1st DRAFT - Planning and reporting schedule 2024 (January-June)

2024

	Jan	January 2024	Feb	February 2024	Mar	March 2024	Apr	April 2024	May	May 2024	Jun	June 2024	
Mon	1	Annual closure					1	Easter Monday					Mon
Tue	2	Annual closure					2						Tue
Wed	3	Annual closure					3		1	May Day			Wed
Thu	4	Annual closure	1	**APR 2023**: Budget out-turn (FAP-ACC-GA)			4		2				Thu
Fri	5	Annual closure	2	**Int Bud 2024**: upload of the first release into Qualiac (FAP-RPC) **Special Council Session** FCC Mid-Term Review	1		5	**MTP 2024**: feedback on the additional requests (Directorate)	3				Fri
Sat	6		3		2		6		4		1		Sat
Sun	7		4		3		7		5		2		Sun
Mon	8		5		4	**MTP 2024**: return of updated fact sheets (Departments)	8		6		3		Mon
Tue	9		6		5	**MTP 2024** preparation	9		7		4		Tue
Wed	10		7		6	Publication of **APR 2023**	10		8		5	Publication of **APR 2023 rev, MTP 2024, Scale of Contributions 2025,** Preliminary information on **CVI 2025**	Wed
Thu	11		8		7		11		9	Ascension	6	**MTP 2024 (2024pr)** - version frozen	Thu
Fri	12		9		8	**Int Bud 2024**: return of carry-forward (Departments)	12	**MTP 2024**: draft document to DG and FHR director (FAP-RPC)	10		7		Fri
Sat	13		10		9		13		11		8		Sat
Sun	14		11		10		14		12		9		Sun
Mon	15		12		11	**Int Bud 2024 after mr** - version frozen	15		13	SPC: **Draft MTP 2024**	10		Mon
Tue	16		13		12		16		14	FC am: **Draft MTP 2024**	11		Tue
Wed	17		14		13		17		15	**Scale of Contribution 2025, Preliminary information on CVI 2025**: document to John Pym (FAP-RPC)	12		Wed
Thu	18	**APR 2023**: return of approved factsheets + additional info (Departments)	15		14	**MTP 2024**: APT bottom up data updated + additional and DG requests submitted (Departments)	18		16		13		Thu
Fri	19		16		15	**Int Bud 2024**: upload of carry-forward (FAP-RPC)	19		17		14		Fri
Sat	20		17		16		20		18		15		Sat
Sun	21		18		17		21		19		16		Sun
Mon	22		19	**APR 2023**: draft document to DG and FHR Director (FAP-RPC)	18	SPC pm	22	**MTP 2024**: draft document to ED (FAP-RPC)	20	Whit Monday	17	SPC pm	Mon
Tue	23	**APR 2023** status and **MTP 2024** planning	20		19	SPC am **MTP 2024**: summary of additional requests to Directorate (FAP-RPC)	23	**MTP 2024**: document to John Pym (FAP-RPC)	21	Feedback SPC on the **Draft MTP 2024**	18	SPC am, FC pm	Tue
Wed	24		21	**APR 2023**: draft document to ED (FAP-RPC) **Financial Statements 2023**: Draft budget notes to ACC (FAP-RPC)	20	FC: **APR 2023**	24		22		19	FC: **MTP 2024, Scale of Contributions 2025,** Preliminary information on **CVI 2025**	Wed
Thu	25		22		21	RC	25	**MTP 2024**: comments, review (ED+ Departments)	23		20	RC/CC	Thu
Fri	26	**Int Bud 2024**: return of first material release (Departments)	23		22	CC	26		24	**MTP 2024**: revised document to DG and ED (FAP-RPC)	21	OC	Fri
Sat	27		24		23		27		25		22		Sat
Sun	28		25		24		28		26		23		Sun
Mon	29	**MTP 2024**: pre-filled fact sheets available in EPRCS (FAP-RPC)	26	**APR 2023**: comments and review received (ED + Departments)	25		29	Publication of **Draft MTP 2024**	27		24		Mon
Tue	30		27		26		30	**Draft MTP 2024** - version frozen	28	**MTP 2024**: comments and review (ED + Departments)	25		Tue
Wed	31	**Int Bud 2024 before mr** - version frozen **MTP 2024**: template for additional and DG requests to departments (FAP-RPC)	28	**Int Bud 2024**: carry forward proposal + 4th quarter revenues sent to Departments (FAP-RPC)	27				29	**MTP 2024**: document to John Pym (FAP-RPC)	26		Wed
Thu			29	**APR 2023**: APR final sent to John Pym, Jan Robinson (FAP-RPC)	28				30		27		Thu
Fri					29	Good Friday			31		28		Fri
Sat					30						29		Sat
Sun					31						30		Sun

