

Game plan and timing for Disodium Carbonate or Sodium Hydrogen Carbonate SIEF agreement

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Activity	Timing
LR sends email to active SIEF members informing them about RC's webpage	by April 21st, 2010
Reachcentrum activates the SIEF agreements website	by April 21st, 2010
SIEF members visit RC's webpage, download the SIEF agreement	
SIEF members print, sign, scan and return signed scanned SIEF agreement as .pdf to RC (ybi@reachcentrum.eu)	by May 21st, 2010
Once sign-in phase is over, the SIEF leadership team re-calculates the total LoA cost from cost sharing model (Annex 3 to SIEF agreement)	by June 18th, 2010
Cost for LoA for individual SIEF member is calculated	
LR informs SIEF members that they can finally order the LoA	by June 30th, 2010
SIEF members order LoA from RC's general webpage : www.reachcentrum.eu	by July 31th, 2010
RC sends invoices to SIEF members	5 workdays after receipt of order but latest by August 15th, 2010
SIEF members pay	as soon as possible, but latest by September 15th, 2010
RC sends LoA and token to lead dossier to SIEF member	within 10 workdays after payment, but latest by September 30th 2010
LR = Lead Registrant	
RC = ReachCentrum	
LoA = Letter of Access	