



ROM Module

Manual for Contractors and Experts

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Manual for Contractors and Experts - ROM



ROM Manual for Contractors and Experts

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Chapter 1 - Introduction to the ROM Module



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1. Introduction to the ROM Module

If you are a **new user** and you **do not have an EU Login account**:

1. Open the ROM Module application in **Mozilla Firefox** or **Google Chrome** by clicking on the following link:

<https://webgate.ec.europa.eu/europeaid/rom/>

The EU Login sign-in screen will be displayed.



If you already have an EU Login, just sign in directly. If you need to setup your **2-factor verification method** for EU Login, please follow the step-by-step instructions in the [EU Login Guide](#).

Sign in to continue

Enter your e-mail address or unique identifier

[Create an account](#)

[Next >](#)

Or



[Sign in with your eID](#)



[Sign in with Facebook](#)



[Sign in with Twitter](#)



[Sign in with Google](#)

Easy, fast and secure: download the **EU Login app**



2. Click on the "Create an account" link and fill in all the fields to create your account.

Create an account

[Help for external users](#)

First name

Last name

E-mail



Confirm e-mail

E-mail language

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

Cancel

Field	Description
First name	Enter your first name
Last name	Enter your surname
E-mail	Enter your e-mail address; it is the e-mail address used during registration that you will be requested to provide when logging into the ROM Module.
Confirm e-mail	Confirm the e-mail address entered above.
E-mail language	Select the language in which you prefer to receive notifications related to your account; the default is English, but all the EU languages are available for selection.
Enter the code	Type the code displayed in the picture underneath the field. You can click on the "refresh" button  to display a new code (if required), and/or you can press "play"  to listen to the sound.

3. Tick the privacy statement acceptance box before clicking on the "Create an account" button.
4. You will receive a **confirmation e-mail** in the inbox of the e-mail address provided during the EU Login account registration.
5. Follow the instructions in the [EU Login Guide](#) to confirm your EU Login account, and create your required **2-factor verification method**.

As soon as you are logged in, the ROM module dashboard will be displayed.

Based on your role in the ROM process, you will be granted access as:

- **Expert (Core or Non-Core)**
- **Contractor**

When the ROM Coordination Team approves the Experts in the ROM module, they will be automatically granted access to the ROM review(s) they are assigned to. Core Experts will be granted access to all ROM reviews for their lot.

The user rights as "Contractor" are granted by [INTPA SUPPORT SERVICES](#) or [NEAR APPLICATION SUPPORT](#), depending on the Lot.

[Manual for Contractors and Experts - ROM](#)
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Chapter 2 - Screens and Navigation in ROM



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- 2. Screens and Navigation in ROM

2. Screens and Navigation in ROM

i The ROM module is available in two languages: English and French. You can switch between the two languages at any time using the drop-down list in the top right corner of your screen.

You will notice that all the pages of the ROM module have a similar layout. Each page shows the authentication area (1), a top bar menu, which allows switching between the three main sections "Workplan", "Missions" and "Search" (2), and a left menu. Each item of the left menu leads to a different page of the application.


The **Workplan** section covers all phases from the request for a ROM review to the approval of the ROM mission by the ROM Coordination Team.

Yes	✓	✓	✓	✓	C-346287	ENHANCING ACCESS OF CHILDREN TO EDUCATION AND FIGHTING CHILD LABOUR	Yes	1	Egypt	LN-XS5B241 Fn-xS5b241	Single-country	18/09/2016	26/09/2016	GARCÍA FEMENÍA Ana	ROM review completed
Yes	✓	✓	✓	✓	C-312909	Convention de Délégation avec l'Agence Française de Développement pour le financement de la mise à niveau de quartiers populaires en Tunisie	Yes	1	Tunisia	LN-XS5B241 Fn-xS5b241	Single-country	31/10/2016	08/11/2016	SCARAMELLA Matteo	ROM review completed
Yes	✓	✓	✓	✓	C-335305	SEMED Regional Sustainable Energy Finance Facility : Phase 1 <input type="checkbox"/> Morocco and Jordan Sustainable Energy Finance Facility (SEFF) <input type="checkbox"/> Implementation Support	Yes	1	Regional Programmes Neighbourhood South	LN-XS5B241 Fn-xS5b241	Morocco	26/09/2016	14/10/2016	CARNICER BLASCO Jose Manuel	ROM review completed
Yes	✓	✓	✓	✓	C-335420	Communal Infrastructure Program (CIP)	Yes	1	Armenia	LN-XS5B241 Fn-xS5b241	Single-country	19/09/2016	30/09/2016	GOTSIRIDZE Tornike	ROM review completed

The **Missions** section covers all phases from the start of the desk phase of a mission until the submission of the final ROM report and preparation of a follow-up plan by the Operational Manager in charge.

You can use the filters above each column to visualise the information you need. To export the content of the dashboard to an Excel file, click on the

button 

 While Contractors and Core Experts can access both the Workplan and the Missions sections, Non-Core Expert only have access to the Missions tab, which is used for managing documents, missions and reports.

[Chapter 1 - Introduction to the ROM Module](#)
[Chapter 3 - Main actions step-by-step in ROM](#)

Chapter 3 - Main actions step-by-step in ROM



ROM Manual for Contractors and Experts > 3. Main actions step-by-step in ROM

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3. Main actions step-by-step in ROM

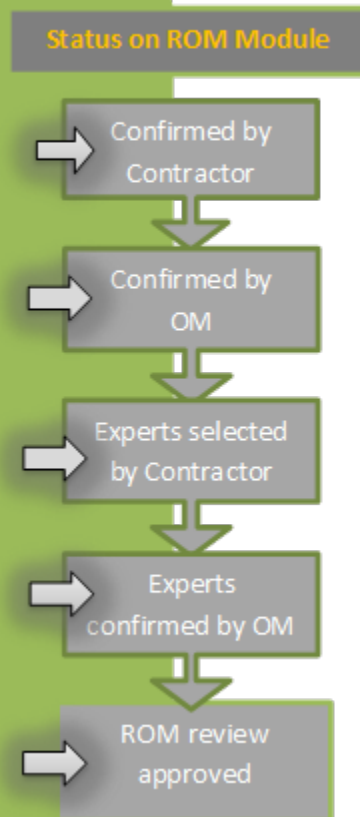
3.1 Manage the ROM Workplan

As an introduction, please find an overview of the steps for the preparation of the ROM Workplan. **Deadlines are not blocking.**

ROM Workplan:

MAIN STEPS FOR THE WORK PLAN PREPARATION

- ✓ ROM Contractors estimate the number of interventions that they can review within the available budget and, after solving any identified conflict of interest, confirm them in the ROM module, (timeframe: up to 14 working days from the time the draft list of interventions to be ROMed is first uploaded on ROM module);
- ✓ OMs provide additional information, including the contact details of the IP and countries to be visited for multi-country ROM reviews through the ROM module (timeframe: up to 14 working days from completion of the previous step);
- ✓ ROM Contractors indicate the proposed experts and mission dates through the ROM module (timeframe: up to 14 working days from completion of the previous step);
- ✓ OMs validate the Experts or signal a conflict of interest at the level of the Expert (timeframe: up to 14 working days and after that a tacit consent procedure);
- ✓ The ROM Coordination Unit approves or rejects (with justification) the mission (timeframe: up to 14 working days from completion of the previous step)



i Operational Managers (OMs) are the persons in charge of projects and programmes and are identified through the CRIS "GESTOPE" role. If a new OM is in charge of the project, their name should be indicated in CRIS. The change will be reflected in the ROM module on the following day. For projects not represented in CRIS, such as those of the EU Emergency Trust Fund for Africa, the name of the Operational Manager should be communicated to [INTPA SUPPORT SERVICES](#) or [NEAR APPLICATION SUPPORT](#). In case of absence of the OM in charge, the ROM Focal Point (FP) can act as backup.

The starting point for the selection of projects and programmes to be subject to ROM reviews are the **External Assistance Management Reports (EAMR)** established annually by the EUD and HQ Directorates.

For DG INTPA, the ROM work plan consists of the entire EAMR list of projects with the indication of whether a ROM review is requested or not. For DG NEAR, the ROM work plan consists of a list of project for which a ROM review has been requested.

The portfolio of interventions for ROM review includes four different categories:

- NEW
 - A **representative sample** of EU-funded interventions in their **early stages of implementation**. The sample is selected by the Commission services according to sampling procedures that are only outlined in Annex 7. For these interventions, ROM reviews support the OM in confirming or updating the intervention logic and logframe matrix (including baselines and targets), in reviewing the monitoring system of the IP, in assessing risks and mitigation measures and fine-tuning the implementation set-up and calendar of activities with a view to improving the performance of the intervention.
 - Interventions flagged as having **implementation problems** through the Commission's internal reporting systems (EAMR and MIS). In this case, the ROM review will assist the OM in addressing the main problems, identifying causes and options for solution and making recommendations for follow-up actions.
 - Other interventions for which the Commission services **demand** a ROM review. Several reasons can justify this demand. For instance, a ROM review can be demanded for interventions which could not be visited by EU OMs or for which the necessary sector expertise at Delegation/HQ level may not be available at a given point in time.
- NEW
 - **Blending operations** for which the Commission identifies the need for a ROM review. More on ROM reviews on blending operations in chapter 5.

Further details on the interventions that each year become part of the ROM portfolio or are excluded from it, are available in the table below:

INCLUDED	EXCLUDED
<ul style="list-style-type: none"> Interventions with at least one orange or red flag for KPI-6 and/or KPI-7; Interventions with green traffic lights, for which the Delegation/HQ Operational Unit requests a ROM review; Interventions in early stages of implementation selected by HQ on a sample basis, irrespective of the traffic light they may already have on the EAMR; Blending operations and Trust Fund interventions selected through an internal consultation process; Interventions in a late stage of implementation (less than 8 months to the end) for which there is a justified request for ROM. These are specific requests and not the result of delays in implementing ROM reviews. 	<ul style="list-style-type: none"> Interventions that have just started but were not sampled for ROM review in their early stage of implementation; Interventions that are close to completion (less than 8 months to their end) and for which there is no justified need for ROM; Interventions with an orange or red traffic light, for which a mid-term-review (MTR) has recently taken place or is scheduled to take place shortly (evaluation has precedence); Interventions with an orange or red traffic light, for which a ROM review would be unproductive, since the risks or reasons of underperformance are well known such as in cases of civil war, natural disaster or other circumstances.

