

CHECK LIST FOR REVIEW OF DELIVERABLES¹

Deliverable title	A Handbook for Civil Sector Training about Natural Disasters - UNI, UNID, KPA
Work package	WP3.3 Development of trainings' content corresponding educational materials and selection of teaching staff
Author	Kurt Glock (BOKU)
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¹ This questionnaire concerns quality issues of NatRisk upon completion of each deliverable. Reviewer appointed by QAC completes the form and submits it by email to WP leader, Task leader and Project Coordinator (natriskuni@gmail.com). The achieved results will be useful for the project's risk management. They will also make part of the QAC final report, as well as of the Coordinator's progress and final reporting to EACEA.

Assurance point	Issues to be addressed	Assessment	Comments	Recommendations
Compliance with NatRisk objectives	Does the deliverable comply with the overall objectives of the project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Compliance with the specific objectives of the WP	Does the deliverable comply with the WP Objectives as specified in the WP description?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Correspondence with the description of work of the relevant activity	Does the deliverable correspond with the activity description as specified in the Application Form?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Compliance with the deliverables format	Is the deliverable presented using the Project's deliverable format – Annex A?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially	A different format is used, but it seems to be adequate for this kind of report.	
Adequacy of complementary information	Examples of complementary info: - Sources used, - Bibliography, - List of contacts, - Methodology used.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Adequacy of written language	Level of written English	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Poor		
Overall assessment and suggestions for improvement				
Deadline for submission of amended version of the deliverable				