

# ET-PP administrative details: TPs and reporting

**Table 3.1j: ‘In-kind contributions’ provided by third parties (not included in GA following back-up PO instructions) BUT... it will be INCLUDED NOW through an amendment to facilitate the monitoring of the contribution of TPs to the project)**

Participant Number/Short Name			
Third party name	Category	Cost (€)	Justification
RWTH	SP	60000	Achim Stahl is co-coordination of WP8 and co-coordinator of the EIB board in ET. He plays a central role in the definition of the computing and data access model for ET.
CDTI	SP T & OC	48000 8000	J. Echavarri, contributing to WP7 task 2 (industrial liaison) with 16.6% FTE. The financial contribution will be devoted to the organization of meetings with industrial partners and the preparation of ET project brochure.
AEI and LUH	SP	50000	Key contributions to WP6 coordination playing a central role in the ET governance and technical boards: 10%FTE H. Lueck (SC Co-chair and WP6 Co-chair); 5% FTE H. Vahlbruch (Co-chair squeezing WG in optics division of ISB); 5% FTE S. Koehlenbeck (Co-chair inter platform motion WG of the ANM division of ISB)
UV	SP	35000	I. Cordero, coordination of WP10 task 10.3 contributing with 0.2FTEs.
UIB	SP	42000	A. Sintes contributions to WP8 (data analysis model) and WP10 (dissemination activities) with 0.3FTEs. As an expert on GW modeling will contribute to the optimization of computing implementation. She will also contribute in a major way in the dissemination of ET results based on extended experience from LIGO and ET.
ICCUB	SP	42000	J. Castañeda in WP8 T8.2 (T8.2 (computing and data model) (0.15FTE) will contribute to the optimization of data management implementation and A. Argudo in WP10 (dissemination activities) (0.2FTE) will contribute to outreach activities in ET.
VU	SP	209375	Key contributors to ET instrument design: Andreas Freise: co-coordination of WP5 and contribution to WP6 (co-chair of the ET Instrument Science Board ISB) will contribute to ET design with 0.05FTE, and Conor Mow-Lowry:contribution to WP6 (co-chair of Active Noise Mitigation Division in ET ISB) will contribute to ET design with 0.05FTEs.
UM	SP	125000	Key contributors to ET instrument design: Stefan Hild: contribution to WP6 (co-chair of Interferometry Division in ET ISB) will contribute to ET design with 0.05FTE with , Gideon Koekoek: contribution to WP10 (stakeholders relation, press releases, media training) will contribute to outreach activities in ET with 0.2FTEs.
NCBJ	SP T & OC	61000 12000	M. Biesiada(0.2FTEs): contribution to WP4 and WP10, A. Zdrożny (0.2FTEs) contribution to WP10
CAMK	SP	48000	M. Bejger (0.2FTEs): contribution to WP6, P. Ciecielag (0.2FTEs): contribution to WP8 and WP10
Cyfronet	SP T & OC	49000 8000	HPC engineers (0.4FTEs): contribution to WP8 on the definition of the computing model for ET.
IMPAN	SP T & OC	27000 3200	A. Krolak (0.2FTEs): contribution to WP8 on the definition of the computing model for ET.

