



This project is funded by the European Union.



Technical Assistance for Strengthening
Fundamental Rights Sector Coordination Project

FUNDAMENTAL RIGHTS SECTOR COORDINATION PLATFORM

GUIDELINES

DECEMBER 2022





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LIST OF ABBREVIATIONS

CFCU	Central Finance and Contracts Unit
CoE	Council of Europe
DEUA	Directorate for European Union Affairs
DSB	Directorate of Strategy and Budgeting
EU	European Union
EUD	Delegation of the European Union to Türkiye
FR	Fundamental Rights
FRSC	Fundamental Rights Sector Coordination
IO	International Organization
IPA	Instrument for Pre-Accession
LI	Lead Institution
MA	Managing Authority
MoFA	Ministry of Foreign Affairs
NGO	Non-governmental Organization
NIPAC	National IPA Coordinator
HREI	Human Rights and Equality Institution of Türkiye
OI	Ombudsman Institution
PI	Public Institution
SCP	Sector Coordination Platform

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INTRODUCTION

A strong commitment to an integrated and participatory approach to fundamental rights is embedded in the work of the Directorate for European Union Affairs (DEUA) of the Ministry of Foreign Affairs (MoFA). Addressing the root causes of the challenges in the programming and monitoring in the fundamental rights sector requires effective cooperation and coordination.

Deploying collaborative sector coordination mechanisms to elaborate on fundamental rights, to enhance synergy and communication and deliver sound and quality projects means active stakeholder engagement in a constructive and creative dialogue process. This process necessitates the involvement of relevant stakeholders in every stage of project development and implementation. The sector coordination mechanisms should endeavor ensuring complementarity and synergies among ongoing projects as well as the projects to be implemented, in line with requirements of the sector approach. Communication amongst the beneficiaries is the key for effective cooperation related to the fundamental rights.

The DEUA, as the Lead Institution (LI) for the Instrument for Pre-Accession (IPA) Fundamental Rights sector, carries out programming and monitoring activities in the sector.

In recent years, LI has paid considerable attention to strengthen its coordination efforts with the relevant public institutions and non-governmental organizations (NGOs). By working closely with all relevant stakeholders through thematic areas of the fundamental rights, LI aims to promote a broad range of participatory approaches to the fundamental rights sector as well as the effective and efficient implementation of IPA funded projects, with greater visibility. To this end, through the establishment of a sector coordination platform (SCP), LI continues to work side-by-side with the public institutions and NGOs in a constructive manner in order to strengthen the fundamental rights sector coordination with regard to IPA in Türkiye.

In this regard, the SCP promotes coordinated and integrated actions in the fundamental rights sector. Subsequently, the SCP presents a distinctive approach to ensure complementarity and cooperation in the Fundamental rights sector and contribute to the development of a portfolio for each programming cycle.

These guidelines aim to provide interested stakeholders with information on the structure and operational details of the SCP established within the context of the Fundamental Rights Sector Coordination (FRSC) project. The guidelines are meant to ensure effective functioning of the platform.

About the Directorate for European Union Affairs

The DEUA assumes the role of the lead institution for the IPA Fundamental Rights sector and carries out programming, monitoring and related activities.

The LI extends support and coordination assistance to the public institutions in producing high quality project proposals that harnesses knowhow of IPA process and expertise in the fundamental rights sector. In addition, the LI, taking the advantage of its coordination role, aims at ensuring effective communication in the sector; creating synergies among projects and beneficiaries under IPA Fundamental Rights sector. Moreover, it helps to create a suitable environment for inclusive involvement including NGOs and establishes opportunities for holding dialogues regularly with relevant stakeholders. Furthermore, LI aims to increase the visibility of the IPA fundamental rights sector by emphasizing the crucial importance of the full enjoyment of fundamental rights and freedoms by all individuals without discrimination in all areas, as well as the significance of the IPA funds in Türkiye's EU harmonization process.

How to read these guidelines

The guidelines aim to

- guide the SCP members to meet the requirements of the sector approach by facilitating the strategic communication;
- contextualize the role of the SCP for efficient and effective cooperation among stakeholders in order to ensure complementarity and synergy among ongoing projects and develop sound projects for future IPA programming;
- support public institutions to understand the requirements of the IPA process in the fundamental rights sector as well as the importance of the active engagement of each stakeholder in the project development and implementation processes;
- guide the SCP members in strategizing, developing and producing quality project documents within an annual cycle as well as monitoring and evaluating the implementation of their projects in relation to a wider context of the fundamental rights sector.

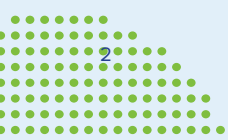
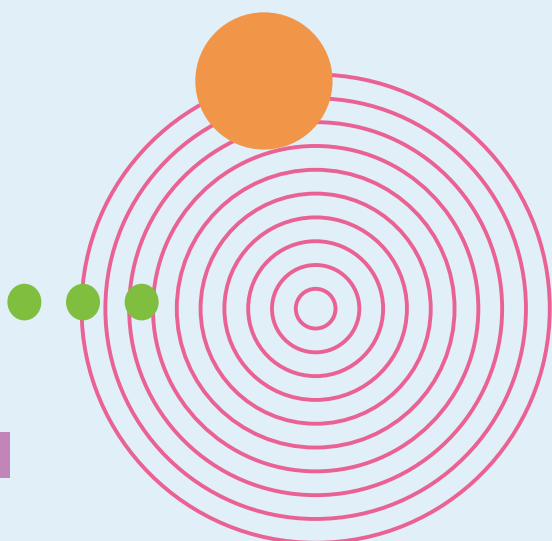
The guidelines are structured in three sections:

1. The rationale for a platform,
2. The platform structure and operational logic,
3. Resources needed in the operationalization of the platform.

The guidelines provide a conceptual background for each section and offer a series of actions in a checklist format, offering recommendations to be followed with illustrations and explanatory notes. Acknowledging that each entity has its own regulatory mechanisms, these guidelines encourage public institutions to use available resources in their respective entities and consider basic principles and requirements in seeking funds through IPA sector approach. In this regard, this document simply provides the steps to be followed, and indicates needed resource documents for consultation in the context of the Sector Coordination Platform.

Additional tools and templates can be found in the annexes while resource documents are provided in a list with links in section 3. The key concepts and norms call for a careful analysis and should be continuously reflected upon in the sector, with the understanding of cultural implications in each specific thematic area.

As these guidelines are considered dynamic, they should be revisited periodically and adjusted to the changes made in the SCP, the fundamental rights sector as well as to IPA requirements.





1. RATIONALE

1.1. Fundamental Rights

Fundamental rights are legal guarantees without which individuals cannot secure their fundamental freedoms and human dignity. They apply equally to every human being without any condition in line with the Constitution of Türkiye. While these rights are universal and exceed any institutional framework, the EU alignment and Türkiye's accession process provide a significant incentive for the improvement and protection of fundamental rights.

Türkiye has been working on the improvement of its legal system in line with the international instruments to guarantee fundamental rights for all citizens. The IPA programming framework has played a crucial support role with financial and technical assistance since 2007, where a significant number of projects have contributed to the improvement of human rights, democracy and the rule of law in line with the European and United Nations conventions. These international instruments have played a guidance role for national legislation to ensure that all citizens enjoy their fundamental rights and benefit from the legal protection system.

A clear and common understanding among the stakeholders regarding fundamental rights is essential to allow for accurate problem identification and solution seeking to take place, targeting root causes of the problems and breaking the vicious cycle of repetitively addressing the same issues without achieving concrete results.

1.2. Instrument for Pre-accession Assistance (IPA) Funds

The general objective of IPA is to support the candidate countries in adopting and implementing the political, institutional, legal, administrative, social and economic reforms required by the candidate countries to comply with EU values and to progressively align to EU rules, standards, policies and practices ('acquis') with a view to future Union membership. IPA builds the capacities of the beneficiaries throughout the accession process, resulting in progressive, positive developments in the enlargement region.

As the rule of law, fundamental rights and functioning of democratic institutions together with good governance are the main aspects of the Copenhagen political criteria, efforts toward these objectives should be prioritized and any steps in the end of these objectives should follow effective coordination, cooperation and consistency. Therefore, they need to be conceptualized with a long-term strategic perspective which considers each project as a building block. Accordingly, each project conceived under IPA fundamental rights sector should be a part of a sequence in a strategy and complimentary to other projects in this sector to present a cohesive approach. This will require coordinated action to 'demonstrate that the proposed actions have been widely consulted at different levels with stakeholders and other donors in order to ensure broad societal ownership and added-value'.¹

1. [IPA III programming framework \(europa.eu\)](#) p.8

1.3. The Framework for a Platform

Ongoing efforts towards strengthening fundamental rights sector coordination in Türkiye require a more effective and systematic approach in order to minimize the fragmented institutional work and avoid the overlap or duplication of efforts, while also encouraging complementary roles and responsibilities between institutions.

Considering ever-changing political, social, economic and environmental dynamics, the concept of fundamental rights gains a new and more complex dimension that require a multilevel, intersectoral and integrated approach with extended horizontal partnerships. Lessons learned from the previous IPA programming cycles and the requirements of the IPA III indicate that strengthened cooperation and a more coordinated action among all stakeholders would lead to a more productive and efficient results in receiving and utilizing funds, which ultimately would contribute to the fundamental rights sector in Türkiye.

In this regard, development of a sector coordination platform offers an opportunity to ensure synergy among public institutions to enhance their work and to complement each other's activity in achieving the objectives of the IPA fundamental rights sector. For an effective platform, the members must be aware of the stakeholders in their specific thematic area, and willing to create a participatory environment. The SCP promotes a collaborative partnership culture among public institutions that understand the importance of working together in conjunction with non-governmental organizations (NGOs) as one of the necessities of project design, implementation and sustainability.

With the consideration of its members as a resource, the SCP offers a vision and a new way of looking at fundamental rights sector coordination by setting the ground to reframe relations between all involved stakeholders. It highlights the essential role of coordinated actions for sound and quality projects for needed policy changes, and promotes the following guiding principles that bring its members together.

Guiding principles

- **A Rights-based** approach to the fundamental rights sector sets the basis of the platform structure and operations.
- A connection to fundamental rights sector and the vision of EU accession of Türkiye determine the **common ground** and a sense of ownership in the platform;
- **Mutual understanding** is founded on various levels of cooperation and through commitment to actively participate in the platform activities and information exchange;
- **Building confidence** takes place through the engagement of public institutions and non-governmental organizations in dialogue and action in an equal manner, based on assessed needs in the field;
- Effective and efficient sector coordination, as a dynamic process, is ensured through **reframing relationships** among the members of the platform, allocating necessary human resources and time, with enhanced capacity of stakeholders.
- **Gender Equality** is in place to ensure equal participation to platform activities and to ensure gender-sensitive approach adopted in the project development.





2. THE PLATFORM

Developed in consultation with public institutions, international organizations and non-governmental organizations, the Sector Coordination Platform (SCP) sets out a mechanism to ensure a wide-range stakeholder engagement and collaboration. The SCP aims at effective fundamental rights sector coordination with regard to IPA in Türkiye in line with the EU Acquis and the Turkish legislation in the fundamental rights sector. This platform focuses on a mechanism that can systemically bring together all relevant stakeholders around issues of fundamental rights, and catalyze direct coordination and cooperation.

The purposes of the Platform are:

1. Improve coordination related to fundamental rights sector
2. Facilitate communication among relevant stakeholders with a sectoral approach
3. Ensure complementarity and synergy in projects under implementation

The Platform expects to undertake the followings by all involved stakeholders:

- build confidence across the sector and improve understanding of the benefits of coordinated actions;
- create multi-stakeholder cooperation to systematically address the challenges across the sector;
- increase the complementarity and ensure synergy between the ongoing projects or projects in the pipeline
- communicate the institutional policies and priorities
- foster good partnership practice and effectiveness as well as measuring results to demonstrate evidence-based data;
- ensure open and inclusive planning of thematic area priorities in project development;
- develop institutional capability for sector coordination and culture of partnerships that contribute to the fundamental rights sector via IPA.

The LI of fundamental rights sector conceives the SCP with a participatory approach where the structure entails all relevant stakeholders that exhibit interest in a coordinated and collaborative action in the sector. Accordingly, the Platform structure reflects this balanced approach to public institutions who are the beneficiaries of IPA fundamental rights sector, international organizations and non-governmental organizations. The operational logic is designed to encourage an active and constructive dialogue process among stakeholders to build synergies and an effective and efficient partnership culture. With the mandate to coordinate the fundamental rights sector, the platform adopts a sectoral approach with an emphasis on complementarity and coordination among ongoing projects as well as producing relevant and mature projects for the future IPA programming cycles.