What to do if a Delegation or HQ Unit requests an additional ROM review or indicate that a ROM review is no longer required

If the circumstances have changed, OMs and FPs can change their selection of projects to be reviewed, requesting additional ROM missions or indicating that a certain ROM mission is no longer required.

To indicate whether a ROM review should take place or not, they need to change the value in the field "Is a ROM review required for this project?" and click on "Submit". You will be notified of the change.

Workplan
Manage Workplan

Experts

Please note that the data displayed below are for exercise year 2017. If you want to change, select a different year and click on the button "Change exercise"

2017

Contractor budget	OM dates	Contractor experts	OM Col	Coord validation	P/P Ref.	Project title	Reason for ROM request	Lot	EUD/ Unit	Oper. Manag.	Geog. Impl.	Start mission date	End mission dates	ROM Experts	Status
Pending					C-131551	Subvention - BEI - bonification d'intérêts ONAS IV	Yes	1	Tunisia	CORRADO STEFANO	Single-country				Uploaded
					C-335432	Water Infrastructure Modernisation Phase II	No	1	Georgia	JUODSNUKYTE JURATE	Single-country				Uploaded
					C-336027	Networks of Mediterranean Youth - NET-MED Youth	No - MTR	1	Regional Programmes Neighbourhood South	SRBOVA KLARA	Multi-country				Uploaded
					C-336049	Kesrwan Wastewater project	No - MTR	1	Lebanon	ABDALLAH CHARLES	Single-country				Uploaded
					C-336084	Technical Assistance to enhance accessibility and use of the Jordanian Ministry of Education - Education Management Information System (EMIS) for evidence-based policy formulation	No	1	Jordan	ARTS JACOB	Single-country				Uploaded
					C-336186	Implementation Agreement - Cairo Metro Line 3 Phase 3(Remuneration)	No	1	Egypt	ELBELTAGUI AHMED	Single-country				Uploaded
					C-336300	Veille, suivi, et évaluation de la mise en oeuvre des dispositions constitutionnelles relatives à l'égalité entre les femmes et les hommes	No - Unproductive	1	Morocco	FERNANDES PAULA CRISTINA	Single-country				Uploaded
					C-336990	Protecting human rights of vulnerable workers in Life-Changing Circumstances	No	1	Israel	KADOUCHE ESTELLE	Single-country				Uploaded
					C-337043	"Strengthening the institutional and administrative capacity of the Chamber of Deputies in Jordan"	No	1	Jordan	STEFFENS MICHAEL	Single-country				Uploaded
					C-337113	Support to Non State Actors to act as an effective drive for good governance and accountability	No	1	Jordan	AL ANAKRHI MOHAMMAD	Single-country				Uploaded

PROJECT INFORMATION ROM INFORMATION CRIS LIBRARY HISTORY

Additional ROM information

Is a ROM review required for this project?

Geographic Implementation

Additional CRIS references for documentation

Preferred time for ROM review

General comments and security concerns

Blending operation

Save

Reason for ROM request

Reason for less/more days

Selected by Operational Manager


Notes:


The EAMR project list is prepared by INTPA.R1 in consultation with the Units / Delegations concerned. If a Unit / Delegation would like to request a ROM review for a project that was not included in the project list (and thus is not available in the ROM module), they should contact **INTPA SUPPORT SERVICES** or **NEAR APPLICATION SUPPORT** to request the upload of the project to the ROM module (This is subject to the approval of the ROM Coordination Team of the corresponding DG).


3.1.1 Budget Estimation by Contractors

Out of the list of projects and programmes displayed in the Workplan screen, Contractors estimate the projects that they are able to review with the budget available under their contract.

To proceed with the budget estimation, select the "Workplan" menu and then the "Manage Workplan" sub-menu.

For ROM reviews that fit into the budget, select "Yes" in the listbox .

For ROM reviews that do not fit into the budget or if this cannot be estimated yet, select "Pending" in the listbox .

 Please note that **Blending Operations** can be filtered separately in the **Workplan** by ticking the "Display only ROM Blending reviews" option at the **bottom of the page**.

Workplan
Manage Workplan

Experts

Please note that the data displayed below are for exercise year 2017. If you want to change, select a different year and click on the button "Change exercise"


2017

Contractor budget	OM dates	Contractor experts	OM Col	Coord validation	P/P Ref.	Project title	Reason for ROM request	Lot	EUD/ Unit	Oper. Manag.	Geog. Impl.	Start mission date	End mission dates	ROM Experts	Status
Yes					C-335420	Communal Infrastructure Program (CIP)	Yes	1	Armenia	BAGGIOLI ANDREA	Single-country				Confirmed by contractor
Pending					C-131551	Subvention - BEI - bonification d'intérêts ONAS IV	Yes	1	Tunisia	CORRADO STEFANO	Single-country				Uploaded
Pending					C-374023	ECHO/-CF/EDF/2015/01004 Providing preventive targeted nutrition assistance to young children and women affected by the El-Nino phenomenon in the Sahelian belt of Chad while ensuring the capacity development of national institutions and partners	Yes	1	East and Southern Africa, Great Lakes	LAYWARD MARK	Single-country				Uploaded
Yes					C-347097	East Invest II	Yes	1	Georgia, Moldova & Neighbourhood Cross-Border Cooperation	BOUDRON RAFFAELLA	Multi-country				Confirmed by contractor
Yes					C-346958	Decentralisation and Local Development Support Programme	Yes	1	Jordan	GIORGI GIORGIO	Single-country				Confirmed by contractor
Yes	✓	✓	✓	✓	C-351068	Scaling-up of emergency restoration and stabilization of livelihoods of affected Syrian populations	Yes	1	Syria	ABOU AZZAM HANNAH JANINE	Single-country	27/10/2017	05/11/2017	AIGNER Dietmar	ROM review approved
Yes					C-352792	SUPPORT TO THE IMPLEMENTATION OF THE ASSOCIATION AGREEMENT AND OF THE NATIONAL STRATEGY IN THE TRANSPORT SECTOR IN UKRAINE	Yes	1	Ukraine	ANDREEVA TEODORA	Single-country				Confirmed by contractor

The selection is auto-saved every time you make a choice and then move to another line in the dashboard. This means that you can select "Yes/Pending" for a certain number of ROM reviews, leave the ROM module and continue the budget estimation on another day.

Once you have selected "Yes" or "Pending" for at least one ROM review, the message below is displayed on the screen:

WORKPLAN

 Please be aware that there are ROM reviews for which you have made a selection. The selected option will be visible to EC services after you submit.

Please note that the data displayed below are for exercise year 2017. If you want to change, select a different year and click on the button "Change exercise"

2017

Contractor budget	OM dates	Contractor experts	OM Col	Coord validation	P/P Ref.	Project title	Reason for ROM request	Lot	EUD/ Unit	Oper. Manag.	Geog. Impl.	Start mission date	End mission dates	ROM Experts	Status
Pending					C-335420	Communal Infrastructure Program (CIP)	Yes	1	Armenia	BAGGIOLI ANDREA	Single-country				Confirmed by contractor
Pending					C-131551	Subvention - BEI - bonification d'intérêts ONAS IV	Yes	1	Tunisia	CORRADO STEFANO	Single-country				Uploaded
Pending					C-374023	ECHO/-CF/EDF/2015/01004 Providing preventive targeted nutrition assistance to young children and women affected by the El-Nino phenomenon in the Sahelian belt of Chad while ensuring the capacity development of national institutions and partners	Yes	1	East and Southern Africa, Great Lakes	LAYWARD MARK	Single-country				Uploaded



Your selection will not be visible to Operational Managers, Focal Points, and the ROM Coordination Team unless you click on the SUBMIT button.

Click on the "SUBMIT" button on the bottom of the screen to share the list of confirmed ROM reviews with the EC services.

Contractor budget	OM dates	Contractor experts	OM Col	Coord validation	P/P Ref.	Project title	Reason for ROM request	Lot	EUD/ Unit	Oper. Manag.	Geog. Impl.	Start mission date	End mission dates	ROM Experts	Status
Pending					C-335420	Communal Infrastructure Program (CIP)	Yes	1	Armenia	BAGGIOLI ANDREA	Single-country				Confirmed by contractor
Pending					C-131551	Subvention - BEI - bonification d'intérêts ONAS IV	Yes	1	Tunisia	CORRADO STEFANO	Single-country				Uploaded
Pending					C-374023	ECHO/-CF/EDF/2015/01004 Providing preventive targeted nutrition assistance to young children and women affected by the El-Nino phenomenon in the Sahelian belt of Chad while ensuring the capacity development of national institutions and partners	Yes	1	East and Southern Africa, Great Lakes	LAYWARD MARK	Single-country				Uploaded
Yes					C-347097	East Invest II	Yes	1	Georgia, Moldova & Neighbourhood Cross-Border Cooperation	BOUDRON RAFFAELLA	Multi-country				Confirmed by contractor
Yes					C-346958	Decentralisation and Local Development Support Programme	Yes	1	Jordan	GIORGI GIORGIO	Single-country				Confirmed by contractor
Yes	✓	✓	✓	✓	C-351068	Scaling-up of emergency restoration and stabilization of livelihoods of affected Syrian populations	Yes	1	Syria	ABOU AZZAM HANNAH JANINE	Single-country	27/10/2017	05/11/2017	AIGNER Dietmar	ROM review approved
Yes					C-352792	SUPPORT TO THE IMPLEMENTATION OF THE ASSOCIATION AGREEMENT AND OF THE NATIONAL STRATEGY IN THE TRANSPORT SECTOR IN UKRAINE	Yes	1	Ukraine	ANDREEVA TEODORA	Single-country				Confirmed by contractor
Yes					C-349372	Support to the Pre-Trial Investigation, Prosecution and the Defence Set-Up in Moldova	Yes	1	Moldova	NEAGA VICTORIA	Single-country				Confirmed by contractor
Yes					C-339586	Autonomisation des mères célibataires avec leurs enfants au Maroc dans le respect de leurs droits et dignité	Yes	1	Morocco	FERNANDES PAULA CRISTINA	Single-country				Confirmed by contractor
Yes					C-334949	Travaux de reconstruction du pont Sica3-Castor.	Yes	1	Central African Republic	NGOSSELE JUSTIN	Multi-country				Confirmed by contractor

10 items per page | 1 - 10 of 156 items

Display only the ROM reviews that need to be confirmed | Display only the ROM reviews for which experts need to be selected

If you have finished confirming the projects that will be part of the WORKPLAN, please click on "Submit". A notification will be sent to OMs in charge to alert them to start encode these projects

Submit

Before clicking on "SUBMIT", please make sure that you have selected a value "Yes"/"Pending" for all ROM requests with a "Is a ROM review required for this project?" set as "Yes". If you skipped one or more lines, the system will display a warning message:

WORKPLAN

ⓘ Not all ROMs have a choice taken. Please review the list

ⓘ Please be aware that there are ROM reviews for which you have made a selection. The selected option will be visible to EC services after you submit.