**SP (seconded personnel), T (travel), OC (other direct costs)**

## List of third parties (more detailed...)

Short Name	Beneficiary related	Category	Cost (€)	PMs	Justification
RWTH	DESY	Seconded personnel	60.000	6	Achim Stahl is co-coordination of WP8 and co-coordinator of the EIB board in ET. He plays a central role in the definition of the computing and data access model for ET.
CDTI	IFAE	Seconded personnel, travel –other costs	48.000 8.000	8	J. Echavarri, contributing to WP7 task 2 (industrial liaison) with 16.6% FTE. The financial contribution will be devoted to the organization of meetings with industrial partners and the preparation of ET project brochure.
AEI	DESY	Seconded personnel	50.000	9,6	Key contributions to WP6 coordination playing a central role in the ET governance and technical boards: 10%FTE H. Lueck (SC Co-chair and WP6 Co-chair); 5% FTE H. Vahlbruch (Co-chair squeezing WG in optics division of ISB); 5% FTE S. Koehlenbeck (Co-chair inter platform motion WG of the ANM division of ISB)
LUH	DESY	Seconded personnel			
UV	IFAE	Seconded personnel	35.000	9,6	I. Cordero, coordination of WP10 task 10.3 contributing with 0.2FTEs.
UIB	IFAE	Seconded personnel	42.000	14,4	A. Sintes contributions to WP8 (data analysis model) and WP10 (dissemination activities) with 0.3FTEs. As an expert on GW modeling will contribute to the optimization of computing implementation. She will also contribute in a major way in the dissemination of ET results based on extended experience from LIGO and ET.
ICCUB	IFAE	Seconded personnel	42.000	16,8	J. Castañeda in WP8 T8.2 (T8.2 (computing and data model) (0.15FTE) will contribute to the optimization of data management implementation and A. Argudo in WP10 (dissemination activities) (0.2FTE) will contribute to outreach activities in ET.
VU	NIKHEF	Seconded personnel	209.375	4,8	Key contributors to ET instrument design: Andreas Freise: co-coordination of WP5 and contribution to WP6 (co-chair of the ET Instrument Science Board ISB) will contribute to ET design with 0.05FTE, and Conor Mow-Lowry: contribution to WP6 (co-chair of Active Noise Mitigation Division in ET ISB) will contribute to ET design with 0.05FTEs.
MU	NIKHEF	Seconded personnel	125.000	12	Key contributors to ET instrument design: Stefan Hild: contribution to WP6 (co-chair of Interferometry Division in ET ISB) will contribute to ET design with 0.05FTE with, Gideon Koekoek: contribution to WP10 (stakeholders relation, press releases, media training) will contribute to outreach activities in ET with 0.2FTEs.
CYFRO NET	UW	Seconded personnel, travel –other costs	49.000 8.000	19,2	HPC engineers (0.4FTEs): contribution to WP8 on the definition of the computing model for ET.
CAMK	UW	Seconded personnel	48.000	19,2	M. Bejger (0.2FTEs): contribution to WP6, P. Ciecielag (0.2FTEs): contribution to WP8 and WP10
IMPAN	UW	Seconded personnel, travel –other costs	27.000 3.200	9,6	A. Krolak (0.2FTEs): contribution to WP8 on the definition of the computing model for ET.
NCBJ	UW	Seconded personnel, travel –other costs	61.000 12.000	19,2	M. Biesiada(0.2FTEs): contribution to WP4 and WP10, A. Zadrozny (0.2FTEs) contribution to WP10

## Information from project officer (follow art. 6.1 and 9.2 in GA)....

### Article 6.1 General eligibility conditions

\* In-kind contributions provided by third parties free of charge may be declared as eligible direct costs by the beneficiaries which use them (under the same conditions as if they were their own, provided that they concern only direct costs and that the third parties and their in-kind contributions are set out in Annex 1 (or approved ex post in the periodic report, if their use does not entail changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants; 'simplified approval procedure').

### Article 9.2: Third parties giving in-kind contributions to the action

Other third parties may give in-kind contributions to the action (i.e. personnel, equipment, other goods, works and services, etc. which are free-of-charge) if necessary for the implementation.

Third parties giving in-kind contributions do not implement any action tasks. They may not charge costs or contributions to the action, but the costs for the in-kind contributions are eligible and may be charged by the beneficiaries which use them, under the conditions set out in Article 6. The costs will be included in Annex 2 as part of the beneficiaries' costs.

The third parties and their in-kind contributions should be set out in Annex 1.

The beneficiaries must ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the third parties giving in-kind contributions.

# Administrative procedures between Beneficiaries and TPs

- 1) Each beneficiary should sign a “**commitment letter**” (if not done) with its TPs explaining the resources devoted to the execution of the project (proposed template next slide).
- 2) Each beneficiary has to detail us a **spending forecast** of their TPs spending during the different periods
- 3) **Periodic report:** detailed record on the spending of each beneficiary/TPs (only for the periodic reports or internal monitoring 6-monthly basis?)

Technical report	Financial report
Major deviations between planned/used (more than 20%), explanation in section 5.2 (small text why...)	Include the costs in the in-kind contribution section on the SYGMA portal

# Letter of Commitment

between

**Name of the Beneficiary**

and

**Name of the Third Party**

**Date**

This letter of commitment establishes the relationship between [Name of the Beneficiary] and [Name of the Third Party] in the execution of Project "Preparatory Phase for the Einstein Telescope Gravitational Wave Observatory" in short "ET-PP" as supported by the European Commission Framework Programme Horizon Europe Coordination and Support action under grant agreement 101079696.

[Name of the Beneficiary] acts as Beneficiary in the ET-PP Project as listed in the ET-PP Grant Agreement.

[Name of the Third Party] participates in the ET-PP Project as a third party free of charge with in-kind contribution to the action, committing a total of XXX person months, as detailed in the Grant Agreement, and listed below.

Third party name	Category	Cost (€)	Justification

[Name of the Third Party] shall provide to [Name of the Beneficiary] a forecast of the in-kind contributions to the ET-PP project during the duration of the ET-PP action. This shall be done during the first six months of the project.

[Name of the Third Party] shall provide to [Name of the Beneficiary] a periodic report every six months (starting on 1st March 2023) on the in-kind contributions made to the ET-PP action.

[Name of the Beneficiary] will ensure that the bodies mentioned in Article 25 of the Grant Agreement (e.g., granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the third parties giving in-kind contributions.

Signatures

## Reporting periods

### Formal (to the EC):

Reporting periods	Type	Month from	Month to	Deadline for report submission	Project reviews (timing month)
1	Periodic report	1 01/09/2022	12 31/08/2023	31/10/2023	14 31/10/2023*
2	Periodic report	13 01/09/2023	30 28/02/2025	30/04/2025	32 30/04/2025*
3	Final report	31 01/03/2025	48 31/08/2026	31/10/2026	49 31/10/2026*

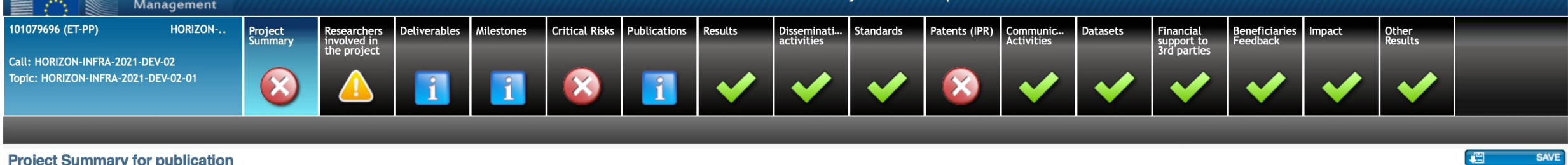
Internal to the coordinator: 6-monthly basis, **31/03/2023**

# Reporting periods:

The **periodic report** :Technical Report and Financial Report.

# The Technical Report:

•**Part A**: contains the structured tables with project information (generated by the IT system, continuous reporting portal).



Customized excel template asking the information to partners, filled online by the coordinator  
Deliverables/milestones in due time to the lead beneficiaries

**Where?** Excel template/Funding and tenders portal (coordinator)

**Who?** Coordinator

**How?** You will be prompted by e-mail with the customized Excel template /word template for deliverables/milestones

**When:** before the beginning of RP1, non-internal on 6-monthly basis



## Deliverables up to RP1

N	N in WP	Name	LB	Type	Dissemination level	Due date	Date
D1	D1.1	Dissemination and Exploitation (D&E) Plan	IFAE	R	PU	6	28/02/2023
D2	D1.2	Data Management Plan (DMP)	IFAE	R	PU	6	28/02/2023
D10	D4.1	Scan of legal procedures, permitting and land acquisitions	NIKHEF	R	PU	10	30/06/2023
D3	D2.1	Report providing options for legal entity	NIKHEF	R	PU	11	31/07/2023
D4	D2.2	Minutes of meetings with EC and involved ministries	NIKHEF	R	PU	11	31/07/2023
D26	D7.1	Innovation plan	IFAE	R	PU	11	31/07/2023
D36	D10.1	Initiate strategic media and communications plan	UW	R	PU	11	31/07/2023

