**PERFORM second internal report (M12)**

**Eligible period: 01/05/2016 - 31/10/2016**

1. Technical report + financial report + timesheets: templates & guidelines provided - (t1) September, 14th

2. Technical report: submission of first version by partners to WP leaders - (t1 + 3 weeks = t2) October, 5th

3. Technical report: feedback from WP leaders to partners - (t2 + 3 weeks = t3) October, 26th

*4. Consortium meeting: reporting clarifications - November, 9-10th*

5. Technical report: submission of revised version by partners to WP leaders - (t3 + 2 weeks = t4) November, 11th

6. Technical report: submission of revised version by WP leaders to CT - (t4 + 2 weeks = t5) November, 20th

7. Timesheets & financial report: submission by partners to CT - (t5) November, 20th

8. Timesheets & financial report: feedback to partners by CT – (t5 to t6) ongoing to December, 9th

9. Technical report: final version circulated by the CT to all for final check - (t5 + 3 weeks = t6) December, 9th

10. Timesheets & financial report: summary of pm and financial effort circulated by CT to partners - (t6) December, 9th

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| Month | **Activity** | Deadline | Responsible partner |
| September 2016 | Technical report + financial report + timesheets:  **provision of template & guidelines** | September, 14th | CT |
| October 2016 | Technical report:  **submission of first version by partners to WP leaders** | October, 5th | All |
| Technical report:  **feedback from WP leaders to partners** | October, 26th | WP leaders |
| November 2016 | Consortium meeting:  **reporting clarifications** | November, 9-10th | CT |
| Technical report:  **submission of revised version by partners to WP leaders** | November, 11th | All |
| Technical report:  **submission of revised version by WP leaders to CT** | November, 20th | WP leaders |
| Timesheets & financial report:  **submission by partners to CT** | November, 20th | All |
| December 2016 | Timesheets & financial report:  **feedback by CT to partners** | Ongoing until December, 9th | All |
| Technical report:  **final version circulated by CT to partners for final check** | December, 9th | CT |
| Timesheets & financial report:  **summary of pm and financial effort circulated by CT to partners** | December, 9th | CT |