

CHECK LIST FOR REVIEW OF DELIVERABLES¹

Deliverable title	Quality report on trainings KPA
Work package	4.6 Self-evaluation of trainings for citizens and public sector
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¹ This questionnaire concerns quality issues of NatRisk upon completion of each deliverable. Reviewer appointed by QAC completes the form and submits it by email to WP leader, Task leader and Project Coordinator (natriskuni@gmail.com). The achieved results will be useful for the project's risk management. They will also make part of the QAC final report, as well as of the Coordinator's progress and final reporting to EACEA.

Assurance point	Issues to be addressed	Assessment	Comments	Recommendations
Compliance with NatRisk objectives	<i>Does the deliverable comply with the overall objectives of the project?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Compliance with the specific objectives of the WP	<i>Does the deliverable comply with the WP Objectives as specified in the WP description?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Correspondence with the description of work of the relevant activity	<i>Does the deliverable correspond with the activity description as specified in the Application Form?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Compliance with the deliverables format	<i>Is the deliverable presented using the Project's deliverable format – Annex A?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Adequacy of complementary information	<i>Examples of complementary info:</i> - Sources used, - Bibliography, - List of contacts, - Methodology used.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Adequacy of written language	<i>Level of written English</i>	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Poor		
Overall assessment and suggestions for improvement				
Deadline for submission of amended version of the deliverable				