Country Team Administrative To-do list: September 2015

1. First quarterly report to missions and in-country partners –due to Evelyn for review ASAP, for dissemination by September 30th

\*\*see emails 8-19 and 9-9 for template and further explanation

1. Get signatures on (Final) Sample Sharing agreement from lab heads – due to Molly and Evelyn by Sept. 30

\*\*please note this requires an EHA co-sign

1. Rapid tool survey–
   1. Due to country liaisons from country coordinators (please have copied/forward to Evelyn and Mindy) by **September 18th** for review and revisions
   2. Submitted as attachment to predict@ucdavis.edu by September 24 (copy Evelyn and Mindy)
2. Lab safety training guide and quiz (see email 8-31) – after training is complete (\*\*before going into the field or beginning lab work)

\*\*send completed quizzes as attachments to [predict@ucdavis.edu](mailto:predict@ucdavis.edu) (copy Mindy, Molly and Evelyn)