**Environmental Claims: The cost of consciousness in insolvency and restructuring (October 2021)**

**Timeline - As at 16th March 2021**

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| --- | --- | --- | --- |
| **Date** | **Action** | **Responsibility** | **Remarks** |
| 16 March 2021 | Review and finalise template of questions  | Completed  |  |
| 31 March 2021 | Determine countries to be included | SL, TN and RC |  |
| 31 March 2021 | Identify authors | SL, TN, RC and DB (where needed) |  |
| 31 March 2021 | Start sending formal invite to contributors | WL |  |
| 15 April 2021 | Co-ordinate acceptances  | WL |  |
| 19 April 2021 | Prepare draft chapter to circulate to contributors | TN and RC |  |
|  | Acceptance deadline for authors and chase | WL |  |
|  | Co-ordinate filling any gaps | SL, TN, RC and DB |  |
| 30 June 2021  | Receive first drafts and forward to project leaders for review | WL |  |
| 23 August 2021 | Remind project leaders about foreword  | WL |  |
| 30 August 2021 | Receive foreword from project leaders | SL and TN |  |
| 30 August 2021 | Remind INSOL President for introduction | DB |  |
| 31 August 2021 | Complete review of chapters by project leaders | SL, TN and RC |  |
| 31 August 2021 | Edited drafts returned to authors for any further re writes if necessary  | WL and DB |  |
| 13 September 2021 | Receive introduction from President  | DB |  |
| 30 September 2021 | Final drafts to be approved by project leaders | SL and TN |  |
| 08 October 2021 | Complete in-house formatting | DB |  |
| 22 October 2021 | Final proof to read | DB |  |
| 27 October 2021 | Publication ready for uploading to the website | DB and WL |  |
| 29 October 2021 | Publication uploaded to the website  | DB and WL |  |
| 29 October 2021 | Email to members regarding new publication | DB |  |
| 29 October 2021 | Thank you letters to contributors | WL |  |