

Appendix 5

Framework for Annual Report of UK Network Co-ordinators

Annual reports must be received by the last Friday in January. They should be sent to the HEFCE's consultant for the project and to the International Collaboration and Development team at Northavon House. An independent assessor will comment on the report and the HEFCE will release the next tranche of funding after receiving these comments.

The report should cover the activities of the network in the preceding year and should describe the plan for the coming year specifically addressing the following:

- Membership of the network (including the network co-ordinator), recording any changes in membership.
- Collaboration with the Brazilian network, with description of the methods used to maintain communication and an examination of their effectiveness.
- Progress of the network over the year, noting any achievements or disappointments against the plan for the year.
- How any obstacles have been overcome, and plans for tackling foreseeable problems in the coming year.
- Plan for the coming year, with expected milestones and targets.
- Tangible outputs specifically arising from the interaction of the UK and Brazil networks and arrangements for dissemination.
- IPR and ownership arrangements for outputs, and for exploitation of products arising directly out of the work of the network either in collaboration with the Brazilian network or an industrial partner(s).
- Industrial and commercial partnerships, the contributions of any industrial partners and arrangements made with them, particularly in relation to national or international competitiveness.
- Purpose to which funds have been put in the past year and budget for use of funds in the coming year.
- Other income to the network during the past year and expected in the coming year.

The report should not exceed 10 sides of A4 paper in single-spaced 12 point typescript. Additional information which may accompany the report, such as a list of publications, should be kept to a minimum.