## Milestones up to RP1

Number	Name	Lead beneficiary	Due date	Means of verification	WP number
M2	Document detailing the site-specific characteristics that impact ET sensitivity and its duty cycle.	NIKHEF	3	Report	4
M9	Analysis of promotion strategies accomplished	IFAE	8	Report.	7
M20	Appointment of Communications and Outreach Coordinator	UW	8	Appointment contract	10
M3	Common methodology to estimate impact of site characteristics on ET sensitivity and operation and, if required, a scheme to compensate it.	NIKHEF	10	Report	4
M10	Engagement plan produced	NIKHEF	10	Report.	7
M8	ET Collaboration in place	INFN	11	ET Symposium	6
M12	Workflows Requirements collection and constraints: computing and data	IFAE	11	Workshop (+D8.1)	8
M17	Preliminary sustainability plan	EGO	11	Report.	9

## Reporting periods:

The **periodic report** :Technical Report and Financial Report.

## The Technical Report:

•**Part B (the narrative part):** *Part B is a narrative description of the work carried out during the reporting period.*

### Template provided by the EC:

- an explanation of the work carried out by the beneficiaries,
- an overview of the progress towards the objectives of the action, including milestones and deliverables,
- use of resources (**only report deviations of 20% between planned and used**)
- customized template for the partners, coordinator compiles information and prepare the joint version

**Where?** Word template prepared by us (covered sections from 1-5)/ Final version to Funding and tenders portal (by the coordinator)

**Who?** Coordinator

**How?** You will be prompted by e-mail with the customized word template (we will present the template now)

**When:** each 6 months (internal monitoring and formal reporting)

## Sections in Part B document template in Horizon Europe

1. Explanation of the work carried out by the beneficiaries and Overview of the progress
  - 1.1 Objectives
  - 1.2 Explanation of the work carried per WP
  - 1.3 Impact
2. Follow-up of recommendations and comments from previous review(s) (if applicable)
3. Exploitation primarily in non-associated third countries (if applicable)
4. Open science
5. Deviations from Annex 1 and Annex 2 (if applicable)
  - 5.1 Tasks
  - 5.2 Use of resources (**deviations 20% /monitoring internally\***)
    - 5.2.1 Unforeseen subcontracting (if applicable)
    - 5.2.2 Unforeseen use of in kind contribution from third party against payment or free of charges (if applicable)  
(not applicable for MCSA and Lump Sum Pilot)

## Sections in Part B document template in Horizon Europe

### 5.2 Use of resources (deviations 20% in PMs or other costs) /monitoring internally\*

1) Firstly, we need a spending forecast of contributive resources (**own resources + in-kind contributions free of charge by TP (if any)**)

Use of same excel template as the one for requested funds (the one used for the distribution of the pre-financing)

You will be prompted by email using this customized excel template **soon**

2) Other excel file to compare your costs (PMs and other costs) between your forecasted/used in the period

6-month basis (**internal monitoring**) and for technical report (1year, 2years and half, end of the project)

**Deviations of 20% for our internal monitoring must be reported in the official technical report**

5.2.1 Unforeseen subcontracting (if applicable)

5.2.2 Unforeseen use of in kind contribution from third party against payment or free of charges (if applicable) (not applicable for MCSA and Lump Sum Pilot)

## Reporting periods:

### -Financial report **(done in the Funding and Tenders Portal):**

- individual financial statement from each **beneficiary** for the RP concerned, revised and approved by the coordinator
- only include costs related to requested EC funds + in-kind contributions of TPs
- explanation of use of resources (or detailed cost reporting table, if required)
- in the final report, if the total costs are higher than **430.000,00 €**, include certificate of financial statements (CFS).

