



Fifth Framework Programme 1998 - 2002

Thematic Programme: Environment and Sustainable Development

Guidelines for Reporting

June 15th, 2000



SCOPE AND OBJECTIVES OF PROJECT REPORTING

These guidelines provide the co-ordinators and partners with layout and details for the preparation of the project reports mentioned in the Contract. It is the duty of the co-ordinator to prepare and transmit these reports to the Commission.

These reports are not only an administrative or contractual requisite, but are real management, communication and working tools for the co-ordination of all partners involved in a project and should be intended also for the benefit of the project itself. Therefore the documents should be clear, concise, meaningful and comprehensive. These guidelines are valid for the reporting purposes required by FP5 contracts (Research and Technological Development Projects, Demonstration Projects, Combined RTD and Demonstration Projects, Co-operative Research (CRAFT), Thematic Networks, Concerted Actions).

The cover page for the reports can be provided in a free format but it should always include the following information:

- Acronym or project title
- contract number
- period covered by the report
- sections included
- name of the co-ordinator
- project home page

It is also important to include an updated version of the “Participants Information” page in all the reports, due to the fact that the contact information (addresses, telephone and fax numbers etc.) for partners is changing frequently.

These guidelines are divided into 6 SECTIONS and these sections are related to different reporting periods. As regards reports and according to the Article 4.1 of Annex II to the contract, normally the following reports shall be submitted to the Commission for approval:

– A Management Report (SECTION 1)

Due to the extended scope and objectives of FP5, the projects are larger in dimension and are involving partners with multidisciplinary skills. This makes the management and co-ordination of the project a complex and challenging task. Co-ordination costs are considered eligible in order to strengthen this aspect in the projects. The Management Report has been designed to serve as a monitoring tool for the co-ordinator and for the Commission, to follow-up closely the progress of the project and anticipate possible obstacles (e.g. delays, technical problems etc). This section is focused on the management and co-ordination activities.

The time periodicity of this report is normally 6 months and is specified in Annex to the Description of Work.



- **A Periodic Report (SECTIONS 1 to 4)** including a draft of the Technological Implementation Plan (T.I.P.) and cost statements

The Periodic Report provides information on the progress made in the project and for the EESD Programme has a periodicity of 12 months.

SECTION 1, corresponding to the Management Report, covers the last 6 months or 12 months of the reporting period, depending on what stated in Annex to the Description of Work.

SECTION 2 contains an executive summary describing the main results achieved in the project during the reporting project. This summary is to be used to inform interested parties including policy makers and public authorities about the results of the project and should be publishable by the Commission, i.e. on CORDIS.

SECTION 3 is dedicated to the progress made, organised per work package. The individual contributions of each partner should be described. This will give an opportunity to closely follow the progress made in each work package and to inform all the partners of the overall progress of the project.

One important aim of FP5 is to put more attention to the exploitation of the results. Therefore, the requirement to prepare annually a draft T.I.P (SECTION 4) will help the project consortium to be oriented to the dissemination and exploitation of the results since the beginning of the project.

- **At the end of the project a Final Report (SECTIONS 1 to 6)** including the final version of the Technological Implementation Plan (T.I.P.) and cost statements. The T.I.P. is not required for the contracts type Concerted Actions and Thematic Networks.

The Final Report provides information about the overall scientific achievements and deliverables

SECTIONS 1 to 4, corresponding to the Periodic Report, related to the last reporting period. This includes also a final version of the T.I.P. (SECTION 4).

SECTION 5 is an executive summary of the overall achievements including also the strategic aspects e.g. contribution to EU policies. This abstract, covering the whole duration of the project, is meant to inform all possible interested parties about the outcome of the project and should be publishable by the Commission, i.e. on CORDIS.

SECTION 6 of the report provides more detailed information on the final scientific achievements including also dissemination and exploitation of results. This publishable Final Report is to be used by the co-ordinator and by the whole consortium, as well as by the Commission services, as a tool to judge the overall success of the project. The Commission may use this report to diffuse as an EESD Programme publication series and/or to be downloaded from CORDIS (in .pdf format)



Other Project deliverables and relevant information to support and clarify the report(s) (e.g.: meeting reports, figures, graphs, multimedia supports) should be annexed.

