

2nd DRAFT - Planning and reporting schedule 2025 (January-June)

2025													
	January 2025		February 2025		March 2025		April 2025		May 2025		June 2025		
Mon													Mon
Tue							1						Tue
Wed	1	Annual closure					2						Wed
Thu	2	Annual closure					3		1	May Day			Thu
Fri	3	Annual closure					4	MTP 2025: feedback on the additional requests (Directorate)	2				Fri
Sat	4		1		1		5		3				Sat
Sun	5		2		2		6		4		1		Sun
Mon	6		3	APR 2024: Budget out-turn (FAP-ACC-GA)	3	APR 2024: comments and review received (ED + Departments) MTP 2025: return of updated fact sheets (Departments)	7		5		2		Mon
Tue	7		4		4		8		6		3		Tue
Wed	8		5		5		9		7		4	Publication of APR 2024 rev, MTP 2025, Scale of Contributions 2026, Preliminary information on CVI 2026	Wed
Thu	9		6		6		10		8		5	MTP 2025 (2025pr) - version frozen	Thu
Fri	10		7		7	APR 2024: APR final sent to John Pym, Jan Robinson (FAP-RPC) Int Bud 2025: return of carry-forward (Departments)	11	MTP 2025: draft document to DG and FHR director (FAP-RPC)	9		6		Fri
Sat	11		8		8		12		10		7		Sat
Sun	12		9		9		13		11		8		Sun
Mon	13		10		10	Int Bud 2025 after mr - version frozen	14		12	SPC: Draft MTP 2025	9	Whit Monday	Mon
Tue	14		11		11	MTP 2025 preparation	15		13	FC am: Draft MTP 2025	10		Tue
Wed	15		12		12	Publication of APR 2024	16		14	Scale of Contribution 2026, Preliminary information on CVI 2026: document to John Pym (FAP-RPC)	11		Wed
Thu	16		13		13	MTP 2025: APT bottom up data updated + additional and DG requests submitted (Departments)	17		15		12		Thu
Fri	17		14		14	Int Bud 2025: upload of carry-forward (FAP-RPC)	18	Good Friday	16		13		Fri
Sat	18		15		15		19		17		14		Sat
Sun	19		16		16		20		18		15		Sun
Mon	20	APR 2024: return of approved factsheets + additional info (Departments)	17		17		21	Easter Monday	19		16	SPC pm	Mon
Tue	21	APR 2024 status and MTP 2025 planning	18		18	MTP 2025: summary of additional requests to Directorate (FAP-RPC)	22	MTP 2025: draft document to ED (FAP-RPC)	20	Feedback SPC on the Draft MTP 2025	17	SPC am	Tue
Wed	22		19		19		23	MTP 2025: document to John Pym (FAP-RPC)	21		18	FC: MTP 2025, Scale of Contributions 2026, Preliminary information on CVI 2026	Wed
Thu	23		20		20		24		22		19	RC/CC	Thu
Fri	24	Int Bud 2025: return of first material release (Departments)	21	Financial Statements 2024: Draft budget notes to ACC (FAP-RPC)	21		25	MTP 2025: comments, review (ED+ Departments)	23	MTP 2025: revised document to DG and ED (FAP-RPC)	20	OC	Fri
Sat	25		22		22		26		24		21		Sat
Sun	26		23		23		27		25		22		Sun
Mon	27	MTP 2025: pre-filled fact sheets available in EPRCS (FAP-RPC)	24	APR 2024: draft document to DG and FHR Director (FAP-RPC)	24	SPC pm	28	Publication of Draft MTP 2025	26		23		Mon
Tue	28		25		25	SPC am	29	Draft MTP 2025 - version frozen	27	MTP 2025: comments and review (ED + Departments)	24		Tue
Wed	29	Int Bud 2025 before mr - version frozen MTP 2025: template for additional and DG requests to departments (FAP-RPC)	26	APR 2024: draft document to ED (FAP-RPC) Int Bud 2025: carry forward proposal + last third of 2024 revenues sent to Departments (FAP-RPC)	26	FC: APR 2024	30		28	MTP 2025: document to John Pym (FAP-RPC)	25		Wed
Thu	30		27		27	RC			29	Ascension	26		Thu
Fri	31	Int Bud 2025: upload of the first release into Qualiac (FAP-RPC)	28		28	CC			30		27		Fri
Sat					29				31		28		Sat
Sun					30						29		Sun
Mon					31						30		Mon