Please note that the data displayed below are for exercise year 2016. If you want to change, select a different year and click on the button "Change exercise"

2016

After you click on "Submit", the status of all the ROM requests for which you have selected "Yes" becomes "Confirmed by Contractor", while the status of all the ROM requests for which you have selected "Pending" remains "Uploaded".

For the ROM requests in status "Confirmed by Contractor", a notification is sent to the Operational Manager (OM) and to the ROM Focal Point, who can start entering additional information to plan the ROM reviews (components to be visited, proposed time for ROM review, general comments, etc.).

You can modify the selection of the value "Yes"/"Pending" when the ROM review is in status "Uploaded" or "Confirmed by Contractor". If a value is changed, the system displays a general warning and a small red icon next to each changed value.

The selection is finalised and visible to EC services after you click on "SUBMIT".

WORKPLAN

Please be aware that there are ROM reviews for which you have made a selection. The selected option will be visible to EC services after you submit.

Please note that the data displayed below are for exercise year 2017. If you want to change, select a different year and click on the button "Change exercise"

2017

Contractor budget	OM dates	Contractor experts	OM CoI	Coord validation	P/P Ref.	Project title	Reason for ROM request	Lot	EUD/ Unit	Oper. Manag.	Geog. Impl.	Start mission date	End mission dates	ROM Experts	Status
Pending <input type="button" value="▲"/>					C-335420	Communal Infrastructure Program (CIP)	Yes	1	Armenia	BAGGIOLI ANDREA	Single-country				Confirmed by contractor

3.1.2 Manage Experts

As Contractor, you can add Experts based on their EU Login or e-mail address, and assign them one or more sector(s) of expertise available on a drop down list in the module.

- Select the "Workplan" tab in the upper-hand menu (1), click on the "Experts" section (2) then select the ROM Contracts period from the dropdown menu (3):

European Commission ROM MODULE Experts

European Commission > Development and cooperation - EuropeAid > ROM Module > Experts

WORKPLAN MISSIONS SEARCH STATISTICS DOCUMENTS ADMINISTRATION

Workplan

Import DWH

Manage Workplan

Experts

EXPERTS LIST

ROM contracts

2019-2023

Select	Update	EU Login	Last name	First name
<input type="checkbox"/>	<input type="button" value="✎"/>	marasva	MARASSI	Valentina
<input type="checkbox"/>	<input type="button" value="✎"/>	nicolte	NICOLAE	Teodora

To add a new Expert, click on the "Add" button on the bottom-right side of the screen. A free field pops up, allowing you to enter the EU Login or email address associated to a EU Login of the required expert:

Add an expert to the list of experts

EU Login or email address

Click on the "Select" button. If the EU login of the Expert doesn't exist, he/she will have to create an EU Login to be added in the list.

- Select the Category (Medium or Senior), Type (Core or Non-Core) and Sector of the Expert

Add an expert to the list of experts

EU Login or email address

UID	LAST NAME	FIRST NAME	email	Category	Type	Sector
<input type="checkbox"/>	deldyje	DELDYCKE	Jerome	Jerome.DELDYCKE@ext.ec.europa.eu		

Category: Medium, Senior | Type: Core, Non Core | Sector:

The list of sectors are:

Lots 1 & 2 (DG INTPA)

- Education and Culture, Health, Social protection
- Rural development, Nutrition and Food security
- Migration
- Water and Sanitation, Environment and Natural resources
- Democracy and rule of law, Gender equality, Human rights
- Civil society, Local authorities
- Sustainable cities, Transport infrastructure and Digitalisation
- Energy and Climate change
- Investment climate, Private sector development, International trade
- Nuclear safety and security, Conflict prevention
- Financial intermediaries and financial products
- Statistics and data measurement

Lots 3 & 4 (DG NEAR)

- Democracy and rule of law
- Fundamental rights (gender equality, minorities etc)
- Public administration reform including public finance management, macroeconomics, banking
- Investment climate, private sector development, international trade, innovation and digitalisation
- Education and culture, health, employment and social protection
- Agriculture and rural development
- Migration
- Border management, conflict prevention and security
- Water and sanitation, environment and natural resources
- Energy
- Climate change
- Civil society, local authorities
- Sustainable cities and transport
- Nuclear safety

3.1.3 Experts selected by Contractor

ROM Contractors can propose dates and Experts for a ROM review once a ROM review is in status "Confirmed by OM".

1. To filter the ROM reviews in status "Confirmed by OM", you can click on the check-box at the bottom right of the page:

WORKPLAN

Please note that the data displayed below are for exercise year 2018. If you want to change, select a different year and click on the button "Change exercise"

2018

Contractor budget	OM dates	Contractor experts	OM Col	Coord validation	P/P Ref.	Project title	Reason for ROM request	Lot	EUD/ Unit	Oper. Manag.	Geog. Impl.	Start mission date	End mission dates	ROM Experts	Status
Yes	<input checked="" type="checkbox"/>				D-22772	Programme de Modernisation des services	Yes	1	Tunisie	ROJANSKI VLADIMIR	Single-country				Confirmed by OM

Display only the ROM reviews that need to be confirmed

Display only the ROM reviews for which experts need to be selected

If you have finished confirming the projects that will be part of the WORKPLAN, please click on "Submit". A notification will be sent to OMs in charge to alert them to start encode these projects

2. Click on each CRIS reference that is in status "Confirmed by OM". A screen opens with indications added by OMs/Focal Points on the preferred timeframe for organising the ROM review, and – in case of multi-country projects, on the countries to be visited.
3. Enter the names of the Experts (selected among the pre-approved ones), identify the Team Leader in the case of multi-country projects, and propose the dates for the mission. You can modify the selection of Experts until the ROM review is in status "Desk phase started" (included). For multi-country projects, the Team Leader can be changed until the ROM review is in status "ROM review approved" (included).

Experts, start and end mission dates

Component(s) visited	ROM Expert	Mission Leader	Start mission date	End mission date
Angola	AIGNER Dietmar	*	01/11/2016	06/11/2016
Anguilla	BELLO OSHANAHAN Nayra	○	02/11/2016	07/11/2016
Antigua and Barbuda	ALIOUI Farida	○	05/11/2016	10/11/2016
Costa Rica		○		

Planned date for Draft Report: 24/11/2016

QC expert: BERNARD Jean-Luc

Consortium Conflict of interests:

Comments:

4. Click on "Submit" in order to validate your choice. The OM in charge of the project and the ROM Focal Point will receive a notification.

Notes:

Once the start mission date has been selected, the system automatically proposes an end mission date and the planned date for draft report based on ROM Handbook current rules. These dates can be updated manually until the ROM review is in status "ROM review approved" (included). If for some reasons the mission dates changed after that (e.g. cancellation of flights, illness etc.), you will have to enter the actual dates of mission while uploading the draft ROM reporting documents (see [section 3.3.3](#) for further details).

You can already indicate the name of the Quality Control (QC) expert appointed for this specific review. The name of the QC Expert becomes a mandatory field at status "Desk Phase started", and is required in order to upload the draft report and advance the ROM review to status "Draft report". You can change the selected QC Expert until the ROM review is in status "Final report" (included).

You can add general comments until the ROM review is in status "Desk phase started" (included).

In case of a Consortium conflict of interest, tick the box marked below and click on the "Save" button. The correspondence between the ROM Coordination Team and ROM Contractor(s)/among ROM Contractors to solve the conflict of interest will not be recorded in the ROM module. Once a solution has been found, tick the 'Solve conflict of interests at consortium level' box and write a note on what solution has been found. Information related to Consortium conflict of interest can be modified until the ROM review is in status "Experts confirmed by OM" (included).

Once all information has been entered, click on 'Submit'. The status of the ROM review will become "Experts selected by Contractor".

3.1.4 Overview of who can perform which actions and when

Please refer to the table below for a summary of all the roles involved in the Workplan workflow, including their respective actions and the resulting ROM statuses:

Acronyms	Description
OM	Operational Manager
CTR	ROM Contractor
ROM FP	ROM Focal point
Admin	Administrator
Coo	ROM Coordination Team
Y	Yes
N	No


Field in ROM information tab	Who can edit	When can the field be edited (inclusive statuses)	Change in the workflow	Status after change	Notification
Is a ROM review required for this project?					
From Yes to No	OM, ROM FP, Admin	Uploaded -> ROM review approved	Y	Uploaded	Yes - to CTR
From No to Yes	OM, ROM FP, Admin	Uploaded	N	Uploaded	Yes - to CTR
Geographic Implementation	OM, ROM FP, Admin	Confirmed by Contractor - Desk phase started	Y	Confirmed by OM	Yes - to CTR
Components for multi-country	OM, ROM FP, Admin	Confirmed by Contractor - Desk phase started	Y	Confirmed by OM	Yes - to CTR
Comments for more than 4 components	OM, ROM FP, Admin	Confirmed by Contractor - Desk phase started	N		Yes - to CTR
Additional CRIS references for documentation	OM, ROM FP, Admin	Confirmed by Contractor - Desk phase started	N		Yes - to CTR
Reason for less/more days	OM, ROM FP, Admin	Confirmed by Contractor - Desk phase started	N		Yes - to CTR
Preferred time for ROM review	OM, ROM FP, Admin	Confirmed by Contractor - Desk phase started	N		Yes - to CTR
OM General Comments and security concerns	OM, ROM FP, Admin	Uploaded - Desk phase started	N		Yes - to CTR

Contact for the Implementing Partner	OM, ROM FP, Admin	Confirmed by Contractor - Desk phase started	N		Yes - to CTR
Set Review as Blending Operation	OM, ROM FP, Admin	Uploaded – Desk phase started	N		/
ROM Expert (+ Additional Expert(s) in case of a blending operation review)	CTR, Admin	Confirmed by OM - Desk phase started	Y	Experts selected by Contractor	Yes - to OM
Mission leader (for Multi-country)	CTR, Admin	Confirmed by OM - Desk phase started	N		Yes - to OM
Field phase start/end date	CTR, Admin	Confirmed by OM - Desk phase started	N		Yes - to OM
Planned date for draft report	CTR, Admin	Confirmed by OM - Desk phase started	N		Yes - to OM
QC Expert	CTR, Admin	Confirmed by OM - Final report	N		
Consortium Conflict of Interest	CTR, Admin	Confirmed by OM - Experts confirmed by OM	Y	Experts selected by Contractor	Yes - to OM, CoO
Contractor General Comments	CTR, Admin	Confirmed by OM - Desk phase started	N		Yes - to OM
Link to preliminary assessment (blending operations only)	CTR, Admin	Confirmed by OM – Expert Confirmed by OM			
Expert Conflict of Interest & Comments	OM, ROM FP, Admin	Experts selected by Contractor - Experts confirmed by OM	Y	Confirmed by OM	Yes - to OM
Coordinator General Comments	Coo, Admin	Experts validated by OM - ROM review approved	N		Yes - to OM

3.2 Access the CRIS Library



Watch the [e-learning video](#) for this step.

