

SCOUT-O3

FINAL REPORT GUIDELINES

NOTE: We are distributing 3 separate reporting guidelines to SCOUT-O3 partners this year. The 'usual' annual scientific and financial reporting ones have already been sent. This set of guidelines are for the reporting which covers the final report which covers the whole project. If you have any questions, please contact Neil Harris (neil.harris@ozone-sec.ch.cam.ac.uk) and Marina Tselepi (general@ozone-sec.ch.cam.ac.uk)

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1 Overview -Final report

The following list contains the layout of the final report. Sections 1 and 2 will be dealt in a separate document and section 3 concerns only the co-ordinator. We include them here only for completion.

*These guidelines are concerned only with **items 4 and 5** {below} that have to be completed by the Partner's Contacts on-line.*

1. **A publishable final activity report**, covering main aspects of the work, objectives, results and conclusions, including the publishable results of the final plan for using and disseminating the knowledge. If the final activity report is not in a publishable form, a publishable summary should be included as well.
2. **A final plan for using and disseminating the knowledge.**
3. **A final science and society reporting questionnaire** to be completed on-line by the co-ordinator.
4. **A final reporting on the implementation of the gender action plan** consists of a questionnaire to be completed on-line by the co-ordinator and by each contractor.
5. **A final socio-economic reporting questionnaire** to be completed on-line by each contractor.

2. Registration for the SESAM-QUEST on-line tool.

Login and Register User:

On the HOME PAGE

<http://webgate.ec.europa.eu/sesam/index.do;jsessionid=L2RGWcPBq3JrX4HhwZnH1r2L14g1hQfb7qgMgplD1hBVGw>

follow LOGIN link from the menu on the left. It opens ECAS (European Commission Authentication Service) Login Page. Please choose External for the domain drop-down list, and click Select.

Provide the username and password (if you are already registered to SESAM due to participating other fp6 projects) to be authenticated and sent back to QUEST application.

Or,

Select Sign up for ECAS, to register. You will be directed to a new page where you should provide: A username (optional, if you do not one will be assigned to you), your Name and email address. An email containing a link that will allow you to create a password will be sent to you. You have a maximum of 90 minutes from receiving the email to create the password.

Register as a New Participant:

Now that you have registered to SESAM you can register to the SCOUT-O3 project.

Once you have logged-in you are transferred to a webpage titled 'Select a Project'. On the left hand side menu select Register to a project

Provide Project Identification Information: Select 'fp6- IP' using the drop-down list INSTRUMENT, Select project type 'IP' using the drop-down list PROJECT TYPE. Enter the Project ID: 505390 in the field PROJECT ID.

You will be asked then to fill-in the Project Participant Identification, Select Project Participant from the drop-down list PROJECT PARTICIPANT TYPE and your Institution from PARTICIPANT. Click Register! A confirmation box will appear.

Note: The request for registration to the project will be notified to the Project Officer who will validate it. You will be notified of the validation by e-mail.

Accessing the reporting questionnaires:

1. **Once your registration has been validated** you can then complete the reports by logging in the HOME PAGE

<http://webgate.ec.europa.eu/sesam/index.do;jsessionid=L2RGWcPBq3JrX4HhwZnH1r2L14g1hQfb7qgMgplD1hBVGw>

on the LOGIN link in the left hand menu.

2. You will be redirected to the webpage called ‘Select Project’. In the field PROJECT ID **the number 505390 should appear**; click Work With.

3. You will be redirected to webpage ‘FP6 Work with a Project 505390’; on the left hand menu click Reports. The ‘Select Report’ page is presented.

4. In the REPORT TYPE drop-down list select Gender Action Plan (GAP) Contractor Final Implementation Report. Also select your Institution form the PARTICIPANT drop-down list. Select Final report, click Create New Report.

5. In the ‘Select Report’ page, in the REPORT TYPE drop-down list select Socio-Economic Reporting Questionnaire. Also select your Institution form the PARTICIPANT drop-down list. Select Final report, click Create New Report.

3. Completion of Online Sections by Partners

UCAM will make separate requests for any information required for other sections.

4. Final reporting on the implementation of the gender action plan

This will involve the completion of a questionnaire on the activities undertaken and the progress made in implementing the project's Gender Action Plan. It is completed on-line by the co-ordinator and by each contractor.

Form Editing Page "Gender Action Plan Contractor Final Implementation Report"

INTRODUCTION

GENERAL INFORMATION (already filled-in)

SCIENTIFIC LEADERSHIP AND MANAGEMENT LEADERSHIP- WORKFORCE STATISTICS

Operating definitions for completing the table:

Scientific manager	Activity Leader and coordinators
Scientific team leader/work package manager	Work Package Leader
Experienced researcher (>4ys)	Self-explanatory
Early researcher (<=4ys)	Self-explanatory
PhD student,	Self-explanatory
Technical staff:	Self-explanatory

Please include any scientists who worked on SCOUT-O3 related science, whether or not they were funded directly from the project.

GENDER ACTIONS UNDERTAKEN

In the SCOUT-O3 Gender Action Plan, the following issues were discussed: i) involvement of gender action experts at partner's institutions ii) providing opportunities (women's participation at scientific meetings, holding scientific management positions, writing reports etc.) and iii) mentoring schemes. In the table "Gender Action Undertaken", there are quite a few possible actions listed. Please fill in any of these activities in which SCOUT-O3 scientists have been involved either in your institution or at a broader level. For example, if a SCOUT-O3 scientist is on a 'Gender Awareness/Action' committee in your institution, please include this.

5. Final socio-economic reporting questionnaire

The purpose of this questionnaire is to get data on the integration of the socio-economic (and foresight) aspects of the research in the project. It is completed on-line by each contractor.

You need to fill this page in. As far as we know no tasks or projects in SCOUT-O3 include any socio-economic activities, so this should be straightforward. UCAM answers were:

SOCIO-ECONOMIC RESEARCH ACTIVITIES: No

FORESIGHT METHODS: No

SOCIO-ECONOMIC SCIENTISTS: 0 (zero)