#### Checklist for approval of deliverables, AP20xx, ETC xx

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **AP task number**:  Click here to enter text. | **Title of deliverable as in AP**:  Click here to enter text. | | | | | | **ETC Task Manager**:  Click here to enter text. |
| **Subtask number:**  Click here to enter text. | **Type of deliverable:**  Click here to enter text. | | | | | | **EEA Project Manager:**  Click here to enter text. |
| **Due date** (as in AP):  Click here to enter text. | **Date delivered**:  Click here to enter text. | | | | | | **If delayed, comments (or N/A)**:  Click here to enter text. |
| **Link to deliverable on Forum** (if stored elsewhere, provide link and explanation):  Click here to enter text. | | | | | | | |
| **Assessment of the deliverable :** | | | | | | | |
| **Quality criteria** | | | **OK** | **Not OK** | **N/A** | **Comments** | |
| 1. Compliance with AP task description  *or change request, as approved by EEA* | | |  |  |  | Click here to enter text. | |
| 1. Data quality *e.g. implementation of QA/QC procedure and documentation of QA/QC results* | | |  |  |  | Click here to enter text. | |
| 1. Provision of references *including, e.g., data source, metadata, etc.* | | |  |  |  | Click here to enter text. | |
| 1. Methodology *e.g. relevance, proper description, etc.* | | |  |  |  | Click here to enter text. | |
| 1. Quality of assessment *e.g. relevance, depth, etc.* | | |  |  |  | Click here to enter text. | |
| 1. Quality of text *e.g. language, spelling, etc.* | | |  |  |  | Click here to enter text. | |
| 1. Click here to enter text. | | |  |  |  | Click here to enter text. | |
| **Other comments:**  Click here to enter text. | | | | | | | |
|  | | **Explanation** | | | | **Action to be taken, if any** | |
| **Approved** | | Click here to enter text. | | | | Click here to enter text. | |
| **Approved with  reservations** | | Click here to enter text. | | | | Click here to enter text. | |
| **Rejected** | | Click here to enter text. | | | | Click here to enter text. | |
| **The EEA Project Manager confirms approval by personally uploading the form to Forum** | | | | | | Date: | |

Please provide Resource Officer with a link to the uploaded approval form for registration.