- To access the library of project/programme documents attached in CRIS, click on the corresponding "Library" icon . The Library screen will be displayed.
The library can also be accessed via the **Details** menu by selecting the "CRIS library" option.

Please note that Trust Fund projects are not included in CRIS – therefore the CRIS Library tab is not displayed.

- Click on the arrow on the left in order to expand the list of documents attached to each group of the selected decision/contract.

Project information ROM information **Library** ROM reporting documents

Decision 21929

Contract

- C-283859 Misión de asistencia técnica di
- C-295832 Presupuesto Programa de Inici
- C-308264 Asistencia Técnica para el Pro
- C-322458 AUDITORÍA FINANCIERA Y DE S
- C-339659 Revisión de dos expedientes di
- C-339867 Revisión de un expediente de s
- C-341242 "Servicios de facilitación de ex
- C-343341 DESARROLLAR BASE DE DATOS
- C-347636 "Servicios para lanzar una seri
- C-347637 "Servicios destinados a obtene
- C-347638 "Servicios para la provisión de
- C-347639 "Servicios destinados al fortale
- C-347641 Construcción de dos (2) juzga
- C-347642 Construcción de un módulo res
- C-347644 Suministro de equipos y acces
- C-348480 Suministro de equipos y acces
- C-348481 Suministro de equipos y acces
- C-367327 Auditoria financiera y de syster
- C-295832 LA/2012/295-832

Related Project/Programmes References

Available Documents

Title
Cover note
Addendum 3 firmado
Action Fiche for Guatemala/Security and Justice List of Annexes
Marco Lógico
Anexo II DTA's
Anexo III Acuerdo Nacional de Seguridad y Justicia (2009)
Anexo IV CICIG mandate - EN

Decision Card

Selected Files

Entity	Title



For ROM reviews at contract level, Ares Invoice documents may also be retrieved from the CRIS Library. The integration of ROM and Ares has been introduced with Release 2.5 and will improve the availability of narrative reports submitted by implementing partners.

Contract 370821

Ares invoice documents

Decision

D-38388 Contrat d'appui à la Consolidation de l'i

- You can select a file in the "Available documents" table by ticking the corresponding checkbox. "Select all" and "Select all documents in all subfolders" buttons are also available. All selected files appear in the table below called "Selected files" and the button "Download" is made available, allowing you to download all selected file(s) in a .zip file:

PROJECT INFORMATION ROM INFORMATION CRIS LIBRARY HISTORY

Decision 22772

- Contract
 - C-325148 Mission d'appui au démarrage d'appui à
 - C-330626 Mission d'appui au démarrage du Progra
 - C-333659 Mission d'assistance technique sur l'état
 - C-347449 Mission d'assistance technique et de forr
 - C-350797 Assistance technique d'un expert juriste
 - C-352491 Paiement des frais engagés suite à l'ann
 - C-356813 Mission de sélection des établissements
 - C-357910 Mission d'assistance technique à l'UAP d
 - C-360825 Devis Programme de Démarrage relatif ;
 - C-360985 Mission d'AT en appui à la définition d'ur
 - C-362229 Consolidation du nouveau dispositif d'oir
 - C-362371 ACCOMPAGNEMENT DU PROGRAMME D'
 - C-362373 Implementation of the EBRD Small Busi
 - C-363050 Appui institutionnel en matière des risqu
 - C-363213 Assistance technique dans le domaine d
 - C-363724 MISSION D'ASSISTANCE TECHNIQUE EN
 - C-379354 Vérification de dépenses des DP 2015 et
 - C-392394 Évaluation à mi-parcours du Programme
 - C-398155 Vérification des dépenses des DP du PAF

Available Documents

Title	Classification	Type	Size (kB)	Date Last	Select
DRAFT avenant N°1 dispositions techniques et administratives- DTA	Rider	DOC	0K	05/12/2014	<input checked="" type="checkbox"/>
Financing Agreement (General Conditions - Annex I)	DEC - Financing agreement (including annexes)	PDF	0K	11/07/2012	<input checked="" type="checkbox"/>
document de programmation PACS révisé	Programming document	DOC	0K	21/08/2014	<input checked="" type="checkbox"/>
DRAFT avenant n° 1 Conditions particulières	Rider	DOC	0K	05/12/2014	<input type="checkbox"/>
Avenant 01 SCs signed	DEC - Rider to the Financing Agreement	PDF	0K	23/03/2015	<input type="checkbox"/>
DEC - Avenant à la Convention de Financement	DEC - Rider to the Financing Agreement		0K	18/08/2014	<input type="checkbox"/>
DEC - Action Document (Identification)	DEC - Action Document (Identification)		0K	10/10/2016	<input type="checkbox"/>
Financing decision and other related documents (link to Vista)	DEC - Annual Action Programme		0K	23/12/2014	<input type="checkbox"/>
checklist	Financial control sheet	XLS	0K	24/11/2014	<input type="checkbox"/>

Select all documents in all subfolders Select All Unselect All

Selected Files

Entity	Title	Classification	Type	Size (kB)	Date Last	
D-22772	DRAFT avenant N°1 dispositions techniques et administratives- DTA	Rider	DOC	0K	05/12/2014	<input type="checkbox"/>
D-22772	Financing Agreement (General Conditions - Annex I)	DEC - Financing agreement (including annexes)	PDF	0K	11/07/2012	<input type="checkbox"/>
D-22772	document de programmation PACS révisé	Programming document	DOC	0K	21/08/2014	<input type="checkbox"/>

Total Size: 0 K Remove Selection

Download

At any moment, you can deselect a file previously selected. To do that, you can deselect a file in the "Available Documents" table, by clicking again on the ticked checkbox, or by clicking the "trash" button in the "Selected files" table. A "Remove selection" button is also available, allowing you to clear the entire set of selected documents.

PROJECT INFORMATION ROM INFORMATION CRIS LIBRARY HISTORY

Decision 22772

- Contract
 - C-325148 Mission d'appui au démarrage d'appui à
 - C-330626 Mission d'appui au démarrage du Progra
 - C-333659 Mission d'assistance technique sur l'état
 - C-347449 Mission d'assistance technique et de forr
 - C-350797 Assistance technique d'un expert juriste
 - C-352491 Paiement des frais engagés suite à l'ann
 - C-356813 Mission de sélection des établissements
 - C-357910 Mission d'assistance technique à l'UAP d
 - C-360825 Devis Programme de Démarrage relatif ;
 - C-360985 Mission d'AT en appui à la définition d'ur
 - C-362229 Consolidation du nouveau dispositif d'oir
 - C-362371 ACCOMPAGNEMENT DU PROGRAMME D'
 - C-362373 Implementation of the EBRD Small Busi
 - C-363050 Appui institutionnel en matière des risqu
 - C-363213 Assistance technique dans le domaine d
 - C-363724 MISSION D'ASSISTANCE TECHNIQUE EN
 - C-379354 Vérification de dépenses des DP 2015 et
 - C-392394 Évaluation à mi-parcours du Programme
 - C-398155 Vérification des dépenses des DP du PAF

Available Documents

Title	Classification	Type	Size (kB)	Date Last	Select
DRAFT avenant N°1 dispositions techniques et administratives- DTA	Rider	DOC	0K	05/12/2014	<input checked="" type="checkbox"/>
Financing Agreement (General Conditions - Annex I)	DEC - Financing agreement (including annexes)	PDF	0K	11/07/2012	<input checked="" type="checkbox"/>
document de programmation PACS révisé	Programming document	DOC	0K	21/08/2014	<input checked="" type="checkbox"/>
DRAFT avenant n° 1 Conditions particulières	Rider	DOC	0K	05/12/2014	<input type="checkbox"/>
Avenant 01 SCs signed	DEC - Rider to the Financing Agreement	PDF	0K	23/03/2015	<input type="checkbox"/>
DEC - Avenant à la Convention de Financement	DEC - Rider to the Financing Agreement		0K	18/08/2014	<input type="checkbox"/>
DEC - Action Document (Identification)	DEC - Action Document (Identification)		0K	10/10/2016	<input type="checkbox"/>
Financing decision and other related documents (link to Vista)	DEC - Annual Action Programme		0K	23/12/2014	<input type="checkbox"/>
checklist	Financial control sheet	XLS	0K	24/11/2014	<input type="checkbox"/>

Select all documents in all subfolders Select All Unselect All

Selected Files

Entity	Title	Classification	Type	Size (kB)	Date Last	
D-22772	DRAFT avenant N°1 dispositions techniques et administratives- DTA	Rider	DOC	0K	05/12/2014	<input type="checkbox"/>
D-22772	Financing Agreement (General Conditions - Annex I)	DEC - Financing agreement (including annexes)	PDF	0K	11/07/2012	<input type="checkbox"/>
D-22772	document de programmation PACS révisé	Programming document	DOC	0K	21/08/2014	<input type="checkbox"/>

Total Size: 0 K Remove Selection

Download

4. The system calculates the total size of the zip file to be downloaded.

There is a maximum size that can be downloaded in each .zip file. If you exceed this limit when selecting a new file, the system will alert you.

ROM DETAILS

The selection has reached maximum allowed size.