2.1. The Structure

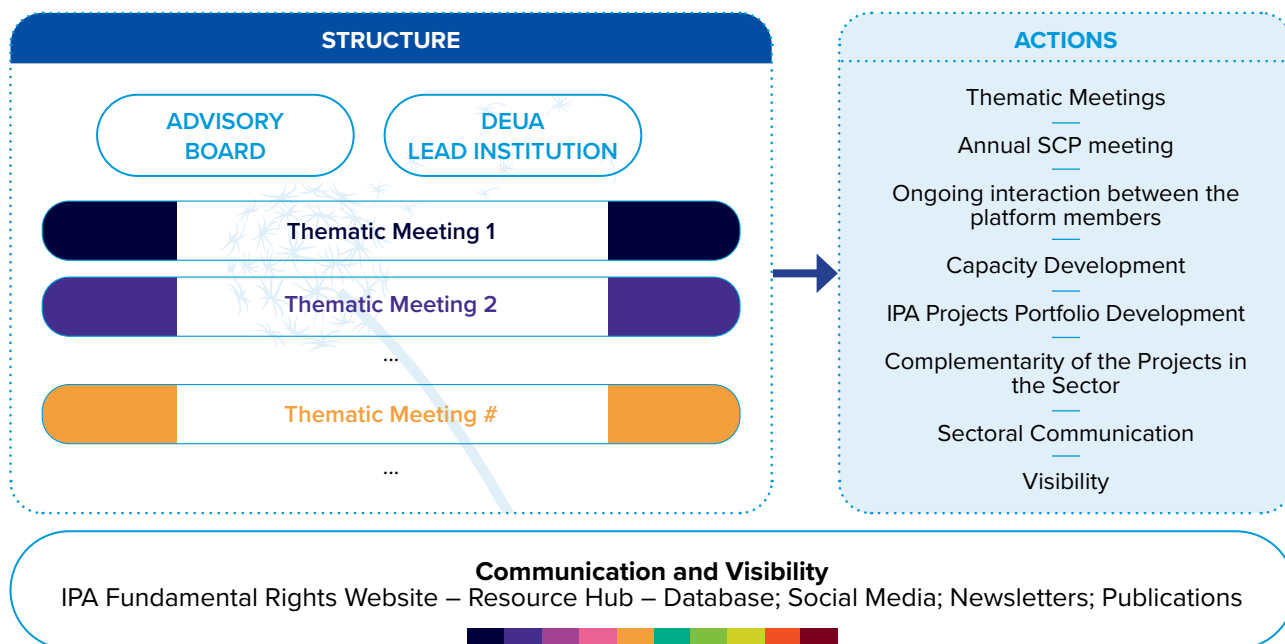


Illustration 1: Structure and Actions of the Platform

In order to maximize meeting SCP's goals, bolstering its effectiveness and sustaining its operations through cross-sector coordination, it is critical that specific building blocks are considered. These essential points should be periodically revisited by the platform members and adjusted.

- **Operational management structure** that is engaging and effective for a platform to implement its tasks and produce its stated outputs.
- A **Sustainable Operational Model** that fosters partnerships and adjusts to the changing conditions by offering sufficient value for a coordinated action in the fundamental rights sector.
- Effective and accountable **governance** that demonstrates transparency and maintains confidence between stakeholders.
- **Value-added significance** that distinguishes itself through facilitated cross-sectoral dialogue and has the potential to build understanding of the commonalities of the platform members from different sectors to channel their efforts to creative and coordinated partnerships.
- Ensured **Core Competencies** which are continuously monitored and adapted to changing needs and policies.
- Clear **engagement criteria and procedures** that allow interested public institutions, international organizations and civil society organizations in the field to be part of the platform.
- Reference to the SCP in the sector level communication and visibility plan to keep all stakeholders informed about the progress and promote projects under the IPA funds.
- **Partnership culture** that facilitates a constructive dialogue between all stakeholders toward collaborative and coordinated actions in the fundamental rights sector.

2.1.1. Roles and responsibilities

DEUA, as the LI for the IPA fundamental rights sector, works with all interested stakeholders in the sector and coordinates programming and monitoring activities. The LI is responsible for the overall operation of the SCP and encourages cooperation among all stakeholders as reflected in the SCP structure and operations.

The Platform Members are representatives (minimum at the expert level) of public institutions, non-governmental organizations and international organizations that work in the fundamental rights sector in Türkiye. Please see Annex 4 for the platform members. Their roles and responsibilities are laid out in Annex 2 as per their involvement in the thematic meetings.

Advisory Board may be established to support the functioning the SCP. The Advisory Board of the SCP will be chaired by the LI. The Board will:

- Provide recommendations for the sectoral communication and increased synergies between the ongoing projects.
- Discuss potential areas to develop projects in line with the strategic vision of the members and the EU acquis, enlargement package and the Türkiye Reports prepared by the European Commission as well as the recommendations of the Council of Europe.

The Board members include representatives of main line ministries; Ministry of Justice, Ministry of Interior, Ministry of Family and Social Services and representatives from Human Rights and Equality Institution of Türkiye (HREI), the Ombudsman Institution (OI), international organizations such as Council of Europe and UN Agencies, as well as representatives from the EUD and the LI. Please see Annex 3 for the Terms of Reference of the Advisory Board.

2.1.2. Norms

The members of the SCP agree to respect the following norms:

- Open to dialogue, consultation and cooperation in order to foster mutual understanding and build confidence among the platform members (Public institutions – NGOs);
- Adopt a participatory approach to the project development process;
- Ensure accountability to stakeholders and respond requests in a timely manner;
- Practice transparency and inform constituents about the progress;
- Inform various levels in the institutional hierarchy to encourage ownership of the process;
- Pay particular attention to non-discrimination and inclusiveness;
- Promote and practice gender equality and equal participation in each action;
- Facilitate accessibility;
- Seek opportunities for integrated and intersectoral cooperation.

2.1.3. How to engage in the platform

The SCP consists of representatives of public institutions, international organizations and NGOs in their respective capacities. The SCP is expected to contribute to a process of improving coordination, ensuring complementarity among ongoing projects; facilitating communication and cooperation among beneficiaries with a sectoral approach as well as brainstorming on project ideas and supporting beneficiaries transforming those into actual project proposals in line with the requirements of IPA fundamental rights sector. With regard to programming, while the respective ministries are considered the beneficiary of the potential projects, LI encourages wide involvement of relevant stakeholders in all stages of project development and implementation, including NGOs..

The SCP is made up of a number of experts participating in a dynamic network, offering extensive knowledge, expertise and tools, within a framework for constructive dialogue and cooperation.

Affiliation with the SCP varies as per the status of the entity. Once an entity establishes an affiliation with the SCP, continuation is sustained through active dialogue and continued interest and action among members as well as with the LI. The beneficiaries of the projects under IPA Fundamental Rights sector are natural members of the SCP.

For the public institutions, engagement in the platform is based on the institutional mandate and their action plans/policy papers in relation to fundamental rights and IPA funds. Accordingly, each participating entity will be represented at least by one staff from respective member of the platform.

For the NGOs, demonstrated history of their work in cooperation with public administration on fundamental rights and the fundamental rights sector is needed for their engagement in the platform. NGO involvement is foreseen through the SCP where the nonprofit entities could contribute to complementarity and synergy of ongoing projects in IPA Fundamental Rights sector via sharing experiences on their related activities and exchanging views. Their involvement is also encouraged through cooperation with the beneficiaries in development of activities within the projects and the implementation phase.

For international organizations, their role in the advisory board is crucial both for the IPA projects as well as other funding sources through their respective organizations. Their involvement provides feedback on the ongoing projects in the sector and helps to avoid duplications, while advising on the priority topics.

Within the context of the FRSC project, becoming a part of the SCP has a mandated, referral and invitation-based process, which will be assessed throughout the project and further adapted based on the feedback received from the stakeholders.

The LI recognizes that each entity has its own knowledge, potential and capabilities managing their respective area of work and encourages crucial coordinated action for better use of resources, time and energy.

2.2. Functioning of the platform

The main function of the platform is to support the LI in coordination of the IPA fundamental rights sector via encouraging cooperation between relevant stakeholders through the SCP. Through this process, stakeholders align themselves with the concept of fundamental rights principles, gradually engaging in the operationalization of the platform. The LI, through lessons learned, focuses on some of the actions in line with EU accession process of Türkiye, putting them in the spotlight through IPA funded projects. All the efforts are documented and studied to understand the impact of the work done, offering recommendations for further actions, and feeding into the strengthening fundamental rights sector in Türkiye.

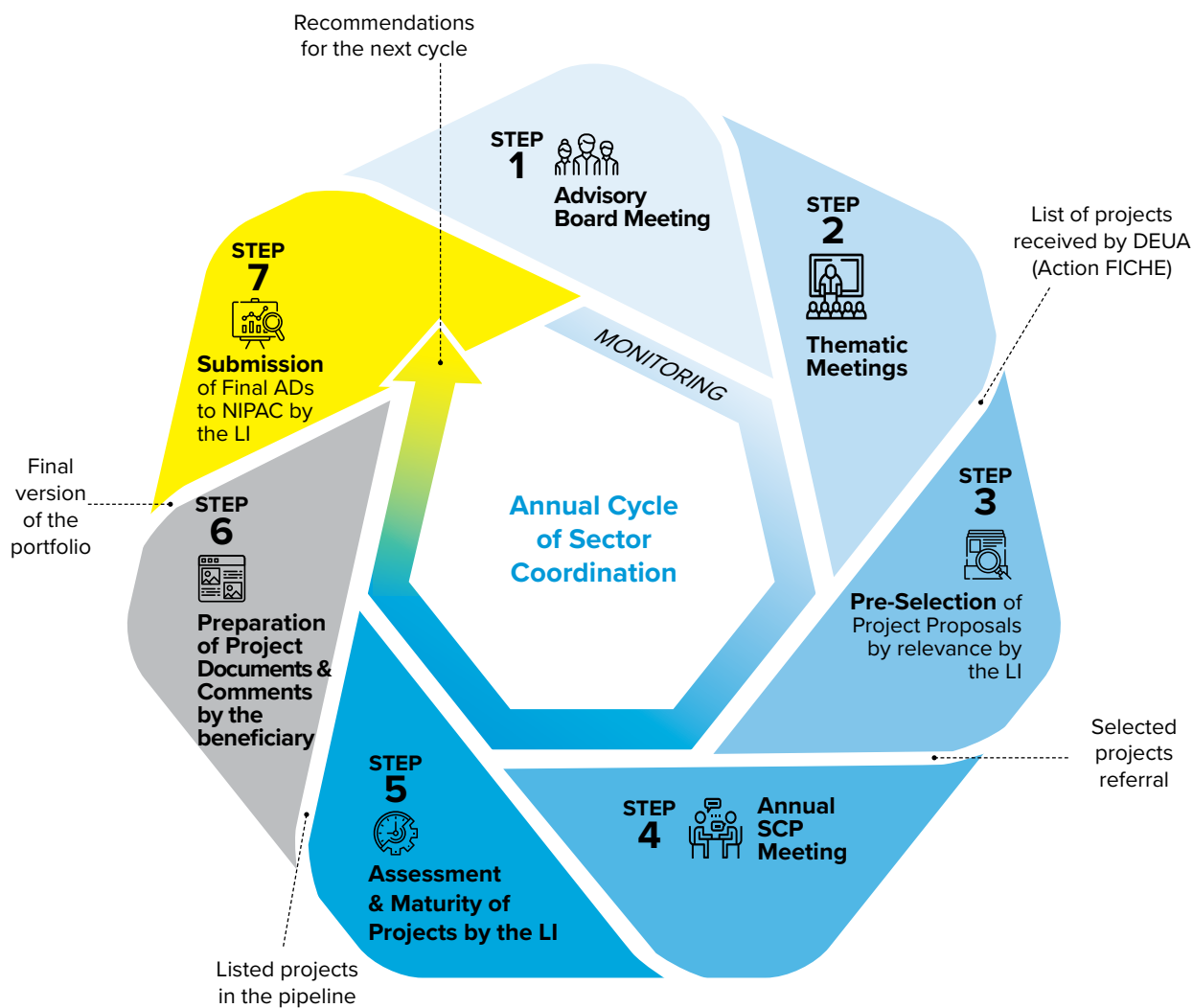
2.2.1. Process:

The Process of the SCP focuses on improved coordination, effective communication and cooperation within the fundamental rights sector, ensuring complementarity and synergies in projects under implementation.

