

Annex 3: Time schedule

The VB website and CMS should be implemented in milestones.

The main milestones of this process are laid out in the following table, but it will be important that bidders provide a more detailed breakdown as part of their bid. It is also acceptable for bidders to modify this table provided that an adequate explanation is provided of the new dates.

Milestone	Date
Contract award	1 October 2014
Kick-off meetings in Viborg	Beginning of October
Handover of preliminary website and CMS	15 December
Testing and adaptation phase	15 December - 31 December
Final website delivery	31 December 2014
Delivery of Content Management Systems Manual, Webmaster technical and administrative manual	2 February 2015
Final report which should include information on the approaches/tools used for the contract and any recommendations for sustaining the integrity of the website	2 February 2015
1-day training session for Joint Secretariat staff in Viborg, Danmark	February 2015
Maintenance period	4 years from final approval of website

Details of this schedule and arrangements for attendance at face-to-face and meetings will be agreed with the successful bidder during the initial meeting. It should be stressed that it is expected that the successful bidder would be in regular contact with the Joint Secretariat and that there would be a frequent exchange of draft development, comments and information.

The above dates form the basis for the delivery of the contract. A work plan will be agreed between the contractor and the secretariat during negotiations of the contract