**Annex 4.10.1.1**

**CHECK LIST**

**Management verification**

**Simplified Cost Options**

*Project – No***:**

*Project Acronym:*

*Lead partner:*

*Partner verified:*

***Methodology of the verification:***

*□ On the spot*

*□ Desk based*

***Simplified Cost Option type:***

*□ Workshop, seminars and conferences*

*□ Incoming missions & B2B meetings*

*□ Accompanying actions*

*□ Action plan/Model/Methods (ApMM)*

*□ Targeted Training*

*□ SSUCs for Travel&Accomodation associated to Accompanying actions and Training*

*□ SSUCs for Staff*

*Date/Place / Venue of the output verified:*

1. ***On-the-spot***

*In the programme function of:*

* *FLC*
* *Joint Secretariat*
* *National Info Point*
* *Managing Authority*
* *National Authority*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Implementation of the event** | | | | |
| **Control question** | **Yes** | **No** | **N/A** | **Comments** |
| The cross-border character of the output (workshop/seminar/conference/incoming mission/B2B meeting/training session/ accompanying action implementation activities) has been ensured through the involvement of individuals of at least two countries of the programme area in the delivery of the output in presence or in another way (please select N/A and specify) |  |  |  |  |
| The output (workshop/seminar/conference/ incoming mission/B2B meeting/training session/accompanying actions session) was delivered in the **venue and times** indicated in the agenda and invitation to FLC/ JS /NIPs |  |  |  |  |
| The registered participants to the workshop/ seminar/ conference/ incoming mission/B2B meeting/training session/accompanying action implementation activities were present in the room (for workshop / B2B in **at least the minimum number)** |  |  |  |  |
| For ***workshop, seminar, conference, and B2B/Incoming missions***:  There is sufficient evidence that the **duration** of the event is planned to be equivalent to at least one-day event |  |  |  |  |
| **The content** complies with the agenda/calendar and with the objectives of the output verified (workshop/seminar/conference/incoming mission/B2B meeting/training session/ accompanying action implementation activities), and **sufficient material has been provided** (e.g. power point, speaker’s notes, facilitation exercises, case studies, meal if foreseen, etc.) |  |  |  |  |
| For **Accompanying actions implementation activities:**  The delivery of the training/coaching activities, is verified i.e. that participants, teachers/ tutors / mentors were present according to the training agenda and the signed register of presence |  |  |  |  |
| For **Training session:**  The delivery of the training session is verified, i.e. that participants and trainers were present according to the training calendar and the signed register of presence, as well as in case of meal allowance, that meal service was available. |  |  |  |  |
|  |  |  |  |  |

