



PROPOSAL FOR 2005 ANNUAL REPORT PREPARATION

In 2005, one of the major changes in STCU's approach to working with scientists and institutions was the change in project technical areas. The STCU Management has defined a new set of nine S&T categories for STCU projects and activities which will be used instead of the old ones.

The new list of nine categories eventually will replace the old list of 13 project technical areas assigned by the project managers in the STCU project software and Project Database. These categories will allow to better classify STCU projects and to make the categorization more logical and clear.

The new categories are

1. AEROSPACE & AERONAUTICS
2. BIOTECHNOLOGIES, AGRICULTURAL SCIENCES AND MEDICINE
3. MATERIAL SCIENCES
4. CHEMISTRY
5. ENVIRONMENTAL RESEARCH
6. INDUSTRIAL TECHNOLOGIES
7. SENSORS
8. NUCLEAR ENERGY & SAFETY
9. PHYSICS

One Senior Specialist will be responsible for one of the categories and will have one back-up Senior Specialist for providing assistance if the primary person is unavailable.

The Annual Report 2005 would be a good means to explain these changes, provide definition of new categories, and show success in each category.

Proposal of the structure of the Annual Report 2005:

1. Total pages (with the cover) = 32-36
2. Table of contents:
 - a. Table of contents (1 page)
 - b. Welcome from the Chairman of the Board (1-2 pages)
 - c. Welcome from the STCU Executive Director (1-2 pages)
 - d. Event and Accomplishments in 2005 (2 pages)
 - e. Financial activity in 2005 (2-3 pages)
 - f. IT activity (introduction of a new website) (1 page)
 - g. New project areas + success stories (18 pages total)
 - h. Contact information (1 page)

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The body of the new Annual Report would be devoted to new S&T categories of STCU. There will be, on average, two pages for each S&T category. The information included in these two pages is the following:

1. Brief information on the S&T research area, what it was before and what it is now.
2. General data on STCU projects and partners (statistics, project activity, actions and decisions undertaken).
3. Future plans for the development of this specific area.
4. Programs and events that were (will be) carried out with regards to this project area.
5. Success stories (contracts concluded, research finished, patents issued, sustainability reached, partners found) for each category.

Also, one page will contain information on the latest changes in STCU's website design and structure. A short, clear summary of these changes and a description of how to use the new website will be supported by screenshots.

The English version of the new Annual Report should be produced by the end of March, 2006 (if the financial figures are not available by that time, the production date should be shifted two-three weeks later). The number of copies to be printed is 1500.