<table>
<thead>
<tr>
<th>Timetable</th>
<th>ACTION</th>
<th>BY WHOM</th>
<th>DELIVERABLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st and 2nd mandate</td>
<td>3rd mandate</td>
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<tr>
<td>6 months at the latest</td>
<td>12 months at the latest</td>
<td>Launch of the evaluation process</td>
<td>AVP-CP and partner institution for interinstitutional centers</td>
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| 6 months | 12 months | Self-assessment | Operational Director in cooperation with the Academic Director | Self-assessment report - 10 pages max. containing  
- Organization of self-assessment  
- Portrait of the center (budget, HR, organization, institutional attachment, etc.)  
- Missions and objectives/positioning of the center  
- Activities/services  
- Output indicators  
- SWOT analysis  
- Draft development plan |
| 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:  
- An analysis of the self-assessment report  
- A visit to the center and a meeting with its management  
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:  
- its position on the content of the expert report  
- specifications on the impact of the experts’ recommendations on the draft development plan |
| 3 months | | Decision – Phase 1 | Associate Vice Presidency for Centers and Platforms | Prior notice sent to the AVP  
On the basis of  
- the complete file sent to the AVP by the center’s operational management and by the experts  
- a meeting with the center’s academic management |
| 6 months | | Decision – Phase 2 | EPFL Direction | Decision on whether or not to continue the center’s activities and to fund it.  
If the activities are not to be continued, a decision on the terms and deadlines for closing the center. |

1 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.