

### Annex 1 - Programme for Task Force on Electronic Tendering

| ID | Task Name   | Duration       | Start               | 2000    |         |         |         |         |         |         |         |         |         |         |         |
|----|---|----------------|---------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|    |   |                |                     | Sep '99 | Oct '99 | Nov '99 | Dec '99 | Jan '00 | Feb '00 | Mar '00 | Apr '00 | May '00 | Jun '00 | Jul '00 | Aug '00 |
| 1  | <b>Stage 0 - Preparatory Work</b>                   | <b>6 days</b>  | <b>Tue 21-09-99</b> |         |         |         |         |         |         |         |         |         |         |         |         |
| 2  | First Plenary Meeting                               | 1 day          | Tue 21-09-99        |         |         |         |         |         |         |         |         |         |         |         |         |
| 3  | Formation of Sub-Groups                             | 1 wk           | Wed 22-09-99        |         |         |         |         |         |         |         |         |         |         |         |         |
| 4  | <b>Stage 1 - Business Case for E-tendering</b>      | <b>56 days</b> | <b>Wed 29-09-99</b> |         |         |         |         |         |         |         |         |         |         |         |         |
| 5  | Formulation of survey methodology                   | 2 wks          | Wed 29-09-99        |         |         |         |         |         |         |         |         |         |         |         |         |
| 6  | Circulation and endorsement of Working Paper No. 1  | 1 wk           | Wed 13-10-99        |         |         |         |         |         |         |         |         |         |         |         |         |
| 7  | Distribution and completion of questionnaire        | 2 wks          | Wed 20-10-99        |         |         |         |         |         |         |         |         |         |         |         |         |
| 8  | Analysis of survey results                          | 2 wks          | Wed 03-11-99        |         |         |         |         |         |         |         |         |         |         |         |         |
| 9  | Drafting of Working Paper No 2                      | 2 wks          | Wed 17-11-99        |         |         |         |         |         |         |         |         |         |         |         |         |
| 10 | Circulation of Working Paper No. 2                  | 2 wks          | Wed 01-12-99        |         |         |         |         |         |         |         |         |         |         |         |         |
| 11 | Plenary Meeting for Working Paper No. 2             | 1 day          | Wed 15-12-99        |         |         |         |         |         |         |         |         |         |         |         |         |
| 12 | <b>Stage 2 - Electronic Distribution</b>            | <b>56 days</b> | <b>Thu 16-12-99</b> |         |         |         |         |         |         |         |         |         |         |         |         |
| 13 | Formulation of strategy for electronic distribution | 6 wks          | Thu 16-12-99        |         |         |         |         |         |         |         |         |         |         |         |         |
| 14 | Drafting of Working Paper No. 3                     | 3 wks          | Thu 27-01-00        |         |         |         |         |         |         |         |         |         |         |         |         |
| 15 | Circulation of Working Paper No. 3                  | 2 wks          | Thu 17-02-00        |         |         |         |         |         |         |         |         |         |         |         |         |
| 16 | Plenary Meeting for Working Paper No. 3             | 1 day          | Thu 02-03-00        |         |         |         |         |         |         |         |         |         |         |         |         |
| 17 | <b>Stage 3 - Electronic Returns</b>                 | <b>51 days</b> | <b>Fri 03-03-00</b> |         |         |         |         |         |         |         |         |         |         |         |         |
| 18 | Formulation of strategy for electronic returns      | 6 wks          | Fri 03-03-00        |         |         |         |         |         |         |         |         |         |         |         |         |
| 19 | Drafting of Working Paper No. 4                     | 2 wks          | Fri 14-04-00        |         |         |         |         |         |         |         |         |         |         |         |         |
| 20 | Circulation of Working Paper No. 4                  | 2 wks          | Fri 28-04-00        |         |         |         |         |         |         |         |         |         |         |         |         |
| 21 | Plenary Meeting for Working Paper No. 4             | 1 day          | Fri 12-05-00        |         |         |         |         |         |         |         |         |         |         |         |         |
| 22 | <b>Stage 4 - Draft Final Report of Sub-Group</b>    | <b>31 days</b> | <b>Mon 15-05-00</b> |         |         |         |         |         |         |         |         |         |         |         |         |
| 23 | Drafting of Final Report                            | 4 wks          | Mon 15-05-00        |         |         |         |         |         |         |         |         |         |         |         |         |
| 24 | Circulation of Draft                                | 2 wks          | Mon 12-06-00        |         |         |         |         |         |         |         |         |         |         |         |         |
| 25 | Plenary Meeting for Draft Final Report              | 1 day          | Mon 26-06-00        |         |         |         |         |         |         |         |         |         |         |         |         |
| 26 | <b>Stage 5 - Final Report of Task</b>               | <b>27 days</b> | <b>Tue 27-06-00</b> |         |         |         |         |         |         |         |         |         |         |         |         |
| 27 | Drafting of Final Report                            | 2 wks          | Tue 27-06-00        |         |         |         |         |         |         |         |         |         |         |         |         |
| 28 | Circulation of Final Report to Task Force members   | 2 wks          | Tue 11-07-00        |         |         |         |         |         |         |         |         |         |         |         |         |
| 29 | Plenary Meeting for Final Report of Task Force      | 1 day          | Tue 25-07-00        |         |         |         |         |         |         |         |         |         |         |         |         |
| 30 | Finalisation of Final Report                        | 1 wk           | Wed 26-07-00        |         |         |         |         |         |         |         |         |         |         |         |         |
| 31 | Submission of Final Report to CC                    | 1 day          | Wed 02-08-00        |         |         |         |         |         |         |         |         |         |         |         |         |