

<p>Final review of DEGAS IST-2001-32072</p> <p>Review Material & Project Closure Documents</p>
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A. Review Material

- **To be sent to the Commission and to the reviewers by 18/03/2005 at the latest**

1. The meeting agenda;
2. copy of the latest Annex I of your contract (Description of Work), without Appendix B (CPFs);
3. the deliverables foreseen for the 3rd year, except those already assessed at the second review:

N°	Title	Due date
D4	International WK proceedings	01/01/05
D13	Final report dynamic techniques	01/10/04
D14	Final report static techniques	01/10/04
D20	Reflector	01/07/04
D21	Customization of UML tool for reflection	01/01/05
D22	DEGAS prototype	01/01/05
D23-4 D23-5 D23-6	Project meetings	01/01/04 01/07/04 01/01/05
D26	Case studies	01/01/05

4. the 3rd year periodic progress report, as well as draft versions of the report covering the 4 month extension and of the final report (D5)¹. We kindly ask you to read the “Guidelines for Preparing Project Reports” @ <http://www.cordis.lu/ist/fet/usef.htm> - [projreportFP5](#) and pay special attention to the template to be followed;
5. a short review report aimed at complementing the progress report. It should include the following elements:

an executive summary of the activities done since the last review, with specific reference to each deliverable submitted in the covered period and since last review (1-5 pages);

how the comments of the reviewers at last review were taken into account (if applicable, 1-3 pages);

a self-evaluation of the work done and of its compliance with the technical annex, justifying the deviations from the plan if any (1-3 pages);

a table summarising the effort spent per partner (or just a preliminary estimate of it) on each task and on each deliverable, including subcontracting.

¹ Contractual due date of the periodic progress report: 2 months after the end of the period
Contractual due date of the final report: 2 months after the project termination

- **To be sent only to the Commission by 18/03/2005 at the latest, in draft version if not yet completed**²

6. Copy of the latest version of the Technological Implementation Plan (D5) submitted through the e-TIP application @ <http://etip.cordis.lu/>

As for the **format of the review material**, please provide the EC with one hard-copy of each of the above documents (only if not sent already in the case of deliverables/reports), and with electronic versions of all of them (e.g. on a CD-ROM). Some of the experts may wish to receive only one of the two formats: if in doubt please contact them to agree on the format they prefer, and in any case put myself in copy of your communications with them (in case of paper letters, without the attachments).

B. Project Closure Documents

Additionally, in view of the conclusion of your project, please provide the Commission with a CD-ROM (or DVD) containing the following documents, **within two months after the end of the contract**:

Latest Annex 1 (after any amendments);
all published articles/papers;
any publicity material (posters, brochures, etc);
any videos/demos of the results of the project (if applicable);
the accepted final report, including the "Project's Achievement Fiche"
(appendix 6 of the "Guidelines for Preparing Project Reports")
the accepted Technological Implementation Plan

² Contractual due date of the TIP : 2 months after the project termination