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ROM User Manual for Contractors and Experts

If your Internet connection is slow, you can also read this manual in [PDF format](#).

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ROM User Manual for Contractors and Experts - Chapter 1

Chapter 1: BEFORE STARTING

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- 1. Before starting
-

Document History

Date	Modification
August 2015	Document creation
April 2016	Updated with the workplan functionalities (2.0)
July 2016	Update 2.1
October 2016	Update
January 2017	Update 2.2
February 2017	Update 2.2.2
April 2017	Update 2.2.3
July 2017	Update 2.3

1. Before starting

If this is the first time that you use the ROM module, start by testing your access. Open the ROM module in Firefox or Chrome and use your EU Login credentials to log in:

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 (Key or Non-Key)
- Contractor

When the ROM Coordinator approves the experts in the ROM module, they will be automatically granted access to the ROM review(s) they are assigned to. Key Experts will be granted access to all ROM reviews of their lot.

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

Related pages

Chapter 2: Screens and Navigation

All chapters

ROM User Manual for Contractors and Experts - Chapter 2

Chapter 2: SCREENS AND NAVIGATION

Contents

[2. Screens and navigation](#)

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 two main sections "Workplan" and "Production" (2), and a left menu. Each item of the left menu leads to a different page of the application.

1. [ROM online help](#) | [Legal Notice](#) | [Sign out](#) | [English](#)

Lot ENI ROM CONTRACTOR (nromcolo)

European Commission

ROM MODULE
Dashboard

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

2. **WORKPLAN** PRODUCTION

3. **Production**
Dashboard
Search

ROM REVIEWS - PROJECTS AND PROGRAMMES

1 - 10 of 13 items

Export to Excel

Action to be t...	CRIS Ref	Project / Programme Title	ROM Lot	EUD / Unit	Geo Imple...	OM in charge	ROM Experts	QC ROM Ex...	Field phase ...	Final Report...	Status of R...
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	C-335420	Communal Infrastructure Program (CIP)	1	Armenia	Single-country	PAPIAN MONICA	AL SALAH Jamal	BERNARD Jean-Luc	26/07/2016	22/09/2016	Desk Phase started
	C-172250	MA-01 Deuxième programme national de routes rurales (PNRR2)	1	Morocco	Single-country	LEGROS JACQUES			17/04/2016	07/06/2016	ROM review approved
	C-220643	Improved Water and Wastewater Services Programme - NIP Contribution	1	Egypt	Single-country	AYAD AYMAN	KARREN John		28/04/2016	18/06/2016	ROM review approved
	C-267117	Bonification d'intérêts sur prêt de la BEI	1	Tunisia	Single-country	PEIGNAUX QUENTIN	ALIOUI Farida	AÏCHA Zinaï	17/12/2015	06/02/2016	ROM review approved
	C-271262	Subscription and Management in the name of KfW and for the account of the European Commission of a participation in the MENA Fund for Micro-, Small and Medium Enterprises (SANAD) as well as a contribution to the ancillary TA Facility.	1	Regional Programmes Neighbourh... South	Multi-country	NINO PAGE FERNANDO	MENARD Sylviane, GERAMO Gianfranco, GLAVAS davor		12/05/2016	09/07/2016	ROM review approved
	C-301709	Education, Training & Employment Support for Palestine Refugee Youth in Lebanon	1	Lebanon	Multi-country	PIQUERAS ABEL	SZKUDLAR... Valerie		04/12/2016	03/02/2017	ROM review approved

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

The **Production** 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



As a Non-Key Expert you will only have access to the Production tab, which is used for managing missions and reports

Related pages

[Chapter 3: Main actions step by step](#)

[Chapter 1: Before starting](#)

[All chapters](#)

ROM User Manual for Contractors and Experts - Chapter 3

Chapter 3: MAIN ACTIONS

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 - 3.1.1 Budget estimation by Contractors
 - 3.1.2 Manage ROM Experts
 - 3.1.3 Experts selected by Contractor
 - 3.1.4 Overview of who can perform which actions and when

