



Guideline for WPCD final report on 2019 deliverables

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Final reports on 2019 deliverables



- **What:** report on the status of 2019 deliverables
- **Why:** the WPCD [Task Agreement](#) states that each deliverable in the [WPCD Project Management Plan](#) has to be completed with a report that requires approval by the Project Leader. No report, no payment!
- **Who:** each task coordinator.
- **When:** submit by 10 May 2020
- **How:** use the template below, and refer to the example if needed.
 - [Template of the final report](#)
 - Please update the cover page, which are highlighted in red. Information to fill in the cover page can be found in [WPCD Task Specification for 2019 final reports](#)
 - [Example of 2018 final report](#)
- **Where:** upload in IDM (see the next page.)

Instruction to upload final reports in IDM



Please upload the completed final reports in IDM <https://idm.euro-fusion.org/IDM/Pages/DocumentSystem.aspx?uid=2NUTJ5>, following the instruction below.

1. In the IDM directory, click the tab 'Add' > 'Add Document'
2. Update the header in the report (i.e. Report IDM reference No: EFDA_D_123456) with the Uid in IDM.
3. **Document Title:** “**Deliverable ID: Deliverable Title**”. (e.g. CD-Area 3 - WIMAS.WIMAS-2-T001 - D001: ETS core transport simulator with improved physics capabilities in IMAS 2019)
4. **Document Type:** Final Report
5. **Author:** Task coordinator
6. **Co-Author(s):** optional
7. **Reviewer:** Hyun-Tae Kim
8. **Approver:** Michele Romanelli

Sign the Deliverable and send a request email to all co-Authors (if any), Reviewers to review / recommend (through the IDM platform). Note, the review cannot start until *all* Author + co-Authors have signed.

If any question, please contact hyun-tae.kim@euro-fusion.org