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Ms. Paula Brouillard,
European Commission – DG INFSO B/2
IST Programme – Annual Review
Sector for Persons with Special Needs
Rue de la Loi 200 (BU 29 3/75)
B-1049 Brussels
Belgium

Dear Ms. Brouillard,

ViSiCAST (IST-1999-10500): Annual Project Review

On behalf of Dr. Nick Lodge, co-ordinator of the ViSiCAST project, I enclose the materials for the Annual Project Review on Thursday 12th October.

I contacted you some days ago to confirm various details of the review that I will repeat for clarity. My notes are based on the reply from Ms. Diane Whitehouse:

1. We include in the package for evaluators the quarterly reports covering the period of the review.
2. The July-August report is included in draft form and is clearly marked as such.
3. As we do not have peer reviews for recent deliverables, we have submitted all our materials for Sept 15th, but will submit peer reviews that are available with one week's delay.
4. We have no proposals to make changes to the allocation of resources. However, a number of partners have recruited more slowly than expected and will use their resources later in the project than anticipated. At present we do not expect this to affect the timetable for deliverables.

We understand that the review will not be concerned with cost statements which are not due at this stage.

5. We include some additional materials detailing progress to date and providing a sample of publicity materials that have been prepared, a slide presentation on the project, and an academic paper to be presented at an International conference.

6. In the event that other reports are requested on the day of the review itself, we will endeavour to have copies in our possession.

7. We understand that both a data projector and video player are available in the presentation room. Since our presentation takes place at 9:00, please confirm that we can arrive an hour in advance to set it up.

Further, since ViSiCAST has a relatively large number of partners, we would like to request to be allowed to bring up to two additional members of the consortium (a maximum total of seven) in order that a full range of questions can be answered. I would be grateful if you would pass this request to Mr. Carl Strack, our Project Officer.

Yours sincerely,

Dr. J.R.W. Glauert
Senior Lecturer