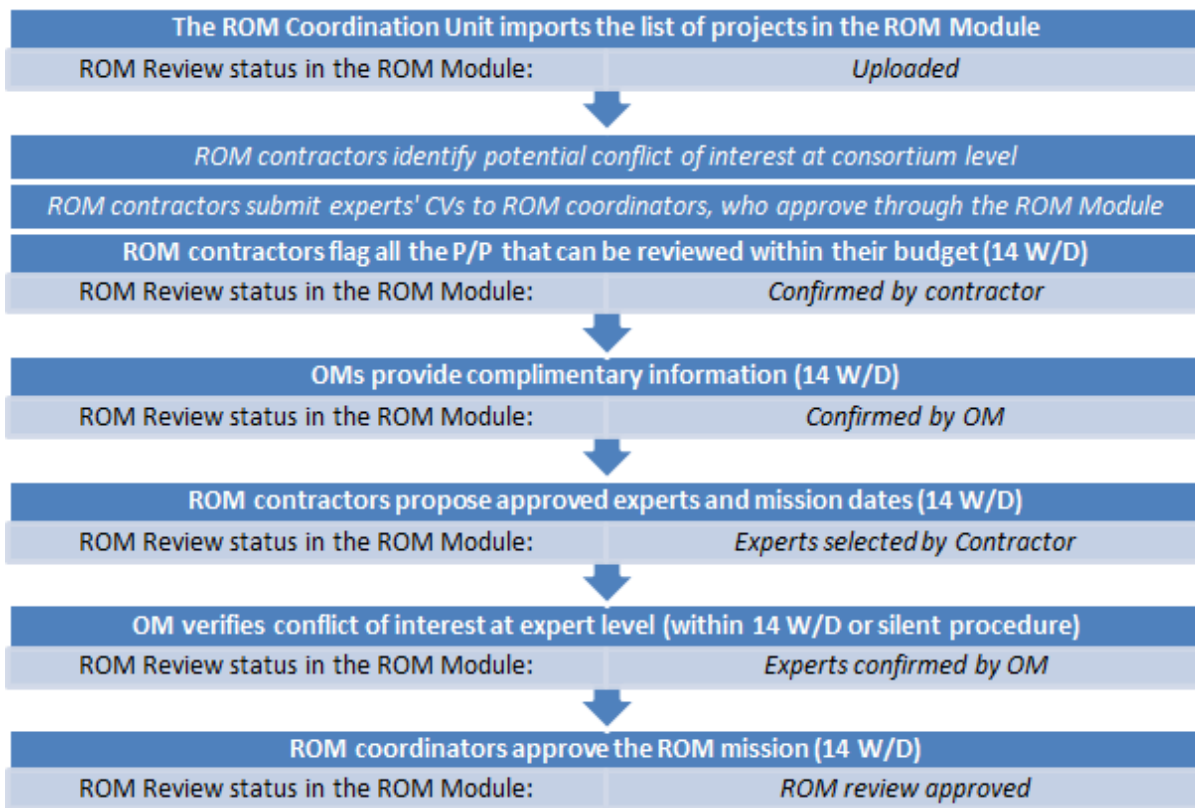
- 3.2 Access the CRIS library
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 - 3.3.1 Download the ROM templates
 - 3.3.2 Fill in the ROM templates
 - 3.3.3 Upload the draft ROM reporting documents
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- 3.5 ROM Experts

3. Main actions step by step

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:



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. 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 DEVCO, 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.

In the ROM module, the projects and programmes for which a ROM review has been requested are sorted by priority and budget in descending order. ROM reviews primarily focus on projects and programmes with implementation problems and, subsequently, on other projects and programmes for which a ROM review would have a particular interest.

This is the list of priorities:

- Yes – Problematic
- Priority – Lack of Expertise
- Priority – Innovative
- Priority – Not Visited
- Yes – Lack of Expertise
- Yes – Innovative
- Yes – Not Visited
- No – Security issues/Natural disaster
- No – MTR (Mid Term Review)
- No - Unproductive
- No

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 "Reason for ROM request" and click on "Submit". You will be notified of the change.