## Explanation of use of resources:

**1) A) Personnel costs** (category direct personnel costs declared as actual costs): Number PMs/ associated WPs/ costs

**B) In-kind contributions provided by third parties** (seconded personnel)

TP name/Foreseen in Annex I?/Explanations if not foreseen/Costs for this RP

**2) Subcontracting:** description/ foreseen in Annex I, explanations (if not foreseen)/ costs (€)

**3) A) Purchase costs (travel and subsistence, equipment and other goods works and services)**

Cost item name/ Category/WP/Foreseen in Annex I/Explanations/Costs

**B) In-kind contributions provided by third parties**

TP name/Foreseen in Annex I?/Explanations if not foreseen/Costs for this RP

Name of beneficiary	Country	Role	Personnel costs/€	Subcontracting costs /€	Purchase costs - Travel and subsistence/€	Purchase costs - Other goods, works and services/€	Indirect costs/€	Total eligible costs	Funding rate	Maximum EU contribution to eligible costs	Requested EU contribution to eligible costs/€	Max grant amount
IFAE	ES	COORD	849.100 €	2.500 €	120.000 €	26.000 €	248.775,00 €	1.246.375,00 €	100%	1.246.375 €	328.750 €	328.750 €
BSC	ES	AFFILIATED	286.800 €	- €	11.000 €	- €	74.450,00 €	372.250,00 €	100%	372.250 €	231.250 €	231.250 €
IFNF	IT	PARTNER	1.761.040 €	100.000 €	244.500 €	162.000 €	541.885,00 €	2.809.425,00 €	100%	2.809.425 €	735.000 €	735.000 €
UW	PO	PARTNER	307.907 €	20.000 €	42.000 €	20.000 €	92.476,75 €	482.383,75 €	100%	482.384 €	167.500 €	167.500 €
CNRS	FR	PARTNER	1.900.651 €	- €	106.000 €	- €	501.662,75 €	2.508.313,75 €	100%	2.508.314 €	907.500 €	907.500 €
NIKHEF	HOL	PARTNER	2.049.958 €	100.000 €	40.000 €	223.000 €	578.239,50 €	2.991.197,50 €	100%	2.991.198 €	728.750 €	728.750 €
UCL	BL	PARTNER	195.000 €	- €	- €	- €	48.750,00 €	243.750,00 €	100%	243.750 €	56.250 €	56.250 €
ANTW	BL	PARTNER	483.200 €	- €	12.000 €	- €	123.800,00 €	619.000,00 €	100%	619.000 €	15.000 €	15.000 €
EGO	IT	PARTNER	250.000 €	- €	23.000 €	- €	68.250,00 €	341.250,00 €	100%	341.250 €	120.000 €	120.000 €
DESY	GER	PARTNER	45.000 €	- €	5.000 €	- €	12.500,00 €	62.500,00 €	100%	62.500 €	62.500 €	62.500 €
WIGNER	HU	PARTNER	68.500 €	- €	12.000 €	- €	20.125,00 €	100.625,00 €	100%	100.625 €	15.000 €	15.000 €
MUL	AUS	PARTNER	105.000 €	- €	6.000 €	- €	27.750,00 €	138.750,00 €	100%	138.750 €	82.500 €	82.500 €
UKRI	UK	ASSOCIATED	- €	- €	- €	- €	- €	- €	100%	- €	- €	- €
CU	UK	ASSOCIATED	- €	- €	- €	- €	- €	- €	100%	- €	- €	- €
UG	UK	ASSOCIATED	- €	- €	- €	- €	- €	- €	100%	- €	- €	- €
UNIGE	SW	ASSOCIATED	- €	- €	- €	- €	- €	- €	100%	- €	- €	- €
TOTALS			8.302.156 €	222.500 €	621.500 €	431.000 €	2.338.664 €	11.915.820 €		11.915.820 €	3.450.000 €	3.450.000 €

**Financial statement,  
Funding and tenders portal**

Additionally, in our internal monitoring, we will track the resources/costs of In-kind contributions from TPs/beneficiaries.

Description in Table 3.1j that will be included in the GA through an amendment (not included in the budget in Annex II).