All reports are to be submitted to the EU Project Officer in charge of the project. The number of copies is stated on the contract (Article 4.1); however it is strongly recommended to submit reports in an electronic format (MS-Word 97© compatible) and in 1 paper copy. Each report shall be submitted within two months of the end of the period covered by the report.

Please note that the Commission shall make corresponding payments after reception and approval of all requested reports, costs statements or other project deliverables.

At the end of these guidelines are annexed a Reporting Plan that can be used as a reminder of the contract obligations of reporting for a typical 36 months RTD contract.

For financial reporting obligations, stated in the Article 4 of the contract, please refer to the Annex II: General conditions.

The electronic version of these guidelines can be downloaded from the following address: <http://www.cordis.lu/eesd/>

The guidelines, explanations and annexes for completion of the **T.I.P.** could be downloaded separately from the CORDIS address (<http://www.cordis.lu/fp5/tip.htm>).

The Model-contract, the Annex II-GENERAL CONDITIONS and Cost Statements Models (Part E-1, Part E-2, Part E-3) can be downloaded from the CORDIS address (<http://www.cordis.lu/fp5/mod-cont.htm>).



Participants information:

N°	Institution/Organisation	Street name and number	Post Code	Town/City	Country Code	Title	Family Name	First Name	Telephone N°	Fax N°	E-Mail
1											
2											
3											
4											
5											
6											



SECTION 1: MANAGEMENT AND RESOURCE USAGE SUMMARY, RELATED TO THE REPORTING PERIOD (6 MONTHS OR 12 MONTHS)

Written by the Co-ordinator, max. 10 pages (Confidential)

- 1.1. Objectives of the reporting period**
- 1.2. Scientific/Technical progress made in different work packages according to the planned time schedule:**
 - Gantt chart¹ update
 - Table with comparison between planned and used of manpower and financial resources by Work Packages and partners
- 1.3. Milestones and deliverables obtained**
- 1.4. Deviations from the work plan or /and time schedule and their impact to the project (if any please explain)**
- 1.5. Co-ordination of the information between partners and communication activities (e.g. organised meetings, conference attendance, co-operation with other projects/networks, ...)**
- 1.6. Difficulties encountered at management and co-ordination level and proposed/applied solutions**

¹ Gantt chart: A diagram used to illustrate a deterministic schedule. This should integrate the planned/executed task by Work Package according to the time schedule



SECTION 2: EXECUTIVE PUBLISHABLE SUMMARY, RELATED TO REPORTING PERIOD (12 MONTHS)

Written by the Co-ordinator, 1 to 2 pages

Contract n°		Reporting period:	
Title			
Objectives: Scientific achievements: Socio-economic relevance and policy implications: Conclusions: Keywords:			

Publications (cumulative list)²

General rules about publicity and communications are defined within the Annex II , "General conditions" Part B, to the contract, mainly obligations, responsibilities and reference to Community support. This should be prepared as a separate page to be annexed to the report and updated annually.

Peer Reviewed Articles:

Authors	Date	Title	Journal	Reference

Non refereed literature:

Authors / Editors	Date	Title	Event	Reference	Type ³

Others: (Patents, CD ROM's, videos,...)

Planning of future publications: (type, date, contents, ...)

² Two copies of publications issued during reporting period should be annexed to the report, specific cases should be agreed by the Project Officer

³ Type: Abstract, Newsletter, Oral Presentation, Paper, Poster, Proceedings, Report, Thesis



SECTION 3: DETAILED REPORT ORGANIZED BY WORK PACKAGES INCLUDING DATA ON INDIVIDUAL CONTRIBUTIONS FROM EACH PARTNER, RELATED TO THE REPORTING PERIOD (12 MONTHS)

Max. 4 pages per work package (Confidential)

- 3.1. Objectives**
- 3.2. Methodology and scientific achievements related to Work Packages including contribution from partners**
- 3.3. Socio-economic relevance and policy implication**
- 3.4. Discussion and conclusion**
- 3.5. Plan and objectives for the next period**

SECTION 4: TECHNOLOGICAL IMPLEMENTATION PLAN (CUMULATIVE)

Guidelines, explanations and annexes for completion of the T.I.P. could be downloaded separately from the CORDIS address (<http://www.cordis.lu/fp5/tip.htm>) .

