

<b>Task</b>	<b>Delivery date</b>	<b>responsible</b>
Finalize statutes	28.3.2011	Tom
Submit Proxies for Registration to Tom	1.4.2011	Founding members
Register the INPO	8.4.2011	Tom
Application form EO Members	1.4.2011	Kristy
Prepare Contracts Secretariat Bookkeeping	6.5.2011	Tom
Review database design Find consensus on the database system	8.4.2011	<b>Billy</b> , Roland, Rosa, Joachim
Update handbook with reference to amended statutes	29.4.2011	Joachim
Draft full set of ECC standards	6.5.2011	Billy
Draft Assessment procedures	8.6.2011	Billy
Approve draft standards	8.6.2011	ALL
Trainers week	27.6.2011	Billy
Reviewed final standards	7.7.2011	Billy
Discussion Paper – „How do we deal with old certificates?“	6.5.2011	Roland
Prepare project glossy flyer and poster	15.4.2011	Alex
Present EFESC at the LIGNA Tradeshow – Alex to provide material	30.5.-3.6. 2011	Joachim, Alexandra
Design NA Application Form	6.5.2011	Joachim
Prepare letter of agreement with the EFESC standards	6.5.2011	Joachim
Design NA Accreditation certificate	6.6.2011	Alexandra
Prepare Invitation for Ossiach including information package /handbook etc. ../	6.5.2011	Edgar
Launch Database	6.6.2011	Billy, Joachim
Launch of EFESC at OSSIACH	6 to 8 June 2011	ALL
Chase responsible partners to deliver their tasks	Ongoing	Billy

Additional detailed issues to be sorted out

- Include provision for periodical review of standards in the handbook – Joachim
- Assessment procedures included in handbook based on Billy's draft after 8.June 2011 – Joachim
- Provide domain for the EFESC database / Tom to Billy