EEA - Norway 2014-2021 Programme - Documentary On-the-Spot Checks¹

This template should be filled in by the MA when carrying out administrative verifications at the Beneficiary

OTS Reference No.:

1.0 GENERAL INFORMATION	
Date	
Member State	Malta
Programming Period	2014-2021
Fund	
Beneficiary	
Project Leader	
Person Representing the Project Leader (if the latter is not available)	
Line Ministry representative (where applicable)	
Place of meeting	
Officers present during on-the spot check	

¹ The NFP reserves the right to add additional questions to this template to ensure that the beneficiary is in line with the Grant Agreement.







1.2 Project Cost

_									
			Other						
		National	(Private or				Other		
	Community	Public	Non-Public		,	Vat	Ineligible	Funding	
	Amount	Amount	Equivalent)	Net Cost	Eligible	Non-Eligible	Costs	Gap	Total

1.2.2 If any cl	hanges were p	roposed in the	e addenda, ente	er the revise	ed cost of pro	ject			
Addendum No.	Community Amount	National Public Amount	Other (Private or Non-Public Equivalent)	Net Cost		Vat Non-Eligible	Other Ineligible Costs	Funding Gap	Total



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1.3 Project Documentation				
File reference no.				
Is project documentation in file?	Yes	No	N/A	Comments
Application Form submitted by Beneficiary to NFP (during call) (copy)				
Supporting Documentation (copy) e.g. Business Plan, CBA, Feasibility Study or any other relevant study				
List the Studies that were attached to the application form or as subsequently requested by the PSC as a condition for approval				
PSC clarifications				
Beneficiary replies to PSC clarifications				
Letter of approval by PSC				
Grant Agreement(original)				
Request for addendum				
Approval of Addendum				
Addenda to the Grant Agreement				
Indicate number of addendum/addenda done on this Grant Agreement and date of last signature on each addendum				
Planning Authority permit (where applicable)				
Project Progress Report/s				
Final Report				
Compliance Certificate (where applicable)				
Any other correspondence related to the Project				



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2.0 DELIVERABLES						
2.1 Studies (financed through the Project Funds)	Tick he	ere if sec				
	Yes	No	N/A	Comments		
Were any studies conducted in relation to the project (following approval)?						
If yes, are they in file? (original)						
If yes, please list them below:						
2.2 Fixed assets (e.g. Equipment, Furniture, Apertures, etc.)	Tick he	ere if sec	tion is <u>N</u>	ot Applicable to project		
Turmaro, Aportaroo, ciory	Yes	No	N/A	Comments		
Were any fixed assets purchased under this project?						
If yes, please specify what fixed assets have	e been p	urchased	d			
2.3 If any of the fixed assets purchased under this project are being checked during this OTS ² , list them here	Tick he	ere if sec	tion is <u>N</u>	ot Applicable to project		
Item Description	Q	ty		Serial No.	Is item	operating on site?
2.4 Equipment-related Training	Tick he	ere if sec	tion is <u>N</u>	ot Applicable to project		
2.4 Equipment-related Training	Tick he	ere if sec	tion is <u>N</u>	ot Applicable to project Comments		

² Attach photos of items that are physically checked



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Documents used for training (e.g. presentation, handouts, etc.)					
Photographs showing that the training took place					
Copy of certificates (where applicable)					
2.5 Inventory			Tick	there if section is <u>Not Applicable</u> to project	
	Yes	No	N/A	Comments	
Has the Beneficiary filled in and updated the inventory template for all the fixed assets procured under this project and which are being co-financed?					
In the case of Government Entities, was the inventory template signed by the project leader and the DCS of the respective Line Ministry?					
In the case of non-public entities and NGOs, was the inventory template signed by the project leader and legal representative?					
In the case of Government Entities, did the Beneficiary send a copy of the Inventory to the NFP and to the Directorate Corporate Service?					
In the case of non-public entities and NGOs, did the Beneficiary send a copy of the Inventory to the NFP?					
(In case of economic operators the inventory has to be centrally recorded and proof of this has to be presented by the PL during the on-the-spot check to the officer conducting the check.)					
Is the inventory stored in a secure and dirt- free place?					
Does the beneficiary maintain a soft copy of the inventory template? If yes, state where it is maintained?					
Is the beneficiary updating the inventory template on a regular basis?					
Are there any cases where any fixed assets procured under this project have been replaced due to damages? And if					



yes, did the beneficiary record it on the inventory template by means of a new serial number?

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2.6 Second Hand Equipment		Tic	Fick here if section is Not Applicable to project					
		Yes	No	N/A	Comments			
Approval by the NFP for the procurent equipment	nent of second-hand							
Declaration by the supplier stating:								
The origin of equipment (original)								
Proof that the equipment does not exceed r similar new equipment	market value or cost of							

3.0 FINANCIAL IMPLEMENTATION PROGRESS										
3.1 Statement of Expenditure										
SoE by Fund	SoE by Fund	Community Amount (€)	National Public	Total Public Eligible	Are signed copies of each SoE by Project available in the MA SoE file?					
Date	No.	Amount (€)	Amount (€)	Amount (€)	Yes	No				





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The Officer conducting the verification must ensure that public procurement has been carried out in accordance with the relevant Public Procurement Regulations and must also refer to the Manual of Procedures for Project Implementation - Retention of Documents

Documents						
Reference						
Title						
Respective Component in Grant Agreement						
Amount allocated in Grant Agreement						
Date of Publication						
Deadline for Submission of Offers						
Winning Bidder						
Amount of winning bid	€					
Invoices which relate to this procurement						
		Request for Quotations (Section A)				
Procurement which does not exceed €5	,000.00	Call for Quotations issued through the ePPS (Section B)				
		Direct Order (Section C)				
Procurement which is equal or exceed	s €5,000.00 but	Call for Quotations issued through the ePPS (Section B)				
does not exceed €10,000.00		Direct Order (Section C)				
Procurement which is equal or exceeds	s €10,000.00 but	Departmental Tender issued through the ePPS (Section D)				
does not exceed €144,000.00	•	Direct Order (Section C)				
Proguroment which is a sucley assessed	£144 000 00	Call for Tenders issued through the ePPS (Section E)				
Procurement which is equal or exceeds	€144,000.00	Direct Order (Section C)				



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Award Criteria Used	Price		Со	st		☐ Best Price Quality Ratio ☐	
		Yes	No	N/A		Comments	
If BPQR criteria was used, were scoring and tables vetted and approved by DOC prior publication							
Section A: Request for	or Quotations	Tick h	ere if sec	tion is	Not Applica	<u>ble</u> to project	
Value (excl. VAT		com acco specif f	uotation i parable a prding to ications a or by the eneficiar	and the asked	Comments		
		Yes	No	N/A			
		Yes	No	N/A		Comments	
Request for quotations							
Request for provision o / Services are in line Agreement.							
Quotations received quotations)	(at least 3						
Justification for selected	d quotation						
Reference/Notification	to selected bidder						
LPO/Agreement, where applicable							
							_
Section B: Call for Qu	otations			'-	Not Applica	<u>ble</u> to project	
Bidders	Value (excl. VAT)	Quotation is comparable and according to the specifications asked for by the Beneficiary				Comments	





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		Yes	No	N/A	
		Yes	No	N/A	Comments
State whether or not was issued through eP (Over €5,000 through from DG Contracts is re	PS ePPS or approval equired)				
Call for provision of V Services are in line Agreement.					
Advert of Publicati Government Gazette	on of Call in				
Date of first advert in G (not mandatory if call v ePPS))	[<i>D</i>	D/MM/YY	1		
Any other adverts newspapers, etc.) (not	(website, local mandatory)				
Summary of quotations	s received				
Quotations received					
Justification for selecte	d quotation				
Reference/Notification	to selected bidder				
State whether appeals with the Public Contra (PCRB). If yes, was within ten calendar date on which the a cancellation was is objection accompanie equivalent to 0.50% value? The deposit shall not and not more than €50 (not applicable for pre €5,000)	acts Review Board the objection filed lays following the award decision or sued? Was the ed by a deposit of the estimated be less than €400 ,000.				
LPO / Agreement, whe	re applicable				



