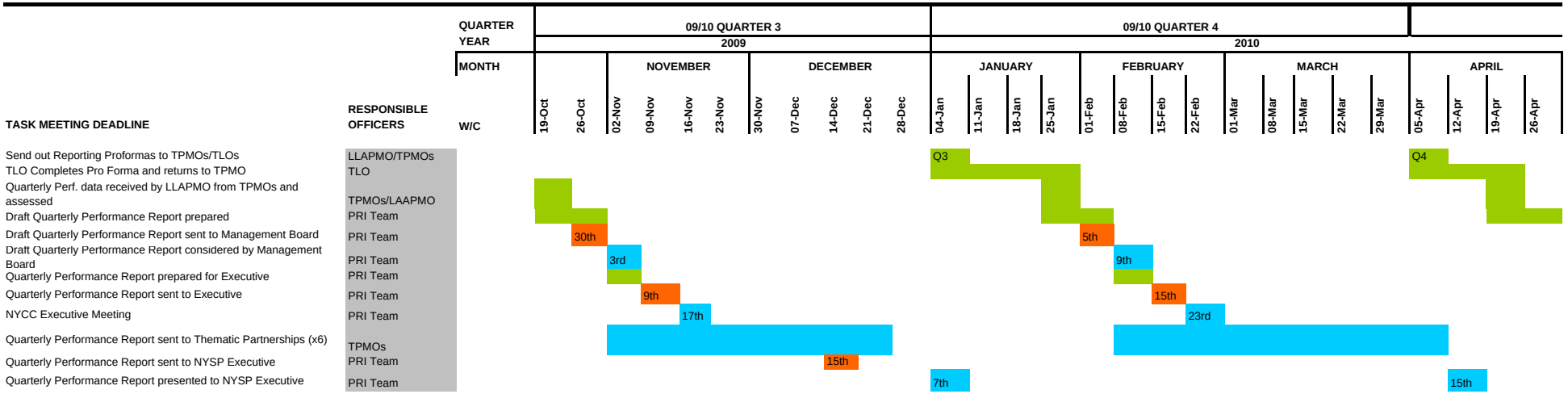
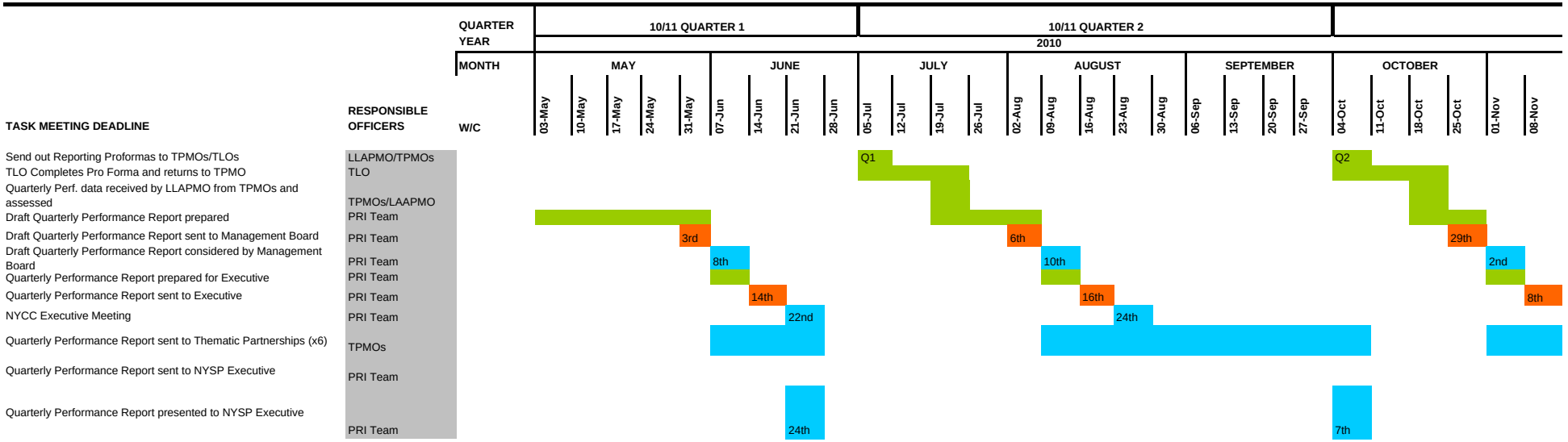
LAA PERFORMANCE REPORTING SCHEDULE 2008/09

Key;
Tasks
Meetings
Deadlines





TASK MEETING DEADLINE	RESPONSIBLE OFFICERS	QUARTER / YEAR / MONTH / W/C	2010							2011
			15-Nov	22-Nov	29-Nov	06-Dec	13-Dec	20-Dec	27-Dec	
Send out Reporting Proformas to TPMOs/TLOs	LLAPMO/TPMOs									
TLO Completes Pro Forma and returns to TPMO	TLO									
Quarterly Perf. data received by LLAPMO from TPMOs and assessed	TPMOs/LAAPMO									
Draft Quarterly Performance Report prepared	PRI Team									
Draft Quarterly Performance Report sent to Management Board	PRI Team									
Draft Quarterly Performance Report considered by Management Board	PRI Team									
Quarterly Performance Report prepared for Executive	PRI Team									
Quarterly Performance Report sent to Executive	PRI Team									
NYCC Executive Meeting	PRI Team		16th							
Quarterly Performance Report sent to Thematic Partnerships (x6)	TPMOs									
Quarterly Performance Report sent to NYSP Executive	PRI Team									
Quarterly Performance Report presented to NYSP Executive	PRI Team									