GUIDELINES FOR SUBMITTING STATUS REPORTS TO THE DRDC

1. All approved projects are expected to periodically present a Status Report, as their initial approval is for one year only.

   Submission of a Status Report to the DRDC is an essential step to enable the Committee to consider recommending a continuation of the project - with all the implications on CERN resources (money, beams, computer time, etc.), for a further period.

2. The Status Report should be in the form of a written document, to be submitted within the published deadlines (14 working days before the DRDC meetings).

   A special document series has been allocated to these reports - please contact the DRDC Secretariat for a reference number. 130 copies are required.

3. The Status Report should outline the progress of the project with respect to the original milestones; describe the new objectives proposed for the second year; indicate the resources requested (global and CERN); update the composition of the collaboration, etc.

   It is essential that the referee assigned to the project should be kept fully informed of its developments.

4. The Status Reports will be presented in the Open Sessions of the DRDC.

   Thank you in advance for your cooperation.

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