Project/programme reference: D-23849
Project title: Support to Civil Society and Media in Jordan
Status: Final report

Project information ROM information Library ROM reporting documents History

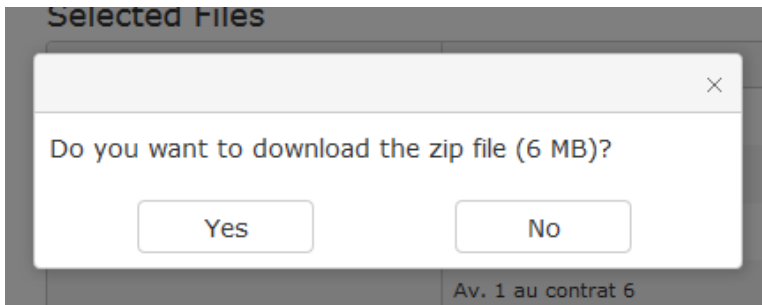
- Decision 23849
 - Contract
 - C-347257 Support to Media in Jordan
 - C-369644 Operational Programme Estiamte no.2 t
 - C-371371 TA to Support the National Centre for I
 - C-374961 Communication and Visibility of the EU :
 - C-378748 Strengthening of Think Tanks, Youth Ir
 - C-379438 TA to NCHR to Manage, Monitor and Ev
 - C-380261 Support to NCHR on Managing Consult:

Available Documents

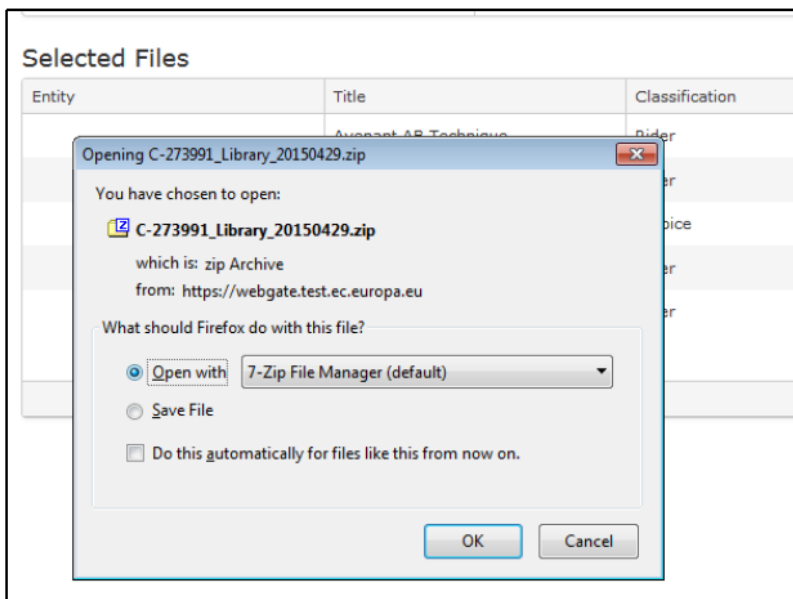
Title	Classification	Type	Size (kB)	Date Last	Select
DEC - Action Document (Formulation)	DEC - Action Document (Formulation)	DOC	0K	10/10/2016	<input type="checkbox"/>
Rider no. 1	Rider	PDF	0K	25/09/2016	<input checked="" type="checkbox"/>
Financing Agreement - TAPs	DEC - Financing agreement (including annexes)	DOC	0K	21/11/2013	<input checked="" type="checkbox"/>
Signed Amendment No 1 to FA	Rider	PDF	0K	29/09/2016	<input checked="" type="checkbox"/>
Financing Agreement - Special Conditions signed	DEC - Financing agreement (including annexes)	PDF	0K	28/11/2013	<input checked="" type="checkbox"/>

Select all documents in all subfolders Select All Unselect All

5. Click the "Download" button to create a .zip file with the selected files. The system first asks a confirmation to download the selected document(s):



6. The system creates a .zip file and asks you to open it or to save it on a disk.



The structure of the .zip file is the same as the one in the tree view.

Do not forget to save the .zip file on your computer to extract all documents.

i Remark: If you accidentally click the "Cancel" button, you just have to re-click the "Download" button because the system keeps your selection in memory.

3.3 History Tab

The history of the ROM mission is now displayed in a dedicated tab, which shows the list of steps (status) the ROM review went through, along with users and dates.

Date	Status	User
14/07/2016	Draft report commented	ROM
21/06/2016	Draft report	PEREZ BORJA Marta
31/05/2016	Desk Phase started	CASTELLS VICENTE LAIA
30/05/2016	ROM review approved	hajdoev

The history of the ROM mission is available in both ROM Workplan and ROM Missions and can be used by all users except Non-Core Experts.

3.4 ROM Missions - Management of Missions and Reports

When a ROM review is approved by the ROM Coordinator, it becomes visible in the "Missions" section. The diagram below presents the steps for the ROM review missions. **Deadlines for comments by EC services are blocking.**

MAIN TASKS FOR COMPLETING THE REPORTING AND APPROVAL

- ✓ ROM Experts conduct a number of quantitative and qualitative analyses, answer the MQ, summarise findings in the ROM Report, draw conclusions and put forward recommendations. If a new logframe matrix is needed they finalise the version agreed upon with the OM and IP.
- ✓ ROM Experts and QC Experts respectively quality control the draft deliverables. They interact as necessary to improve the report.
- ✓ ROM Contractors upload the ROM report and its attachments, including the MQs documents, into the ROM module (timeframe: at the latest **14 calendar days** after the end of the field phase);
- ✓ OMs download the ROM report and attachments and submit consolidated comments to the ROM Contractor, through an online form available in the ROM module (timeframe: at the latest **21 calendar days** after uploading of the Report by the ROM Contractor);
- ✓ ROM Experts address comments and submit the final report to the ROM Contractor who uploads it to the ROM module (timeframe: at the latest **14 calendar days** after receipt of the OM comments);
- ✓ OMs provide any additional comments and a final rating of the report through the ROM module (timeframe: at the latest **21 calendar days** after uploading of the Final Report).



3.4.1 Download the ROM templates

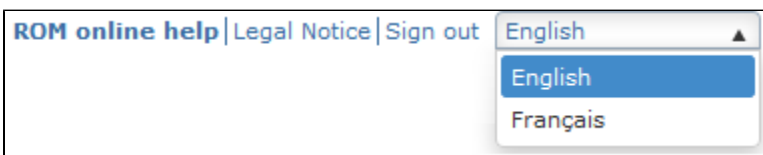


Watch the [e-learning video](#) for this step.

ROM Experts are requested to use standard templates that are pre-filled with key information and must be downloaded from the ROM module for each specific ROM review. The set of templates which is to be filled for each ROM review includes the ROM report and the monitoring questions (a commented version of the two templates is available in the ROM Handbook). For multi-country ROM reviews, the ROM Expert(s) will deliver the documents per country as well.


In order to be able to download the templates, the status of the ROM Review must be "ROM review approved" or "Desk phase started". This action can be done **maximum 6 weeks before the field phase starts**.

To download the French version of the templates, please select the French language from the top menu of the ROM module:



Core Experts cannot download ROM templates for ROM reviews for which they are NOT assigned as Experts. In addition, they cannot download ROM templates for ROM reviews for which they are assigned as QC Experts. Non-Core Experts see all the ROM Reviews for their lot, in read-only mode.

1. To download the ROM templates, you can access the "Download templates" screen in two different ways: via the dashboard or the "Details" menu.

Via the Missions Dashboard, by clicking on the "Download" icon  in the "Action" column:

WORKPLAN **MISSIONS** SEARCH

ROM REVIEWS - PROJECTS AND PROGRAMMES

31 - 40 of 71 items [Export to Excel](#)

Action	P/P Ref.	P/P Title	ROM Lot	EU/Unit	Geographic Implement...	OM	ROM Experts	QC ROM Expert	Field phase start date	Final Report	Status
	C-358728	Projet NASDIE: Nouvelles Actions Solidaires pour l'insertion socioéconomique des jeunes exclus	1	Algeria	Single-country	SANTRICH BADAL CAROLINA	MCLEMENTS Colin	POIRSON Jacques	16/01/2017	18/03/2017	Draft report commented
	C-362189	Contribuer à rendre la société civile actrice de la gouvernance locale en matière de gestion des ressources naturelles et dans le respect des droits humains	1	Tunisia	Single-country	PEIGNALUX QUINTIN	EL OUAFI Redouan	POIRSON Jacques	13/12/2016	06/02/2017	Draft report commented
	C-356396	Support to the Central Elections Commission Palestine	1	West Bank and Gaza Strip	Single-country	FARBELLO MARIA	AIGNER Dietmar	EGUGUREN Rafael	23/01/2017	15/03/2017	Draft report commented
	C-354211	Civil society cooperation between Palestinian and Israeli professionals in the field of disabilities as a means of promoting peace building.	1	West Bank and Gaza Strip	Single-country	MASCAGNA LAURA	PURVIS Gordon	EGUGUREN Rafael	17/01/2017	16/03/2017	Draft report commented
	C-336357	Support to wastewater services in Jordanian communities hosting Syrian refugees	1	Jordan	Single-country	GIOE MAURO	SARNACKI Jerzy	SOER Gert	04/12/2016	18/02/2017	Draft report commented
	C-332341	Technical Assistance programme in support of the Mediterranean Urban Projects Finance Initiative (UPFI TA)	1	Regional Programmes Neighbourhood South	Multi-country	JANSEN TALANDER	BADOLLI Francesco	POIRSON Jacques	13/11/2016	13/02/2017	Draft report commented
	C-254582	Destruction of PFM-1 series ammunition in Belarus	1	Belarus	Single-country	HERMALAHTI OUTA	RAMAZZOTTI marco	SOER Gert	17/10/2016	22/02/2017	Draft report commented
	C-278255	Southern & Eastern Mediterranean Project Preparation framework to fast-start EBRD support to the region	1	Regional Programmes Neighbourhood South	Multi-country	ELANDER OGGERO MALIN	SCHWAB Laurent	SOER Gert	16/01/2017	18/03/2017	Desk Phase started
	C-333451	Delegation Agreement SASME	1	Egypt	Single-country	MAZZUCCO FRANCESCA	DEVREKIAN Rubina	POIRSON Jacques	07/03/2017	03/05/2017	Desk Phase started
	C-321636	Gaza Solid Waste Management	1	West Bank and Gaza Strip	Single-country	LINDORO LAURA	SARNACKI Jerzy	SOER Gert	17/01/2017	15/03/2017	Desk Phase started

