

Appendix 1: Timeline of engagement activity planned to develop the Moray Growth Deal's 21/22 annual report

Phase	Timescale	Activity
<i>1: Regional partners, Council Officers and Elected Members</i>	<i>25th November 2022</i>	MGD Board asked to commission work associated with the annual performance report and SROs will be asked to contribute by providing project level updates.
	<i>Early December 2022</i>	If required, opportunity to schedule 1:1s or a joint session involving the PMO and Project SROs to discuss information required for the annual report.
	<i>13th January 2023</i>	Deadline for SROs to provide their submissions to the PMO and for case studies to be written up.
	<i>End of January MGD Programme Board</i>	MGD board to be given a status update on how the report is developing, flagging any emerging areas of assistance required from SROs.
	<i>10th February 2023</i>	First draft of the Annual Performance Report to be issued to MGD Board Members and the Moray Economic Partnership for review.
	<i>16th February 2023</i>	Briefing for the Moray Business Assembly
	<i>21st February 2023</i>	Briefing for Elected Members
	<i>24th February 2023</i>	Using feedback obtained during February, the MGD Board will be asked to approve a revised version of the annual report.
<i>2: Scottish and UK Governments</i>	<i>8th March 2023</i>	Draft copy of the Annual Report submitted to a Moray Council meeting, with a recommendation to provide delegated authority for the MGD SRO to agree a final version which will be submitted to a subsequent Council meeting for noting.
	<i>10th March 2023</i>	Latest date a draft of the annual report will be submitted to the Scottish and UK Governments for review prior to the annual conversation being held.
	<i>29th March 2023</i>	Annual conversation between the Moray Council, Scottish Government and UK Government to be held.
	<i>End of April 2023</i>	Annual report to be finalised following any final feedback from the Governments.
	<i>24th May 2023</i>	Submission of a final draft of the annual report to Full Council for noting.