**Annex 14. Templates and guidelines for the Interim Report**

*(as approved by the EAEVE Executive Committee on 29 May 2019)*

In accordance with Chapter 2, point 4 of the SOP, 3.5 years after the (full) Visitation, all VEEs that are members of EAEVE must send a concise Interim Report (IR) to the EAEVE Office.

The IR must be written in agreement with the template (Appendix 1) and sent to the EAEVE Office via e-mail. An ESEVT Coordinator, designated by ECOVE, reviews the IR and notes major changes or concerns to the Chairperson of ECOVE, using the template provided in Appendix 2. The IR and its review are then sent by the EAEVE Office to ECOVE for consideration during its next meeting.

The Review of the IR as amended by ECOVE is sent to the VEE by the EAEVE Office. In case of the lack of an Interim Report or evidence in the Interim Report of the occurrence of potential major issues, ECOVE may ask for further information from the VEE.

If the VEE does not reply or does not provide a convincing plan for correcting these major issues, ECOVE may decide to send an ESEVT Coordinator on site (at the cost of the VEE), with the possibility that the VEE’s Accreditation status may be changed.