# Budget requested EC

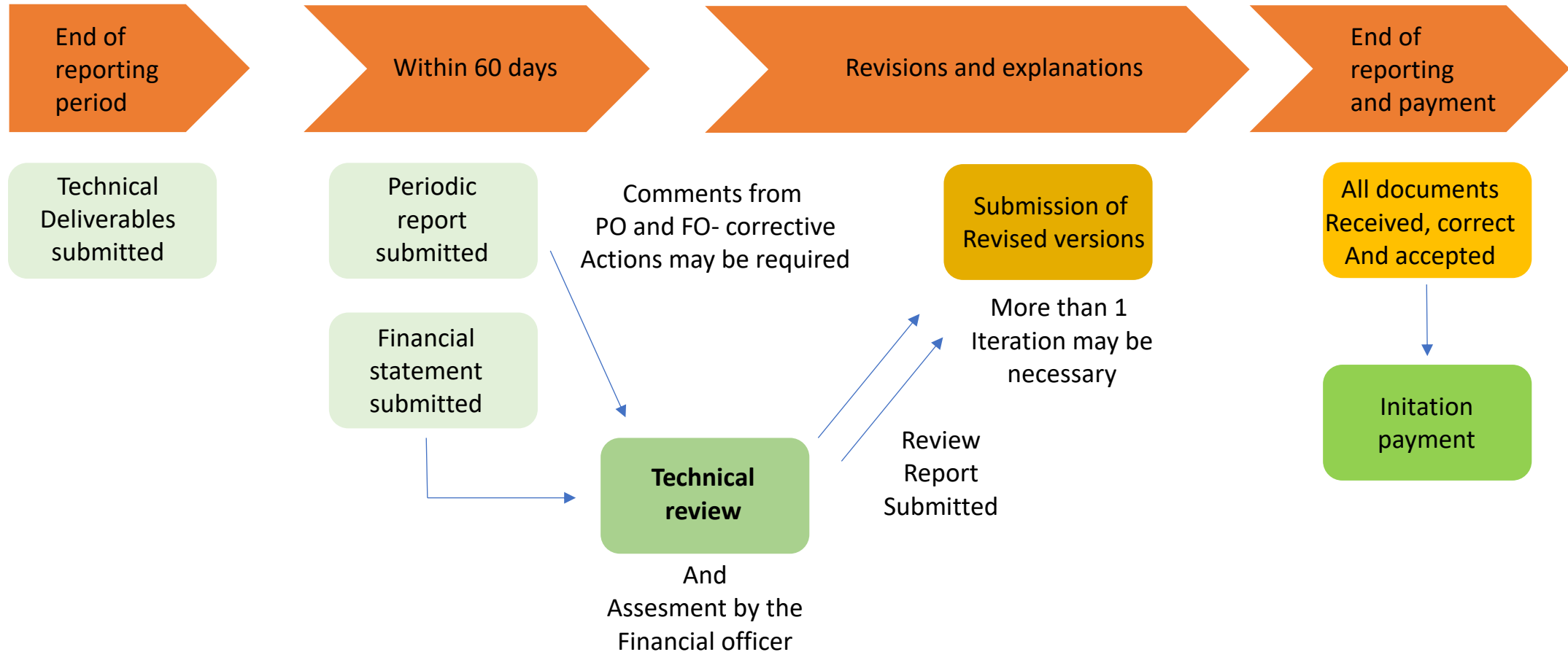
Name	Country	Personnel	subcontracting	Travel	Equipment	other goods	internally invoiced	indirect	total eligible	funding rate	maximum EU	requested EU
IFAE	ES	215.000,00 €	22.500,00 €	20.000,00 €	- €	10.000,00 €	- €	61.250,00 €	328.750,00 €	100,00 €	328.750,00 €	328.750,00 €
BSC	ES	180.000,00 €	- €	5.000,00 €	- €	- €	- €	46.250,00 €	231.250,00 €	100,00 €	231.250,00 €	231.250,00 €
INFN	IT	460.000,00 €	100.000,00 €	36.000,00 €	- €	12.000,00 €	- €	127.000,00 €	735.000,00 €	100,00 €	735.000,00 €	735.000,00 €
UW	PL	80.000,00 €	20.000,00 €	18.000,00 €	- €	20.000,00 €	- €	29.500,00 €	167.500,00 €	100,00 €	167.500,00 €	167.500,00 €
CNRS	FR	720.000,00 €	- €	6.000,00 €	- €	- €	- €	181.500,00 €	907.500,00 €	100,00 €	907.500,00 €	907.500,00 €
NIKHEF	NL	390.000,00 €	100.000,00 €	40.000,00 €	- €	73.000,00 €	- €	125.750,00 €	728.750,00 €	100,00 €	728.750,00 €	728.750,00 €
UCL	BE	45.000,00 €	- €	- €	- €	- €	- €	11.250,00 €	56.250,00 €	100,00 €	56.250,00 €	56.250,00 €
ANTW	BE	- €	- €	12.000,00 €	- €	- €	- €	3.000,00 €	15.000,00 €	100,00 €	15.000,00 €	15.000,00 €
EGO	IT	90.000,00 €	- €	6.000,00 €	- €	- €	- €	24.000,00 €	120.000,00 €	100,00 €	120.000,00 €	120.000,00 €
DESY	DE	45.000,00 €	- €	5.000,00 €	- €	- €	- €	12.500,00 €	62.500,00 €	100,00 €	62.500,00 €	62.500,00 €
WIGNER	HU	- €	- €	12.000,00 €	- €	- €	- €	3.000,00 €	15.000,00 €	100,00 €	15.000,00 €	15.000,00 €
MUL	AT	60.000,00 €	- €	6.000,00 €	- €	- €	- €	16.500,00 €	82.500,00 €	100,00 €	82.500,00 €	82.500,00 €
		2.285.000,00 €	242.500,00 €	166.000,00 €		115.000,00 €	- €	641.500,00 €	3.450.000,00 €	1.400,00 €	3.450.000,00 €	3.450.000,00 €