Workplan
Manage Workplan

Experts

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	CRIS Ref	Project title	Reason for ROM request	Lot	EUD/ Unit	Oper. Manag.	Geog. Impl.	Start mission date	ROM Experts	Status
Yes					C-335420	Communal Infrastructure Program (CIP)	Yes - Problematic	1	Armenia	PAPIAN MONICA	Single-country			Uploaded
Pending					C-131551	Subvention - BEI - bonification d'intérêts ONAS IV	Yes - Problematic	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 - Problematic	1	Budget, Finance and Control	LAYWARD MARK	Single-country			Uploaded
Yes					C-347097	East Invest II	Yes - Problematic	1	Georgia, Moldova and Cross-Border Cooperation	PELLIER ISABELLE	Multi-country			Uploaded
Yes					C-346958	Decentralisation and Local Development Support Programme	Yes - Problematic	1	Jordan	GIORGI GIORGIO	Single-country			Uploaded
Yes					C-351068	Scaling-up of emergency restoration and stabilization of livelihoods of affected Syrian populations	Yes - Problematic	1	Syria	ABOU AZZAM HANNAH JANINE	Single-country			Uploaded
Yes					C-352792	SUPPORT TO THE IMPLEMENTATION OF THE ASSOCIATION AGREEMENT AND OF THE NATIONAL STRATEGY IN THE TRANSPORT SECTOR IN UKRAINE	Yes - Problematic	1	Ukraine	ANDREEVA TEODORA	Single-country			Uploaded
Yes					C-349372	Support to the Pre-Trial Investigation, Prosecution and the Defence Set-Up in Moldova	Yes - Problematic	1	Moldova	NEAGA VICTORIA	Single-country			Uploaded
Yes					C-339586	Autonomisation des mères célibataires avec leurs enfants au Maroc dans le respect de leurs droits et dignité	Yes - Problematic	1	Morocco	FERNANDES PAULA CRISTINA	Single-country			Uploaded
Yes					C-334949	Travaux de reconstruction du pont Sica3-Castor.	Yes - Problematic	1	Central African Republic	NGOSSELE JUSTIN	Multi-country			Uploaded

DETAILS

Project/programme reference: C-270255
Project title: Southern & Eastern Mediterranean Project Preparation framework to fast-start CDRD support to the region
Status: Confirmed by contractor

PROJECT INFORMATION | ROM INFORMATION | CRIS LIBRARY

Additional information needed

Reasons for ROM request:

Geographic Implementation:

Related CRIS ref:

Proposed time for ROM review:

Contact for the implementing partner:

General comments:

Notes:

The EAMR project list is prepared by DEVCO.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 the ROM Coordinator first. If the ROM Coordinator approves, the Units / Delegations can contact **DEVCO APPLICATION SUPPORT** or **NEAR APPLICATION SUPPORT** to request the upload of the project to the ROM module.

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

The screenshot shows the 'ROM MODULE Manage Workplan' interface. The page title is 'ROM MODULE Manage Workplan'. The breadcrumb trail is 'European Commission > Development and cooperation - EuropeAid > ROM Module > Manage Workplan'. The main content area is titled 'WORKPLAN' and includes a note: '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"'. Below the note is a dropdown menu set to '2016' and a 'Change exercise' button. A table of projects is displayed with columns: Contractor budget, OM dates, Contractor experts, OM CoI, Coord validation, CRIS Ref, Project title, Reason for ROM request, Lot, EUD/ Unit, Oper. Manag., Geog. Impl., Start mission date, ROM Experts, and Status. The 'Contractor budget' column contains a dropdown menu with options: Pending, Pending, Yes, Pending, Pending, Pending, Pending. The table contains six rows of project data.

Contractor budget	OM dates	Contractor experts	OM CoI	Coord validation	CRIS Ref	Project title	Reason for ROM request	Lot	EUD/ Unit	Oper. Manag.	Geog. Impl.	Start mission date	ROM Experts	Status
<input type="text"/>														
Pending					C-342023	Kramatorsk municipal electric transport power substation modernization	Priority - Not Visited	1	Ukraine	LADNYI SERGIY	Single-country			Uploaded
Pending					C-312786	Wooden architecture in cultural landscape: new challenges in modern world	Yes - Lack of Expertise	1	Russia	ZABRODOTSKAYA NATALIA	Multi-country			Uploaded
Yes					C-336111	Gouvernance locale et droits des femmes	Yes - Lack of Expertise	1	Morocco	FERNANDES PAULA CRISTINA	Single-country			Uploaded
Pending					C-315058	Consolidation of civil society efforts to provide and protect the rights of children in conflict with the law	Yes - Lack of Expertise	1	Russia	BOKAREVA TATIANA	Single-country			Uploaded
Pending					C-342105	Municipal Partnerships for Energy Efficiency in Sambir and Zhovkva, Ukraine	Yes - Not Visited	1	Ukraine	LADNYI SERGIY	Single-country			Uploaded
Pending					C-340998	BLAGO - bettering livelihood of vulnerable and low income communities in Siberia through enhancement of capabilities and role of grassroots CSOs and groups	Yes - Not Visited	1	Russia	KARNOVICH LENA	Single-country			Uploaded

