

Quarterly summaries of progress will be provided to the Steering Committee and Executive Committee. These Committees may request additional information, on an exception basis, for projects that they wish to monitor individually because of their complexity, sensitivity, or importance.

REPORTING FORMAT

5. The attached format is a proposed means of collecting, in a simple form, the quarterly information. It should be emphasized that this proposed format must be consulted upon with, as a minimum, a range of individual project officers/managers, the AMO's, the Coordinating Committee and Steering Committee. This consultation will take place in January.

AMENDMENTS, UPDATE, AND COMPLETION

6. New projects may be proposed, at any time, for approval by the Steering Committee. In addition, there will be an annual review and update of the program in total. This includes an anniversary meeting between the USSEA and the Comptroller General. A final progress and validation report will be submitted to the Steering Committee on completion of each project, and will be signed off by both the Department and the OCG. The process of producing that final report is based on full consultation among the departmental staff and managers responsible for the project, the FAMIP staff and the OCG representatives.