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Confirm whether lasted 10 calendar	the appeals period r days.				Award decision date: Contract Agreement date:	
Section C: Direc	t Order	Tick he	ere if sec	tion is	Not Applicable to project	
		Yes	No	N/A	Comments	
one of the followir 1) When no tende or no applications response to open 2) Restrictions of 3) The urgency procurement cau events 4) Where the awarded subsequand must be awa candidate or to candidates. 5) In so far as is additional service project initially contract first conce through unfore became necessar the service or work therein, on cond made to the econo the contract.	rs or no suitable tenders have been submitted in procedure choice and availability by attached to the sed by unforeseeable contract concerned is tent to a design contest added to the successful or one of successful as strictly necessary, for es not included in the considered or in the cluded but which have, seen circumstances, y for the performance of its or supplies described ition that the award is principle of the performance of the considered or supplies described ition that the award is principle.					
	ent approval <i>(Required</i> with a value equal to or)					
MFIN approval (Required for direct orders with a value that exceeds €10,000).						
Request for provision of Works /Supplies / Services are in line with the Grant Agreement						
LPO / Agreement, where applicable						
Continu D. D.	stance tel Toy de a	Tielel	wa is		Not Applicable to purious	
Section D: Depar	rtmental Tender	lick he	re if sec	tion is	Not Applicable to project	Ц
	Open Procedure				Innovative Partnership	



Type of Procedure

Design Contest

Framework Agreement

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No

Yes

N/A

Restricted Procedure

Comments

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Approval from DG Contracts if call for tenders was NOT carried out through an open procedure.											
	not the 20 calend limit for depai pected.										
state whether or	ed procedure wa not the 15 calend limit for depar pected.	ar day	y's								
Head of Contractor accelerated p	cting Authority app procedure	oroval									
			ninis vely mpli			hnica mplia					
Bidders	Value (excl. VAT)	Yes	No	A/N	Yes	ON	A/N	Yes	No	A/N	Comments
				Yes	ı	No	N/A		•		Comments
Commitment Fo	rm										
Tender Originat declaration	ors Form includir	ng GF	PP								
Approval from publication	GPP to procee	ed w	ith								
Tender Docume	ent (final version)										
	on of Works / S in line with the										
Advert of Pub Government Ga	olication of Ten zette	nder	in		1						
Date of first adv (not mandatory)	ert in Govt. Gazet	te:		[.	DD/N	1M/YY	1		_	_	
	c.) (not mandatory egotiated procedu	and r	ot		1						
Requests for (during call)	clarifications &	repli	es								



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Official letter of appointment /approval of the Evaluation Committee		
CVs of Evaluation Committee members		
Summary of Tenders received		
Tenders received		
Requests for clarifications & replies (during evaluation)		
Evaluation Report (final version) Including Annexes: • Declarations of Impartiality and Confidentiality of the Evaluation Committee Members • Declarations of Impartiality of Technical and/or Financial Experts (where applicable and as good practice) • Clarification/Rectification correspondence with tenderers • Minutes of Evaluation Committee meetings (good practice) Report should be endorsed by each member of the evaluation committee on each page.		
Publication of Results		
Letter of award to successful bidder/s		
Letter to non-successful bidder/s		
State whether evaluation of tenders had been carried out within 90 calendar days.		
State whether appeals had been lodged with the Public Contracts Review Board (PCRB). If yes, was the objection filed within ten calendar days following the date on which the award decision or cancellation was issued? Was the objection accompanied by a deposit equivalent to 0.50% of the estimated value? The deposit shall not be less than €400 and not more than €50,000.		
LPO/Agreement, where applicable		
Confirm whether the appeals period		Award decision date:



lasted 10 calendar days.