10 items per page 31 - 40 of 71 items

Via the "Details" menu click on the CRIS reference and select the "Download templates" tab:

ROM DETAILS

Project/programme reference C-269645
Project title Open Europe Scholarship Scheme
Status Desk Phase started

Project information ROM information Library ROM reporting documents **Download templates** History

Key Information

Type of ROM Projects and Programmes
Geographic Implementation Multi-country
ROM Lot 1 - European Neighbourhood
Related P/P reference(s)

ROM dates

Exercise 2016
Field phase start date 20/06/2016
Planned date for draft report 12/07/2016
Deadline for EC comments 06/09/2016
Field phase end date 28/06/2016
Planned date for final report 16/08/2016

2. Click on the "Download ROM templates" button to download the pre-filled ROM templates – ROM Report and Monitoring Questions:

WORKPLAN **MISSIONS** SEARCH

ROM DETAILS

Project/programme reference C-278255
Project title Southern & Eastern Mediterranean Project Preparation framework to fast-start EBRD support to the region
Status Desk Phase started

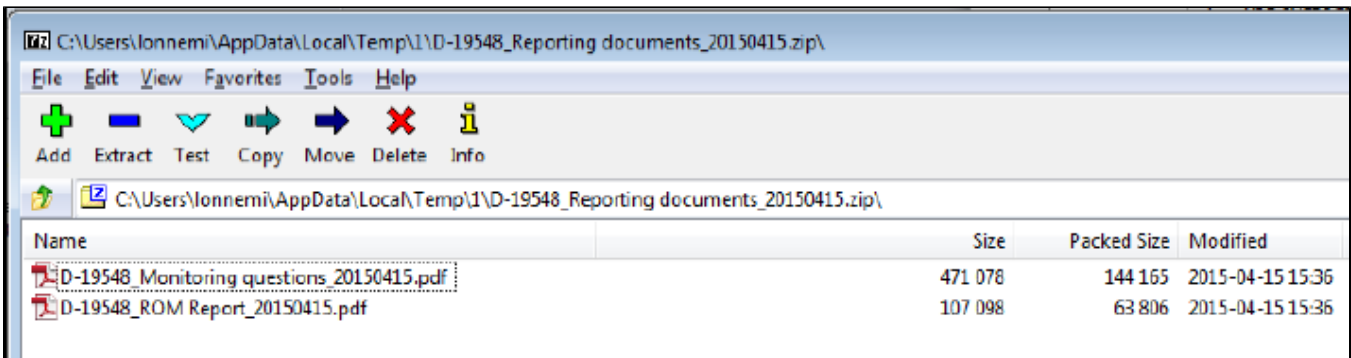
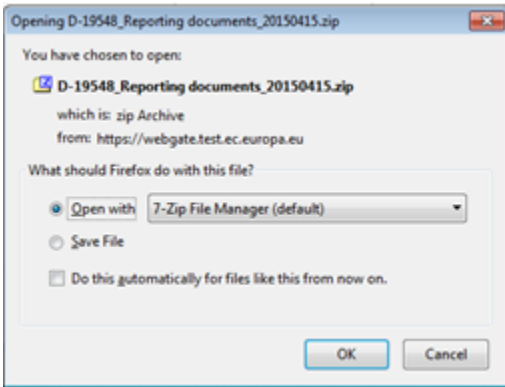
Project information ROM information Library ROM reporting documents **Download templates** History

Type of ROM Projects and Programmes

ROM reporting documents to download

- ROM report
- Monitoring questions
- Download ROM templates**

3. The system downloads the two ROM Templates in a .zip file. Open and extract the two ROM templates from the .zip file or save the .zip file on one disk (for a later extraction).



Notes:

It is possible to download the templates more than once, provided that the ROM review status is "ROM review approved" or "Desk phase started". If you download the ROM Templates several times, you can only upload the last downloaded versions. If you try to upload an older version, you will get an error message. Templates are available in English or in French, based on your language selection in the top menu.

Once you have downloaded the templates, the status of the ROM Review becomes "Desk phase started" (even if you click on the "Cancel" button). The icon to "upload" the draft reporting documents also appears in the dashboard under "Action to be taken".

3.4.2 Fill-in the ROM Templates



Watch the [e-learning video](#) for this step.

Before starting:

- There are 2 types of ROM reporting documents to be completed by the ROM Expert: the ROM report and the Monitoring questions.
- For multi-country ROM reviews, Experts and Contractors are requested to download and then upload the MQ file for each country visited, in addition to the multi-country MQ.
- For Trust Fund projects, the EC may request additional reports and MQ files, based on ad hoc needs. Any additional reporting requirement should be approved in advance by the ROM Coordination Team.
- After downloading the zip file with the ROM templates, extract the file from the zip folder.

Important notes about the ROM Report:

- You must type some text in all the following fields:
 - Executive Summary
 - Context
 - Description of Target group(s) and final beneficiaries
 - Relevance
 - Coordination, complementarity and EU added value
 - Intervention Logic, Learning & Monitoring
 - Efficiency
 - Effectiveness
 - Sustainability
 - Cross-cutting issues

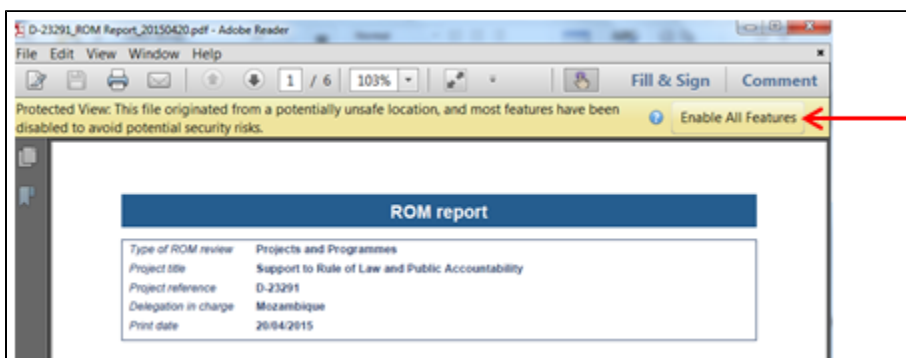
- Communication and Visibility
- At least one conclusion and at least one recommendation must be filled in.
- There is a maximum number of characters defined (between 500 and 5.000 characters) depending on the section:
 - Context: max. 4000 characters
 - Description of the intervention logic: max. 7000 characters
 - Each finding: max. 12000 characters
 - Each conclusion: max. 3000 characters
 - Each recommendation: max. 2000 characters

Important notes about the Monitoring Questions:

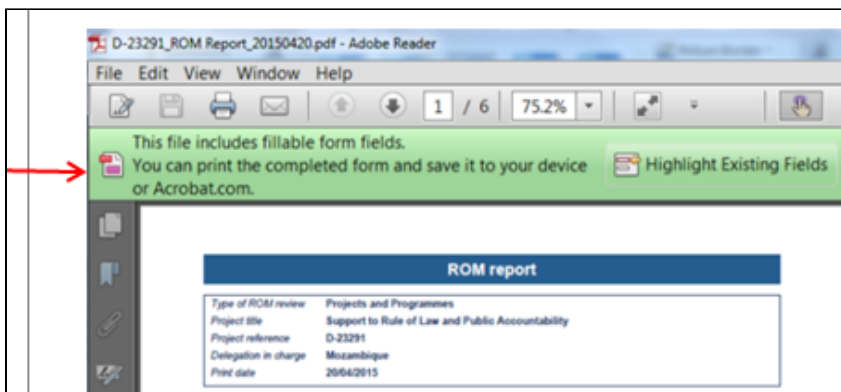
- You must select a grading (green/orange/red) for all questions. An overview of the individual scores will be then displayed on the first page of the template. (See the ROM Handbook for conditions.)
- You must indicate the availability of all essential project/programme documents listed, by selecting the value "Yes" or "No" or "N/A".
- You must fill in the "name" and "category" of at least one person interviewed.

Note that you need to have Adobe reader DC installed in order to fill in and save the templates (the software is free).

1. Open the ROM Report and Monitoring Questions downloaded.
2. In the PDF files, do not forget to click on "Enable all features" – otherwise you will not be able to fill them in:



3. You may click on the left-hand icon to hide the option:



Note that ROM Report and Monitoring Questions are pre-filled with the latest project data extracted from CRIS (Key Information, Financial Data and main Dates) and ROM data extracted from the ROM Workplan. For projects not represented in CRIS, CRIS data is substituted by ABAC data.

ROM report

Type of ROM review	Projects and Programmes
Project title	Community Budget contribution to the NIF - ENPI South Region
Project reference	D-19548
Unit in charge	M04_DEVCO F 04
Print date	15/04/2015

Project – Key information

Domain (instrument)	ENPI - Neighbourhood - Mediterranean & Eastern Europe
DAC sector	43010 - Multisector aid
Zone benefitting from the action	Region Neighbourhood
Type of Project/Programme	Geographic
Geographic Implementation	Single-country
Entity in charge	NEAR B 02
OM in charge	NINO PAGE FERNANDO

Project – Financial data on 15/04/2015

Total budget	158 000 000 €
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4. To fill in the templates, you can type text as in a normal text editor (Microsoft Word, etc.) - note that the functionalities are limited in PDF. You can also paste text from a text processor (such as Microsoft Word or Notepad). If the text is too long, a vertical scrollbar appears at the right and you can scroll it to see the full text. The font resizes automatically to fit the text in a single page (a limit to the reduction of the size of the text has been defined). There is a feature that counts the characters left, in order to help you produce reports that fit the maximum characters restrictions.

