

# **Status Report of X (font 20, bold, centered)**

**Author(s) (font 16, bold, centered)**

**Complete name of the institute(s) (font 16, bold, centered)**

**Complete mailing address(es) (font 16, bold, centered)**

## **1. Introduction (font 14, bold, align left)**

The page setup should be as follows: margins 2.5 from top, bottom, left and right. The text font (except for titles) should be Times New Roman, font 12. This text can be used as an example.

Paragraphs should be justified and single spaced. Leave one empty line between paragraphs and after each chapter headline. Leave two empty lines after each main chapter.

When using bullets, use numbers (1, 2, ...) or dots. The maximum length of the text in your contribution is five pages (not including text for executive summary and figure caption), using the above mentioned format.

Please send also one good-quality figure. The following formats for figures are preferable: PowerPoint and Freelance Graphics for Windows. If these are not possible, please send the figure as a Word file, saved in paste special – picture format. All texts (e.g., legend) in the figure have to be at least font 12.

The figure caption should be included at the end of your text file. Please use the above mentioned format.

The rtf (rich text format) text files are preferable (due to virus protection), but Word files are also accepted.

Explain all acronyms whenever these are mentioned for the first time (e.g., model and institute abbreviations, meteorological data formats, project names etc.).

The introduction can contain e.g. the following items: urban air quality situation in your country, what kinds of episodes (pollutants, season of the year) are important in your country, and your previous research concerning episodes, including references.

## **2. Main objectives**

It is recommended that you would list the main objectives as numbered bullets:

1. First objective
2. Second objective etc.

### **3. Available meteorological and concentration data**

Please mention, which meteorological data is from synoptic or sounding stations, and which data is measured at urban stations. Correspondingly, please mention which data is urban, which is regional.

You can also describe here your research, which is related to these datasets (e.g., compilations and reviews of data).

### **4. Available models**

Please present the models in the following order: traffic and emission models, dispersion models, meteorological pre-processors, numerical weather forecasting models and air quality forecasting models. Please try to include all of these model types, if such models are available. When discussing a model, include at least one reference.

You can also describe here your research, which is related to these models.

### **5. Related national and international projects**

You can include here also major relevant national research programmes. The main focus should be on ongoing projects and programmes. Please list the following items: the complete name of project, the duration in years, funding source, project leader or manager (in your country) and project www pages. Please follow these examples:

1. Development of a population exposure model, using atmospheric dispersion modelling together with measured concentrations and personal exposures – EXPAND, 1998 – 2001. Funding: Academy of Finland. Project manager: Finnish Meteorological Institute (J. Kukkonen). <http://www.ktl.fi/sytty/projects/particles.htm#p3>
2. EUROTRAC-2, SATURN, Studying Atmospheric Pollution in Urban Areas, 1998 – 2001. Principal investigator: Finnish Meteorological Institute (J. Kukkonen). National funding: Academy of Finland.

### **6. Funding situation**

### **7. Expected benefits and policy relevance**

### **8. Conclusions**

Please note that this replaces the previous chapter “Comments”.

You can use similar ideas as in writing your suggestions to the executive summary: are the relevant data and models available for investigating the problem, the state of research in your country and internationally, key priority research areas, transfer and dissemination of methods and information to end users, etc. You could also discuss your future work plans.

## **9. References**

Please use the same format as in the following examples. Do not use underline or italic.

Kukkonen, J., Salmi, T., Saari, H., Konttinen, M. and Kartastenpää, R., 1999. Review of urban air quality in Finland. *Boreal Environment Research*, Vol. 4, No. 1, pp. 55-65.

Mäkelä, K., Estlander, K. and Kukkonen, J., 1998. Air pollution episodes in Finnish cities. *Nordic Road and Transport Research*, Vol. 10, No. 1, pp. 4-6.

## **10. Relevant www home pages of the participant**

You could list the home pages of the relevant institutes in your country, the relevant research programmes and projects etc. Please list first the name of the page, then the www address. Follow these examples:

Finnish Meteorological Institute, Research on urban air quality  
<http://www.fmi.fi/ENG/ILA/urban.html>

Air pollution episodes in Finnish cities  
<http://www.vtt.fi/yki/yki6/index.htm>

Finnish Meteorological Institute, meteorological pre-processing model  
<http://www.fmi.fi/ENG/ILA/pre-proces.html>

Numerical weather prediction model HIRLAM  
[http://www.fmi.fi/TUT/MET/hirlam/hir\\_engl.html](http://www.fmi.fi/TUT/MET/hirlam/hir_engl.html)