

LTEG Plan of Action November 2012 - November 2013		
WHAT?	WHO?	WHEN?
PPs 2013		
Changes to the text	Maria	Completed
editing	Laure	30.11.2012
dissemination	SG	7.12.2012
PPs 2014		
regional annexes - questionnaire for regional WGs	SG	30.11.2012
emergency procedures: - collecting - editing - revision	Sandra, Larissa, Roman Bojan	February 2013
Long Term Database		
- customised VL	Sarah & Philippe	end of 01.2013
- bilateral projects	Sarah & Philippe	end of 01.2013
- information about statistics under the description	Sarah & Philippe	end of 01.2013
- automatic reminder about filling out the evaluation	Sarah & Philippe	end of 04.2013
- new on-line evaluation form	Sarah & Philippe	end of 04.2013
Vacancies List administration (every 6 weeks)	Sarah	ongoing
Visibility		
Facebook	SG	ongoing
Web page administration	Sandro	ongoing
Web page - uploading all documents	Marta	upon request
Did you know that... - LTV DB and OPS (int) - LTEG PoA and progress in completing the PoA - LTEG joining other meetings - LTEG SG presentation (int) - Presentation of LTV coords/branches	- Sarah/Michael - Marta - Magda - SG - Maria, Clara (Alice SCI Cat, Sonja VCV Serbia, Sandra/Lisa SCI Germany, Christophe/Theres SCI Switzerland)	
Transparency of sending and hosting fees	- SG and Paolo	ongoing
PLOT 2013 (October 2013)		
- research about content	- SG	By end of 2012
- content	- SG, experienced coordinators	By 1.02.2013
- find host	- SG (VCV Serbia, SCI Germany, OWA Poland, KVT Finland)	End of 11.2012
- grant application	- SG	1.02.2013

LTEG AM 2013 (after PLOT 2013)		
- content	- SG	End of 09.2013
Participation in ICM 2012 ?	- Michael?	
Participation in NSPM 2013	- 1-2 participant(s)	
POT 2013		
- selection of prep team and trainers	- SG and Hosting Branch	end of 2012
- content	- SG and trainers	End of 01.2013
- reporting	- SG and Hosting Branch	End of 04.2013
- on-line POT	- SG and a volunteer (? Kathrin Wuennemann ?)	04.2013
POT 2014		
- find host	- SG	1.08.2013
- grant application	- SG	1.10.2013
Mentoring Guidelines		
- retyping the list of issues which should be included and dividing the tasks	Clara, Eeva	10.11.2012
- collecting existing materials	Maria , Roman, Irina, Kamila, Eeva, Clara, Sonja	30.11.2012
- opening a mentoring google doc	Maria	10.11.2012
- filling out the google doc	Maria , Roman, Irina, Clara, Sonja	by 02.2013
- edition	- Maria , Roman, Irina, Clara, Sonja	By 03.2013
- dissemination	- SG	04.2013
Training Guidelines		
- index	Larissa, Clara	30.11.2012
- sending resources	Larissa , Kamila, input from branches	By the end of 2012
- selecting useful tools	Clara, input from branches?	04.2013
- dissemination	- SG	05.2013
Procedures in case of negative feedback from LT projects	- SG and Larissa	09.2013