2.2.1.a. Coordination related to fundamental rights sector

LI coordinates the IPA fundamental rights sector during its LI function. Among its functions, programming and monitoring requires effective coordination. The Sector Coordination Platform will provide a strategic perspective and expertise to support the LI to carry out these tasks.

The IPA process follows a systematic annual cycle of sector coordination that is supported and monitored by the LI.



* Thematic Meetings can be organized by the LI as needed throughout the annual cycle.

Illustration 2: Annual cycle of the IPA projects

The annual cycle will follow the steps laid out below in close coordination with the LI.

STEPS	ACTION	OUTPUT
STEP 1 Advisory Board meeting	1. Advisory Board meeting to discuss the lessons learned from the previous year make recommendations for an enhanced sector coordination for the new annual cycle, including the thematic areas	Recommendations
STEP 2 Preparatory Phase	1. Invitation is sent to stakeholders for the annual programming cycle 2. Preparatory work is carried by the entity interested in the application 3. Thematic meetings are organized if needed. (Those meetings will serve to improved coordination; thus will cover exchange of information on ongoing projects and activities of the SCP members as well as project proposals)	1. An invitation letter 2. Clear project ideas based on needs assessment and a budget summary 3. Stakeholders meet, discuss, and exchange views based on priority topics.
STEP 3 Preliminary selection	1. Project proposal is submitted by the beneficiary to the LI 2. The institution which submitted a project proposal is informed on results of the pre-selection process by the LI	1. Number of Project fiche 2. List of pre-selected project proposals as per template C.01 (Annex V)
STEP 4	Annual SCP meeting	Report of the SCP meeting
STEP 5 Project Assessment and Maturity	1. Project Proposal Assessment and Maturity by the LI 2. Ongoing consultations between the LI and the potential beneficiaries	1. First draft of the AD 2. Adjustments to the content as per feedbacks 3. Checked document as per template C.02 (Annex V)
STEP 6 Preparation of project documents and Comments	1. Preparation of draft Action Documents by the beneficiary 2. Ongoing consultations with the LI 3. Submission of the draft AD to NIPAC 4. Comments on the Action Documents – LI, NIPAC, EUD	1. Final draft of the AD 2. Feedback on the quality and completeness of the AD 3. Final version of the AD 4. Feedback on the final versions of the ADs; Checked document as per C.03 (Annex V)
STEP 7	Submission of the final Ads to NIPAC	Final ADs

Illustration 3: Steps to be followed in the annual cycle

A satisfactory programming process needs to ensure multilevel stakeholder involvement and requires thorough preparatory work. Before submitting the project proposal to the LI, it is important to undertake necessary preparatory work. The public institutions that plan to submit project proposals are encouraged to follow:

Steps to Followed by the Beneficiaries:	
1	Contact LI to express interest in the IPA funds as per the invitation letter received
2	Consult within your institution to identify priority topics to be worked on under IPA + identify a team to work on the project documents
3	Consult relevant reports, recommendations, action plans as well as EU - IPA requirements
4	Keep your management (decision makers) informed about the project ideas and the process to ensure their support
5	Carry on a needs assessment (your project idea should be built on evidence-based data) and map out your potential stakeholders including NGOs
6	Familiarize yourselves with the IPA terminology and concepts
7	Make sure a realistic preliminary budget work is conducted. DO NOT provide a random estimated figure. A well-studied budget at the beginning will help with the assessment and maturity phase.
8	Participate in the programming/thematic meetings + exchange project ideas with other entities in your thematic area to seek cooperation possibilities or avoid duplications
9	Submit a well-prepared Action fiche to the LI.

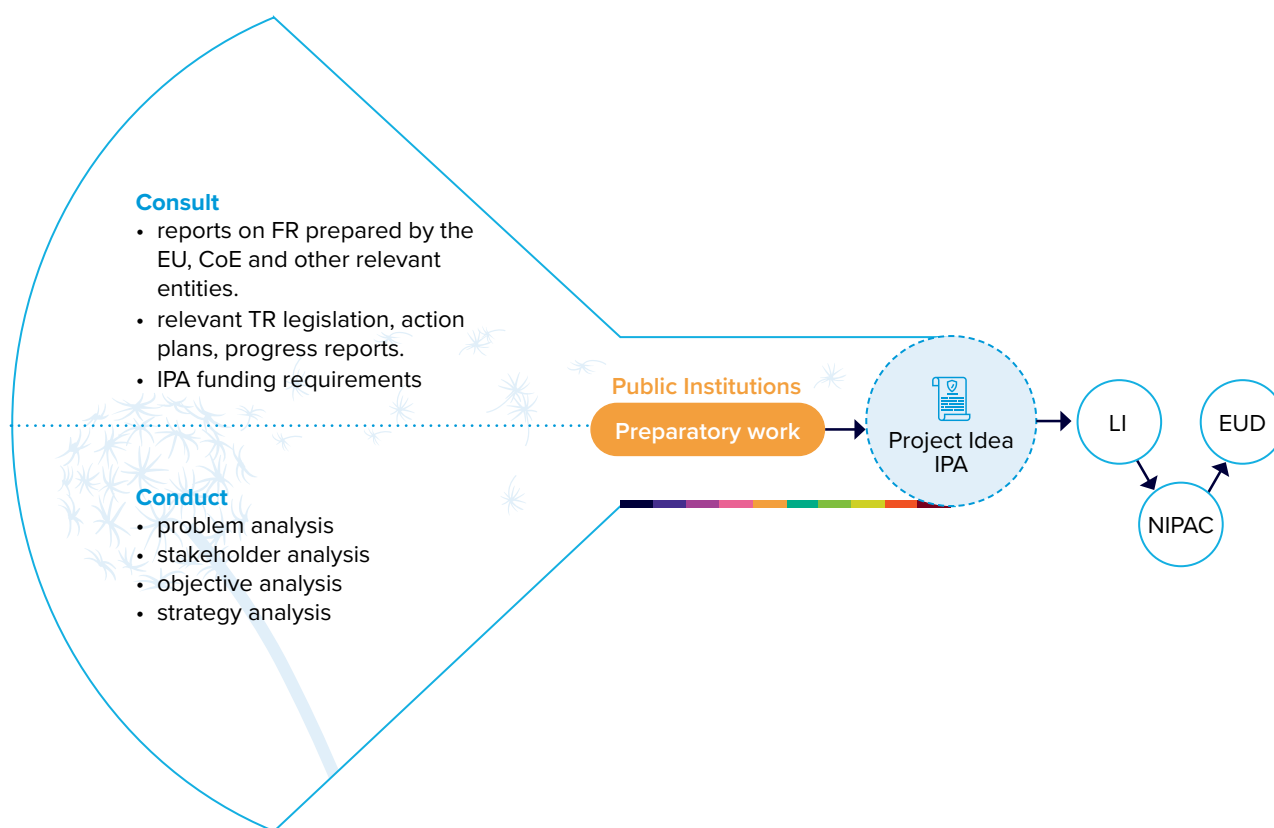


Illustration 4: The IPA application process

2.2.1.b. Effective communication

Effective communication is essential for an improved sector coordination.

The SCP will complement already existing mechanisms of IPA monitoring phase and facilitate the communication and cooperation with regard to dissemination of outputs and possible outcomes of the projects in the SCP meetings.

The beneficiaries are expected to share significant upcoming activities of the projects at SCP and the outputs of projects in order to create synergies between the different projects in the sector.

Considering the relevance criteria, the members of the SCP will also share their policies and planned activities on the fundamental rights, in order to establish strategic communication among the members of the platform.

Step 2, Thematic Meetings and Step 4, Annual Sector Coordination Platform will be main channels of the strategic communication and seeking cooperation opportunities in the annual cycle of sector coordination.

With regard to monitoring, there are also various mechanisms established in the IPA process, which is assumed by the LI to support communication and cooperation in the sector.

Sectoral monitoring activities are carried out within the scope of the Framework Agreement between Türkiye and the European Commission on the Arrangements for Implementation of Union Financial Assistance to the Republic of Türkiye under the Instrument for Pre-Accession Assistance.

The main sectoral level monitoring mechanism is the Fundamental Rights Sectoral Monitoring Committee (SMC) meetings. These meetings are one of the main tools for monitoring sector performance and the impact of financial assistance in the sector, designed to carry out strategic monitoring at the sector level. The meetings are organized twice a year to review the effectiveness, efficiency, quality, consistency, coordination and relevance of the implementation of projects in the Fundamental Rights Sub-Field, as well as key issues related to implementation and progress. Operational conclusions are conveyed to beneficiaries, who are members of SMC at each meeting and LI monitors their effective implementation.

At the project level, Steering Committee (SC) meetings provides an important platform for effective communication and cooperation which is held periodically by the beneficiary. Besides LI, NIPAC, CFCU and EU Delegation, relevant institutions and relevant NGOs are invited to SC meetings by beneficiary. These meetings aim at informing members of SC about the current status of the project, planned activities and problems with regard to implementation. The LI also reviews the Interim Reports prepared at the project level.

In addition, the LI organizes a Monitoring Visit at least once a year for the projects in the Fundamental Rights Sub-Field. Monitoring visits are carried out in accordance with the annual monitoring plan prepared by the LI. During the visits made by the monitoring experts of the LI, information is exchanged on the implementation in accordance with the project plan, the rate of achieving the targets in the project indicators, the problems encountered and communication priorities of the sector. Moreover, suggestions regarding possible deviations are shared. Results-Oriented Monitoring activities are also important tools which are carried out by the NIPAC. The recommendations from both LI's monitoring visits and ROM visits are shared within SMC meetings to enhance communication and cooperation.

The conclusions of those mechanisms could act both as an input and a catalyst for effective communication and cooperation within SCP.

2.2.1.c. Complementarity and synergy in projects under implementation

Ensuring complementarity and synergies in projects under implementation is essential for success of the sector. SCP will provide all parties to follow up the activities of the projects which are carried out by the beneficiaries in IPA fundamental rights sector. Therefore SCP will be an effective platform for beneficiary institutions to discuss complementarity among projects, avoid duplications and amplify their work through synergy in their collective efforts.

2.2.2. Explanatory note on the actions

As discussed in section 2.1, illustration 1, in reference to actions of the platform.

Thematic Meetings: LI selects thematic areas and organize thematic meetings within cycle of sector coordination taking into account SCP's suggestions. It is essential that the identified topics are closely aligned with the EU enlargement package and the Türkiye Reports prepared by the European Commission and the recommendations of the CoE as well as assessment carried out by the public institutions. Any selected thematic area forms a smaller version of the SCP, with a specific focus where relevant stakeholders, including public institutions, international organizations, NGOs can contribute to the dialogue process. These meetings provide opportunities for all stakeholders working on a specific theme to gather in a smaller group to exchange views, inform others about their ongoing activities/projects and project proposals, discuss cooperation areas and identify capacity development needs and seek possibilities for cooperation while avoiding duplication. These meetings will facilitate complementarity and synergies in projects under implementation, as well as facilitating communication amongst the relevant stakeholders, and improving cooperation related to the selected theme amongst the different actors.

Those meetings will also serve to contribute to three main purposes of SCP and thus cover aspects of coordination, communication and complementarity/synergy.

Participants of thematic meetings are expected to present ongoing projects, activities as well as their further plans and are encouraged to develop well studied, quality and sound project proposals based on extensive consultations and assessment with the stakeholders, including NGOs and relevant international and national documents.

Each thematic meeting will be chaired (a focal point) by the representative of the LI. Please see Annex 2 for the Terms of Reference of the Thematic Meetings, and the ToR for the thematic area focal point.

The Annual SCP meeting is an extensive gathering for effective communication and cooperation within IPA fundamental rights sector where beneficiaries are encouraged to exchange information with regard to their ongoing projects including progress and main outputs as well as future project portfolio. At this event, all the experiences and good practices of the existing projects in the fundamental rights sector are introduced and feedback is provided to the entities in order to make final adjustments to their project documents. Annual SCP meeting is an exclusive opportunity for the LI to ensure the complementarity of its mandate with a sectoral approach. The meeting is designed to ensure effective coordination, complementarity and synergies between ongoing projects through facilitating communication amongst the relevant stakeholders. The meeting further aims at improving dialogue and cooperation in the fundamental rights sector for future projects. Please see Annex 1 for the Terms of Reference of annual SCP meeting.

