

## 2020/21 APPRAISAL & 2021/22 WORKPLANS TIMETABLE

DUE DATES	ACTIONS	
23 MAR 2021 ←→ 27 APR 2021	<b>Final revision &amp; assessment meeting</b> between <b>RO</b> and <b>Reportee</b> to discuss and close past period. <b>RO</b> writes the assessment for each objective and completes section 2 of the <b>2020/21 PWPR form</b> .	≈1month
28 APR 2021←→ 28 MAY 2021	<b>2021/22 Work plans</b> finished and uploaded to ASR-BSCW.	≈1month
03 MAY 2021 ←→ 21 MAY 2021	<b>CO</b> completes section 3 of the <b>2020/21 PWPR form</b> .	≈3weeks
24 MAY 2021 ←→ 04 JUN 2021	<b>Reportees</b> can write comments on section 4 of the <b>2020/21 PWPR form</b> .	≈2weeks
11 JUN 2021	<b>2021/22 PWPR</b> to be available to <b>LRB</b> .	Deadline
14 JUN 2021 ←→ 18 JUN 2021	<b>LRB</b> .	5 days
25 JUN 2021	<b>LRB</b> comments written on section 5 of the <b>2021/22 PWPR form</b> .	Deadline
01 JUL 2021 ←→ 09 JUL 2021	<b>Reportees</b> can write comments on section 4 of the <b>2020/21 PWPR form</b> .	1 week
16 JUL 2021	<b>Administration</b> closes the process.	Deadline
01 OCT 2021 ←→ 15 OCT 2021	<b>2021/22 PWPR</b> in-year revision.	2 weeks
21 MAR 2022 ←→ 22 APR 2022	<b>2020/21 PWPR</b> final revision and assessment.	≈1month