1. **Desk based by the First Level Control (Controller verification via Jems platform)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **At reporting submission** | | | | |
| **Control question** | **Yes** | **No** | **N/A** | **Comments** |
| The amount requested for reimbursement in the partner report was correctly calculated according to the conditions set for the related Simplified Cost Option in the programme rules |  |  |  |  |
| There is sufficient evidence that the cross-border character of the output has been ensured |  |  |  |  |
| For **workshop, seminar, conference**:  There is sufficient evidence that at least **40 participants** 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 operators/students, teachers, managers**  participated (e.g. signature list, photos, videos, participant satisfaction questionnaire, participation certificate etc.) |  |  |  |  |
| For **workshop, seminar, conference, incoming missions and B2B events:**  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.) |  |  |  |  |
| For **workshop, seminar, conference, incoming missions and B2B events:**  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 (workshop/seminar/conference/incoming mission/B2B meeting/training session/ accompanying action) was **duly communicated** (e.g. emailing to participants, newspaper publications, website publications, social media, etc.) |  |  |  |  |
| For **Action plan/Model/Methods (ApMM):** There is sufficient evidence in the partner report that the output includes at least the following 4 items, in relation to the partner involved:  1) Analysis (e.g. feasibility study, gap analysis, context analysis, data collection and assessment, etc., which has the objective to analyze the cross-border issue, the partners intend to tackle through the ApMM);  2) The management model, process, procedure, application, etc. which has the objective to make processes to manage specific issue/s more effective and which has to be made available, as appropriate.  3) The testing of the ApMM (e.g. web or practical testing, case study or use in a real situation etc. of the ApMM, which has the objective to make sure that the ApMM may be applied to real situations, and which has to be duly described).  4) The partners and/or stakeholder’s commitment to follow up on the ApMM (agreement, MoU, joint commitment letter, etc., which has the objective to certify the willingness of partners to follow up on the ApMM). |  |  |  |  |
| For **Accompanying actions:**  There is sufficient evidence for the selection of trainers and trainees |  |  |  |  |
| For **Accompanying actions:**  There is sufficient evidence of a Calendar set out for the Accompanying actions/Trainings |  |  |  |  |
| For **Accompanying actions:**  There is sufficient evidence of the register of presence daily signed by participants, teachers, tutors, mentors, according to the application form approved and the calendar of the activities |  |  |  |  |
| For **Accompanying actions**:  There is sufficient evidence that each participant attended at least the 75% of the total number of hours foreseen |  |  |  |  |
| For **Accompanying actions:**  There is sufficient evidence that Target groups/ final beneficiaries participated in at least 4 individuals |  |  |  |  |
| For **Accompanying actions:**  There is sufficient evidence of the correct allocation of the trainer’s seniority to the different CLASS A/B/C, according to an analysis of the CV or equivalent documentation |  |  |  |  |
| For **Accompanying actions:**  There is sufficient documental evidence of the products delivered during the activity (e.g. Business plan, market research and production of deliverables and achievement of individual milestones by trainees, photo and video materials, social media coverage, etc). |  |  |  |  |
| For **Accompanying actions:**  There is sufficient documental evidence of products delivered after the activity (e.g. press conference, trainers evaluation forms filled in, Spinoff/Startup constitutive Act, etc.) |  |  |  |  |
| For **Trainings:**  There is sufficient evidence for the selection of trainers and trainees |  |  |  |  |
| For **Training:**  There is evidence of Calendar of the training activities; |  |  |  |  |
| For **Training:**  There is evidence of the register of presence daily signed by teachers and participants and that each participant attended at least the 75% of the total number of hours foreseen accordingly to the application form approved and the calendar of the training activities; |  |  |  |  |
| For **Training:**  There is sufficient documental evidence of products delivered during the activity: e.g. didactic materials, projects work, photo and video materials, social media coverage, etc.. |  |  |  |  |
| For **Training:**  There is sufficient documental evidence of products delivered after the activity: e.g. certificates of attendance delivered to participants in classroom training, trainers evaluation forms filled in, dissemination material, etc |  |  |  |  |
| For **SSUCs of Travel&Accomodation associated to Accompanying actions and Trainings**: the amounts reported are calculated according to the register of presence of the trainees, participating at least to 75% of the total number of hours foreseen, as in the maximum no. of SSUC per participant, as set out in the project application form |  |  |  |  |
| For **SSUCs for Travel&Accomodation associated to Accompanying actions and Trainings**: There is sufficient documental evidence of the overall stay duration and travel |  |  |  |  |
| For **SSUCs for Staff**:  There is sufficient documental evidence of the correct allocation of the staff involved on the project activities to the different Function/ Role SSUC category according to an analysis of employment/work contract/CV |  |  |  |  |
| For **SSUCs for Staff**:  There is evidence of:   * Employment/work contract; * Official assignment providing information on responsibilities related to the project; * Staff working part time for a project: timesheets, providing information on the number of hours spent per month on the project. |  |  |  |  |
| For **SSUCs for Staff**:  There is evidence of the correct application of calculation method (time \* unit rate)? |  |  |  |  |
| For **SSUCs for Staff**:  There is evidence of no infringements of the ceiling of annual hours worked (1720hh). |  |  |  |  |