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| **Actions** |   | **Key Activities & Deadlines** |
|  | **Start** | **End** |  |   |  | **Deadline Date** |  |
|  |  |  |  |   |  |  |  |
| **August** | **01/08/2023** | **31/08/2023** | **Members to ensure work details up to date** |   | **August** | **01/08/2023** | **Members' details to be updated** |
| **September** | **11/09/2023** | **15/09/2023** | **CIBSE to provide current member list** |   | **September** | **11/09/2023** | **CIBSE to provide list of members due for renewal** |
| **16/09/2023** | **09/10/2023** | **Companies to renew and return list** |   | **October** | **09/10/2023** | **Deadline 1 - List review (Company)** |
| **October** | **23/10/2023** | **27/10/2023** | **CIBSE to provide final list - itemised with total** |   | **13/10/2023** | **Individual Membership Renewal Invoices Raised** |
| **30/10/2023** | **10/11/2023** | **Companies to confirm final list for invoice** |   | **27/10/2023** | **Deadline 2 - Final list (CIBSE)** |
| **November/December** | **13/11/2023** | **08/12/2023** | **CIBSE to invoice** |   | **November** | **10/11/2023** | **Deadline 3 - Final list review (Company)** |
| **13/11/2023** | **22/12/2023** | **Last adjustments to invoice (leavers)** |   | **December** | **08/12/2023** | **Deadline 4 - Final invoices raised (CIBSE)** |
| **December/January** | **08/12/2023** | **01/01/2024** | **Invoice to be settled** |   | **January** | **01/01/2024** | **Due Date - ALL Membership Renewal Invoices** |
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