**ANNEX 4.1.2**

**On-the-spot check minute**

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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 management and coordination**  *Is the project management working properly? Are project activities well coordinated?* | |
| * *Fulfilled* * *To be fulfilled* * *Not fulfilled* * *Not Applicable* | *Recommendations/deadlines* |
| **Project financial management**  *Is the project financial management working properly? Are project finances managed properly through a regular financial reporting?* | |
| * *Fulfilled* * *To be fulfilled* * *Not fulfilled* * *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?* | |
| * *Fulfilled* * *To be fulfilled* * *Not fulfilled* * *Not Applicable* | *Recommendations/deadlines* |
| **Implementation of work plan/activities**  *Is the project work plan being timely and appropriately implemented? Are all planned activities being timely implemented?* | |
| * *Fulfilled* * *To be fulfilled* * *Not fulfilled* * *Not Applicable* | *Recommendations/deadlines* |
| **Outputs**  *Are the project outputs being timely and appropriately achieved as foreseen in the application form?* | |
| * *Fulfilled* * *To be fulfilled* * *Not fulfilled* * *Not Applicable* | *Recommendations/deadlines* |
| **Communication**  *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?* | |
| * *Fulfilled* * *To be fulfilled* * *Not fulfilled* * *Not Applicable* | *Recommendations/deadlines* |
| **Involvement of target groups/stakeholders**  *Are the project target groups appropriately involved?* | |
| * *Fulfilled* * *To be fulfilled* * *Not fulfilled* * *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?* | |
| * *Fulfilled* * *To be fulfilled* * *Not fulfilled* * *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* |