Annex 14. Templates and guidelines for the Interim Report

*(as approved by the EAEVE Executive Committee on 7 June 2023)*

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

For VEEs which have been accredited by ECOVE with Minor Deficiencies, an additional Interim Report must be sent to the EAEVE Office one year after the Full Visitation focussing on the correction of the Minor Deficiencies.

The IRs must be written in agreement with the IR 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 IR review 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 within 30 calendar days, and/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) and may as a last resort decide to reclassify the VEE’s Accreditation status to Pending Accreditation status.

In such a case, a Re-visitation must be completed in agreement with Chapter 2, point 2.