

Annex C - Venture-Specific Front-End Study Reporting Guidelines

Final Report

Final Reports should be kept under ten pages, point form is acceptable. The following major sections and information should be included in the Final Report:

1. Project Results

- Did the study accomplish what it was intended to do
- Was a cooperative agreement with a local partner established
- Your intentions with regard to the further pursuit of the project
- Identification of a long-term market

2. Itinerary of Events

- List the names of persons contacted and the nature of discussions held
- Significant activities that took place

3. Analysis of the Target Country

- Rate the following: availability of local personnel, existing infrastructure, the political and foreign investment climate, government regulations, potential market, need for this specific Canadian expertise, existing competition, language and cultural barriers, etc.
- Reactions of host government officials to the project and its contribution to the host country's economic development
- Constraints (if any) affecting the establishment of the proposed long-term business relationship

4. Benefits to Partner Country and Canada

- List any changes to the potential benefits as described in the proposal

5. Conclusions and Recommendations

- Summary of lessons learned
- Recommendations for the Canadian Government on the target country and assisting Canadian businesses there

Quarterly Reports

Quarterly reports should be between two to three pages and should summarize the activities undertaken and the future plans of the project.

Appendix 1 - Budgeted vs. Actual Expenditures

Appendix 1 should accompany both final and quarterly reports.