## Timeframe for evaluation of project “Regional Centre for Special Optics and Optoelectronic Systems - TOPTEC”

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| **Step** | **Activity** | **Date/deadline** | **Responsible Party** |
| ***Preparatory phase*** | | | |
| 1 | Notification to beneficiary of evaluation exercise | 11/02 | Managing Authority (MA) |
| 2 | Provision of the self-assessment report (SAR) template to the beneficiary | 18/03 | MA |
| 3 | Selection and contracting of evaluation team | From 18/03 to 27/05 | MA |
| 4 | Submission of self assessment report to MA | 29/04 | Beneficiary |
| 5 | Quality control of SAR | 13/05 | MA, Beneficiary (where revisions are necessary) |
| 6 | Submission of evaluation report template, SAR and other supporting documents to the evaluators | 27/05 | MA |
| 7 | Submission of indicative evaluation questions and list of interviewees to the MA | 10/06 | Evaluators |
| 8 | Review and finalisation of indicative evaluation questions and list of interviewees | 17/06 | MA |
| 9 | Submission of finalised evaluation questions and interview list to the evaluators | 21/06 | MA |
| ***Field phase*** | | | |
| 10 | Pre-briefing on-site between evaluation team and beneficiary | Week of 24th June 2013 | Evaluators, beneficiary |
| 11 | Full site visit |
| 12 | Interviews with key parties | Evaluators |
| 13 | Pre-briefing with representatives of the beneficiary/MA | Evaluators |
| ***Reporting Phase*** | | | |
| 14 | Drafting and submission of draft evaluation report to the MA | 15/07 | Evaluators |
| 15 | Internal QC of draft report by MA | 22/07 | MA |
| 16 | Quality control and commenting of draft report by the MA;  Commenting by the beneficiary & submission of comments to MA | 29/07 | MA, beneficiaries |
| 17 | Submission of consolidated comments on the draft report from the MA to the evaluators | 05/08 | MA |
| 18 | Integration of comments into final report | 12/08 | Evaluators |
| 19 | Approval of the final report | 19/08 | MA |
| 20 | De-briefing exercise | Till 03/09 | Evaluators, MA |