**ANNEX 4.1.3 Template JS checklist for PR**

Submitted by the assigned JS officer in JEMS

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|  | **Items to be checked** | **Check description** | **Explanation** |  |
| ***Project Report Summary*** | | | | |
| 1 | MAIN ACHIEVEMENTS for COM | **The provided description is suitable for COMMUNICATION purposes (it is interesting and understandable for non-specialists)** | The summary is understandable also for non-specialists. If not the JS PO shall ask the LP to re-formulate it. | *a) YES b) NO c) N.A* |
| 2 | HIGHLIGHTS OF THE MAIN ACHIEVEMENTS | **The project included a summary highlighting the added value of cooperation as well as its main achievements in terms of specific objectives reached and main outputs delivered** | All requested info are included. If not the JS PO shall ask the LP to re-formulate it. | *a) YES b) NO c) N.A* |
| 3 | PROJECT PROBLEMS AND DEVIATIONS | **Any problems/deviation (including delays from the work plan presented in the application form) is sufficiently explained and coherently solved** | The problems and/or deviation are clearly explained and solution addressed. | *a) YES b) NO c) N.A* |
| 4 | TARGET GROUPS | **The explanation of the qualitative/quantitative involvement of TGs is clear and aligned with AF** | There is clear explanation for each target group involvement (in what way and to what extent they were involved in the reporting period). If not the JS PO shall ask the LP to re-formulate it. | *a) YES b) NO c) N.A* |
| ***Work plan progress*** | | | | |
| 5 | *PROJECT SPECIFIC OBJECTIVE &COMMUNICATION OBJECTIVE* | **The project progressing in relation to the WP and communication objectives is duly described** | The explanation refers to SO and communication objectives . If description is not clear the JS PO shall ask the LP to re-formulate it. | *a) YES b) NO c) N.A* |
| 6 | *PROGRESS Activities/deliverables* | **The description of the progress activities/deliverables in this reporting period is clear and supported by any related evidences of achievement. It is explained how the partners were involved (who did what)** | The description is coherent with foreseen activities and achievement of deliverables. If description is not clear, the JS PO shall ask the LP to re-formulate it. | *a) YES b) NO c) N.A* |
| 7 | *MANAGEMENT/COMMUNICATION SUPPORTING DOCUMENTS* | **Management and general communication actions/supporting documents are uploaded? (As listed in the AF in section C.7)** | Check of the presence of management and communication actions/supporting documents according to implementing period (e.g. risk management plan and evaluation, PM staff established, SC meetings held, kick-off meeting held, mid-term review, communication strategy/editorial plan, etc. ) | *a) YES b) NO c) N.A* |
| 8 | *Investments*  *N.A. FOR SSP* | **In case of investments in the project, the description of their progress is complete, clear and properly documented** | The JS PO has a clear idea on the progress thanks to the completeness of information provided and coherence with foreseen intervention. | *a) YES b) NO c) N.A* |
| 9 | *Investments annexes*  *N.A. FOR SSP* | **There are relevant uploaded annexes which provide the evidence of permissions/authorization as foreseen in the AF, and needed for investment achievement by the stated deadline** | There is proof of investment progress; in case they are missing, the JS PO has to check that a coherent justification is inserted in the related WP "deviation" box and a new declaration about achievement deadline has to be produced | *a) YES b) NO c) N.A* |
| 10 | *Outputs* | **The description of the progress is clear and coherent with the value entered for each output** | Assessment on the basis of the description and of the previous reports. WARNING to be rised when the cumulative value is overreaching the target or the output achievement is threatened. | *a) YES b) NO c) N.A* |
| 11 | *Outputs annexes* | **The annexes uploaded are coherent with the description of the progress and with the title (description in AF) of the outputs. The annexes comply with Programme rules regarding the official language (ENGLISH) and the programme visual identity** | The annexes are coherent and able to provide evidence of the outputs' achievement. **The outputs shall be published into the project website if available (MANDATORY).** | *a) YES b) NO c) N.A* |
| ***Project results*** | | | | |
| 12 | *Result* | **The description of the progress is clear and annexes coherent with the value achieved for each result** | Assessment on the basis of the description and of the previous reports. If description is not clear or value achieved not reliable or annex not coherent, the JS PO shall ask the LP to re-formulate it. WARNING to be rised when the cumulative value is overreaching the target or the result achievement is threatened. | *a) YES b) NO c) N.A* |
| ***PM financial checks*** | | | | |
| 13 | *Reported expenditure / activities* | **The reported budget corresponds to the approved budget (including changes) and within the programme flexibility rules: - per project total - per partner - per budget line. Deviations (if any) in the spending profile are acceptable and in line with the programme flexibility rules.** | The JS PO will assess the certified expenditures on the basis of the approved budget at project and partner level per budget line. In case of major discrepancies beyond the flexibility rules, the JS should cut any overbudget and hereafter open a modification request . | *a) YES b) NO c) N.A* |
| 14 | *Investments expenditures N.A. FOR SSP* | **Investments are financially on track compared to the approved budget in AF (including changes). Deviations from AF (if any) are justified** | The certified expenditures related to the investments are in line with the related budget and its progress of activities | *a) YES b) NO c) N.A* |
| 15 | *Total spending levels* | **Project total spending levels are plausible according to the reported  activities and they are proportionate to the reported deliverables and outputs** | Assessment of the certified expenditures at Project level with the reported activities in the period compared with the foreseen expenditures and progress of activities foreseen in the AF. No need to check the partner reports and their list of expenditures! In case of major discrepancies a warning issued with clarification request. | *a) YES b) NO c) N.A* |
| ***Horizontal principles*** | | | | |
| 16 | *Sustainable development / Equal opportunities and non-discrimination / Equality between men and women* | **Is the explanation clear and coherent with the type of contribution chosen?** | It is clearly explained the progress in the period and there is coherency with the type of contribution (positive, neutral, negative) choosed. If description is not clear or missing, the JS PO will ask LP to reformulate it. The check has to include Sustainable development / Equal opportunities and non-discrimination / Equality between men and women. | *a) YES b) NO c) N.A* |
| ***Capitalisation*** | | | | |
| 17 | *Capitalization progress* | **The progress in terms of capitalisation has been described in line with the AF** | The description of the progress of capitalisation activities is consistent with the AF. If there are Associated Partners, a clear explanation of their involvement (how and to what extent they were involved in the activities). If not the JS PO shall ask the LP to re-formulate it. | *a) YES b) NO c) N.A* |
| ***State AID*** | | | | |
| 18 | *State AID rules N.A. FOR SSP* | **During the reporting period the LP/PP communicate, if any, the activities which affect on State Aid rules.** | Check the compliance of the activities (if any) with the relevant applicable rules | *a) YES b) NO c) N.A* |
| 19 | **FOLLOW UP** | If applicable, actions (such as targeted controls, Programme intervention, etc) to be taken based on monitoring of project’s reporting. In addition, if some of the questions in this CL are answered "NO" even after clarifications, to introduce follow up for the LP | TEXT BOX |  |