

<b>Timetable</b> Minimum number of months before the end of the mandate		<b>ACTION</b>	<b>BY WHOM</b>	<b>DELIVERABLES</b>
1st and 2nd mandate	3rd mandate			
6 months at the latest	12 months at the latest	Launch of the evaluation process	AVP-CP and partner institution for interinstitutional centers	Letter to the center’s academic and operational management
6 months	12 months	Self-assessment <ul style="list-style-type: none"> <li>- Identification of parties involved</li> <li>- Identification of items needed to establish the current situation</li> <li>- Data collection</li> <li>- Data analysis</li> <li>- Strategic review</li> </ul>	Operational Director in cooperation with the Academic Director	Self-assessment report - 10 pages max. containing <ul style="list-style-type: none"> <li>- Organization of self-assessment</li> <li>- Portrait of the center (budget, HR, organization, institutional attachment, etc.)</li> <li>- Missions and objectives/positioning of the center</li> <li>- Activities/services</li> <li>- Output indicators</li> <li>- SWOT analysis</li> <li>- Draft development plan</li> </ul>
5 months	10 months	Appointment of two external experts who are researchers in the center’s field of activities and not affiliated with EPFL or partner institutions (in the case of interinstitutional centers)	Jointly by the AVP-CP and the center’s Operational Director (as well as the partner institution for interinstitutional centers), after consultation with the Academic Director and/or Steering Committee	A contract sent to each expert defining the terms of their engagement and compensation
4 months	8 months	External evaluation	Two external experts appointed in accordance with the specification above	Joint report based on: <ul style="list-style-type: none"> <li>- An analysis of the self-assessment report</li> <li>- A visit to the center and a meeting with its management</li> </ul> To be sent to the AVP-CP and the management of the center
3.5 months	7 months	Center’s position statement on the expert report	Operational Director, in cooperation with the Academic Director and/or the Steering Committee	Letter sent to the AVP-CP indicating: <ul style="list-style-type: none"> <li>- its position on the content of the expert report</li> <li>- specifications on the impact of the experts’ recommendations on the draft development plan</li> </ul>
3 months		Decision – Phase 1	Associate Vice Presidency for Centers and Platforms	Prior notice sent to the AVP On the basis of <ul style="list-style-type: none"> <li>- the complete file sent to the AVP by the center’s operational management and by the experts</li> <li>- a meeting with the center’s academic management</li> </ul>
	6 months	Decision – Phase 2	EPFL Direction	Decision on whether or not to continue the center’s activities and to fund it. <sup>1</sup> If the activities are not to be continued, a decision on the terms and deadlines for closing the center.

<sup>1</sup> LEX 4.1.2 “Closing inventory procedure for the departure of a Head of Unit or closure of a Unit” must be followed if a center is closed.