

1st DRAFT - Planning and reporting schedule 2021 (January-June)

		2021																			
		January 2021			February 2021			March 2021			April 2021			May 2021			June 2021				
Sun																				Sun	
Mon					1	MTP 2021: pre-filled fact sheets available in EPRCS (FAP-RPC) APR 2020: Budget out-turn (FAP-ACC-GA)		1	Int Bud 2021: carry-forward proposal + 4th quarter revenues sent to Departments (FAP-RPC)											Mon	
Tue					2	Int Bud 2021 before mr - version frozen		2										1		Tue	
Wed					3			3	APR 2020: APR final sent to John Pym, Carmelo, Jan (FAP-RPC)									2	Publication of APR 2020 rev, MTP 2021, Scale of Contributions 2022, Preliminary information on CVI 2022	Wed	
Thu					4			4				1						3	MTP 2021 (2021pr) - version frozen	Thu	
Fri	1	New Year			5	Int Bud 2021: upload of the first release into Qualiac (FAP-RPC)		5				2	Good Friday						4		Fri
Sat	2				6			6				3				1			5		Sat
Sun	3				7			7				4				2			6		Sun
Mon	4				8			8	MTP 2021: return of updated fact sheets (Departments)			5	Easter Monday			3	SPC: White Paper MTP 2021		7		Mon
Tue	5				9	MTP 2021 preparation		9	MTP 2021 preparation			6	MTP 2021: draft document to DG and FHR director (FAP-RPC)			4	FC: White Paper MTP 2021		8		Tue
Wed	6				10			10	Publication of APR 2020			7				5			9		Wed
Thu	7				11			11				8				6			10		Thu
Fri	8				12			12	Int Bud 2021: return of carry-forward (Departments)			9				7			11		Fri
Sat	9				13			13				10				8			12		Sat
Sun	10				14			14				11				9			13		Sun
Mon	11				15			15	Int Bud 2021 after mr - version frozen			12	MTP 2021: draft document to ED (FAP-RPC)			10			14	SPC pm	Mon
Tue	12				16			16				13	MTP 2021: document to John Pym + Carmelo (FAP-RPC)			11	Feedback SPC on the White Paper MTP 2021		15	SPC am FC pm: APR 2020 rev	Tue
Wed	13				17			17	MTP 2021: APT bottom up data updated + additional and DG requests submitted (Departments)			14				12	Scale of Contribution 2022, Preliminary information on CVI 2022: document to John Pym + Carmelo (FAP-RPC)		16	FC: MTP 2021, Scale of Contributions 2022, Preliminary information on CVI 2022	Wed
Thu	14				18			18				15	MTP 2021: comments, review (ED+ Departments)			13	Ascension		17	RCS	Thu
Fri	15	Int Bud 2021: first release including DG reserve cut sent to Departments (FAP-RPC)			19	APR 2020: draft document to DG and FHR Director (FAP-RPC)		19	Int Bud 2021: upload of carry-forward (FAP-RPC)			16				14	1st of May (compensation)		18	OCS	Fri
Sat	16				20			20				17				15			19		Sat
Sun	17				21			21				18				16			20		Sun
Mon	18				22			22	SPC pm MTP 2021: summary of additional requests to Directorate (FAP-RPC)			19	Publication of White Paper: MTP 2021 for SPC			17	MTP 2021: revised document to ED (FAP-RPC)		21		Mon
Tue	19	APR 2020 status and MTP 2021 planning			23	APR 2020: draft document to ED (FAP-RPC)		23	SPC am			20	MTP 2021 for SPC - version frozen			18			22		Tue
Wed	20	APR 2020: return of approved factsheets + additional info (Departments)			24			24	FC: APR 2020			21				19			23		Wed
Thu	21				25			25	RCS			22				20			24		Thu
Fri	22				26	APR 2020: comments and review received (ED + Departments) Financial Statements 2020: Draft budget notes to ACC (FAP-RPC)		26				23				21			25		Fri
Sat	23				27			27				24				22			26		Sat
Sun	24				28			28				25				23			27		Sun
Mon	25							29	MTP 2021: feedback on the additional requests (Directorate)			26				24	Pentecôte/Whit Monday		28		Mon
Tue	26							30				27				25	MTP 2021: comments and review (ED + Departments)		29		Tue
Wed	27							31				28				26			30		Wed
Thu	28											29				27	MTP 2021: document to John Pym + Carmelo (FAP-RPC)				Thu
Fri	29	Int Bud 2021: return of first material release (Departments)										30				28					Fri
Sat	30															29					Sat
Sun	31															30					Sun
Mon																31					Mon