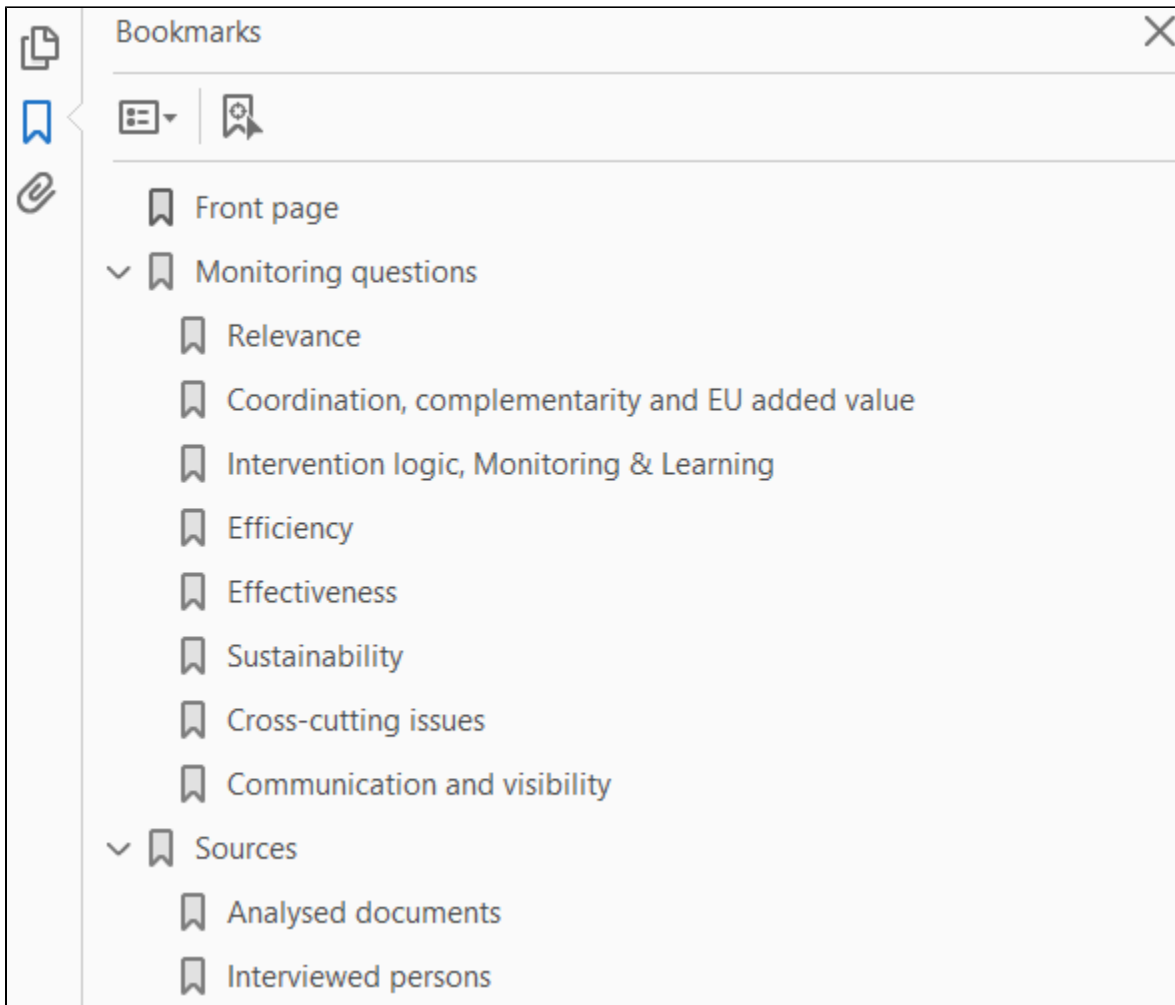
Project Synopsis

Description of the context with a focus on the problematic to be addressed by the actio 3958 characters left

Description to be provided in this textbox

5. For the internal quality control, you can use the "sticky notes" to comment on the ROM reporting documents, if necessary. Click the place in the file where the sticky notes has to appear and fill in the comments.

6. Use the bookmarks to navigate across sections of the ROM templates.



i Please Note


- Neither of the PDF ROM reporting documents can be uploaded on the ROM module if they are not properly filled in;
- Using editing software other than Adobe may corrupt PDF files;
- If the EUD approved a ROM review in two exercises, please pay special attention to download the templates of the exercise in which you are going to include this ROM review. The EUD would need to choose a "NO" reason for ROM request for the other exercise: you can contact [INTPA SUPPORT SERVICES](#) or [NEAR APPLICATION SUPPORT](#) for assistance.

3.4.3 Upload the draft ROM Reporting Documents

Notes:

- After internal quality control, the ROM Contractor (not the Expert) has the responsibility to upload the draft version of the ROM reporting documents and submit it to EC services for comments.
- ROM Contractors can upload ROM reporting documents only for their lot;
- Uploading the Reports/Monitoring Questions using web forms is recommended to avoid any PDF compatibility issues.

3.4.3.1 Using the web forms

1. Access the "Upload ROM Reporting Documents" tab of the corresponding ROM Review by clicking the  icon in the "Action" column in the Missions dashboard;

ROM REVIEWS - PROJECTS AND PROGRAMMES

Action	P/P Ref.	P/P Title	ROM Lot	EUD/Unit
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	D-23469	DIVECO II - Programme d'appui à la diversification de l'économie - Secteur Pêche	1	Algeria
	C-368814	Innov'Asso: les métiers et compétences du secteur associatif au service de l'employabilité des jeunes Algériens	1	Algeria
	C-368757	A'AMAL: Acteurs locaux agissant ensemble en faveur de l'employabilité et l'insertion professionnelle des jeunes des wilayas de Annaba et de Khenchela	1	Algeria
	C-355074	Euro-Mediterranean Political Research and Dialogue for Inclusive Policymaking Processes and Dissemination through Network Participation	1	Regional Programmes Neighbourhood South

- Click on "Fill in the ROM report Webform" or "Fill in the Monitoring Questions web form";

ROM reporting documents to upload

ROM report
 Or
[\(ROM report.pdf\)](#)

Monitoring questions
 Or
[\(Monitoring questions.pdf\)](#)

Monitoring questions per visited country

Armenia
 Or

Belarus
 Or

Georgia
 Or

Ukraine
 Or

- Start filling in the various sections of the ROM Report/Monitoring Questions templates;

ROM Report

Executive Summary

Executive Summary* 7000 characters left

Fields marked with asterisk (*) are mandatory

Close

- Click on the "Save" button to keep your modifications.

Note that it is possible to fill part of the Report/MQs and come back to it later. The system will show you missing fields in red but will save the file.

- Click on the "Close" button to go back to the 'ROM Reporting documents to upload' page.

Once saved, a PDF file will be generated by the system. You can view the latest file saved by clicking on the hyperlink, as illustrated below.

ROM reporting documents to upload


ROM report
 Or
[\(ROM report.pdf\)](#)

Monitoring questions
 Or
[\(Monitoring questions.pdf\)](#)

3.4.3.2 Using the PDF templates



Watch the e-learning video for this step.

1. Access the "Upload ROM Reporting Documents" screen via the 'Missions' dashboard by clicking on the "Upload"  icon in the "Action" column.

WORKPLAN **MISSIONS** SEARCH

ROM REVIEWS - PROJECTS AND PROGRAMMES

31 - 40 of 71 items [Export to Excel](#)

Action	PIP Ref.	PIP Title	ROM Lot	EUD/Unit	Geographic Implement...	OM	ROM Experts	QC ROM Expert	Field phase start date	Final Report	Status
	C-368728	Projet NASDIE: Nouvelles Actions Solidaires pour l'insertion socioéconomique des jeunes exclus	1	Algeria	Single-country	SANTRICH BADAL CAROLINA	MCLEMENTS Colm	POIRSON Jacques	16/01/2017	18/03/2017	Draft report commented
	C-362189	Contribuer à rendre la société civile actrice de la gouvernance locale en matière de gestion des ressources naturelles et dans le respect des droits humains	1	Tunisia	Single-country	PEIGNAUX QUENTIN	EL OUAFI Redouan	POIRSON Jacques	13/12/2016	06/02/2017	Draft report commented
	C-356396	Support to the Central Elections Commission Palestine	1	West Bank and Gaza Strip	Single-country	FARIELLO MARIA	AIGNER Dietmar	EGUGUREN Rafael	23/01/2017	15/03/2017	Draft report commented
	C-354211	Civil society cooperation between Palestinian and Israeli professionals in the field of disabilities as a means of promoting peace building.	1	West Bank and Gaza Strip	Single-country	MASCAGNA LAURA	PURVIS Gordon	EGUGUREN Rafael	17/01/2017	16/03/2017	Draft report commented
	C-336357	Support to wastewater services in Jordanian communities hosting Syrian refugees	1	Jordan	Single-country	GIOE MAURO	SARNACKI Jerzy	SOER Gert	04/12/2016	18/02/2017	Draft report commented
	C-332341	Technical Assistance programme in support of the Mediterranean Urban Projects Finance Initiative (UPPI TA)	1	Regional Programmes Neighbourhood South	Multi-country	JANSEN TALANDER	BADIOLI Francesco	POIRSON Jacques	13/11/2016	13/02/2017	Draft report commented
	C-254582	Destruction of PFH-1 series ammunition in Belarus	1	Belarus	Single-country	HERHALAHTI OUTA	RAMAZZOTTI marco	SOER Gert	17/10/2016	22/02/2017	Draft report commented
	C-278255	Southern & Eastern Mediterranean Project Preparation framework to fast-start EBRD support to the region	1	Regional Programmes Neighbourhood South	Multi-country	ELANDER OGGERO MALIN	SCHWAB Laurent	SOER Gert	16/01/2017	18/03/2017	Desk Phase started
	C-333451	Delegation Agreement SASME	1	Egypt	Single-country	MAZZUCCO FRANCESCA	DEVIRKYAN Rubina	POIRSON Jacques	07/03/2017	03/05/2017	Desk Phase started
	C-321636	Gaza Solid Waste Management	1	West Bank and Gaza Strip	Single-country	LINDORO LAURA	SARNACKI Jerzy	SOER Gert	17/01/2017	15/03/2017	Desk Phase started

10 items per page

2. The "Upload ROM Reporting Documents" is displayed and allows you to upload the ROM reporting documents (for Trust Fund projects, you may upload additional ROM reporting documents if this is requested by the Operational Manager in charge and agreed with the ROM Coordination Team):

WORKPLAN **MISSIONS** SEARCH

UPLOAD ROM REPORTING DOCUMENTS

Project/Programme reference C-350232

Title The independence of the Judiciary in Lebanon: A social priority.

