#### 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.