2nd DRAFT - Planning and reporting schedule 2025 (July-December)

2025																				
	July 2025			August 2025			September 2025			October 2025			November 2025			December 2025				
Mon							1	Information on CVI 2026: document to John Pym (FAP-RPC)								1			Mon	
Tue	1						2										2			Tue
Wed	2						3				1						3			Wed
Thu	3						4				2						4			Thu
Fri	4				1		5				3						5	APR 2025: pre-filled fact sheets and additional information available in EPRCS (FAP-RPC)		Fri
Sat	5				2		6				4			1			6			Sat
Sun	6				3		7				5			2			7			Sun
Mon	7				4		8	SPC/FC pm - (FCC)			6			3			8	SPC pm		Mon
Tue	8				5		9	SPC/FC - (FCC)			7			4			9	SPC am		Tue
Wed	9				6		10	SPC am - (FCC) Publication of Information on CVI 2026			8			5			10	FC: Final 2026 Budget, CVI 2026		Wed
Thu	10				7		11	Jeûne Genevois			9			6	RC - (FCC) PRE 2025: update of Internal Budget 2025 (FAP-RPC)		11	RC/CC		Thu
Fri	11				8		12				10			7	RC am - (FCC) Final 2026 (2025pr) - version frozen Final 2026 Budget: indexation applied to Internal Budget 2025 (FAP-RPC) Final 2026 (2026pr) - version frozen		12	RCSt		Fri
Sat	12				9		13				11			8			13			Sat
Sun	13				10		14				12			9			14			Sun
Mon	14				11		15				13			10	CVI 2026: document to John Pym (FAP-RPC)		15	Int Bud 2025 - version frozen Int Bud 2026 - version created		Mon
Tue	15				12		16				14			11			16			Tue
Wed	16				13		17				15			12			17			Wed
Thu	17				14		18				16			13			18			Thu
Fri	18				15		19				17	PRE 2025 : return of a final distribution of material release -incl. revenues- by budget codes (Departments)		14	Final 2026 Budget: draft document to DG and FHR Director (FAP-RPC)		19			Fri
Sat	19				16		20				18			15			20			Sat
Sun	20				17		21				19			16			21			Sun
Mon	21				18		22	SPC pm			20			17			22	Annual closure		Mon
Tue	22				19		23	SPC am PRE 2025 and Final Budget 2026 preparation			21			18	Anything urgent to discuss before the year end		23	Annual closure		Tue
Wed	23				20		24	FC: Information on CVI 2026			22			19			24	Annual closure		Wed
Thu	24				21		25	RC			23			20	Final 2026 Budget: comments, review (DG, FHR Director)		25	Annual closure		Thu
Fri	25				22		26	CC			24			21	Final 2026 Budget: document to John Pym (FAP-RPC)		26	Annual closure		Fri
Sat	26				23		27				25			22			27			Sat
Sun	27				24		28				26			23			28			Sun
Mon	28				25		29	PRE 2025: Excel template for materials release + summary of revenues from the first 8 months of the year sent to Departments (FAP-RPC)			27			24			29	Annual closure		Mon
Tue	29				26		30				28			25			30	Annual closure		Tue
Wed	30				27						29			26	Publication of Final 2026 Budget, CVI 2026		31	Annual closure		Wed
Thu	31				28						30			27						Thu
Fri					29						31			28						Fri
Sat					30									29						Sat
Sun					31									30						Sun