**Time Schedule of SAFE Prototype Activity (TITLE OF YOUR PROPOSAL)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Milestones** | **Kick-off Meeting**  **+ Project Designing** |  |  |  |  | **Mid-Term**  **Report** |  |  |  |  |  | **Mid-Term**  **Report** |
| 1. Activity #1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Activity #2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Activity #3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Activity #4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Activity #5 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Activities** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21**  **Stakeholder**  **Meeting** | **22** | **23** | **24** |
| **Milestones** |  |  |  |  |  | **Mid-Term**  **Report** |  |  |  |  |  | **Final**  **Report** |
| 1. Activity #1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Activity #2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Activity #3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Activity #4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Activity #5 |  |  |  |  |  |  |  |  |  |  |  |  |

Note: “Milestones” in the first line are common items all prototypes are supposed to adopt unexceptionally (basically no change is allowed).

“Activities” should be in accordance with the “Work Plan of the Prototype Activity” in the ‘Application Form.’ You can add/delete Activity items accordingly.

* **Kick-off Meeting+ Project Designing (1st-2nd month)**: Discuss and decide the prototype implementation structure (incl. technical supporter); work plan; and brief Project Design Matrix (PDM) in accordance with the “SAFE Prototype Project Evaluation Guideline (under development).”
* M**id-Term Report (semi-annual)**: To be held at SAFE Workshop and APRSAF SAFE WS session. The executor is required to report the progress in accordance with the milestones and work plan it set at the beginning of SAFE prototype activity.
* **Stakeholder Meeting (21st-23rd month)**: To be held among prototype executor and end-user agencies to disseminate the prototype result; and lead to the operational use by stakeholders.
* **Final Report (24th month)**: To be held at SAFE Workshop or APRSAF SAFE WS session.