Capacity Development: Ongoing professional development and ensuring needed capacity for enhancing knowledge on related EU Acquis and project development in the fundamental rights sector is imperative. Based on the experiences and feedback from SCP members on the assessed needed capacities, the advisory board makes recommendations to the platform members. Besides

the support and resources of platform members and NIPAC, additional resources are recommended for the LI to plan capacity development activities for each cycle in order to support the platform.

2.2.3. Communication and Visibility

The Sector Level Communication and Visibility Plan ensures that the LI effectively advocates for fundamental rights sector and promotes its activities under IPA II/III programing framework. The Sector Coordination Platform is an important asset to these efforts and the communication and visibility plan will reflect on the actions of the SCP, aiming at awareness raising amongst potential beneficiaries and various stakeholders in the fundamental rights sector, encouraging coordinated actions across thematic areas.

Furthermore, roles and responsibilities of parties will be defined to ensure a sustainable system and a mechanism that will serve as the basis for an effective and reciprocal communication among stakeholders while running the established sector coordination platform during and after the end of the project.

2.2.4. Sustainability

A sustainability plan for the SCP is being conceptualized. This draft plan will be consulted with the SCP members throughout the project.



3. ANNEXES

ANNEX 1 – SECTOR COORDINATION PLATFORM MEETING

- a. ToR Annual SCP meeting
- b. Sector Coordination Platform meeting format
- c. Sector Coordination Platform meeting reporting template

ANNEX 2 – THEMATIC MEETINGS

- a. ToR Thematic meetings
- b. Thematic meeting format
- c. Thematic meeting reporting template
- d. ToR Thematic focal point

ANNEX 3 – TOR FOR THE ADVISORY BOARD

ANNEX 4 – LIST OF SECTOR COORDINATION PLATFORM MEMBERS

ANNEX 5 – IPA PROJECT APPLICATION PROCESS TOOLS

- a. Action Fiche template
- b. Action Document template
- c. Form C.01 Checklist for Activity Proposals Assessment Criteria and Selection Criteria²
- d. Form C.02 Checklist for Activity Proposals Maturity Criteria³
- e. Form C.03 Checklist for Action Document Quality Assurance Control⁴

ANNEX 6 – INSTITUTIONAL INSTRUMENTS

The Instrument for Pre-Accession Assistance (IPA III) Programming Framework for the period 2021-2027 - [IPA III programming framework \(europea.eu\)](https://europea.eu)

2. Template C.01-Manuel of Procedures of the LI V2.3

3. Template C.02-Manuel of Procedures of the LI V2.3

4. Template C.03-Manuel of Procedures of the LI V2.3

ANNEX 1A

TERMS OF REFERENCE

SECTOR COORDINATION PLATFORM MEETING

Definition:

The **Sector Coordination Platform Meeting** is an annual gathering which is expected to contribute to a process of improving coordination related to IPA fundamental rights sector, facilitating communication among beneficiaries with a sectoral approach and ensuring complementarity and synergy among ongoing projects.

Members / Attendees:

Members/attendees of the **Sector Coordination Platform meeting** involve all beneficiaries of the projects financed under IPA Fundamental rights sector as well as other stakeholders of the FRSC project.

Responsibilities:

- Discuss the ongoing projects/activities financed within IPA, ongoing activities complementing projects and further plans
- Seek possibilities for cooperation
- Share project proposals
- Provide feedback for the ongoing implementation of projects under IPA fundamental rights and upcoming annual programming cycle
- Promote good practices
- Produce a meeting report

Frequency:

The sector coordination platform meetings are foreseen to be organized once a year

Duration and format:

Please see the template for the suggested format for this event.

Facilitation:

Meetings will be chaired by the LI. Notice of the meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to all stakeholders by the LI 7 calendar days prior to the meeting.

Reporting:

Meeting minutes and a concise meeting report will be shared by the LI.

ANNEX 1B

SECTOR COORDINATION PLATFORM MEETING FORMAT

Suggested duration for the meeting: A half day event

Chair: The LI Representative.

Opening

Welcoming speech by the Chair

- The overall policy context by the relevant institutions
 - The achievement of the sector (status of the implementation of the projects)
 - The platform and the annual project cycle
 - The LI provides updates on the platform activities and how the project cycle proceeded in that specific year.
 - Exchange of information on ongoing projects/impacts and significant upcoming activities
 - Announcement of the project proposals in the portfolio.
 - Presentations
 - Feedback
-

Discussions for the SCP

The members provide feedback/suggestions for the SCP. Any SCP related activity can be discussed in this section.

Conclusions

- Good practices
 - Points to improve
 - Recommendations for the next cycle, capacity development, and visibility
-

ANNEX 1C

SECTOR COORDINATION PLATFORM MEETING REPORTING FORMAT

Suggested format for the reporting is as follows:

Date / time:

Venue:

Participants:

I. General Discussions

- policy context
- sectoral achievements

II. Sector Coordination

III. Ongoing Projects

IV. Portfolio topics / project proposals

V. Discussions and Recommendations on the

- platform
- process
- topics
- communication and visibility
- capacity development

VI. Conclusions



ANNEX 2A

TERMS OF REFERENCE THEMATIC MEETINGS

Definition:

The **Thematic Meetings** are annual small-scale gatherings, where each entity involved in a specific thematic area participate, within IPA Fundamental Rights Sector. These meetings serve to three main purposes of the SCP on coordination, communication and complementarity/synergy via exchanging information on ongoing projects/activities and preparing sound project proposals.

Thus, the members will be requested to exchange information on

- The achievements of the previous and ongoing projects as well as lessons learned
- Ongoing activities and further plans
- The relevant policy context
- The relevant strategies, actions plans and state of play of these instruments
- Initial project ideas

Members:

Members of each thematic meeting are determined as per the mandate of each public institution on a specific topic. While the initial members are the FRSC project stakeholders, each entity, in coordination with the LI, is encouraged to invite relevant active organizations that work in their specific topic and is willing to contribute to the project development cycle. The public institutions are further encouraged to cooperate with NGOs that have been operating in the sector with established history of successful projects.

Responsibilities:

- Discuss general topics in the thematic area
- Present policy context, strategies and action plans
- Exchange information on ongoing activities/projects and further plans
- Share project ideas in the thematic area in order to avoid overlaps
- Prioritize topics to be focused in each programming cycle
- Maintain collaboration throughout the programming cycle to exchange information and resources
- Seeks possibilities of cooperation and joint projects when possible
- Ensure the active involvement of NGOs in the design and implementation phases of the projects
- Produce a meeting report
- Provide input for thematic fact sheets, as needed
- Participate in the annual SCP and present selected projects to be included in the sector portfolio

Frequency:

The thematic meetings are foreseen to be organized at least once a year. The themes for meetings in each programming cycle will be identified by the LI.

Facilitation:

Meetings will be chaired by a representative of the LI. Notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each thematic area member by the LI 7 calendar days prior to the meeting.

Reporting:

Meeting minutes and a concise meeting report, mentioning the topics discussed and observations made will be shared with the thematic meeting members. (Please see the template for the meeting report in Annex 2c).

ANNEX 2B

THEMATIC MEETING FORMAT

Suggested duration for the meeting: half day event

A suggested format for a thematic meeting:

- **Introduction**
The thematic area participants introduce themselves and their respective organizations.
- **Procedure clarifications and agenda setting**
The LI representative will chair the meeting. The chair explains the agenda of the meeting. Reporting of the meeting will be assumed by the LI representatives.
- **Presentation of policy context**
The members of the platform inform the participants regarding the policy developments, the state of play with regard to the strategies and actions plan
- **Presentation of the achievements of the projects/activities and further plans**
The members of the platform inform the participants on previous and ongoing projects, main activities and main achievements of the projects
- **Brainstorming on project ideas**
The DEAU collects and disseminates project ideas of each entity (1 pg. document) with the participants prior to the meeting. At the meeting, the institutions elaborate on their project idea in allocated time (suggested time is 10 min). The participants, are advised to actively engage in the discussions. It is essential that each entity has a room to be able to present their project idea and no feedback is provided at this time.
- **Discuss overlaps, differences, commonalities**
The chair encourages the participants to identify overlaps and similarities. Priority topics are discussed and interests for each topic are expressed.
- **Exchanges / feedback**
This is a very important part of the meeting where exchange with all participants takes place. This exchange should be encouraged by the chair, ensuring every voice is heard and included in the minutes.
- **Identification of priority topics**
Following the presentations and exchanges, it is essential that all the participants work together to identify priority topics that they plan to work on within this thematic area. While this would not be a final list, it would inform the LI to better coordinate the project preparation phases.
- **Possible division of labor**
This is an opportunity for the entities that work on same or similar topics to seek possibilities of cooperation and commit to a division of labor and carry on their communication beyond the thematic meetings. This is also an important opportunity for entities to initiate a process of consultations between themselves.

ANNEX 2C

THEMATIC MEETING REPORTING TEMPLATE

The meeting report should be precise and have a plain language. Suggested format for a meeting report is as follows:

Date / time:

Venue:

Participants:

- I. **Information presented with regard to ongoing projects and activities and policy context**
The information provided by the participants should be summarized.
- II. **Project ideas presented**
Each project idea should be briefly mentioned.
- III. **Priority topics agreed upon**
Following the discussions take place in the meeting, agreed upon priority topics in each thematic area should be indicated in relation to the entities that plan to work on them.
- IV. **Possibilities of cooperation**
In case, two or more entities, including NGOs, would like to work on the same project idea / document, this possibility should be indicated.
- V. **Foreseen challenges**
Based on the priority list, foreseen difficulties should be discussed and specified.
- VI. **Recommendations and Conclusions**
The meeting is an opportunity to exchange information and understand the overall picture regarding the project ideas. Based on previous experiences and exchanges in the meeting, recommendations for the annual cycle should be made.

ANNEX 2D

TERMS OF REFERENCE THEMATIC AREA FOCAL POINT

Purpose:

The Thematic Area Focal Point acts as “catalyst” to assist the programming cycle in a respective thematic area, ensuring each thematic area offers a cohesive set of project documents, contributing to the fundamental rights sector portfolio for the IPA funds.

A Thematic Area Focal Point is a member of LI and

- contributes to addressing fundamental rights sector needs;
- takes responsibility for sharing information, materials and generating discussion about the issues raised in the thematic meetings;
- facilitates coordinated actions between thematic areas in order to produce sound and complete projects

Appointments and Terms:

Assignment of a focal point will be made through LI. This is primarily a facilitation role which includes chairing the thematic meeting and preparation of the meeting report.



ANNEX 3

TERMS OF REFERENCE SCP ADVISORY BOARD

Purpose:

The **Advisory Board** will provide insight for the platform activities and make recommendations including the identification of the potential areas for annual cycle as well as to enhance platform member engagement and operationalization of the SCP.

Membership:

The Advisory Board will be comprised of platform members representing:

- Directorate for European Union Affairs (The chair and the focal points of the thematic areas)
- Public Institutions
 - The Ministry of Justice
 - The Ministry of Interior
 - The Ministry of Family and Social Services
- Ombudsman Institution
- Human Rights and Equality Institution of Türkiye
- International organizations (CoE and relevant UN Bodies)
- Delegation of the EU to Türkiye

Representation of the Members:

The representatives of the members will be identified by the respective institutions. The term of the representatives will be determined by the respective institutions.

Meetings:

The Advisory Board members represent rich viewpoints from various angles in the fundamental rights sector. The Advisory Board will provide suggestions to LI on the potential areas in each programming cycle based on the available country reports of European Commission, national strategies, action plans etc.

The Board will meet at least one time per annum. Notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the Board by the LI at least 7 calendar days prior to the meeting.

Reporting:

Meeting minutes and a concise meeting report, mentioning the topics discussed and recommendations made will be shared by the Chairperson.

