

Annex 2

Part of COOMET Rules of Procedure “NOTES FOR THE COMPLETION OF THE FORMS”

PROPOSED COOMET PROJECT

Box 1 Reference №

It will be given by the COOMET Secretariat.

Box 2 Subject field

Projects which cannot be assigned to one of the fields specified under item 2.2 of Rules of Procedure should have the appropriate field entered in box 2 in no more than two or three words.

Box 3 Field of cooperation

The field of cooperation should be defined by referring to the specification of "Principal Fields of Cooperation within COOMET" (Section 4 of the Memorandum of Understanding).

Co-operation, which cannot be referred to this specification, should have its field clearly defined in the space available in Box 3.

Box 4 Partners

Members of COOMET, who have already expressed their willingness to participate in the proposed cooperation should be indicated by their initials. If specific institutions are involved, they should be indicated by full names together with the letters signifying their State (see ISO 3166-1981, code Alpha-2), i.e., BG, CS, DE, HU, PL, RO, SU, etc.

Box 5 Subject

The specific subject of the proposed cooperation should be defined in not more than 60 characters (including spaces).

Box 6 Description

Within the space provided a brief description of a proposed project should be given. Sufficient details should be provided for experts from other institutions so that they can assess their capabilities to join cooperation.

Box 7 Additional remarks

This box provides the opportunity for adding any additional remarks relevant to the proposed collaborative project e.g. previous cooperation, advantages of implementation etc.

Box 8 Proposer's name

The name, full postal address, fax numbers and e-mail of the person proposing the cooperation should be given.

Box 10 Date

The Form should be dated the day of signature.

Box 11 Proposed starting date

A proposed starting date should be given

**PROPOSED PROJECT
COOMET**

1 Ref. №:

2 Subject field:

3 Field of cooperation:

4 Partners:

5 Subject:

6 Description:

7 Additional remarks:

8 Proposer's name:

Address:

Telephone:

Fax:

E-mail:

9 Proposer's signature:

10 Date:

AGREED COOMET PROJECT

Guidance on completion of **boxes 1, 2, 3 and 5, 6, 7** of the Agreed COOMET Project Form is the same as on completion of the corresponding Boxes in the Proposed COOMET Project Form.

Box 4 Working Group

Names of experts forming the Working Group and names (or initials) of their institutions and letters signifying the States should be given.

Box 8 Coordinator's name, address etc.

The person nominated by the Working Group as its Coordinator should be indicated.

Box 9 Date of project agreed. Ref. № of Proposal

Date on which an agreement was reached and the Reference № of the Proposed COOMET Project should be given.

Box 10 Starting date

The date it has been agreed to start the Project.

Box 11 Expected completion date

An expected completion date must be given. For permanent agreement (e.g. time service) "ON-GOING" should be entered.

Box 13 Date

**AGREED PROJECT
COOMET**

1 Ref. №:			2 Subject field:		
3 Field of cooperation:					
4 Working Group:					
5 Subject:					
6 Description:					
7 Additional remarks:					
8 Coordinator's name:					
Address:					
Telephone:		Fax:		E-mail:	
9 Date project agreed:		10 Starting date:		11 Expected completion date:	
12 Coordinator's signature:				13 Date:	

COOMET PROJECT PROGRESS/FINAL REPORT

Boxes 1 - 5 The content of the corresponding Boxes in the Agreed COOMET Project Form should be reproduced.

Box 6 Progress

A brief description of the progress up to date should be entered in the space provided.

Box 7 Coordinator's name, address etc.

As in the Agreed COOMET Project Form.

Box 8 Completion date

If the progress of the project is being reported then an estimated completion date should be given.

If the project has now been completed then the actual date completion should be given.

For permanent agreements "ON-GOING" should be entered.

Box 10 Date

The Form should be dated with the day of signature.

**COOMET PROJECT
PROGRESS/FINAL REPORT**

1 Ref. №:

2 Subject field:

3 Field of cooperation:

4 Working Group:

5 Subject:

6 Progress:

7 Coordinator's name:

Address:

Telephone:

Fax:

E-mail:

8 Completion date:

9 Coordinator's signature:

10 Date: