

REQUIREMENTS FOR THE SIX-MONTHLY PROGRESS REPORTS

Progress on all projects is reported to the SfP Programme Office twice per year, covering the periods:

- from the start of the project until 31 March
- from the start of the project until 30 September

It is the responsibility of either the NPD or the PPD that 4 hard copies of the full report are received by the SfP Programme Office no later than 20 April and 20 October, respectively, to coincide with NATO's allocation of funds for the next semester. If applicable, one copy should also be sent to the NATO Consultant as well as by each member of the IPR Committee. The NPD and the PPD should sign the Progress Report.

1. THE CONTENTS OF THE PROGRESS REPORT

The six-monthly Progress Report is a narrative report and must be a stand-alone document. I.e. no reference should be made to previous reports without a brief description.

The overall objectives of the Project and the way in which the tasks and activities of the various participating groups have contributed towards achieving these objectives must be clearly stated. In particular, the Progress Report should include a summary of the current status of the work for each of the participating groups and for the Project overall in relation to the milestones and deliverables schedule given in the approved Project Plan. This information should be supported by specific accomplishments and quantified wherever possible in charts, graphs and schedules.

If delays or obstacles have been encountered, their effect on the expected outcome of the Project should be assessed and the actions planned to overcome them should be described.

A short section relating to young scientists associated with the Project, including their names, organisations and contribution to the Project, should be included in the Report.

The following paragraphs explain in detail where to place all the requested information:

2. THE STRUCTURE OF THE PROGRESS REPORT

- Title page: give the project number, full title, short title, and Project Co-Directors' names; the name(s) of person(s) who prepared the report should be marked and the date of the report should be given.
- Mark the report clearly with "MAY Progress Report – year" or "NOVEMBER Progress Report - year".
- The second page: the table of contents (TOC);
- The third page: a list of abbreviations;
- The fourth page: a list of Co-Directors and end-users with updated mailing addresses, contact numbers and e-mails (important for keeping the database at NATO up-to-date);
- The fifth page: a short introduction to the project (background and objectives). It should become clear why and how this project is carried out and what will be the end-results and the implementation;
- The sixth (and seventh page, if applicable): an overview of the entire project in form of a bar chart "Project Structure and Activities" (outline and example see *Annex 3b and 3c*). Explain briefly delays or obstacles and give reference to the chapters in the Progress Report where more details can be found.

Five separate chapters (a, b, c, d, and e) should follow. In order to facilitate the identification of the different chapters of the report it would be greatly appreciated if paper of the following colours would be used:

- | | |
|--------------------------------|--------|
| a) Technical Progress | white |
| b) Financial Status | rosé |
| c) Equipment Inventory Records | rosé |
| d) Criteria for Success Table | yellow |
| e) Summary Report | white |

a) **The Technical Progress**

This chapter should not exceed 20 pages including all sub-chapters and figures!

The work performed under the direction of the Project Co-Director(s) from the Partner countries should be described in the first sub-chapter(s). Preparation of this sub-chapter(s) is the responsibility of the PPD with the collaboration of the involved Project Co-Directors.

The work, if any, performed under the direction of the Project Co-Director(s) from the NATO country(ies) should be described in the next sub-chapter. Preparation of this sub-chapter is the responsibility of the NPD.

The sub-chapters must include the following information (from the start of the Project):

- Accomplishments achieved so far compared to the approved version of the Project Plan;
- Actions taken to ensure the implementation of the end-results;
- Milestones for the next six months;
- Involvement of young scientists in the Project;
- Major travel (who went where, for what reason, benefits and conclusions of the missions?);
- Visits by experts/advisors and NATO consultant (topics covered and any impact on the work plans);
- Visibility of the SfP Project (list separately 1. scientific publications (in peer-reviewed journals) and 2. presentations in other journals or at conferences; articles in newspapers; web-site, etc.)
- Technical and administrative difficulties encountered and actions taken to overcome them;
- Changes, if any, in project personnel in any of the participating organisations;
- Changes, if any, in the Project Plan and their expected impact on budget and schedule;

b) **The Financial Status of the entire Project**

Preparation of this chapter is the responsibility of the NPD.

This chapter of the semi-annual Progress Report includes a set of standardised tables to be completed by the NPD with the input of the participating Project Co-Directors. The outline of these budget tables are given in *Annex 4a, 4b and 4c*.

The financial report is not an accounting document. It is a necessary management tool, which compares expected costs at the start of the Project (the APPROVED BUDGET) with current expectations (the CURRENT COST OUTLOOK), for the purpose of identifying potential overruns so that corrective actions can be taken. At any given time, the current cost outlook is the sum of real costs to date (ACTUAL EXPENDITURES) plus a careful re-estimate of the money needed to complete that item (FORECAST EXPENDITURES). The portion of forecast expenditures to be spent in the next six months is identified separately to assist the SfP Programme Office in determining the amount and timing of additional grants. (This forecast must be as accurate as possible!)

Within the approved budget, modifications and re-allocations can be proposed but should be explained and justified. If the total CURRENT COST OUTLOOK is more than the total APPROVED BUDGET for the Project, each line item should be re-examined and actions taken to deal with such budget overrun.

c) **The Equipment Inventory Records**

Please give the information as requested in *Annex 5*.

d) **The Criteria for Success Table**

This table should give an overview where the Project stands with respect to the end-goals (use the form as given in *Annex 6*).

e) **The two-page Summary Report**

This Summary Report should give an overview of the achievements from the start of the Project until 30 March or 30 September, respectively, of the current year. Project Co-Directors are asked to prepare this summary with care as it will be included, without editing, in the "Report on the Overall Science for Peace Programme" which will be distributed to NATO's Science Committee and the Expert Panels.

Please, follow the outline given in *Annex 7*.