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Contract Agreement date:

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Addenda to the above	(where applicable)						
Valid Performance G any amounts stipulate contract (as deemed)	d in addenda to the						
Is appropriate refere protection of personal such as tender docum in accordance with the Act of 2001 amendments)?	data in documents ents and contracts,						
Section E: Call for To	enders (DoC)	Tick he	re if sect	tion is	Not Applicable to project		
	Open Procedure				Restricted Procedure		
Type of Procedure	Competitive Procedure with negotiation				Innovation Partnership		
	Competitive Dialogue Design Contest				Negotiated Procedure without Contract Notice		
					Trogodatod i Tooodaro Wallout Oolillaat Notico		
Open Procedure				Tick here if section is Not Applicable to project			
		Yes	No	N/A	Comments		
State whether or not the minimum time limit for respected.							
If an accelerated procedure was used state whether or not the 15 calendar days minimum time limit for DoC tenders was respected.							
DG Contracts approval for accelerated procedure.							
If a pin was published the 15 minimum time I was respected.							
Restricted Procedure	e			,	Tick here if section is <u>Not Applicable</u> to project		
		Yes	No	N/A	Comments		
State whether or not the minimum time limit participate was respectively.	t for request to						
If an accelerated prestate whether or not the	ne 15 calendar days						



participate was respected.

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DG Contracts approval for accelerated procedure.					
If a Prior Information Notice (PIN) was published state whether or not the 30 calendar day's minimum time limit for request to participate was respected.					
State whether or not the 25 calendar day's minimum time limit for receipt of tenders was respected.					
If an accelerated procedure was used state whether or not the 10 calendar days minimum time limit for receipt of tenders was respected.					
DG Contracts approval for accelerated procedure.					
If a Prior Information Notice (PIN) was published, state whether or not the 10 calendar day's minimum time limit for receipt of tenders was respected					
Competitive Procedure with Negotiation Partnerships	petitive Procedure with Negotiation and Innovative nerships			k here if section is <u>Not Applicable</u> to project	
	Yes	No	N/A	Comments	
State whether or not the 30 calendar day's minimum time limit for request to participate was respected.					
If an accelerated procedure was used state whether or not the 15 calendar days minimum time limit for request to participate was respected.					
DG Contracts approval for accelerated procedure.					
If a Prior Information Notice (PIN) was published, state whether or not the 30 calendar day's minimum time limit for request to participate was respected.					
State whether or not the 25 calendar day's minimum time limit for receipt of tenders was respected.					
If an accelerated procedure was used state whether or not the 10 calendar days minimum time limit for receipt of tenders was respected.					
DG Contracts approval for accelerated procedure.					
If a Prior Information Notice (PIN) was published, state whether or not the 10 calendar day's minimum time limit for receipt of tenders was respected.					
Competitive Dialogue			Tic	k here if section is <u>Not Applicable</u> to project	
	Yes	No	N/A	Comments	



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	or not the 30 cale limit for partici											
			minist vely omplia			hnic			Financially Compliant Comments			
Bidders	Value (excl. VAT)	Yes	No	N/A	Yes	No	N/A	Yes			Comments	
			Υ	es	No	,	N/A			Comments		
Tender Origin declaration	ender Originators Form including GPP eclaration											
Approval fror publication	m GPP to pro	ceed	with									
	nent <i>(final versio</i>											
	sion of Works in line with											
Advert of P Government G		Tende	er in									
Date of first ac	dvert in Govt. Ga <i>ry)</i>	zette	:		[DD/MM/YYY]				
Any other newspapers, e	adverts (Web etc.) (not manda		local									
	e issued on the											
Evaluation C Project Leade	e for the appoint committee mer r to the Head of	nbers <i>the E</i>	(by ntity)									
the Evaluation												
CVs of Evaluation Committee members												



Requests for clarifications & replies (during call)

