

## 1st Periodic Report

- “Periodic Report” (that’s the official term) every year
  - First IOMASA year ends **now**
  - Report due within 2 months (compiled and sent to EC by coordinator)
- ⇒ **Input** to coordinator **by November 20** ( $\text{\LaTeX}$ , ASCII, RTF, (DOC))
- **4 sections**: Management, Executive Summary & Publications, Detailed (scientific/technical), TIP



## Which Input Needed by Coordinator?

- **Section 1: Management Report**
  - planned/used **manpower** (person-months) and **funds**; by WP
  - scientific/technical **progress**
  - **milestones/deliverables** obtained
  - **deviations** from work plan
  - meetings, conferences, cooperations with other projects
- **Section 2: Executive Summary** about main results achieved, to be made public by EC (1 to 2 pages);
  - **publications** by project partners from the last 12 months
  - publications in queue
  - **2 hardcopies** of each publication

## Which Input Needed by Coordinator?

- **Section 3** Detailed scientific/technical progress, per WP, max. 4 pages per WP
  - Objectives
  - Methodology and scientific **achievements** related to WP including contribution from partners
  - Socio-economic relevance and policy implication (?)
  - Discussion and conclusion
  - **Plan** and objectives for the **next 12 months**
- Further information: “Guidelines for Reporting” (EU, FP5), link on [IOMASA member web site, section “Reports”](#)