

1st DRAFT - Planning and reporting schedule 2023 (January-June)

2023																	
January 2023			February 2023			March 2023			April 2023			May 2023			June 2023		
Sun	1	New Year															Sun
Mon	2	Annual closure										1	May Day				Mon
Tue	3	Annual closure										2					Tue
Wed	4	Annual closure	1	Int Bud 2023 before mr - version frozen APR 2022: Budget out-turn (FAP-ACC-GA) MTP 2023: template for additional and DG requests to departments (FAP-RPC)	1	Int Bud 2023: carry forward proposal + 4th quarter revenues sent to Departments (FAP-RPC)						3					Wed
Thu	5		2		2	APR 2022: APR final sent to John Pym, Jan (FAP-RPC)						4			1		Thu
Fri	6		3	Int Bud 2023: upload of the first release into Qualiac (FAP-RPC)	3							5			2		Fri
Sat	7		4		4				1			6			3		Sat
Sun	8		5		5				2			7			4		Sun
Mon	9		6		6	MTP 2023: return of updated fact sheets (Departments)			3			8	SPC: Draft MTP 2023		5		Mon
Tue	10		7		7	MTP 2023 preparation			4			9	FC am: Draft MTP 2023		6		Tue
Wed	11		8		8	Publication of APR 2022			5			10			7	Publication of APR 2022 rev, MTP 2023, Scale of Contributions 2024, Preliminary information on CVI 2024	Wed
Thu	12		9		9				6	MTP 2023: draft document to DG and FHR director (FAP-RPC)		11			8	MTP 2023 (2023pr) - version frozen	Thu
Fri	13		10		10	Int Bud 2023: return of carry-forward (Departments)			7	Good Friday		12			9		Fri
Sat	14		11		11				8			13			10		Sat
Sun	15		12		12				9			14			11		Sun
Mon	16		13		13	Int Bud 2023 after mr - version frozen MTP 2023: APT bottom up data updated + additional and DG requests submitted (Departments)			10	Easter Monday		15			12		Mon
Tue	17		14		14				11			16	Feedback SPC on the Draft MTP 2023		13		Tue
Wed	18		15		15				12			17	Scale of Contribution 2024, Preliminary information on CVI 2024: document to John Pym (FAP-RPC)		14		Wed
Thu	19	APR 2022: return of approved factsheets + additional info (Departments)	16		16	MTP 2023: summary of additional requests to Directorate (FAP-RPC)			13			18	Ascension		15		Thu
Fri	20		17		17	Int Bud 2023: upload of carry-forward (FAP-RPC)			14			19			16		Fri
Sat	21		18		18				15			20			17		Sat
Sun	22		19		19				16			21			18		Sun
Mon	23		20	APR 2022: draft document to DG and FHR Director (FAP-RPC)	20	SPC pm			17	MTP 2023: draft document to ED (FAP-RPC)		22	MTP 2023: revised document to DG and ED (FAP-RPC)		19	SPC pm	Mon
Tue	24	APR 2022 status and MTP 2023 planning	21		21	SPC am			18	MTP 2023: document to John Pym (FAP-RPC)		23			20	SPC am	Tue
Wed	25		22	APR 2022: draft document to ED (FAP-RPC) Financial Statements 2022: Draft budget notes to ACC (FAP-RPC)	22	FC: APR 2022			19			24			21	FC: MTP 2023, Scale of Contributions 2024, Preliminary information on CVI 2024	Wed
Thu	26		23		23	RC			20	MTP 2023: comments, review (ED+ Departments)		25			22	RC/CC	Thu
Fri	27	Int Bud 2023: return of first material release (Departments)	24		24	CC			21			26			23	OC	Fri
Sat	28		25		25				22			27			24		Sat
Sun	29		26		26				23			28			25		Sun
Mon	30	MTP 2023: pre-filled fact sheets available in EPRCS (FAP-RPC)	27	APR 2022: comments and review received (ED + Departments)	27				24	Publication of Draft MTP 2023		29	Pentecôte/Whit Monday		26		Mon
Tue	31		28		28				25			30	MTP 2023: comments and review (ED + Departments)		27		Tue
Wed					29				26	Draft MTP 2023 - version frozen		31	MTP 2023: document to John Pym (FAP-RPC)		28		Wed
Thu					30				27						29		Thu
Fri					31	MTP 2023: feedback on the additional requests (Directorate)			28						30		Fri
Sat									29								Sat
Sun									30								Sun
Mon																	Mon
Tue																	Tue

Enlarged Directorate

School holidays (FR)

School holidays (GE)

Council week

Day off

DPOs meeting

1st DRAFT - Planning and reporting schedule 2023 (July-December)

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

Enlarged Directorate

School holidays (FR)

School holidays (GE)

Council week

Day off

DPOs meeting