**ANNEX 4.1.3.1**

**CHECK LIST**

**Management verification lump sum Small Scale Project**

*Project – No***:**

*Acronym***:**

*Lead partner:*

***Methodology of the verification:***

*□ On the spot*

*□ Desk based*

***Output type:***

*□ Workshop, seminars and conferences*

*□ Incoming missions & B2B meetings*

***Date of the event verified:***

*Place / Venue of the event verified:*

***Institution:***

*In the programme function of:*

*□ Joint Secretariat □ National Info Point □ Managing Authority □ National Authority □ …….….*

1. **On-the-spot**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Implementation of the event** | | | | |
| **Control question** | **Yes** | **No** | **N/A** | **Comments** |
| The event took place in the **venue and times** indicated in the agenda and invitation to JS /NIPs |  |  |  |  |
| The registered participants were present in the room for **at least the minimum number** |  |  |  |  |
| For workshop, seminar, conference:  There is sufficient evidence that the **duration** of the event is planned to be equivalent to at least one-day event (e.g. agenda) |  |  |  |  |
| **Staff of the beneficiary organisation** was personally present during the event (if not the organiser indicated how and when staff is going to be personally involved). There is no evidence that the output was implemented exclusively through public procurement i.e. against art. 67 (4) of CPR Reg. (EU) No. 1303/2013 |  |  |  |  |
| **The content** is in line with the agenda and may contribute to the project objectives, and **sufficient material has been provided** (e.g. power point, speaker’s notes, facilitation exercises, case studies, etc.) |  |  |  |  |

1. **Desk based**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **At reporting** | | | | |
| **Control question** | **Yes** | **No** | **N/A** | **Comments** |
| For workshop, seminar, conference:  There is sufficient evidence that at least **40 particpants** were presents (e.g. signature list, photos, videos, participant satisfaction questionnaire, participation certificate, etc.) |  |  |  |  |
| For incoming missions and B2B events:  There is sufficient evidence that **10 economic operators** participated (e.g. signature list, photos, videos, participant satisfaction questionnaire, participation certificate etc.) |  |  |  |  |
| **There is sufficient evidence that staff of the beneficiary organisation** was personally present during the event (i.e. signatures, photos and partner declaration on how and when staff has been involved). There is no evidence that the output was implemented exclusively through public procurement i.e. against art. 67 (4) of CPR Reg. (EU) No. 1303/2013 |  |  |  |  |
| There is sufficient evidence that the **content** was appropriately implemented according to the agenda and contributing to the project objective (e.g. power point, conference proceedings, minutes, studies, expert inputs, surveys, participant satisfaction questionnaire, etc.) |  |  |  |  |
| There is sufficient evidence that the content of the event was **appropriately followed-up** on (e.g. meeting minutes, conference proceedings, analysis of the participant satisfaction questionnaire, scientific paper produced, etc.) |  |  |  |  |
| There is sufficient evidence that the event was **duly communicated** (e.g. emailing to participants, newspaper publications, website publications, social media, etc.) |  |  |  |  |

Opinion on reality/existence of the output:

□ POSITIVE □ NEGATIVE

Date, place\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name, Surname, Institution

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_