Legend: Enlarged Directorate | School holidays (FR) | School holidays (GE) | Council week | Day off | DPOs meeting

1st DRAFT - Planning and reporting schedule 2024 (July-December)

2024

Day	July 2024		August 2024		September 2024		October 2024		November 2024		December 2024		Day
Mon	1												Mon
Tue	2						1						Tue
Wed	3						2						Wed
Thu	4		1				3						Thu
Fri	5		2				4		1				Fri
Sat	6		3				5		2				Sat
Sun	7		4		1		6		3		1		Sun
Mon	8		5		2	**Information on CVI 2025**: document to John Pym (FAP-RPC)	7		4	**PRE 2024** : return of a final distribution of revenues by budget codes (Departments)	2		Mon
Tue	9		6		3		8		5		3		Tue
Wed	10		7		4		9		6	CC	4		Wed
Thu	11		8		5	Jeûne Genevois	10		7	**PRE 2024**: update of Internal Budget 2023 (FAP-RPC)	5		Thu
Fri	12		9		6		11		8	**Final 2025 (2024pr)** - version frozen; **Final 2025 Budget**: indexation applied to Internal Budget 2024 (FAP-RPC); **Final 2025 (2025pr)** - version frozen	6	**APR 2024**: pre-filled fact sheets and additional information available in EPRCS (FAP-RPC)	Fri
Sat	13		10		7		12		9		7		Sat
Sun	14		11		8		13		10		8		Sun
Mon	15		12		9		14		11	**CVI 2025**: document to John Pym (FAP-RPC)	9	SPC pm	Mon
Tue	16		13		10		15		12	Anything urgent to discuss before the year end	10	SPC am	Tue
Wed	17		14		11	Publication of **Information on CVI 2025**	16		13		11	FC: **Final 2025 Budget, CVI 2025**	Wed
Thu	18		15		12		17	**PRE 2024**: Excel template for revenues from the first three quarters sent to Departments (FAP-RPC)	14		12	RC/CC	Thu
Fri	19		16		13		18	**PRE 2024** : return of a final distribution of material release by budget codes (Departments)	15	**Final 2025 Budget**: draft document to DG and FHR Director (FAP-RPC)	13	RCSt	Fri
Sat	20		17		14		19		16		14		Sat
Sun	21		18		15		20		17		15		Sun
Mon	22		19		16		21		18		16	**Int Bud 2024** - version frozen; **Int Bud 2025** - version created	Mon
Tue	23		20		17		22		19		17		Tue
Wed	24		21		18		23		20		18		Wed
Thu	25		22		19		24		21	**Final 2025 Budget**: comments, review (DG, FHR Director)	19	**Int Bud 2025**: first release including DG reserve cut sent to Departments (FAP-RPC)	Thu
Fri	26		23		20		25		22	**Final 2025 Budget**: document to John Pym (FAP-RPC)	20		Fri
Sat	27		24		21		26		23		21		Sat
Sun	28		25		22		27		24		22		Sun
Mon	29		26		23	SPC pm	28		25		23	Annual closure	Mon
Tue	30		27		24	SPC am; **PRE 2024** and **Final Budget 2025** preparation	29		26		24	Annual closure	Tue
Wed	31		28		25	FC: **Information on CVI 2025**	30		27	Publication of **Final 2025 Budget, CVI 2025**	25	Annual closure	Wed
Thu			29		26	RC	31		28		26	Annual closure	Thu
Fri			30		27	CC			29		27	Annual closure	Fri
Sat			31		28				30		28		Sat
Sun					29						29		Sun
Mon					30	**PRE 2024**: Excel template for materials release sent to Departments (FAP-RPC)					30	Annual closure	Mon
Tue											31	Annual closure	Tue
Wed													Wed

Legend:
- Enlarged Directorate
- School holidays (FR)
- School holidays (GE)
- Council week
- Day off
- DPOs meeting