

Annex 2 Progress Report

MALAYSIAN ANTARCTIC RESEARCH PROGRAMME

RESEARCH PROGRESS REPORT

1. Project Identification
 - 1.1 Title :
 - 1.2 Project leader and institution :
 - 1.3 Other team members and institutions :
 - 1.4 Project Period : from : to :
2. Period covered by this report : from : to :
3. Project Objectives
4. Description of the work implemented on the period covered by this report.
(Provide a brief overview of the work which has been implemented in the period covered by this report stressing the relevant results achieved. For the outputs which already has been achieved give the corresponding indicators. Whenever their means of verification is supported by documentary evidence, a copy of such document, or the relevant parts of it, should be attached to the report.)
5. Progress in implementation of the activities
(List all the activities which have been started and indicate the estimated percentage of their implementation. Indicate also the estimated completion date of those which have not been completed at the date of the report.)

Example

Activity	Percentage executed	Estimated completion date
Activity 1 :	100	-
Activity 2 :	60	30 Disember, 2003

6. Inputs Applied
(Indicate the up-to-date use of the project financial resources as related to the project's budget components. Use the headings shown in the example below to clarify the financial situation of the project. (Only where relevant))

Components	Approved Total	Up-to-date Committed but not spent	Up-to-date spent	Spent+committed in reporting period	Remaining values
	(A)	(B)	(C)	(B+C)	A-(B+C)
Project personnel					
Consumable					
Duty travel					
Equipment					
Grand total					

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7. Critical analysis of project progress
(Comment on any advance or delay in implementing the activities, in achieving the outputs or in using the project's inputs.)
8. Conclusions
(Set out the conclusions reached by the project leader and team members on the state of research implementation. Indicate, whether progress towards achievement of the research project's objectives is on track or not. Indicate corrective actions which will be adopted if necessary.)
9. Responsible for the report.

Name :

Position :

Date :