

Checklist for on-the-spot verifications – JTS	
Project index number	
Project title	
Name of institution/role in the Project (Lead Beneficiary/Beneficiary)	
Address of institution	
Date of the verification	
Date of the verification is consistent with the yearly on-the-spot verifications plan	<input type="radio"/> YES <input type="radio"/> NO Justification:
Person(s) participating in the verification from the JTS	

A. VERIFICATION OF IMPLEMENTATION OF ACTIVITIES PLANNED IN THE PROJECT

No.	Question	Yes/No/NA	Comments
A.1	Is the current progress of project activities implementation in line with information provided in the Grant Contract and progress reports (if applicable)?		
A.2	Have the implemented activities been carried out in line with the Description of the Project?		
A.3	Has the Lead Beneficiary transferred the correct amount of ENI to the project beneficiaries?		
A.4	Are investments (if applicable) implemented in line with the Description of the Project?		
A.5	Can the purchase of fixed assets and /or their modernization be confirmed (if applicable)?		

B. VERIFICATION OF THE OUTPUT INDICATORS

No.	Question	Yes/No/NA	Comments
B.1	Is the current progress of output indicators in line with information provided in the Grant Contract and progress reports (if applicable)?		

B.2 MAIN PROJECT OUTPUTS

Output indicator	Target value	Sources and means of verification	Progress indicated the last submitted report	Progress identified during the verification	Remarks

C. VERIFICATION OF COMPLIANCE OF RESPONSIBILITIES ON INFORMATION AND PROMOTION

No	Question	Yes/No/NA	Comments
C.1	Are there adequate information boards at the place of the infrastructural investment?		
C.2	Had the room where the event took place been properly marked (if applicable)?		
C.3	Has the purchased equipment been appropriately marked (if applicable)?		
C.4	Have the project files been properly marked for example certificates, photo journals and advertisements?		
C.5	Have the participants of the events organised within the project been informed on co-financing share of ENI?		

D. VERIFICATION OF RESPECTING EQUAL TREATMENT RULES

No	Question	Yes/No/NA	Comments
D.1	Does the beneficiary violates the principle of equal treatment of women and men in particular: a) the equal access to employment, education, promotion or work conditions, b) perform services and access to services and supplies as well as access to goods?		
D.2	Does the beneficiary respect the provisions regarding the accessibility of disabled persons in particular to: a) partnership instruments b) procurement instruments c) participating in project activities d) venues and logistics e) information and materials		
D.3	Does the beneficiary exclude disabled persons from the project target group?		
D.4	Do the activities in the project exclude other target groups based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation		

Verification has been carried out by:

Name and surname of the visitor(s):

Date:

Approved by: