

Workplan and financial issues



- Change or validation of the workplan December-January 2007
- Financial issues - EC first annual report

SUPER-SME meeting; 12th December
2006

WORKPLAN FOR DECEMBER –FEBRUARY 2007



WHEN	WHAT	WHO
By 18th December	letter + validation of final lists of SME + signed SME letters = deliverable D2 to be send to the EC before the end of the year.	URENIO, EWE, FUNDITEC
By 29th January	Final version of summary report D3,D4;D5 (?) = deliverable to be send to the EC officer	All partners
By 29th January	Draft timeplan for the WP3 (study tours/peer review meeting) Who? Where? When	FUNDITEC + CRL
By 5th February	Validation of timeplan for the WP3	All partners
By February date (?)	5th MB call meeting	All partners

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EC periodic reports



Deadlines

Reporting period	To submit to the CRL	Type of reports (1)
1st March 2006- 28th February 2007	21st March 2007	1. Periodic activity report 2. Periodic management report (FORM C + costs follow-up table + person- month status-table) 3. Overview table for dissemination activities 4. Interim socio- economic questionnaire

(1) Please look at the appendices on the SUPER-SME financial handbook: templates

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THANK YOU,

QUESTIONS.....



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