This section is not to be completed for Concerted Actions and Thematic networks.



SECTION 5: EXECUTIVE PUBLISHABLE SUMMARY, RELATED TO THE OVERALL PROJECT DURATION

Written by the Co-ordinator, less than 2 pages

Contract n°		Project Duration:	
Title			
Objectives:			
Scientific achievements:			
Main deliverables:			
Socio-economic relevance and policy implications:			
Conclusions:			
Dissemination of results:			
Keywords:			

SECTION 6: DETAILED REPORT, RELATED TO OVERALL PROJECT DURATION

Written by the Co-ordinator in a publishable form, up to 50 pages

- 6.1. Background** (description of the problems to be solved)
- 6.2. Scientific/technological and socio-economic objectives**
- 6.3. Applied methodology, scientific achievements and main deliverables**
- 6.4. Conclusions including socio-economic relevance, strategic aspects and policy implications**
- 6.5. Dissemination and exploitation of the results**
- 6.6. Main literature produced**



ANNEX 1 - REPORTING PLAN

TIME	DATE	REPORTS	SECTIONS TO SUBMIT (*)	WHEN	HOW
1	Start date				
2	(Reception of funds)	Summary of the amounts transferred to the Contractors by the Co-ordinator	Part E-3 (Annex II to the contract)	within 30 days of receipt of the funds paid by the EC	1 hard copy 1 electronic file
3					
4					
5					
6	6 months	1 st Management Report	SECTION 1	within two months of the end of the period covered	1 hard copy 1 electronic file
7					
8					
9					
10					
11					
12	12 months	1 st Periodic Report, including 2 nd Management Report and a draft T.I.P.	SECTION 1 ->SECTION 4	within two months of the end of the period covered	1 hard copy 1 electronic file
13		Cost Statements	Part E-1(Annex II to the contract)		
14		Integrated Cost Statement	Part E-2(Annex II to the contract)		
15	(Reception of funds)	Summary of the amounts transferred to the Contractors by the Co-ordinator	Part E-3(Annex II to the contract)	within 30 days of receipt of the funds paid by the EC	1 hard copy 1 electronic file
16					
17					
18	18 months	3 rd Management Report	SECTION 1	within two months of the end of the period covered	1 hard copy 1 electronic file
19					
20					
21					
22					
23					
24	24 months	2 nd Periodic Report, including 4 th Management Report and a draft T.I.P.	SECTION 1 ->SECTION 4	within two months of the end of the period covered	1 hard copy 1 electronic file
25		Cost Statements	Part E-1(Annex II to the contract)		
26		Integrated Cost Statement	Part E-2(Annex II to the contract)		
27	(Reception of funds)	Summary of the amounts transferred to the Contractors by the Co-ordinator	Part E-3(Annex II to the contract)	within 30 days of receipt of the funds paid by the EC	1 hard copy 1 electronic file
28					
29					
30	30 months	5 th Management Report	SECTION 1	within two months of the end of the period covered	1 hard copy 1 electronic file
31					
32					
33					
34					
35					
36	36 months	Final Report, including 3 rd Periodic Report and 6 th Management Report and a final T.I.P.	SECTION 1 -> SECTION 6	within two months of the end of the period covered	1 hard copy 1 electronic file
		Cost Statements	Part E-1(Annex II to the contract)		
		Integrated Cost Statement	Part E-2(Annex II to the contract)		
	(Reception of funds)	Summary of the amounts transferred to the Contractors by the Co-ordinator	Part E-3(Annex II to the contract)	within 30 days of receipt of the funds paid by the EC	1 hard copy 1 electronic file

Note: Cost statements and financial aspects are detailed in the Annex II General Conditions

- (*)
- SECTION 1 should cover the previous 6 months
 - SECTIONS 2 and 3 should cover the previous 12 months
 - SECTION 4 should be cumulative
 - SECTIONS 5 and 6 should cover the overall project duration"

