



VOTECH Board Meeting

2007-11-08, by telecon

Schedule for delivering Annual Report

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As in the last two years, we need to provide the Commission with reports on VOTECH for the third year, 2007, by 14th February (45 days into the year). They require several reports:

(a) an activity report, description of progress towards objectives, milestones, and deliverables, etc. Also an updated plan on for using and disseminating knowledge.

(b) a management report, including justification of the resources deployed by each contractor; a Form C financial statement from each contractor, and a consolidated financial statement and summary tables provided by the co-ordinator.

(c) a report on distribution of finance between contractors.

We should not require audit certificates this time.

As we have done this twice now, it SHOULD be simple... Here is the proposed schedule :

Nov 08	Local Admins alerted to schedule
Nov 15	Outline Activity Report circulated Indicates snippets to be delivered by DS Leads
Nov 15	Wiki page set up for holding drafts etc
Dec 01	All DS snippets to be delivered
Dec 08	First draft Activity Report
Dec 15	Draft Justification of Resources table from each contractor, giving names of staff and outline of what they did, travel information and other expenditure items broken up by DS and to the same level of detail as in previous reports.
Dec 21	Second draft Activity Report
Dec 21	First draft Management Report
Jan 15	Justification of Resources and Form C completed and returned by each contractor
Jan 21	Complete Management Report
Jan 21	Complete Activity Report
Feb 01	Board to approve Final Report
Feb 14	Submit Final Report