## Summary of WP efforts

INSTITUTION	PMs	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8*	WP9	WP10	Total Person-
1 IFAE	CONTRIBUTIVES	52,8	0	0	0	24	10	12	0	0	3	101,8
	REQUESTED EC	36	0	0	0	0	0	14	0	0	0	50
1.1 BSC	CONTRIBUTIVES	0	0	0	0	0	0	0	9	0	0	9
	REQUESTED EC	0	0	0	0	0	0	0	36	0	0	36
2 INFN	CONTRIBUTIVES	0	10	10	10	141	20	12	3	39,2	5	250,2
	REQUESTED EC	0	0	14	0	36	0	12	0	18	0	80
3 UW	CONTRIBUTIVES	0	0	0	12	0	1	19	0	0	20	52
	REQUESTED EC	0	0	0	0	0	0	0	0	0	24	24
4 CNRS	CONTRIBUTIVES	0	0	0	0	121	28	0	3	13	0	165
	REQUESTED EC	0	0	0	0	108	0	0	0	0	0	108
5 NIKHEF	CONTRIBUTIVES	0	10	0	10	124	2,5	12	0	0	10	168,5
	REQUESTED EC	0	15	0	0	36	0	2	0	0	0	53
6 UCL	CONTRIBUTIVES	0	0	11	0	0	0	0	0	0	0	11
	REQUESTED EC	0	0	6	0	0	0	0	0	0	0	6
7 UAntwerpen	CONTRIBUTIVES	0	0	0	0	5	48	5	0	0	0	58
	REQUESTED EC	0	0	0	0	0	0	0	0	0	0	0
8 EGO	CONTRIBUTIVES	0	0	0	0	0	0	0	0	12,6	28,4	41
	REQUESTED EC	0	0	0	0	0	0	0	0	18	0	18
9 DESY	CONTRIBUTIVES	0	0	24	0	0	0	0	0	0	0	24
	REQUESTED EC	0	0	9	0	0	0	0	0	0	0	9
10 Wigner RCP	CONTRIBUTIVES	0	0	0	13,2	0	0	0	0	0	6	19,2
	REQUESTED EC	0	0	0	0	0	0	0	0	0	0	0
11 MUL	CONTRIBUTIVES	0	0	0	0	0	0	0	0	4	0	4
	REQUESTED EC	0	0	0	0	0	0	0	0	12	0	12
12 UNIGE	CONTRIBUTIVES	0	0	0	0	0	2	0	48	0	0	50
13 UKRI	CONTRIBUTIVES	0	4,8	0	0	0	0	0	0	0	0	4,8
14 UCAR	CONTRIBUTIVES	0	0	0	0	0	0	0	0	0	4,8	4,8
15 UGLA	CONTRIBUTIVES	0	0	0	0	0	0	0	0	0	4,8	4,8
Total Person Months	CONTRIBUTIVES	52,8	24,8	45	45,2	415	111,5	60	63	68,8	82	968,1
Total Person Months	REQUESTED EC	36	15	29	0	180	0	28	36	48	24	396
		88,8	39,8	74	45,2	595	111,5	88	99	116,8	106	1364,1



# ROADMAP



**If more actions are needed, the PO will inform us in due time.  
Other actions may be required for the review meeting.**