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| --- | --- |
| Project/activity title | Give the short title of the project or activity |
| Year of proposal |  |
| Activity type | Give the project or activity type : state of the art report, benchmark, recommendation, best practical guide lines, organisation of a workshop, etc… |
| NSC Body for the activity | Give the NSC body where the activity will be performed |
| Justification | Explain why is this activity important. Provide background and motivation. Explain how the activity fits within the scope of the higher level group (NSC and/or WP). |
| Objective | Short description of the main objectives (what do you hope to accomplish). |
| Scope | Short description of what and how the work will be done. |
| Expected results and deliverables | A list of the expected main results and the deliverable(s), and date(s). |
| Milestones vs. time | What are the key milestones required to achieve the activity? |
| Users | Who will primarily make use of the results and deliverables? |
| Relation to other NEA projects, past, present, future | Linkages to other NSC (or other NEA) activities. Identify any cross-cutting work. |
| Technical & Scientific goal(s) covered | To which NSC Technical & Scientific Goals1 does the work apply? |
| Lead organisation(s) and  co-ordination | Which organisation(s) and individual has the lead – |
| Participants and Contributions (individuals and organisations) | Which other organisations and individuals are participating. What aspects will each organisation contribute. |
| Knowledge Management (KM) and Transfer covered / NEA resources expected for Knowledge Management and transfer | Highlight any knowledge management or transfer aspects to the work.  Note links to any NEA database, and/or Data packages.  Precise NEA resources expected for KM and transfer |
| NEA Resources expected for organisation of activity | What is needed from NEA in particular organization of meeting (frequency of physical and virtual meetings), SharePoint or GitLab sites. Indication of the NEA effort required. |
| Other Ongoing Notable National or International Activities | Links or references to related work that is ongoing within inter/intra member countries. |
| Outreach | Other commitments or contributions (e.g. data), workshop, conference, journal paper, training course. |
| Requested action from PRG |  |
| PRG Recommendation |  |
| Working Party Disposition |  |

1Goals to be compiled by PRG, with input from WPs and NSC-Bureau