010
IB Members	Draft financial information (Form C & Appendix 1) incl. new implementation plan	18.01.2010
JRA/NA2 Coordinators & Task Leaders	Input for scientific part: progress report & complete lists of talks and papers	24.12.2009
All	EUNET memo/report on Annual Meeting talks	04.12.2009

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