Roles and Responsibilities:

- Co-operating with the LI, respective entities and the FRSC Project Steering Committee in order to harmonise the operationalization of the Sector Coordination Platform;
- Provide insight and specific knowledge on functioning of SCP;
- Maintain a close advisory partnership with the LI;
- Based on strategic documents and lessons learned from the previous cycle, advise on the annual capacity development plan;
- Promote the SCP and its efforts of collaboration with their respective professional networks;
- Advise on communication and visibility

ANNEX 4

LIST OF SCP MEMBERS

1. Constitutional Court - International Relations Department
2. Ministry of National Education – Directorate General for EU and Foreign Relations
3. Ministry of National Education – Directorate General for Basic Education
4. Ministry of Family and Social Services - Department of EU and Foreign Relations
5. Ministry of Family and Social Services - Directorate General on the Status of Women
6. Ministry of Family and Social Services - Directorate General of Child Services
7. Ministry of Family and Social Services - Directorate General of Family and Community Services
8. Ministry of Family and Social Services –General Directorate of Services for Persons with Disabilities and the Elderly
9. Ministry of Interior – Department of EU and Foreign Relations
10. Ministry of Interior – Turkish National Police - Foreign Relations Department
11. Ministry of Interior- General Command of Gendarmerie – EU Project Monitoring and Evaluation Department
12. Ministry of Justice - Department of Legal Support and Victim Services
13. Ministry of Justice - Directorate General for Foreign Relations and European Union Affairs
14. Ministry of Justice - Department of Human Rights
15. Human Rights and Equality Institution of Türkiye – Department of International Relations and Project
16. Ombudsman Institution-Unit of Foreign Affairs
17. Personal Data Protection Authority – Department of Guidance, Research and Corporate Communication
18. Union of Turkish Bar Associations - International Relations and EU Centre
19. Union of Municipalities of Türkiye – Directorate of Foreign Relations
20. Central Finance and Contracts Unit
21. Delegation of the European Union to Turkey
22. National IPA Coordinator (NIPAC) Office - DEUA
23. Association for Monitoring Gender Equality (CEID)
24. Association of Civil Society Development Center (STGM)
25. Human Rights Joint Platform (İHOP)

ANNEX 5A

ACTION FICHE TEMPLATE

CRITERIA FOR RELEVANCE ASSESSMENT	Indicative title of the Action	
	Programming year	
	IPA III Window and thematic priorit(y)/(ies)	Indicate the window and thematic priorit(y)/(ies) of the IPA III Programming Framework to which the Action contributes
	Links with specific policy instruments of the enlargement process	Indicate how the action addresses specific policy instruments of the enlargement process, such as: <ul style="list-style-type: none"> • The recommendations of the Enlargement Package; • The Economic and Investment Plan (EIP) for the Western Balkans and the Green Agenda • The Economic Reform Programmes (ERPs) and the policy guidance agreed annually in the joint conclusions; • The conclusions of the meetings organised in the context of the Stabilisation and Association Agreement; • The National Plan for the Adoption of the Acquis (where applicable); • The negotiating framework (where applicable); • The Western Balkans Strategy (where applicable).
	Contribution to the IPA III Programming Framework objectives	Describe how the Action contributes to reaching the overall and specific objectives of the Window indicated above, including, where relevant, also cross-cutting issues such as gender, climate change, etc.
	Links with national, regional and global strategies	Describe how the Action contributes to the implementation of relevant national (sectoral), regional and global strategies.
	Coherence with the Sector Approach	Specify how the action contributes to implementation of sector approach or addresses outstanding challenges, i.e. to what extent the action contributes to sector policy/ strategy/legislative/ public expenditure practises in sector in line with national horizontal requirements for policy planning, monitoring, reporting and public financial management frameworks.
	Regional dimension	Indicate whether the Action has a regional dimension and how it is complemented by related actions under a multi-country programme.
	Indicative budget (in EUR)	Indicate budget using this format: EUR [1 000 000.00]
	Implementation Modality	Indicate envisaged implementation modality. Where Budget Support is envisaged, please use the specific logframe matrix in annex.
Budget Support Readiness (only if the action is implemented through Budget Support)	Include a brief outline of the beneficiary's eligibility for Budget Support focusing on the following criteria following the instructions on page 92 of the Budget Support Guidelines: <ul style="list-style-type: none"> • Macroeconomic stability: Is the macroeconomic framework stability oriented? • Public financial management (PFM): Does the country have a relevant and credible PFM reform programme? (If available please provide the link) • Budget transparency and oversight: Is the entry criterion for budget transparency and oversight met? Does the country have a roadmap for improving the situation? • Public policy/sector policy: Is a relevant and credible sector strategy in place for sector of intervention? (If available please provide the link) <ul style="list-style-type: none"> • Relevance: the strategy responds to the enlargement objectives and addresses the key weaknesses in the sector, identified in analytical studies. • Credibility: Is the strategy costed and linked to the budgeting process? What is the track record in implementing the strategy? 	

LOGICAL FRAMEWORK MATRIX [2 PAGES MAXIMUM]

OVERALL OBJECTIVE(S) / (IMPACT(S))	OBJECTIVELY VERIFIABLE INDICATORS	BASELINES (INCL. VALUE & REFERENCE YEAR ⁶)	MILESTONES [OPTIONAL] (INCL. VALUE & REFERENCE YEAR)	TARGETS (INCL. VALUE & REFERENCE YEAR)	SOURCES & MEANS OF VERIFICATION
<p>The overall objective is the expected impact in the political, social, economic and environmental context.</p> <p>The overall objective of the action should correspond to the specific objective of the key thematic priority selected from IPA III Programming Framework.</p> <p>To xxx</p>	<p>Quantitative and/or qualitative variables providing a simple and reliable mean to measure the achievement of the corresponding expected result (i.e. outputs, outcomes, impacts). Indicators should have a clear measurement unit and be formulated in a neutral way.</p> <p>How the overall objective is to be measured. These should be impact indicators.</p> <p>The indicator(s) should be the relevant indicators from IPA III Programming Framework.</p> <p>Text ...</p>	<p>The starting point or current value of the indicator.</p> <p>Text ...</p>	<p>The intended intermediate value of the indicator.</p> <p>Text ...</p>	<p>The intended final value of the indicator.</p> <p>Text ...</p>	<p>Sources of information detailing both the institution/organisation and the type of specific mean (report, survey, statistical database, etc.)</p> <p>Text ...</p>
SPECIFIC OBJECTIVE(S) / OUTCOME(S)	OBJECTIVELY VERIFIABLE INDICATORS (*)	BASELINES	MILESTONES	TARGETS	SOURCES OF VERIFICATION
<p>The specific objectives are the effects on the political, social, economic and environmental areas targeted by the EU action as well as changes sustainable benefits for to the action's beneficiaries</p> <p>One outcome can be directly influenced by more than one output.</p> <p>Specific Objective 1: to xxx</p> <p>Specific Objective 2: to xxx</p>	<p>How the Specific Objective(s) are to be measured. These should be outcome indicators.</p> <p>To be disaggregated by sex, by age, other, where appropriate.</p> <p>Text ...</p>	<p>The starting point or current value of the indicator.</p> <p>Text ...</p>	<p>The intended intermediate value of the indicator.</p> <p>Text ...</p>	<p>The intended final value of the indicator.</p> <p>Text ...</p>	<p>Sources of information detailing both the institution/organisation and the type of specific mean (report, survey, statistical database, etc.)</p> <p>Text ...</p>
OUTPUTS	OBJECTIVELY VERIFIABLE INDICATORS (*)	BASELINES	MILESTONES	TARGETS	SOURCES OF VERIFICATION
<p>The outputs are the direct products of the EU action (infrastructure, goods and services). Outputs are directly under the control of the action.</p> <p>One output can directly influence more than one outcome.</p> <p>Output 1 (influencing Specific Objective 1 and/or 2): Text ...</p> <p>Output 2 (influencing Specific Objective 1 and/or 2): Text ...</p>	<p>How the outputs are to be measured. To be disaggregated by sex, by age, other, where appropriate.</p> <p>Text ...</p>	<p>The starting point or current value of the indicator.</p> <p>Text ...</p>	<p>The intended intermediate value of the indicator.</p> <p>Text ...</p>	<p>The intended final value of the indicator.</p> <p>Text ...</p>	<p>Sources of information detailing both the institution/organisation and the type of specific mean (report, survey, statistical database, etc.)</p> <p>Text ...</p>
BROAD ARRANGEMENTS FOR IMPLEMENTATION (IF AVAILABLE)	<p>It should be flagged out if it is proposed to implement this action through the WBIF</p> <p>Specify also the management modes (direct, indirect with implementing partner or IMBC).</p>				

6. The baseline value may be "0" (i.e. no reference values are available as the Action represents a novelty for the beneficiary) but cannot be left empty or include references such as "N/A" or "will be determined later".

ANNEX 5B

ACTION DOCUMENT FOR <TITLE OF THE ACTION AS IN ARTICLE 1 OF THE DECISION>

[Annual] [Multiannual] [Action plan] [Measure]

This document constitutes the [annual] [multiannual] work programme in the sense of Article 110(2) of the Financial Regulation, and annual and multiannual action plans and measures in the sense of Article 8 of IPA III Regulation and Article 23 of NDICI - Global Europe Regulation.



1. SYNOPSIS

1.1. Action Summary Table

Title				
CRIS/OPSYS	[CRIS number/OSPYS business reference] ⁷			
Basic Act	Financed under the Instrument for Pre-accession Assistance (IPA III)			
Team Europe Initiative	[Yes/No]			
Zone benefiting from the action	The action shall be carried out in			
Programming document	IPA III Programming Framework			
PRIORITY AREAS AND SECTOR INFORMATION				
Window and thematic priority				
Sustainable Development Goals (SDGs)				
DAC code(s)⁸				
Main Delivery Channel @				
Markers⁹ (from DAC form)	General policy objective @	Not targeted	Significant objective	Principal objective
	Participation development/good governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Aid to environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gender equality and women's and girl's empowerment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Trade development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reproductive, maternal, new-born and child health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disaster Risk Reduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Inclusion of persons with Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Nutrition ¹⁰	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	RIO Convention markers @	Not targeted	Significant objective	Principal objective
	Biological diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Combat desertification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Climate change mitigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Climate change adaptation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Depending on the availability of OPSYS at the time of encoding, a provisional CRIS number may need to be provided.

8. DAC sectors (codes and descriptions) are indicated in the first and fourth columns of the tab 'purpose codes' in the following document: <http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/dacandcrscodelists.htm>

9. For guidance, see <https://www.oecd.org/development/financing-sustainable-development/development-finance-standards/> Go to "Data collection and resources for reporters", select Addendum 2, annexes 18 (policy) and 19 (Rio) of the reporting directive.

If an action is marked in the DAC form as contributing to one of the general policy objectives or to RIO principles as a principal objective or a significant objective, then this should be reflected in the logframe matrix (in the results chain and/or indicators).

10. Please check the Handbook on the OECD-DAC Nutrition Policy Marker

Internal markers ¹¹	Policy objectives	Not targeted	Significant objective	Principal objective
	Connectivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Digitalisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Migration ¹²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Covid-19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET INFORMATION				
Amounts concerned	Budget line: Total estimated cost: EUR Total amount of EU budget contribution EUR _____ [of which EUR _____ for indirect management with IPA III beneficiary]. [This action is co-financed in [parallel] [joint] co-financing by: - _____ for an amount of _____ - _____ for an amount of _____			
MANAGEMENT AND IMPLEMENTATION				
Implementation modalities (type of financing and management mode)	[Project Modality] [Budget Support] [Direct management through:] [- Budget Support: Sustainable Development Goals Contract] [Budget Support: Sector Reform Performance Contract] [Budget Support: State and Resilience Building Contract] [- Grants] [- Twinning grants] [- Procurement] [Indirect management with [the entity(ies) to be selected in accordance with the criteria set out in section 4.4.4] [_____]] [Indirect management with For Regional Blending Facilities/Platforms [This contribution to the Regional Blending [Facility] [Platform] shall be implemented in indirect management by the entities indicated in the appendix to this Action Document, in accordance with the Regional Blending [Facility] [Platform's] award procedure.] For EFSD+ operations covered by budgetary guarantees [Financing and investment operations supported by budgetary guarantees shall be implemented in indirect management by the entities indicated in the appendix to this Action Document]			
Final Date for conclusion of Financing Agreement	At the latest by 31 December N+1			
Final date for concluding contribution / delegation agreements, procurement and grant contracts	[Option 1: if a Financing Agreement is not foreseen] At the latest by 31 December N+1 [Option 2: if a Financing Agreement is foreseen and this is not a multi-annual action with annual instalments] [3] years following the date of conclusion of the Financing Agreement, with the exception of cases listed under Article 114(2) of the Financial Regulation			
Decommitment deadline for each budgetary commitment	Budgetary commitment <year n>: by 31/12/<year n+5> Budgetary commitment <year n+1>: by 31/12/<year n+1+5> Budgetary commitment <year n+2>: by 31/12/<year n+2+5>			
Indicative [operational implementation] [eligibility] period	[Option 1: if a Financing Agreement is not foreseen] <number> months ¹³ following the adoption of the Financing Decision [Option 2: if a Financing Agreement is foreseen] <number> months ¹⁴ following the conclusion of the Financing Agreement			
Final date for implementing the Financing Agreement	12 years following the conclusion of the Financing Agreement			

11. These markers have a different scope/rationale than the DAC codes. They are drawn from the level of budget allocation and emphasis given to the action in terms main objective(s) selected. The definition of objectives, results, activities in description of the action should be in line with this section.

