

1st 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				5				3					Sat			
Sun	5				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	9 SPC: Draft MTP 2025			Mon
Tue	14				11				11	MTP 2025 preparation			15				13	10 FC am: Draft MTP 2025			Tue
Wed	15				12				12	Publication of APR 2024			16				14	11 Scale of Contribution 2026, Preliminary information on CVI 2026: document to John Pym (FAP-RPC)			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	17 Feedback SPC on the Draft MTP 2025			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	20 MTP 2025: revised document to DG and ED (FAP-RPC) 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	24 MTP 2025: comments and review (ED + Departments)			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	25 MTP 2025: document to John Pym (FAP-RPC)			Wed
Thu	30				27				27	RC							29	26 Ascension			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

Enlarged Directorate

School holidays (FR)

School holidays (GE)

Council week

Day off

DPOs meeting

1st 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	Anything urgent to discuss before the year end		16			Tue
Wed	16				13		17				15			12			17			Wed
Thu	17				14		18				16			13			18	Int Bud 2026: first release including DG reserve cut sent to Departments (FAP-RPC)		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			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