

## Status Reports for DESY PRC R&D Projects

In order to document the progress and the planning of the R&D Projects, the PRC requests regular Status Reports. For a proper review the R&D Collaborations a written Status Report has to be submitted at least two weeks before the relevant PRC Meeting. Exceptions should be discussed in time and agreed by the PRC Chairperson and the DESY Research Director responsible for Particle Physics. The Contact Person of the R&D Collaboration should obtain the Reference Number for the Status Report beforehand from the PRC Secretary (prsec@mail.desy.de). It is advisable to send the Status Report also to the Referee at the earliest possible date. The written Status Report should contain the following information:

- Title page (see <http://www.desy.de>... for a template) containing reference number for the Status Report, name of the (original) Proposal, name of R&D Collaboration, list of authors and collaborating institutions, name of contact persons(s), date of submission.
- Results achieved by the collaboration compared to the milestones defined in the Proposal and/or last Status Report. If available, reference should be made to more detailed information like papers, conference reports or talks, theses, etc. – but the Status Report should be self-contained.
- Milestones for future R&D.
- Responsibilities of the different groups and status of the manpower and financial resources (requested, approved etc.).
- An executive summary which highlights the main results achieved and the principal aims of the future R&D is strongly recommended.

L. Rolandi and R. Klanner 15.5.03