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

1st DRAFT - Planning and reporting schedule 2021 (July-December)

2021											
July 2021		August 2021		September 2021		October 2021		November 2021		December 2021	
Sun		1									Sun
Mon		2						1			Mon
Tue		3						2			Tue
Wed		4		1	Information on CVI 2022: document to John Pym + Carmelo (FAP-RPC)			3	PRE 2021: update of Internal Budget 2021 (FAP-RPC)	1	Wed
Thu	1	5		2				4		2	Thu
Fri	2	6		3		1		5	Final 2022 (2021pr) - version frozen Final 2022 Budget: indexation applied to Internal Budget 2021 (FAP-RPC) Final 2022 (2022pr) - version frozen	3	Fri
Sat	3	7		4		2		6		4	Sat
Sun	4	8		5		3		7		5	Sun
Mon	5	9		6		4		8		6	SPC pm
Tue	6	10		7		5		9		7	SPC am
Wed	7	11		8	Publication of Information on CVI 2022	6		10	CVI 2022: document to John Pym + Carmelo (FAP-RPC)	8	FC: Final 2022 Budget, CVI 2022
Thu	8	12		9	Jeûne Genevois	7		11		9	RCS
Fri	9	13		10		8		12	Final 2022 Budget: draft document to DG and FHR Director (FAP-RPC)	10	OSC APR 2021: pre-filled fact sheets and additional information available in EPRCS (FAP-RPC)
Sat	10	14		11		9		13		11	
Sun	11	15		12		10		14		12	
Mon	12	16		13		11		15		13	Int Bud 2021 - version frozen Int Bud 2022 - version created
Tue	13	17		14		12		16	Anything urgent to discuss before the year end	14	
Wed	14	18		15		13		17		15	
Thu	15	19		16		14		18	Final 2022 Budget: comments, review (DG, FHR Director)	16	Int Bud 2022: first release including DG reserve cut sent to Departments (FAP-RPC)
Fri	16	20		17		15		19	Final 2022 Budget: document to John Pym + Carmelo (FAP-RPC)	17	
Sat	17	21		18		16		20		18	
Sun	18	22		19		17		21		19	
Mon	19	23		20	SPC pm	18	PRE 2021: Excel template for materials release + summary of revenues from the first three quarters sent to Departments (FAP-RPC)	22		20	
Tue	20	24		21	SPC am PRE 2021 and Final Budget 2022 preparation	19		23		21	
Wed	21	25		22	FC: Information on CVI 2022	20		24	Publication of Final 2022 Budget, CVI 2022	22	
Thu	22	26		23	RCS	21		25		23	
Fri	23	27		24	RSC	22		26		24	
Sat	24	28		25		23		27		25	
Sun	25	29		26		24		28		26	
Mon	26	30		27		25		29		27	
Tue	27	31		28		26		30		28	
Wed	28			29		27	PRE 2021: return of a final distributon by budget codes (Departments)			29	
Thu	29			30		28				30	
Fri	30					29				31	
Sat						30					Sat
Sun						31					Sun

Enlarged Directorate

School holidays (FR)

School holidays (GE)

Council week

Day off

DPOs meeting