

Phase	Step	Action by requester
Start	Reception, selection and prioritisation	
	In-take coordination meeting	
	Scoping meeting	✓
	Document of Work (DoW)	✓
	Call for experts & targeted mailing	
Development & review	Introductory meeting	✓
	Preparation of initial draft (V0)	
	Mid-term meeting	✓
	Adaptation of the output to the requester's needs (V1)	
	Technical review	✓
Response	Preparation and submission of the final output (V2)	
	Registration and publication of the output	
	Restitution meeting	✓
Feedback	Letters of acknowledgement	✓
	Feedback from the requester and the experts	✓