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Summary of Tenders received		
Tenders received		
Requests for rectification and submission (during evaluation and if permitted in the instructions to Tenderer)		
Requests for clarifications & replies (during evaluation and if permitted in the instructions to Tenderer)		
Evaluation Report (final version) Including Annexes: • Declarations of Impartiality and Confidentiality of the Evaluation Committee Members • Declarations of Impartiality of Technical and/or Financial Experts (where applicable and as good practice) • Clarification/Rectification correspondence with tenderers (where applicable) • Minutes of Evaluation Committee meetings (good practice) Report should be endorsed by each member of the evaluation committee on		
each page.		
Publication of Results		
Letter of award to successful bidder/s		
Letter to non-successful bidder/s		
State whether appeals had been lodged with the Public Contracts Review Board (PCRB). If yes, was the objection filed within ten calendar days following the date on which the award decision or cancellation was issued? Was the objection accompanied by a deposit equivalent to 0.50% of the estimated value? The deposit shall not be less than €400 and not more than €50,000.		
State whether evaluation of tenders had been carried out within 90 calendar days		
Contract (and any other document required by law)		
Confirm whether the appeals period lasted 10 calendar days.		Award decision date: Contract Agreement date:
Addenda to the Contract (where		



applicable)

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Valid Performance Gua any amounts stipulated ir contract (as deemed rele	n addenda to the								
Is appropriate reference protection of personal da such as tender document in accordance with the Act of 2001 (and amendments)?	e given to the ta in documents ts and contracts, Data Protection								
Applicable for all types	of procurement								
		Yes	No	N/A	(Comments			
Invoice/s or Requests for Reimbursement									
Invoice Status Certificate	/s								
Local Purchase Order/s	Local Purchase Order/s								
Receipt/s									
Other Documentation									
5.0 EMPLOYMENT									
5.1 Engagement throu	igh Employmen	t			Tick here if section is	Not			
Full-Time	☐ Part-Tim	ne			Applicable to project				
	Register of Pe Employmen				Date of Publication of Call				
Call made through	Open Call for (Sect	Employ	ment		Deadline for submission of				
	Call for Contr (Sect	act of Se	ervice		applicants				
Call Reference				Positi	on				
Applicant/s Selected			Salary	/Rate per hour					
Duration of contract				No. of	Hours/Week				
		Yes	No	N/A		Comments			
A. Register of Persons Employment (ETC regis		Tick h	ere if se	ction is	on is Not Applicable to this procurement				