Type of ROM Project/programme

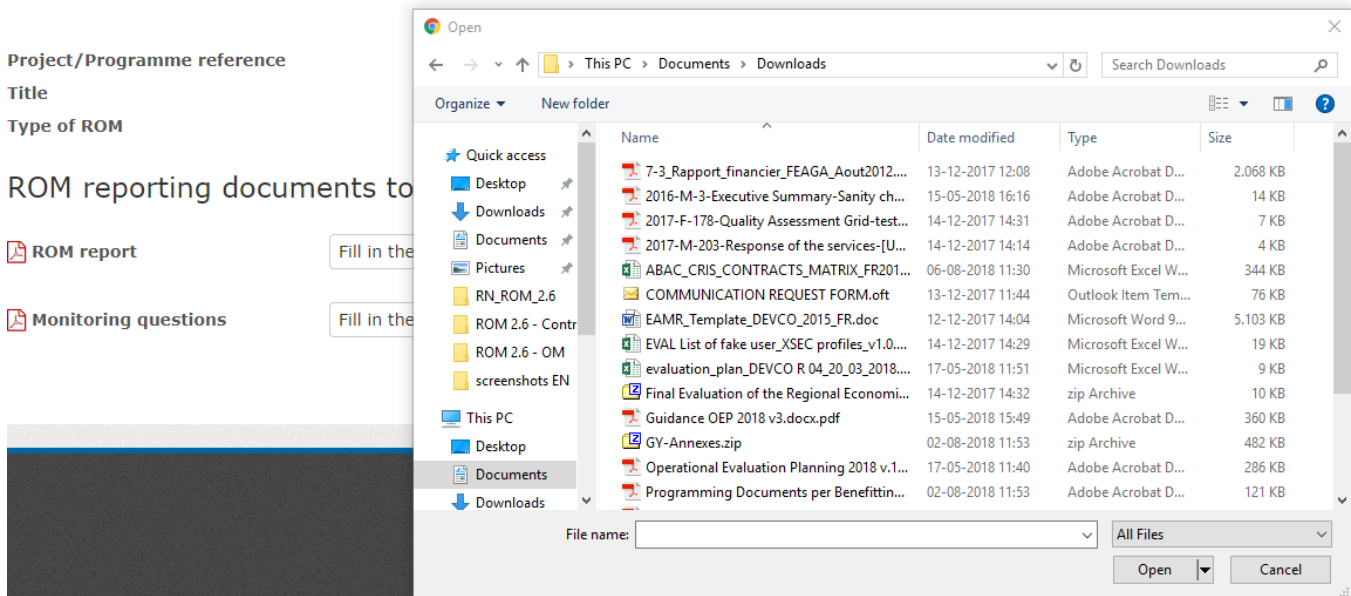
ROM reporting documents to upload

ROM report Or

Monitoring questions Or

3. To upload the "ROM Report" .pdf file, click on the "Upload PDF template" button next the "ROM Report" label. A pop-up will open, allowing you to browse for the location of your files:

UPLOAD ROM REPORTING DOCUMENTS



4. Select the "ROM Report" .pdf file in the dialogue box and click the "Open" button to upload it in the ROM module.

5. The system makes some checks before uploading the file in the ROM module:

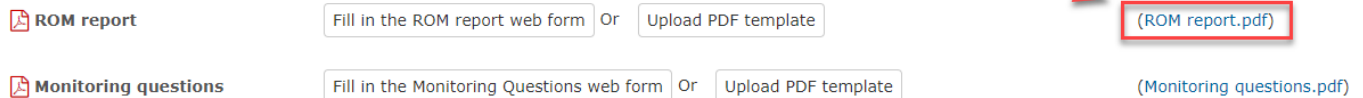
- It verifies that it is a .pdf file
- It verifies the template type (that it is a "ROM Report" and not a "Monitoring Questions" file and vice-versa, as the case may be)
- It verifies that the reference of the "ROM report" to be uploaded is the same as the one shown on the screen.

If it is not the case, the "ROM Report" .pdf file is not uploaded in the ROM module and a warning message is displayed.

6. If all the conditions are fulfilled, the "ROM Report".pdf file is uploaded in the ROM Module.

Remark: as long as the status of the ROM review is "Desk phase started", you can upload successive versions of the ROM Report. Each time you upload a new version of the ROM Report, you will be able to view it by clicking on the file name hyperlink.

ROM reporting documents to upload




7. Perform the same steps as above for the "Monitoring Questions" .pdf file (click on the "Upload PDF template" button and upload the file).

After uploading both documents, you will be able to communicate the actual mission dates (if different from the planned dates).

8. The "Submit" button will be displayed. Once you click on it, the documents will become available for the Operational Manager and Focal Point for their comments. If you updated the mission dates, the actual dates will replace the planned ones in the "ROM information" tab and in the consolidated ROM report.

ROM reporting documents to upload


 ROM report

Fill in the ROM report web form Or Upload PDF template

 Monitoring questions

Fill in the Monitoring Questions web form Or Upload PDF template


Actual dates of mission

	Start mission date	End mission date
Consuelo NAVARROSUSINO	15/02/2017 	24/02/2017 

Submit

9. A confirmation will pop up when you click on "Submit". Once you click on "Yes", the system confirms that the two ROM reporting documents have been submitted. The status of the ROM review becomes "Draft report"

UPLOAD ROM REPORTING DOCUMENTS

 The monitoring documents have been submitted.

If comments by the Operational Manager / ROM Focal Point have been saved but not submitted, you will receive a specific notification inviting you to check the ROM module for comments before finalising the ROM reporting documents.

3.4.4 Upload the Final ROM Reporting Documents



Watch the [e-learning video](#) for this step.

As Contractor, you will be able to upload the final ROM reporting documents as soon as the OM / FP have commented the draft versions, or after 21 days.

Based on the Operational Managers' comments, the Expert may need to revise the ROM Report or the Monitoring Questions. After internal Quality Control, you will upload final versions.

1. If the reporting documents have been modified, you have to make modifications in the web form version or re-upload the files by following the steps described in [3.4.3 Upload the draft ROM reporting documents](#).
2. If the reporting documents have not been modified, the system will automatically make a copy of the draft version for its submission as final version. You will have to click on "Finalize" to submit.

UPLOAD ROM REPORTING DOCUMENTS

ⓘ The Operational Manager will not be able to see the uploaded documents until you have finalised them (by clicking on Finalise button)

Project/Programme reference C-350232
Title The independence of the Judiciary in Lebanon: A social priority.
Type of ROM Project/programme

ROM reporting documents to upload

 **ROM report** Or

 **Monitoring questions** Or

Finalize

The ROM report and MQs will then become available again for the OM / FP to comment upon. They will receive an e-mail notification.

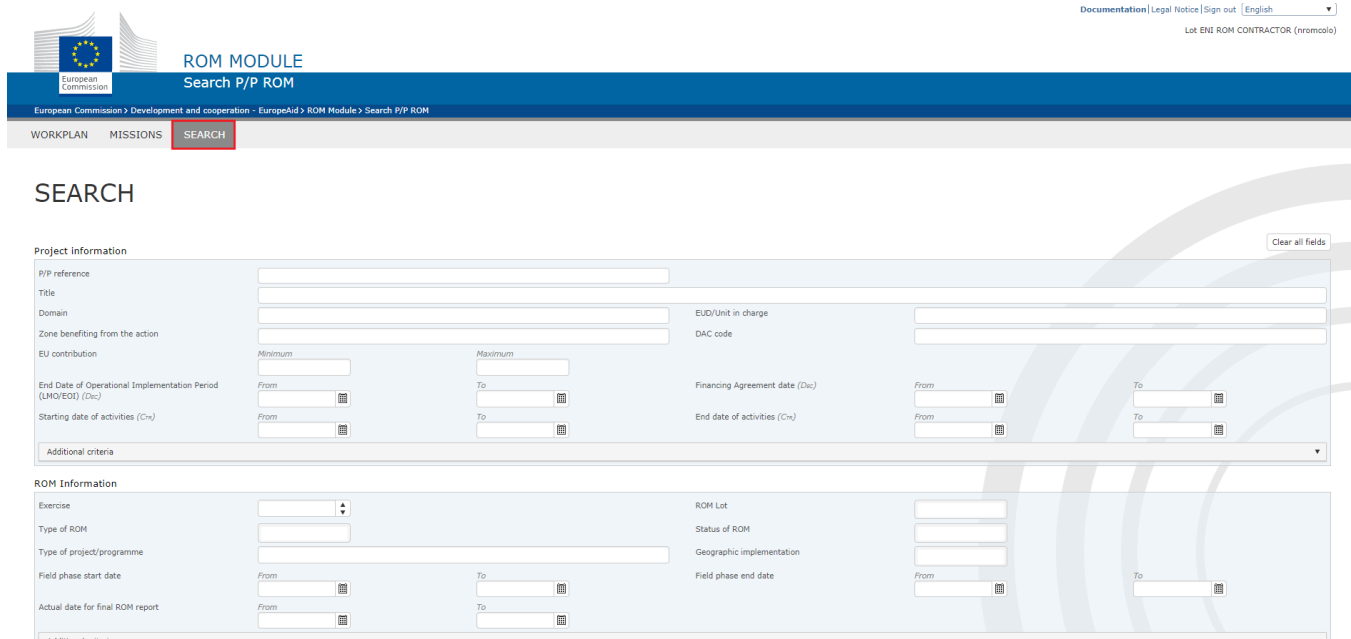
Please note: ROM Contractors can view comments on the Draft report regardless of the status of the ROM review.

3.5 Search Functionality

Once in status "ROM review completed", ROM reviews no longer appear in the "Missions" tab, and can be retrieved through the search functionality only.

Navigate to the **'Search'** section on the top menu. Various search criteria are displayed, including:

- Project / programme information
- ROM information
- Words in the text of ROM reports



The search functionality may also be used to retrieve Trust Fund projects separately.

[Chapter 2 - Screens and Navigation in ROM](#)
[Chapter 4 - Help for ROM](#)

Chapter 4 - Help for ROM



[ROM Manual for Contractors and Experts](#) > **4. Help for ROM**

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4. Help

If you encounter any technical issue, please contact the [INTPA SUPPORT SERVICES](#) or [NEAR APPLICATION SUPPORT](#) functional mailbox.

Your request will be treated at the earliest possible.

Once the IT Helpdesk registers your help request, you will receive an automatically generated email which will contain the reference of your request ('SMT Reference' - the number prefixed by "IM"). Please use this reference in any future communication with the Helpdesk regarding this same request.

[Chapter 3 - Main actions step-by-step in ROM Manual for Contractors and Experts - ROM](#)