

Check list for the preparation of the Management Declaration of Assurance			
Officer:		Date:	
Signature:		Prot.:	
(i) Confirmation that "The information on the accounts in the annual report is properly presented, complete and accurate, as well as free of material misstatements, in accordance with Article 68(2)(b) of Regulation (EU) No 897/2014"			
1	Acknowledgement of the Financial report of the previous accounting year	YES/NO/ PARTIALLY/NA	Documents verified / Remarks or comments
1.1	There is a Management and Information System to record and store data on each operation.		
1.2	Apart from expenditures incurred by the Branch Offices, the preparation of Annual financial report is based on the information stored in the regional information system (SAP)		
1.3	The Financial report on the previous accounting year exists		
1.4	The estimate of the costs incurred from 1 July to 31 December 2020 exist		
(ii) Confirmation that "The expenditure entered in the accounts was used for its intended purpose, as defined in Regulation (EU) No 897/2014, and in accordance with the principle of sound financial management"			
2.1	Controls <u>on project selection procedure</u> carried out in the previous accounting year	YES/NO/ PARTIALLY/NA	Documents verified / Remarks or comments
2.1.1	The project selection criteria established for the calls are: a) consistent with the logic of the programme established in the JOP, b) in line with its priorities and the related indicators, and have been approved by the JMC		
2.1.2	There are approved check lists for the selection process and they have been used for the project selection process of the calls		
2.2	Controls <u>on the negotiations and contracting procedure</u> carried out in the previous accounting year	YES/NO/ PARTIALLY/NA	Documents verified / Remarks or comments
2.2.1	Negotiation and contracting procedures were conducted using approved check lists (Decision of the Director General n° 741-61, 13.05.2019; Decision n. 1897/243)		
2.3	Summary of controls on projects <u>funding procedure</u> carried out in the previous accounting year	YES/NO/ PARTIALLY/NA	Documents verified / Remarks or comments
2.3.1	Procedures for projects pre-financing were conducted on approved check lists		
2.3.2	Payment procedures of projects were conducted on approved check lists		

(iii) Confirmation that "The management and control system put in place for the Joint Operational Programme gives the necessary guarantees concerning the legality and regularity of the underlying transactions, in conformity with the applicable law"			
2.4	Summary of controls on technical assistance expenditures incurred in the previous accounting year	YES/NO/ PARTIALLY/NA	Documents verified / Remarks or comments
2.4.1	There are controls on Technical Assistance expenditures incurred by Valencia Branch Office and Aqaba Branch office		
2.4.2	Controls on the technical assistance expenditures incurred by Branch Offices are carried out by Authorizing Unit and are based on approved check lists		
2.4.3	Controls on public procurement procedures and staff recruiting were carried out by the Regional Office of First Level Control of the Planning and budget Department		
2.4.4	Controls on Staff and travel (MA and AA) costs, carried out by an external auditor		
2.5	Annual summary of controls	YES/NO/ PARTIALLY/NA	Documents verified / Remarks or comments
2.5.1	There is an approved check list to ascertain that the elements of internal control exist and function, and it has been used to compile the Annual Summary of controls		
2.5.2	The Annual Summary of controls exists and has been prepared using the EC Templates and following the IR 897/2014 provisions		
Confirmation of the reliability of data relating to the progress of the Programme in achieving its expected results and targets			
3	Preparation of the Technical report of the previous accounting year	YES/NO/ PARTIALLY/NA	Documents verified / Remarks or comments
3.1	The Technical part of the Annual Report exists and has been prepared using the EC Templates and following the IR 897/2014 provisions		
Confirmation that effective and proportionate anti-fraud measures are in place and that these measures take account of the risks identified			
4	Approval of the Programme Risk Management Plan	YES/NO/ PARTIALLY/NA	Documents verified / Remarks or comments

4.1	There is an approved Programme Risk Management Plan and the self evaluation of the effective and proportionate anti-fraud measures put in place by the Managing Authority are part of it.		
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