



## **IEA IMPLEMENTING AGREEMENT ON DISTRICT HEATING AND COOLING, INCLUDING THE INTEGRATION OF CHP**

### **Guidelines for project status reports**

Discussed and approved after the 48th ExCo meeting, June 2007

#### 1. Purpose of a status report

The purpose of a status report is to inform the Executive Committee about the actual status of the project. The report enables the ExCo to monitor the project and to judge it at that point in time. Based on the report the ExCo can discuss and approve any major modifications that are eventually needed.

#### 2. Contents of the status report

The status report should provide the Executive Committee with an overview on progress reached within the project. It should indicate matters requiring the attention of ExCo-members and should describe future activities within the project.

Therefore the report should at least include:

- A short description of the project and the main objectives as originally defined.
- A description of all (main) activities undertaken during the project so far.
- A description of activities that are going to be carried out.
- An indication of whether the project has proceeded according to the original proposal in terms of both its methodology and content, and its timetable. If any changes have occurred or will occur, these changes should be explained. If targets or milestones cannot be achieved or milestones will not be reached, project leaders will have to make proposals to overcome such deficiencies.
- A financial part, showing a summary table of expenditure to date, in accordance with the original breakdown of the budget or the costs. If any changes have occurred or will occur, these changes should be explained.
- Information about the meetings of the Experts Group, including the actual composition of the group.

The ExCo has decided that all status reports should be according to a format, which is provided by the Operating Agent.

#### 3. Frequency of the status reports

A Status report is requested for every ExCo meeting, so the frequency is bi-annual. Normally reports are due before April 1 and/or October 1

#### 4. Experts

It is the responsibility of the Contractor to send a copy of all status reports to the members of the Experts group

#### 5. Presentations at ExCo meetings

In addition to written reports, a presentation will be required at the ExCo meeting when the project comes to an end. The above guidelines also apply to these oral presentations.