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Vacancy Form signed by Permanent Secretary incl. position, requirements (qualifications, skills, experience)					
Vacancy Approval					
Part 1/ 2/ 3 list of eligible candidates (where applicable)					
B. Open Call for Employment	Tick he	re if sec	tion is <u>N</u>	ot Applicable to this procurement	
ETC Permit No. (where applicable)					
Call for applications (advert i.e. govt. gazette, newspapers, websites): position, eligibility criteria (qualifications, skills, experience) and any supporting documentation.					
C. Call of Service	Tick h	ere if sec	ction is <u>N</u>	Not Applicable to this procurement	
Call for applications (advert i.e. govt. gazette, newspapers, websites): position, eligibility criteria (qualifications, skills, experience) and any supporting					
documentation					
D. Section to be filled for all types of employment procedures	Tick h	ere if sec	ction is <u>N</u>	Not Applicable to this procurement	
D. Section to be filled for all types of employment procedures All submitted application/s, CVs, certificates and other requested documentation (where applicable)	Tick h	ere if sec	ction is <u>N</u>	Not Applicable to this procurement	
D. Section to be filled for all types of employment procedures All submitted application/s, CVs, certificates and other requested			ction is <u>N</u>	Not Applicable to this procurement	
D. Section to be filled for all types of employment procedures All submitted application/s, CVs, certificates and other requested documentation (where applicable) State the number of applications received			ction is M	Not Applicable to this procurement	
D. Section to be filled for all types of employment procedures All submitted application/s, CVs, certificates and other requested documentation (where applicable) State the number of applications received within the stipulated deadline: Short-listing of applicants giving reasons				Not Applicable to this procurement	
D. Section to be filled for all types of employment procedures All submitted application/s, CVs, certificates and other requested documentation (where applicable) State the number of applications received within the stipulated deadline: Short-listing of applicants giving reasons for rejection Copy of Interview letters sent to short-				Not Applicable to this procurement	
D. Section to be filled for all types of employment procedures All submitted application/s, CVs, certificates and other requested documentation (where applicable) State the number of applications received within the stipulated deadline: Short-listing of applicants giving reasons for rejection Copy of Interview letters sent to short-listed applicants State the number of applicants				Not Applicable to this procurement	
D. Section to be filled for all types of employment procedures All submitted application/s, CVs, certificates and other requested documentation (where applicable) State the number of applications received within the stipulated deadline: Short-listing of applicants giving reasons for rejection Copy of Interview letters sent to short-listed applicants State the number of applicants shortlisted: Were all applicants shortlisted eligible for				Not Applicable to this procurement	
D. Section to be filled for all types of employment procedures All submitted application/s, CVs, certificates and other requested documentation (where applicable) State the number of applications received within the stipulated deadline: Short-listing of applicants giving reasons for rejection Copy of Interview letters sent to short-listed applicants State the number of applicants shortlisted: Were all applicants shortlisted eligible for the position? Copy of letters sent to those applicants				Not Applicable to this procurement	
D. Section to be filled for all types of employment procedures All submitted application/s, CVs, certificates and other requested documentation (where applicable) State the number of applications received within the stipulated deadline: Short-listing of applicants giving reasons for rejection Copy of Interview letters sent to short-listed applicants State the number of applicants shortlisted: Were all applicants shortlisted eligible for the position? Copy of letters sent to those applicants who were not shortlisted				Not Applicable to this procurement	
D. Section to be filled for all types of employment procedures All submitted application/s, CVs, certificates and other requested documentation (where applicable) State the number of applications received within the stipulated deadline: Short-listing of applicants giving reasons for rejection Copy of Interview letters sent to short-listed applicants State the number of applicants shortlisted: Were all applicants shortlisted eligible for the position? Copy of letters sent to those applicants who were not shortlisted: State the number of applicants who were not shortlisted: Letter of appointment/ approval of				Not Applicable to this procurement	



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Selection Report						
Copy of Letter of appointment to successful candidate/s						
Copy of Letter to non-successful short listed candidate/s						
Contract of employment/service						
Is appropriate reference given to the protection of personal data in documents such as tender documents and contracts, in accordance with the Data Protection Act of 2001 (and subsequent amendments)?						
6.0 ACCOUNTING						
6.1 Government Entities (Departments and Agencies)			Tick I to pr		section is <u>Not Applicable</u>	
			Yes	No	Comments	1
Government entities process payments through system which allow users to include a stock particular project. State whether stock code this project. If yes identify the stock code.	code fo	ra				
6.2 Government Entities (not Departmen Agencies) ³ , Economic Operators	ts and		Tick I to pr		section is <u>Not Applicable</u>	
			Yes	No	Comments	
For the accounting of all transactions related to the project, state whether a Separate accounting system adequate accounting code is/are being used for this project						
If neither of the above are being used, state reason why						
Annual auditor's certificate to the financial seach financial year for the full duration of the						
the year following the last reimbursement received by the beneficiary are in file (indicate year where applicable)			Year	/s:		
			•			

7. HORIZONTAL PRIORITIES

³ Government Entities as defined in the Public Administration Act, 2008. Circular 04/2010/GE does not apply to Government Departments and Government Agencies listed in the Second and Fourth Schedule of the Act, whose transactions are recorded in the Departmental Accounting System (DAS).





