**ANNEX 4.1.2 Mid term /On-the-spot check minute**

Submitted by the assigned JS officer

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| **Project ref. no.** |  | **Project Acronym** |  |
| **Lead Partner** |  | | |
| **Project start date** |  | **Project end date** |  |
| **Visit type** | Mid-term Review  Additional check on the spot visit | **Visit number** |  |
| **Place of the visit** |  | **Date of the visit** |  |
| **JS/NIPs/National Authority/National Monitoring Unit** |  | | |

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| --- | --- |
| **Project coordination and financial management**  *Is the project management working properly? Is sound technical/financial management ensured?* | |
| * *% of fulfilling* * *Not Applicable* | *Recommendations/deadlines* |
| **Partnership**  *Are all partners actively contributing to the achievement of the project objectives and expected results? Is there any partner, who is lagging behind?* | |
| * *% of fulfilling* * *Not Applicable* | *Recommendations/deadlines* |
| **Implementation of work plan/activities and communication issues**  *Is the project work plan being timely and appropriately implemented? Are all planned activities being timely implemented?*  *Are project outputs and results well communicated? Are communication measures implemented according to a strategy, i.e. are communication measures suitable for the intended target groups?* | |
| * *% of fulfilling per each WP* * *Not Applicable* | *Recommendations/deadlines*  WP1 …..  WP 2…..  List of communication tools produced |
| **Outputs**  *Are the project outputs being timely and appropriately achieved as foreseen in the application form?* | |
| * *% of fulfilling* * *Not Applicable* | *Recommendations/deadlines* |
| **target groups/stakeholders involvement**  *Are the project target groups appropriately involved?* | |
| * *No. of targets involved x type* * *Not Applicable* | *Recommendations/deadlines* |
| **Sustainability and transferability of outputs/results**  *Are project outputs leading to intended results, which may be used far beyond the project life? Are the project outputs meand to be transferred and used after the project closure?* | |
| * *% of fulfilling* * *Not Applicable* | *Recommendations/deadlines* |
| **Drawbacks/risks**  *On the basis of the drawbacks and risks identified during the meeting, what measures could mitigate the risks?* | |
|  | *Recommendations/deadlines* |

**ANNEX 4.1.2 bis Monitoring visit minute**

Submitted by Nip

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| **Project Acronym** |  |
| **Number of visit** |  |
| **Name of Institution** |  |
| **Type of partner** |  |
| **Place and date** |  |

Monitoring visit performed by:

1.

2.

3.

Project beneficiary represented by:

1.

2.

|  |  |
| --- | --- |
| **Project Management** | |
| project team  staff experience  work load |  |
| *Comment* |  |
| **Financial Management/Procurement** | |
| incurred costs  certification  reporting  in house budget flow  application of procurement rules |  |
| *Comment* |  |
| **Project Activities/contributions within the partnership** | |
| implemented activities  delays  planned timing |  |
| **Outputs** |  |
| achieved outputs  identified risks/expectations |  |
| *Comment* |  |
| **Communication/Changes** | |
| communication with LP  communication with other PPs  conducted meetings  changes in the project |  |
| *Comment* |  |
| **VISIBILITY** | |
| visibility activities  application of visibility rules |  |
| *Comment* |  |
| **ARCHIVING** | |
| documentation  sources of cost verification |  |
| *Comment* |  |
| **Conclusion:** | |