

## PROGRAMMA OPERATIVO ENI CBC BACINO DEL MEDITERRANEO 2014/2020

Management Authority – Control Unit

MA\_1\_Checklist Projects selection process

		Year			
Call for proposals		Standard <input type="checkbox"/> Strategic <input type="checkbox"/> Capitalization <input type="checkbox"/>			
Total Budget					
<b>1 - Publication</b>					
No.	Checks	YES	NO	N/A	Remarks/comments
1.1	The ToRs and the Guidelines of the call have been approved by the JMC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	The call budget is covered by the annual financial plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	The final version of the Guidelines has been published on the website before the launch of the call (ex ante publicity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	The guidelines describe the procedures for submitting project proposals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	The guidelines describe the eligibility requirements of the lead partners and partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	The guidelines describe the evaluation criteria of the projects in line with the thematic objectives and priorities of the program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	The guidelines describe the scoring criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.8	The information system is operational and able to ensure the evaluation of project proposals in compliance with the principles of confidentiality and fair treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.9	The call and the documents included in the application package are approved by official act of the OAU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.10	The procedure for submitting projects is approved with the same act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.11	The call has been published on the Programme website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.12	The call has been published on the RAS website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.13	An appropriate deadline has been set for the submission of proposals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notes:					

Signature Officer	Signature Director

<b>2 - Selection</b>					
<b>No.</b>	<b>Checks</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Remarks/comments</b>
2.1	The Project Selection Committee has been appointed by the JMC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	The external assessors and experts have been contracted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Internal assessors have been appointed by the OAU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	All parties involved in the assessment have signed the declaration of impartiality (absence of conflict of interest and incompatibility) and confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	All applications submitted have been recorded electronically; applications have been registered on receipt, evidence of receipt have been delivered to each applicant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Checklists for administrative controls and quality assessments are available in the IT system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.7	The meeting of the project selection committee was held for the approval of the results of Step 1, formalized in a report signed by all those present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.8	The project selection committee report includes lists of projects pre-selected for step 2, and of rejected projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.9	The report, countersigned by the director of the Operational and Authorizing Unit, has been sent to the director of the MA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.10	The STEP 1 results have been approved by the JMC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.11	The official act of acknowledgment of the outcomes of the assessment has been issued by the OAU - STEP 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.12	The outcomes of STEP 1 have been published on the Programme website and on the RAS website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.13	A notification letter has been sent to the lead applicants of the proposals pre-selected for STEP 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.14	The checklists relating to qualitative and environmental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	assessments, as well as eligibility and state aid checks, are available in the IT system				
2.15	The meeting of the project selection committee was held for the approval of the results of Step 2, formalized in a report signed by all those present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.16	The project selection committee report includes lists of projects recommended for funding, projects on the reserve list and projects rejected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.17	The report, countersigned by the director of the Operational and Authorizing Unit, has been sent to the director of the MA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.18	The inter-service consultation has been carried out on the projects recommended for funding and on the reserve list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.19	The STEP 2 results have been approved by the JMC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.20	The official act of acknowledgment of the outcomes of the assessment has been issued - STEP 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.21	The outcomes of STEP 2 have been published on the Programme website and on the RAS website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.22	A notification letter of the results has been sent to all the lead applicants of the proposals assessed under Step 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notes:					
Signature Officer		Signature Director			

3 - Negotiation and Contracting					
No.	Checks	YES	NO	N/A	Remarks/comments
3.1	Has the negotiation process been successfully carried out by the JTS-AOU as evidenced by the negotiation letter, checklists and any other relevant documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Have the Grant Contracts been signed for all projects selected for funding by the JMC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Is the total ENI Contribution of the contracted projects equal or below the total budget of the call?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Are the amounts of ENI contribution per project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	consistent with those approved by the JMC?				
3. 5	Do the signed partnerships agreements reflect the same partnership composition as approved by the JMC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notes:					
Signature Officer			Signature Director		