



bringing neighbours closer

Assessment process within the Latvia-Lithuania CBC Programme 2007-2013

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Content

1. The Programme legal framework
2. Technical eligibility check procedure
3. Quality assessment procedure
4. Recommendations by auditors on assessment procedure
5. Planned changes in assessment procedure for next call

2

The Programme legal framework

Section 11.3 of the Operational Programme:

- States that JMSC is responsible for selection of projects
- Gives reference to PM

Programme Manual states:

- Assessment criteria
- Basic principles of two step assessment
- The decision taking body

3

Assessment procedure

Overall principles:

- Assessment is done through a two-step approach by the JTS
- Strategic assessment is done by the JMSC
- Principles of transparency, confidentiality and impartiality, clear responsibility and professionalism should be observed
- Assessment is carried out within 2-3 months

4

Technical eligibility check (1)

1. Internal meeting on procedure
2. Signing the Declaration of Confidentiality and Impartiality
3. Division of projects among PMs, FMs and IMs for TE check
4. TE check starts no later than 5 days after closing of call
5. TE is done separately by 2 assessors, compiled assessment prepared by 1 person within 2 weeks after closing of call
6. Internal meetings

5

Technical eligibility check (2)

7. If relevant, request to submit missing documents within 5 days:
 - REQUESTED: original and/or updated Partner Declarations, correct electronic version of AF, stamping the AF, supporting documents except of FS and TD, **bounding of AF, cover letter, electronic copy of FS**
 - NOT REQUESTED: if AF is not signed and if PD are not submitted, FS and TD
8. 2nd step of TE check – reassessment of applications and update of TE check results

6

Technical eligibility check (3)

9. List of PPs involved in projects is sent to NAs for checking eligibility; analyze is presented during the JMJC meeting together with question on double financing
10. Identification of projects that includes construction works
11. Selection and contracting of technical experts
12. Training of technical experts

7

Quality assessment (1)

1. Internal meeting on procedure
2. Signing the Declaration of Confidentiality and Impartiality
3. Division of projects among PMs, FMs and IMs and Head of the JTS:
 - ▀ At least 2 persons are assessing 1 application – one LV and one LT
 - ▀ Application is not assessed by the person who provided consultations and/or who has conflict of interest

8

Quality assessment (2)

4. Project assessment by each of assessor:
 - ▀ Observations and scores **for each category** of assessment criteria: policy context, project and partnership, budget and finances, management and promotions
 - ▀ Scores from 1 to 5
 - ▀ **1 or 2 points = project is not recommended for approval**
 - ▀ **Identification of state aid and revenue generation risk**
 - ▀ **Identification of Programme indicators that will be achieved by the Project**
 - ▀ **Identification of ownership rights**

9

Quality assessment (3)

5. Meeting between assessors:
 - ▀ Discussions and agreement on the scores and evaluation comments
 - ▀ If no agreement - third assessor is involved
6. Preparation of compiled assessment sheets, including also observations of technical experts
7. Meeting with MA
8. 3 groups of applications - not eligible, not recommended, recommended - are presented to the JMJC

10

Recommendations by auditors

- ▀ To sign attendance sheets within internal meetings
- ▀ To publish detailed questions for each of assessment criteria on Programme's website
- ▀ To date and sign the assessment sheets
- ▀ To write comments for technical eligibility criteria that has been marked as "Yes"
- ▀ To ensure that all applications are assessed by FMs

11

Planned changes

- ▀ To move technical eligibility criteria on double financing to quality assessment criteria
- ▀ To merge some quality assessment criteria
- ▀ To divide the projects in 4 groups after assessment: not eligible, not recommended, recommended and projects that could be recommended

12