12. For detailed information on programming migration and forced displacement, please have a look at the thematic guidance note on migration and forced displacement; for information on the migration marker please look at annex 2 of the thematic guidance note.

13. Number of months should not exceed 72 months.

14. Number of months should not exceed 72 months.

1.2. Summary of Action

½ page max

2. RATIONALE

2.1. Context

1,5 page max

2.2. Problem Analysis

½ page max per area of support.

Short problem analysis

Identification of main stakeholders and corresponding institutional and/or organisational issues (mandates, potential roles, and capacities) to be covered by the action

3. DESCRIPTION OF THE ACTION

3.1. Intervention Logic

½ page

The underlying intervention logic for this action is that

3.2. Indicative Activities

½ page

Activities related to Output 1.1

Activities related to Output 2.1:

Activities related to Output #:

3.3. Mainstreaming

1 page max

Environmental Protection, Climate Change and Biodiversity

Gender equality and empowerment of women and girls

Human Rights [delete this paragraph if not relevant]

Disability [delete this paragraph if not relevant]

Democracy [delete this paragraph if not relevant]

Conflict sensitivity, peace and resilience [delete this paragraph if not relevant]

Disaster Risk Reduction [delete this paragraph if not relevant]

Other considerations [delete this paragraph if not relevant]

3.4. Risks and Lessons Learned

½ page max

Category	Risks	Likelihood (High/ Medium/ Low)	Impact (High/ Medium/ Low)	Mitigating measures
	Risk 1			
	Risk 2			
	Risk #			

Lessons Learned:

Results	Results chain: Main expected results [maximum 10@]	Indicators [at least one indicator per expected result @]	Baselines [values and years]	Target [values and years]	Sources of data	Assumption
Impact						<i>Not Applicable</i>

4. IMPLEMENTATION ARRANGEMENTS

4.1. Financing Agreement

In order to implement this action, it is choose [not] envisaged to conclude a financing agreement with the <IPA III beneficiary>

4.2. Indicative [Implementation] [Eligibility] Period

4.3. Methods of implementation [applicable for Project modality or for complementary support to a Budget Support]

The Commission will ensure that the EU appropriate rules and procedures for providing financing to third parties are respected, including review procedures, where appropriate, and compliance of the action with EU restrictive measures¹⁵.

4.3.1. Direct Management (Grants)

- (a) Purpose of the grant(s)
- (b) Type of applicants targeted
- [(c) Justification of a direct grant
- [(d) Exception to the non-retroactivity of costs

4.3.2. Direct Management (Prize(s))

4.3.3. Direct Management (Procurement)

4.3.4. Indirect Management with a [Member State Organisation] [third donor country] [EU specialised (traditional/regulatory) agency] [international organisation]

4.3.5. Indirect Management with an IPA III beneficiary

4.3.6. Contribution to <name of the relevant Regional Investment Platform>

4.3.7. EFSD+ operations covered by budgetary guarantees

4.3.8. Changes from indirect to direct management (and vice versa) mode due to exceptional circumstances (one alternative second option)

4.4. Scope of geographical eligibility for procurement and grants

The geographical eligibility in terms of place of establishment for participating in procurement and grant award procedures and in terms of origin of supplies purchased as established in the basic act and set out in the relevant contractual documents shall apply, subject to the following provisions.

The Commission's authorising officer responsible may extend the geographical eligibility on the basis of urgency or of unavailability of services in the markets of the countries or territories concerned, or in other duly substantiated cases where application of the eligibility rules would make the realisation of this action impossible or exceedingly difficult (Article 28(10) NDICI-Global Europe Regulation).

15. www.sanctionsmap.eu Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails.

4.5. Indicative Budget

Indicative Budget components	EU contribution (amount in EUR) In case of a transfer agreement [of which <amount> from <donor > through a transfer agreement to be signed]	Indicative third-party contribution, in currency identified [(If not relevant please delete this column)]
Methods of implementation – cf. section 4.4		
[Outcome] <name 1> composed of	<amount>	
Grants (direct management) – cf. section 4.4.1	N.A.	
Procurement (direct management) – cf. section 4.4.3	N.A.	
[Outcome] <name 2> composed of	<amount>	
Prize (direct management) – cf. section 4.4.2	<global amount reserved for contests>.	
Indirect management with <name of MS Organisation, 3rd donor country or EU agency or international organisation>- cf. section 4.4.4	<amount>	<amount, currency>
[Outcome] <name 3> composed of	<amount>	
Indirect management with <name of MS Organisation, 3rd donor country's or EU agency or international organisation>- cf. section 4.4.4	<amount>	<amount, currency>
Procurement (direct management) – cf. section 4.4.3	N.A.	
Indirect management with <IPA III beneficiary>- cf. section 4.4.5	<amount>	<amount, currency>
Indirect management with <IPA III beneficiary>	<amount>	<amount, currency> or N.A
Grants – total envelope under section 4.4.1	<amount>	N.A.
Procurement – total envelope under section 4.4.3 ¹⁶	<amount>	N.A.
Budgetary guarantee – amount of annual provisioning	<amount>	N.A.
Indicative Budget components	EU contribution (amount in EUR)	Indicative third-party contribution, in currency identified
Evaluation – cf. section 5.2 Audit – cf. section 5.3	[<amount>] [will be covered by another Decision] ¹⁷	N.A.
Communication and visibility – cf. section 6	[<amount>] [will be covered by another Decision]	N.A.
Contingencies ¹⁸	<amount>	N.A.
Totals [must correspond to the amounts in the budget information section of the action summary table]	<sum>	<one sum for each currency or convert all into EUR>

16. In order to avoid details on budgets for individual contracts, it is sufficient to indicate the total envelope for procurement. If budgets for individual contracts are public, tenderers tend to orientate themselves on them and not on the terms of reference

17. Where the action is not covered by a financing agreement (see section 4.1), put 'will be covered by another decision' as it is unlikely that evaluation and audit contracts on this action would be concluded within N+1. These contracts have to be authorised by another Financing Decision.

18. Consider that contracts where no financing agreement is concluded, contingencies have to be covered by individual and legal commitments by 31 December of N+1.

4.6. Organisational Set-up and Responsibilities

As part of its prerogative of budget implementation and to safeguard the financial interests of the Union, the Commission may participate in the above governance structures set up for governing the implementation of the action.

4.7. Pre-conditions [Only for project modality]

5. PERFORMANCE MEASUREMENT

5.1. Monitoring and Reporting

The day-to-day technical and financial monitoring of the implementation of this action will be a continuous process, and part of the implementing partner's responsibilities. To this aim, the implementing partner shall establish a permanent internal, technical and financial monitoring system for the action and elaborate regular progress reports (not less than annual) and final reports. Every report shall provide an accurate account of implementation of the action, difficulties encountered, changes introduced, as well as the degree of achievement of its results (Outputs and direct Outcomes) as measured by corresponding indicators, using as reference the logframe matrix (for project modality) and the partner's strategy, policy or reform action plan list (for budget support). The Commission may undertake additional project monitoring visits both through its own staff and through independent consultants recruited directly by the Commission for independent monitoring reviews (or recruited by the responsible agent contracted by the Commission for implementing such reviews).

5.2. Evaluation

Having regard to the [importance][nature] of the action, a(n) [mid-term] [final][ex-post] evaluation(s) [will] [will not] be carried out for this action or areas of support [via independent consultants] [through a joint mission] [contracted by the Commission] [via an implementing partner].

In case a mid-term evaluation is envisaged: [It will be carried out for [problem solving], [learning purposes, in particular with respect to <complement with specific aspects that can be highlighted such as the intention to launch a second phase of the action, etc.>.]

In case a final or ex-post evaluation is envisaged: [It will be carried out for accountability and learning purposes at various levels (including for policy revision), taking into account in particular the fact that<complement with specific aspects that can be highlighted such as an innovative action or a pilot being tested, etc.>.]

In the case of a TEI, evaluations jointly with other contributing Member States and EDFs will be the preferred option to provide an overview of the action within the larger impact of the TEI.

For budget support: [The evaluation of this action may be performed individually or through a joint strategic evaluation of budget support operations carried out with the partner country, other budget support providers and relevant stakeholders.]

[In case an evaluation is not planned, the Commission may, during implementation, decide to undertake such an evaluation for duly justified reasons either on its own decision or on the initiative of the partner.]

Where an evaluation is planned and is to be contracted by the Commission:

[The Commission shall inform the implementing partner at least <insert number of days/months> in advance of the dates envisaged for the evaluation missions. The implementing partner shall collaborate efficiently and effectively with the evaluation experts, and inter alia provide them with all necessary information and documentation, as well as access to the project premises and activities].The evaluation reports shall be shared with the partner country and other key stakeholders following the best practice of evaluation dissemination.¹⁹ The implementing partner and the Commission shall analyse the conclusions and recommendations of the evaluations and, where appropriate, in agreement with the partner country, jointly decide on the follow-up actions to be taken and any adjustments necessary, including, if indicated, the reorientation of the project.

Where a financing agreement is planned, the exception from D+3 shall apply for evaluations. In such case, the evaluations should be implemented by way of procurement beyond the operational procurement envisaged in [section 4](#). Therefore, include the overall budget allocation for Evaluation together with Audit in [section 5.3](#), and

19. See best [practice of evaluation dissemination](#)

keep this phrase [Evaluation services may be contracted [under a framework contract].]

Where no financing agreement will be concluded, select this option: [The financing of the evaluation shall be covered by another measure constituting a Financing Decision.]

5.3. Audit and Verifications

Without prejudice to the obligations applicable to contracts concluded for the implementation of this action, the Commission may, on the basis of a risk assessment, contract independent audit or verification assignments for one or several contracts or agreements.

6. COMMUNICATION AND VISIBILITY

Visibility of EU funding and communication about objectives and impact of Actions are a legal obligation for all Actions funded by the EU, as set out in the EU communication and visibility requirements in force.

In particular, the recipients of EU funding shall acknowledge the origin of the EU funding and ensure its proper visibility by:

- providing a statement highlighting the support received from the EU in a visible manner on all documents and communication material relating to the implementation of the funds, including on an official website and social media accounts, where these exist; and
- promoting the actions and their results by providing coherent, effective and proportionate targeted information to multiple audiences, including the media.

Visibility and communication measures shall be implemented, as relevant, by the national administrations (for instance, concerning the reforms linked to EU budget support), entrusted entities, contractors and grant beneficiaries. Appropriate contractual obligations shall be included, respectively, in financing agreements, delegation agreements, and procurement and grant contracts.

The measures shall be based on a specific Communication and Visibility Plan, established and implemented in line with the EU communication and visibility requirements in force. The plan shall include, inter alia, a communication narrative and master messages for the Action, customised for the various target audiences (stakeholders, civil society, general public, etc.)

Visibility and communication measures specific to this Action shall be complementary to the broader communication activities implemented directly by the European Commission services and/or the EU Delegations and Offices. The European Commission and the EU Delegations and Offices should be fully informed of the planning and implementation of the specific visibility and communication activities, notably with respect to the communication narrative and master messages.] Additional text to be added for multi-country actions [It is the responsibility of the implementing partner(s) to keep the EU Delegations/Office and the European Commission fully informed of the planning and implementation of the specific visibility and communication activities.]

<insert any other specific provisions on visibility and communication relevant to the Action>

Please delete this box after filling in the section below.
Text to be used for **Union Programmes**.

Visibility and communication measures shall be implemented in accordance with the EU communication and visibility requirements in force and the specific rules of each Union programme. The relevant programme managing entity shall be responsible for monitoring the visibility and communication activities. The European Commission and the EU Delegations and Offices should be fully informed of the planning and implementation of the specific visibility and communication activities.]

