**Biannual Reports Action Definition (PNG)**

This action definition describes what needs to be done to lodge Biannual Reports in PNG.

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| Editable Content |  |

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| **Action Trigger** |
| **Asset Type** | Tenement |
| **Action Name[[1]](#footnote-1)** | Biannual Reports |
| **Precondition** | {status} = Live |
| **Is Member Of** | Managed |
| **Interval** | Every 6 months |
| **Critical Date**  | Anniversary[[2]](#footnote-2)  | = {commencementDate} + {Interval} |
| **Deadline** | Deadline[[3]](#footnote-3) | = {Critical Date} + 30 days |

*Note: The Action Trigger defines the logic of the Action. The Deadline is the latest date by which the Action can be completed.*

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| **Applies To** |
| **Jurisdiction** | **Sub Type** | **Version** |
| PNG | Exploration Licence |  |

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| **Task List** |
| **Description** | **Days Needed Before Deadline** |
| Notify Exploration Manager to Create Reports (Form 22 and Form 23) | 30d |
| Follow up Exploration Manager | 14d |
| Review Biannual Reports (Form 22 and Form 23) | 7d |
| Lodge Biannual Reports (Form 22 and Form 23) | 5d |
| Confirm receipt of Biannual Reports (Form 22 and Form 23) | 0d |
| Enter expenditure details in database | 0d |

*Note: Task List items define the Action Status and will have their own trigger dates based on the Days Needed Before the Deadline. Task List items negate the need for separate follow up Actions. You may add in as many Task List items as you wish. If a Task List item has no Days Needed Before Deadline entered then it will default to the previous Task List item Days Needed Before Deadline.*

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| **Change History** |
| **Date** | **Version** | **Changes** |
| 10/10/2024 | 1.1.0 | Removed custom fields and wiki links |
| 21/10/2019 | 1.0.0 | New Action Definition |

1. Define the action name [↑](#footnote-ref-1)
2. This is the label that will appear on the form & can be customised [↑](#footnote-ref-2)
3. This is the label that will appear on the form & can be customised [↑](#footnote-ref-3)