





YEAR PLANNER FOR PRODUCTION OF THE ANNUAL REPORT January - July 2006

	January	February	March	April	May	June	July
Mon					1 <i>Spring bank holiday</i>		
Tue					2		
Wed		1 drafting	1		3		
Thur		2	2		4	1	
Fri		3	3		5	2	
Sat		4	4	1	6	3	1
Sun	1	5	5	2	7	4	2
Mon	2 <i>Office closed</i>	6 drafting	6	3	8	5	3 e-express post pub
Tue	3	7 drafting	7	4 <i>DRAFT TO HSC?*</i>	9	6 CDS complete editorial	4
Wed	4 <i>despatch comm notes</i>	8 drafting	8	5	10	7	5
Thur	5	9	9	6	11	8	6
Fri	6	10	10	7	12	9	7
Sat	7	11	11	8	13	10	8
Sun	8	12	12	9	14	11	9
Mon	9	13 drafting	13	10	15	12 abstract to web team?	
Tue	10	14 drafting	14	11 <i>HSC CLEARANCE?</i>	16 <i>finalised AR to CDS</i>	13 <i>CHECK PROOFS</i>	
Wed	11	15 drafting	15	12	17 Prepare web abstract	14 Proofs to print	
Thur	12	16	16	13	18	15	
Fri	13	17	17 <i>DRAFT TO RDG? *</i>	14 <i>Good Friday</i>	19	16	
Sat	14	18	18	15	20	17	
Sun	15	19	19	16	21	18	
Mon	16	20 drafting	20	17 <i>Easter Monday</i>	22	19 Proofs signed off	
Tue	17	21 drafting	21	18	23 Finalise publicity text***	20 <i>AR&A to NAO then PRINT</i>	
Wed	18	22 drafting	22	19	24 Finalise web abstract	21 text to e-express etc	
Thur	19	23	23	20	25	22	
Fri	20	24	24 RDG comments?	21	26	23	
Sat	21	25	25	22	27	24	
Sun	22	26	26	23	28	25	
Mon	23 send deadline reminder	27 drafting	27	24	29 <i>Late Spring bank hol</i>	26 e-express pre pub.	
Tue	24	28 <i>TO COPYWRITER ?</i>	28	25	30 <i>Lisa A/L until 12 Jun?</i>	27	
Wed	25		29 <i>RDG rubberstamping</i>	26	31	28 <i>AR TO DWP</i>	
Thur	26		30	27		29 <i>LAID IN PARLIAMENT</i>	
Fri	27 <i>contributions deadline</i>		31	28 <i>CLEARED AR TO CDS</i>		30 <i>AR PUBLISHED</i>	
Sat	28			29			
Sun	29			30			
Mon	30 Commence drafting						
Tue	31 drafting						

KEY:
RDG mtgs
Known Board mtgs
Office closed
Lisa's days out office

Notes:

* We agreed that we would send the draft to the RDG by mid March. However, I am concerned as to whether this leave enough time a copywriter to work on it? If necessary, will it be possible to send the draft to RDG at a slightly later date, asking them to rubber stamp by correspondence? We have until 28 April until the Report (cleared by the Commission) goes to CDS for their editorial input.

** Can we get the Commission to clear the Report by correspondence as it doesn't actually have to go to CDS until 28 April. If we could it would give a bit more time to work on any alterations suggested by the RDG and confer with the copywriter (?) if necessary. The Commission's next meeting is not until 9 May.

*** Text for publicity articles includes: press release, tickertape, news center (all for issue on day of publication), plus e-express pre and post publication announcements. Most of which can be based to an extent on last year's examples. Tickertape, news center and e-express are all very brief and can be run off easily but press release needs more work in collaboration with Ray Alger of the Secretariat.

YEAR PLANNER FOR PRELIMINARY WORK ON THE ANNUAL REPORT Oct-Dec 2005

	October	November	December
Mon			
Tue		1	
Wed		2 Anticipate Board's approval	
Thur		3 arrange mtg with CDS by mid Nov	1
Fri		4	2
Sat	1	5	3
Sun	2	6	4
Mon	3	7 arrange mtgs with contributors	5 Prepare comm notes
Tue	4	8	6 Prepare comm notes
Wed	5	9	7 Prepare comm notes
Thur	6	10	8
Fri	7	11	9
Sat	8	12	10
Sun	9	13	11
Mon	10	14 Liaise with web team	12 Prepare comm notes
Tue	11 Send papers to Steering Group	15	13 Prepare comm notes
Wed	12	16	14 send draft comm notes to Carole*
Thur	13	17	15
Fri	14	18	16
Sat	15	19	17
Sun	16	20	18
Mon	17 1st Steering Group mtg	21	19 Lisa A/L until 3 Jan
Tue	18 prepare proposals for Board	22	20
Wed	19	23	21
Thur	20	24	22
Fri	21	25	23
Sat	22	26	24
Sun	23	27	25
Mon	24	28	26 Office closed
Tue	25 Send proposals to Board	29	27 Office closed
Wed	26	30 Prepare comm notes	28
Thur	27		29
Fri	28		30 Office closed
Sat	29		31
Sun	30		
Mon	31		

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Notes:

* The commissioning notes need to go out 3/4 January. Lisa goes on A/L 14 December so will prepare the drafts in advance and forward them to Carole on 14th