<insert any other specific provisions on visibility and communication relevant to the Action>

7. SUSTAINABILITY

ANNEX 5C

C.01 CHECKLIST FOR ACTIVITY PROPOSALS ASSESSMENT CRITERIA AND SELECTION CRITERIA

Background information	
Activity title	
Name of the end-beneficiary	
Date of submission	

Rating scale

LOW (L)	Very poor, poor and fair achievement of the particular criteria – (proposals rated 'Low' on one or more criteria are eliminated)
MEDIUM (M)	Satisfactory and good achievement of particular criteria
HIGH (H)	Very good and excellent achievement of particular criteria

Assessment question	Rating				Assessment criteria
	L	M	H	C#	
1. To what extent the proposed activity is directly contributing to the achievement of ICSP objectives and results?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The activity is directly contributing to one or more of the <u>results</u> stated for the Fundamental rights sub-field in the ICSP, enlargement strategy and DG NEAR's priorities identified in Annual Progress Report The activity directly contributes to the specific objectives and results of the SPD.
2. To what extent the Action will contribute towards achieving the Fundamental Rights Sub-Field objectives under IPA II? (if relevance is rated 'Low' on this criteria the proposal is rejected)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The activity is directly contributing to the relevant national strategic documents for the Fundamental rights sub-field
3. To what degree activity complements without overlapping with the activities under other national or donor funded actions and programmes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The action complements other national or donor funded programmes. There are no overlaps with the activities of other donors or local sources of financing.
4. To what degree the proposed implementation arrangements are adequate for the proposed activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is clear institutional framework for the effective implementation of the action (clear distinction in roles and responsibilities of the main institutional stakeholders in the management and implementation of the Action); The necessary participatory and functioning coordination mechanism to steer and manage Action implementation has been established (sector coordination structures, working group, steering committee, etc.).
5. To what extent the Action is expected to be sustainable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is strong evidence for the probability of continued long-term benefits through various sustainability dimensions: <ul style="list-style-type: none"> - Likelihood of the effects to last after the intervention is high; - Institutional arrangements allows for maintaining the benefits achieved; Financial resources are available to fund the continuation of the services provided by the intervention.

Assessment question	Rating	Assessment criteria
<p>Comments: Please give short justification of your rating, provide recommendations for improvement, where possible</p>		

Prepared by:	Name and position Signature Signature	Date	
Checked by:	Name and position Signature	Date	
Approved by:	Name and position Signature	Date	



ANNEX 5D

C.02 CHECKLIST FOR ACTIVITY PROPOSALS MATURITY CRITERIA

Background information	
Action Document title	
Activity title	
Name of end-beneficiary	
Version number and date	

1. RATIONALE

Control issue	Yes	No	C#
Problem and stakeholder analysis			
The key issues and challenges at sector level have been properly analysed and summarised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The identified key problems /needs/challenges are linked to the priorities of the pre-accession process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The stated problems /needs / challenges are relevant to the action intervention logic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The stakeholders are properly identified, their role and institutional set-up is <u>described</u> , and their level of commitment and capacity is <u>analysed</u> (No bullet points and simple lists)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outline of IPA II assistance			
There is a <i>short summary of the main expected results of the action, as well as of the key activities</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a brief description of the <u>stakeholders involvement</u> in the implementation of the Action and the main <u>direct and indirect</u> beneficiaries who will benefit from it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevance with the IPA II Strategy Paper and other key references			
There is coherence between this IPA II Action and the priorities/objectives of the Indicative Country Strategy Paper (ICSP) and it is described how the Action helps meet the objective(s) and priorities described in the ICSP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Action is <u>coherent</u> to the enlargement strategy and DG NEAR's priorities identified in Annual Progress Report and other EU strategies and policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This IPA II Action is <u>consistent with</u> National Strategies and Action Plans and related documents are correctly referenced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The <u>role and contribution</u> of other donors is included, where relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is <u>complementarity</u> and <u>no overlaps</u> with the activities of other EU, donors or local project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lessons learned and link to previous financial assistance			
Lessons learned from past and on-going interventions/experiences are properly <u>included in an analytical manner (no simple list of previous projects)</u> . Problems and issues of previous actions in the same field and methods used in the current project to avoid them <i>and/or successful approaches in previous projects that will be used in the current project</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References to past or on-going projects or programmes are <u>explicit and understandable</u> to non-expert readers; i.e. no inclusion of project/programme codes or other technical titles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Past monitoring reports and/or evaluations are <u>referenced</u> and key recommendations summarised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Please give a detailed description of all "No" answers (insert comment number) – propose improvements or make track-changes corrections in the document			

2. INTERVENTION LOGIC

Control issue	Yes	No	C#
Logical framework matrix			
Specific Objective(s) are S pecific, M easurable, A ttainable, R elevant and T ime-bound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is one only specific objective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The results chain is reasonable, i.e. the links between impact, outcome and outputs established and clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of activities			
Activities are itemised per expected result and include enough details to clearly outline what the Action will consist of and through which activities the expected results will be achieved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities are consistent with the stated results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risks			
Assumptions and risks have been <u>identified and assessed</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a consistency with assumptions and risks given in the logframe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No risks that can severely stop successful implementation of the Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conditions for implementation			
Main conditions that have to be in place for an effective and timely implementation of the Action are given; e.g. the adoption of a law, the setting-up of a specific institutional framework, etc. It also has to indicate how they should materialise and be checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability			
All the elements supporting sustainability are properly analysed (the key factors impacting on sustainability, such as the level of ownership of the end-beneficiaries, their institutional management capacities, resources that they commit to provide for the operation and maintenance of the results once the Action is completed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is likely that the benefits of the action will last (there are no factors that influence negatively sustainability or they are properly addressed e.g. institutional arrangements allows for maintaining the benefits achieved; financial resources are available to fund the continuation of the services provided by the intervention, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross-cutting issues:			
All relevant cross-cutting issues are discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The references to cross-cutting issues are <u>specific to this IPA II Action</u> and not simply made up of standard statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Please give a detailed description of all “No” answers (insert comment number) – propose improvements or make track-changes corrections in the document			

3. PERFORMANCE INDICATORS

Control issue	Yes	No	C#
Indicators are <u>relevant/specific</u> to the stated objectives and results, measure outputs and outcomes of the IPA II action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicators are measurable and easy to monitor (e.g. data collection should be possible at acceptable cost) and reliable, statistically and analytically validated, and, as far as possible complying with internationally recognised standards and methodologies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicators are <u>formulated as measurement</u> (e.g. rate of employment) and not as results or objectives (e.g. increase in employment rate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The indicator at the level of the Specific Objective is an <u>outcome indicator</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The indicators at the levels of the results are <u>immediate outcome or significant output indicators</u> (process indicators should be included only exceptionally)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum TWO indicators are provided for the Specific Objective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum TWO indicators are provided for each result	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/title of the indicator (e.g., length of rehabilitated road) and measurement units (e.g. km) is given and clearly described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All indicators have a <u>baseline, a target for 2020, a final target, if relevant</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Targets are realistic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In case of output indicators - targets are related to the IPA II action only (does not measure the outputs of other programmes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where appropriate indicators are sex-disaggregated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Please give a detailed description of all “No” answers (insert comment number) – propose improvements or make track-changes corrections in the document			

4. IMPLEMENTATION ARRANGEMENTS

Control issue	Yes	No	C#
The main institutional stakeholders (e.g. end-beneficiaries, line ministries, national institutions/agencies, regional authorities, etc.) involved in the management and implementation of the Action, including their <u>respective roles and responsibilities</u> , as well as any <u>coordination arrangements</u> (working group, steering committee, etc.) are well described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The method(s) of implementation and type(s) of financing are stated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget breakdown details are provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Please give a detailed description of all “No” answers (insert comment number) – propose improvements or make track-changes corrections in the document			

Prepared by:	Name and position Signature Signature	Date	
Checked by:	Name and position Signature	Date	
Approved by:	Name and position Signature	Date	

ANNEX 5E

C03 CHECKLIST FOR ACTION DOCUMENT QUALITY ASSURANCE CONTROL

Background information	
Action Document title	
Version number and date	

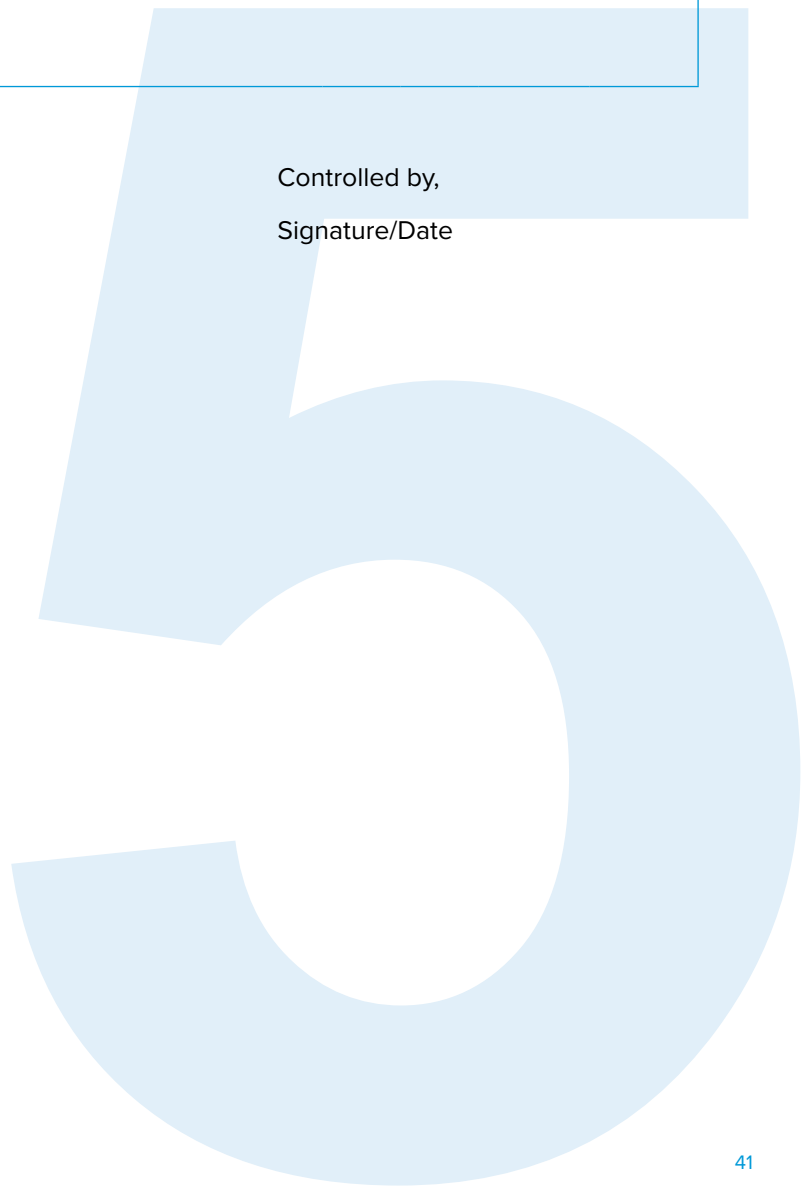
1. RATIONALE

Control issue	Yes	No	N/A	C#
Problem and stakeholder analysis				
Maximum 1 page / no simple lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The key issues and challenges at sector level have been <u>properly analysed and summarised</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The identified key problems /needs/challenges are linked to the priorities of the pre-accession process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The stated problems /needs / challenges are relevant to the action intervention logic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The stakeholders are properly identified, their role and institutional set-up is <u>described</u> , and their level of commitment and capacity is <u>analysed</u> (No bullet points and simple lists)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outline of IPA II assistance				
Maximum ½ page / no copy and paste from the logframe / no bullet points and lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a <u>short summary of the main expected results of the action, as well as of the key activities</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a brief description of the <u>stakeholders involvement</u> in the implementation of the Action and the main <u>direct and indirect beneficiaries</u> who will benefit from it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevance with the IPA II Strategy Paper and other key references				
Maximum 1 page / no simple lists / no long quotations (more than 3 lines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References of the EU and national documents are correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is coherence between this IPA II Action and the priorities/objectives of the Indicative Country Strategy Paper (ICSP) and it is described how the Action helps meet the objective(s) and priorities described in the ICSP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Link to the Indicative Multi-Country Strategy Paper is given, if relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Action is <u>coherent</u> to the enlargement strategy and DG NEAR's priorities identified in Annual Progress Report and other EU strategies and policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This IPA II Action is <u>consistent with National Strategies and Action Plans</u> and related documents are correctly referenced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The <u>role and contribution of other donors</u> is included, where relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is <u>complementarity</u> and <u>no overlaps</u> with the activities of other EU, donors or local project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lessons learned and link to previous financial assistance				
Maximum length ¾ page / no simple lists of previous projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lessons learned from past and on-going interventions/experiences are properly included in <u>an analytical manner</u> (no simple list of previous projects). Problems and issues of pervious actions in the same field are discussed, as well as methods used in the current project to avoid them; successful approaches in pervious projects that will be used in the current project are indicated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control issue	Yes	No	N/A	C#
References to past or on-going projects or programmes are <u>explicit and understandable</u> to non-expert readers; i.e. no inclusion of project/programme codes or other technical titles;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Long) lists of past or on-going projects or programmes (if deemed to be useful) are included in <u>annex</u> (and not in the core text; e.g. sub-section on Lessons learned)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Past monitoring reports and/or evaluations are <u>referenced</u> and key recommendations summarised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Please give a detailed description of all “No” answers (insert comment number) – propose improvements				

