

Game plan for Epichlorohydrin SIEF agreement and LoA:

Updated dates are highlighted in yellow

- 1) LR sends Email to active SIEF members informing them about RC's webpage
- 2) SIEF members visit RC's webpage, download SIEF agreement
- 3) SIEF members print, sign, scan and return signed SIEF agreement as .pdf to RC (ybi@reachcentrum.eu)
- 4) 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)
- 5) Cost for LoA for individual SIEF members is calculated
- 6) LR informs SIEF members that they can finally order the LoA
- 7) SIEF members order LoA from RC's general webpage, RC sends invoices to SIEF members
- 8) Members pay
- 9) RC sends LoA and token to lead dossier

LR= Lead Registrant

RC= REACHcentrum

LoA= Letter of Access

Timing

- + Email to SIEF members: last week in February
- + activation of REACHcentrum's SIEF agreement website March 1st, 2010
- + Deadline for SIEF members to return signed SIEF agreement: March 31st, 2010
- + LR information to SIEF members about final cost for LoA: latest by May 31st, 2010
- + Lead dossier submission latest by July 15th, 2010
- + LR/RC teleconference/LiveMeeting with co-registrants not later than July 30th, 2010
- + SIEF members order LoA latest by August 15th, 2010
- + REACHcentrum sends invoice within 5 workdays after receipt of order, but latest by August 30th, 2010
- + SIEF members pay as soon as possible, but latest by September 15th, 2010
- + SIEF members get 'token' and LoA within 10 workdays after payment, but latest by September 30th, 2010