

Action to be taken	Deadlines	
	Round One	Round Two
Applicant site submits description.	18-Nov-11	23-Mar-12
Secretariat notifies applicant sites and circulates approved, completed requests to entire Program and Member Services Committee.	Week 30 January 2012	Week 4 June 2012
For staff exchanges: Applicant & any other participating sites send final dates for exchange to all involved parties and Secretariat for agreement on final details <i>before</i> arranging travel or commencing the exchange.	1 month <i>prior</i> to commencing exchange	1 month <i>prior</i> to commencing exchange
For staff exchanges: Sites conduct exchange/consultation between:	March 2012 to March 2013	July 2012 to July 2013
For other projects: Sites implement projects from:	February 2012 to February 2013	June 2012 to June 2013
REPORTING & FUNDS DISBURSEMENT		
Secretariat sends lead site 80% of requested budget for project/staff exchange.	Upon receipt of signed award letter.	Upon receipt of signed award letter.
Applicant site submits a Project or Staff Exchange Report, including financial report/invoice. All participating sites circulate completed evaluation forms to Secretariat and participating partner sites.	1 month after completing each leg of exchange or project.	1 month after completing each leg of exchange or project.
Secretariat sends lead site remaining 20% of requested budget for project/staff exchange.	Upon receipt of the final Project and Staff Exchange report.	Upon receipt of the final Project and Staff Exchange report.

Applicant site submits an Impact Report for circulation.	1 year after conclusion of the project or exchange.	1 year after conclusion of the project or exchange.
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