Checked by,
Signature/Date

Controlled by,
Signature/Date



2. INTERVENTION LOGIC

Control issue	Yes	No	C#	N/A
Logical framework matrix				
Maximum 2 pages (4 pages for a wider Action – very exceptional cases)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objectives are properly worded in the <u>full infinitive form</u> (i.e. “to...”; in particular in the Logframe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is only <u>ONE overall objective</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The overall objective is the same or close to the stated <u>specific objective in the ICSP</u> and/or the overarching sector specific documents, or at least is clearly linked to an objective specified in one of these documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific Objective(s) are Specific, Measurable, Attainable, Relevant and Time-bound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific objectives are expressed in terms of sustainable benefits to be delivered to the Action’s beneficiaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is one or exceptionally more than one specific objective(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities are not given in the logframe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The results chain is reasonable, i.e. are the links between impact, outcome and outputs established and clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assumptions and risks have been <u>identified and assessed</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assumptions are formulated in a <u>positive</u> way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicators in the Logframe are <u>relevant/specific</u> to the stated objectives and results, measure outputs and outcomes of the IPA II action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicators in the Logframe are measurable and easy to monitor (e.g. data collection should be possible at acceptable cost) and reliable, statistically and analytically validated, and, as far as possible complying with internationally recognised standards and methodologies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicators are formulated as measurement (e.g. rate of employment) and not as results or objectives (e.g. increase in employment rate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Targets are not given in the logframe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The indicator at the level of the overall objective (outcome/impact) <u>corresponds to one of the indicators</u> in the ICSP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The indicator at the level of the Specific Objective is an <u>outcome indicator</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The indicators at the levels of the results are <u>immediate outcome or significant output indicators</u> (process indicators should be included only exceptionally)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum TWO indicators are provided for the Specific Objective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum TWO indicators are provided for each result	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Source of verification is given for all indicators and it is available at an acceptable cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of activities				
Maximum 3 pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities are itemised per expected result and include enough details to clearly outline what the Action will consist of and through which activities the expected results will be achieved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is <u>real added value</u> between the information provided in the logframe and the narrative part ; i.e. <u>no copy-paste</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities are consistent with the stated results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risks				
Maximum ½ page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a consistency with assumptions and risks given in the logframe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brief <u>analysis</u> of the main risks is given as well as possible mitigation measures to be undertaken in order to prevent them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No risks that can severely stop successful implementation of the Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control issue	Yes	No	C#	N/A
The assumptions made are clear and realistic and sufficiently comprehensive to analyse the external conditions that need to be in place to allow the successful implementation of the envisaged Action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conditions for implementation				
Maximum ½ page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Main conditions that have to be in place for an effective and timely implementation of the Action are given; e.g. the adoption of a law, the setting-up of a specific institutional framework, etc. It also has to indicate how they should materialise and be checked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Please give a detailed description of all “No” answers (insert comment number)				

3. IMPLEMENTATION ARRANGEMENTS

Control issue	Yes	No	C#	N/A
Roles and responsibilities				
Maximum 1/2 page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The main institutional stakeholders (e.g. end-beneficiaries, line ministries, national institutions/agencies, regional authorities, etc.) involved in the management and implementation of the Action, including their <u>respective roles and responsibilities</u> , as well as any <u>coordination arrangements</u> (working group, steering committee, etc.) are well described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementation method(s) and type(s) of financing				
Maximum 1/2 page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The method(s) of implementation and type(s) of financing are clearly described [(i.e. direct or indirect management, including in the latter case information on any delegated partner) and the types of financing to deliver them (i.e. indicative number and types of tender(s)/call for proposal(s)/grants, etc.)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The choice of implementation option is fully justified, in particular in the case of cooperation with an International Organisation or a Member State body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Figures are used in a coherent manner throughout the document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NO details are provided on future tenders for supply and works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget breakdown details and any other annex for internal use have been removed from the final version of the AD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Please give a detailed description of all “No” answers (insert comment number)				

4. PERFORMANCE MEASUREMENT

Control issue	Yes	No	C#	N/A
Methodology for monitoring (and evaluation)				
Maximum 1 page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard text is not modified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any specific evaluation planned for the Action has been described (at least for Actions with an allocation above EUR 10 million or for innovative or politically sensitive Actions) should be described in this section as well. Specify wherever applicable if the budget is part of the European Integration Facility action and from which year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicator measurement				
ICSP indicator(s) to which the Action is contributing is given and correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table includes only indicators listed in the logframe (same number, same wording)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name/title of the indicator (e.g., length of rehabilitated road) and measurement units (e.g. km) is given and clearly described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All indicators have a <u>baseline, a target for 2020, a final target</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The baseline year is 2010 and is inserted in brackets in the top row. If for the chosen indicator, there are no available data for 2010, reference to the following years – 2011, 2012 is given. If the year of reference is not be the same either for all indicators the year is inserted in each cell in brackets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In case of output indicators - targets are related to the IPA II action only (do not measure the outputs of other programmes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Target year is 2020, even if action is completed before 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the Action is completed after 2020, the year and value expected once the Action is completed is indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where appropriate indicators are sex-disaggregated. If the indicator is disaggregated by sex, a separate values for baseline, milestone and target values for female/male are given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Targets are realistic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Please give a detailed description of all “No” answers (insert comment number)				

5. SECTOR APPROACH ASSESSMENT

Control issue	Yes	No	C#	N/A
Maximum 1 page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No mention of the term Sector Planning Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description is in line with the description in section 2.2 of the Sector Planning Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Sector Approach assessment includes references sector coordination issues regarding the AD including institutional arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A summary of the <u>sector policy/context</u> is given, even in the case of a Stand-alone Action (if relevant), including any plan to improve its capacity and move towards a sector approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Please give a detailed description of all “No” answers (insert comment number)				

6. CROSS-CUTTING ISSUES

Control issue	Yes	No	C#	N/A
Gender mainstreaming				
Maximum ½ page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The references to cross-cutting issues are <u>specific to this IPA II Action</u> and not simply made up of standard statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes brief description of different situations, conditions and needs for women and men identified in the field of the intervention and how the intervention will address these is given and what benefits it will bring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equal opportunities				
Maximum ½ page				
Includes brief description of measures in design and implementation phases to allow and encourage equal opportunities for participants; i.e. how the participation of both women and men is ensured; how participation of people with disabilities is ensured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minorities and vulnerable groups				
Maximum ½ page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes brief description of how the action takes account of people belonging to minorities and/or vulnerable groups and how their involvement is facilitated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engagement with civil society (and if relevant other non-state stakeholders)				
Maximum ½ page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brief description of measures to associate civil society - CSOs (and, if relevant, other non-state actors) in the design and implementation of the Action - how such a consultation has taken place, if and how CSOs will be involved in the monitoring of the action, as well as any issue of concern that they have identified as a possible risk for the implementation of the Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Cross-cutting issues: Environment and climate change (and if relevant disaster resilience)				
Maximum ½ page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brief description on actions' direct or indirect link to EU environmental acquis including civil protection and climate change (in sectors of infrastructure and transport, water and energy, natural resource management, rural development, land management, agriculture, food security) as well assessment of its potential impact (e.g. deforestation, biodiversity loss, soil erosion, air pollution, water contamination) on the environment and the measures aimed at tackling them/ensuring environmental sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The <u>climate action relevant budget allocation</u> is included, as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If action is not relevant to environment and climate change, no general statements about the national policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Please give a detailed description of all "No" answers (insert comment number)				

7. SUSTAINABILITY

Control issue	Yes	No	C#	N/A
Maximum ½ page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All the elements supporting sustainability of this Acton are properly <u>analysed</u> (the key factors impacting on sustainability, such as the level of ownership of the beneficiaries, their institutional management capacities, resources that they commit to provide for the operation and maintenance of the results once the Action is completed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is likely that the benefits of the action will last (there are no factors that influence negatively sustainability or they are properly addressed e.g institutional arrangements allows for maintaining the benefits achieved; financial resources are available to fund the continuation of the services provided by the intervention, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Please give a detailed description of all “No” answers (insert comment number)				

8. COMMUNICATION AND VISIBILITY

Control issue	Yes	No	C#	N/A
Maximum 1 page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard text is not modified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information on communication and visibility activities is <u>specific to this IPA II Action</u> and do not only include the standard text included in the template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details on any specific communication and visibility activity/plan for this action, including information on target audiences is given, where relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Please give a detailed description of all “No” answers (insert comment number)				

9. OTHER FORMAL REQUIREMENTS

Control issue	Yes	No	C#	N/A
References				
There is <u>NO</u> reference to a Sector Planning Document (or SPD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are <u>NO</u> long quotations from reference documents (2 or 3 lines at most) but rather key messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The link to the Indicative Strategy Paper has been <u>properly referenced</u> (section 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language & terminology				
The English language of the report is reviewed/edited by English language professional expert (preferably native speaking)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
British/Irish ENGLISH has been used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Action Programme Title respects the following format (e.g.): Annual Action Programme for [name of IPA II beneficiary](year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Action Title as provided on the cover page and the one in the overview table on page 2 of the AD match – <i>a longer version (i.e. including sub-title) may be inserted on page 2 -</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Action ID in the Overview table respects the following format: IPA yyyy/decisionnumber.sequencenumber/country/title(short)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Sectors in the Overview Table are labelled as IPA II Sectors , <u>not</u> NEAR Sectors, or ELARG Sectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control issue	Yes	No	C#	N/A
There is NO <u>reference</u> to an Action Fiche or Project Fiche referring to this Action Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The term “ project ” is <u>NOT used</u> when referring to this IPA II Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The term “ programme ” is <u>NOT used</u> when referring to this IPA II Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The acronym ‘AD’ (for Action Document) is <u>NOT used</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The terminology of the 2012 Financial Regulation is used (i.e. no terms such as <i>decentralised management; joint management; etc.</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The current period of pre-accession assistance is referred to as IPA II and NOT IPA 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acronyms are always <u>fully spelt out</u> the first time they are mentioned and <u>inserted in brackets</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is NO <u>excessive use</u> of acronyms throughout the document (which may make it difficult for an external reader to understand the substance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formatting				
Font – Cover page - the font used for the name of the IPA II beneficiary is <u>Arial size 22 / small caps</u> and the font used for the title of the Action is <u>Arial size 20</u> ; the font used for the text of the summary is <u>Arial size 10</u> ;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Font - Core text – the font used for the section titles is <u>Arial size 12 / small caps</u> and <u>Arial size 11 / small caps for sub-titles</u> ; the font used for the narrative is <u>Times New Roman 11</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual identity – Cover page – the correct visual identity (without Iceland) is used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional information – there is NO <u>detailed budget breakdown</u> in the document (the table included in the template has to be removed before the AD is circulated to external stakeholders)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructions (shaded text) have been <u>removed</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Annex which includes essential elements on implementation and the indicative budget breakdown has been duly compiled by EUD/EU Office/Unit D5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Please give a detailed description of all “No” answers (insert comment number) – or make corrections in the AD				

Prepared by:	Name and position Signature Signature	Date	
Checked by:	Name and position Signature	Date	
Approved by:	Name and position Signature	Date	



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Technical Assistance for Strengthening Fundamental Rights Sector Coordination Project

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