

4.6) Reporting

Within the consortium: detailed reports was written and made available to all partners on the kick-off and final meetings in Europe (activity 3.2.1 and 3.2.3). Furthermore, on the basis of the kick-off meeting MoUs were drafted and signed by all partners.

After the first year as well as after the second, an independent consultant wrote a report on the progress of the project considering the results as well as the process. This report was made available to all partners.

All through the project EEC-Nepal sent small progress-reports to all partners over the e-mail whenever a particular activity was completed. It was administrator's responsibility to include a report on the financial progress and implications for all partners.

Between the advisory committee and the consortium: Once every 4 months the Advisory Committee came together to discuss the progress of the project as well as present issues and to exchange knowledge. Minutes of these meetings were made and made available to all consortium members for everybody to keep informed on the field's opinions, level of appreciation and current constraints and opportunities.

To the European Commission: The European Commission was reported to as requested. A possible considerable change to the project was requested permission for in advance. Letters of the European Commission questioning certain aspects were answered in a timely manner. The final report of the project supported by a final budget as well as a declaration of an independent chartered accountant will be handed over to the Commission in month 29 of the project.