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7.1 Environmental Sustainability and Sustainable Development							
	Yes	No	N/A	Comments			
Beneficiary is implementing its commitments in terms of environment sustainability as outlined in the project application							
Specify what the project has achieved so far in r	elation to	its contribu	ution to en	vironment sustainability.			
Comments:							
Beneficiary is implementing its commitments on sustainable development as indicated in the project application							
Comments:							
7.2 Equal Opportunities							
	Yes	No	N/A	Comments			
Project is in line with Community Policy on Equal Opportunities							
Beneficiary is implementing its commitments related to equal opportunities as outlined in the project application							
Specify what the project has achieved in relation	to its con	tribution to	Equal Op	pportunities.			
7.3 State Aid							
	Yes	No	N/A	Comments			
Correspondence with State Aid Monitoring Board							
		1	1 ,	1			



etc)

Has the project changed?

(for example change in ownership, nature of

works/project, support aid, capping of support

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If project changed, notification to SAMB and subsequent clearance				
8. PUBLICITY AND INFORMATION ⁴				
	Yes	No	N/A	Comments
Billboard on Site				
Signs/plaques on site				
Poster/s on site				
Stickers				
Official Launch Event				
Press Release/s/write ups				
Media adverts (Television/Radio)				
Printed Media Adverts (Newspapers, Magazines)				
Other informative material such as leaflets and brochures				
Online or Email publicity				

 $^{^{\}rm 4}$ Attach photos of items physically checked



Other/s (Please specify)



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9.0 CONCLUSIONS
9.1 General remarks on the overall implementation of the project and updates on the follow up actions requested in previous OTS checks.
9.2 List any follow-up actions required and the date by which these should be undertaken as well as who is to check that action has been taken as instructed. Indicate if a follow-up visit is necessary and by when this visit should take place.
9.3 Indicate/list any suspicion of irregularities or actual detection of irregularities.
9.4 Recommendations and remarks on general improvement which may be required in the implementation and management of the project.
9.5 List of Annexes (as relevant) (Any photos and/or documents gathered during on-the-spot check)





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10. ENDORSEMENT OF ON-THE-SPOT CHECK REPORT		
Officers Conducting Check:		
Name in Block Letters	Signature	
Designation	Date	
Designation Date		
Name in Block Letters	Signature	
	Ü	
Designation	Date	
Conclusions and Recommendations endorsed by:		
Name in Block Letters	Signature	
Designation	Date	
Beneficiary:		
Name in Block Letters	Signature	
Designation	Date	



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Annex 1 - Invoices/Reimbursement Requests and related documentation List down all the invoices being checked during this spot check (These should be only those which at the time of the check, have been paid by Treasury) Are 1. (in case of Is the works) the BoQs of Invoice/RR the actual works, in file and Is the final the Summary of Net VAT do the As and where ISC in file? Is the BoQs and the applicable: details expenditure certificate of works match with eligible and 2. (in case of the ISC? Is the in line with training services) receipt/proof 1. (in case of Was payment Has the the National Does the timesheets in file? Is the application executed in line operation service contracts) of payment expenditure and in file? Does for reimbursement with the payment been the interim report, Community relate to the Invoice it cover the correct? schedule in the subject to final report, /RR Contract Eligibility eligible (where applicable) contract? 2. (in case of double payment Rules, period? Total Number Ref No. check: Supplier / Contractor made for (where applicable) financing? works/supplies Comments Eligible Grant (add rows (where - Net/Vat/ this invoice? contracts) as applicable) Agreement Gross provisional This should In case of works, is and appropriate) amount acceptance or final be the one the actual BoQ Contract? - Supplier's This acceptance in file? Check that the Vat is signed by verified by the represents details listed separately and supervisor in line - Date the Net Beneficiary, with the contract is correct - Contract Eligible LM and BoQ and with the amount as Code Treasury invoice? featured - Cofinancing on the ISC (Public rate Eligible) Yes No No No No Yes No N/A No N/A Yes No Yes No N/A Yes No N/A Eligible No Yes Yes Yes Yes Yes Eligible Total



0

Total Eligible value of the project (as per Section 1.1):

Percentage of total amount being checked over the project allocation:

0.00

invoices

checked:

Supported by the peoples of Iceland, Liechtenstein and Norway through the EEA and Norway Grants

0.00

0.00

0.00

0.00

#DIV/0!

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