

**Annex 1.****Annual Report Timetable 2016/17**

6 December	CET paper to highlight and seek CET agreement on: a) Content & Format b) Production timetable
12 December	Board meeting: paper highlighting form and production timetable.
February	Communications Division to request contributions for the Annual Report, with a deadline of 24 March.
February	Chairman and Chief Executive's Review drafted.
17 March	Draft Chairman and Chief Executive's Review completed.
17 March	Deadline for contributions to Annual Report to Communications Division
4 April	Draft text circulated to CET and the Board for comments and approval.
11 April	Paper tabled at CET, requesting comments and approval.
24 April	Paper tabled at the Board
22 May	Agency Board seminar to review first draft of Annual Report and Accounts – Accounts Seminar.  Changes/comments updated.
xx May	Ministerial submission.
May	Performance against key targets from Policy.
xx May	NAO Final Audit of Accounts begins.
xx June	NAO present results of audit to ARAC.
xx June	ARAC recommend AO to sign off accounts.
xx July	Certification of accounts and C&AG issues opinion.
xx July	Lay in Parliament, publish Annual Report and Accounts.
xx July	Parliamentary recess (not yet announced)