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 2016. If you want to change, select a different year and click on the button "Change exercise"

2016 Change exercise

Contractor budget	OM dates	Contractor experts	OM CoI	Coord validation	CRIS Ref	Project title	Reason for ROM request	Lot	EUD/ Unit	Oper. Manag.	Geog. Impl.	Start mission date	ROM Experts	Status
<input type="text"/>					<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Yes ▲					C-342023	Kramatorsk municipal electric transport power substation modernization	Priority - Not Visited	1	Ukraine	LADNYI SERGIY	Single-country			Uploaded
Pending					C-312786	Wooden architecture in cultural landscape: new challenges in modern world	Yes - Lack of Expertise	1	Russia	ZABRODOTSKAYA NATALIA	Multi-country			Uploaded
Pending					C-336111	Gouvernance locale et droits des femmes	Yes - Lack of Expertise	1	Morocco	FERNANDES PAULA CRISTINA	Single-country			Uploaded

Your selection will not be visible to Operational Managers, Focal Points, and ROM Coordinators 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 CoI	Coord validation	CRIS Ref	Project title	Reason for ROM request	Lot	EUD/ Unit	Oper. Manag.	Geog. Impl.	Start mission date	ROM Experts	Status
Yes X					<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Yes	✓				C-107173	Facilité de capital à risque - tranche 2005	Yes - Problematic	1	Financial Assistance: Policy and Strategy	BELTRAME LARA	Algeria, Tunisia	01/11/2016	BAGIROV Fuad, BERTRAN Serge	Confirmed by OM
Yes					C-317083	Support to FEMIP 2013	Yes - Problematic	1	Financial Assistance: Policy and Strategy	BELTRAME LARA	Multi-country			Confirmed by contractor
Yes					C-220643	Improved Water and Wastewater Services Programme - NIP Contribution	Yes - Problematic	1	Egypt	AYAD AYMAN	Single-country			Confirmed by contractor
Yes	✓	✓			C-335135	Integrated and Sustainable Housing and Community Development Programme in Egypt - Pilar I	Yes - Problematic	1	Egypt	CITARELLA LUCA	Single-country	19/10/2016	BAGIROV Fuad	Experts selected by contractor
Yes					C-331912	Sewerage Nablus East (EU-KW-PA funds)	Yes - Problematic	1	West Bank and Gaza Strip	COLLETTE SOPHIE	Single-country			Confirmed by contractor
Yes	✓	✓			C-335305	SEMED Regional Sustainable Energy Finance Facility : Phase 1 Morocco and Jordan Sustainable Energy Finance Facility (SEFF) Implementation Support	Yes - Problematic	1	Regional Programmes Neighbourhood South	DEWALEYNE CYRIL	Jordan, Morocco	30/10/2016	ANDREYANOVA Marina, BORZONI Matteo	Experts selected by contractor
Yes	✓	✓			C-335420	Communal Infrastructure Program (CIP)	Yes - Problematic	1	Armenia	PAPIAN MONICA	Single-country	26/10/2016	MUSIALKOWSKI Przemyslaw	Experts selected by contractor
Yes					C-278255	Southern & Eastern Mediterranean Project Preparation framework to fast-start EBRD support to the region	Yes - Problematic	1	Regional Programmes Neighbourhood South	NINO PAGE FERNANDO	Multi-country			Confirmed by contractor
Yes	✓	✓	✓	✓	D-23205	Reinforce and Expand the modernisation of the services sector in Jordan	Yes - Problematic	1	Jordan	RYCZAN ANITA	Single-country	24/07/2016	JENTSCH Thomas	Desk Phase started
Yes	✓				D-23469	DIVECO II - Programme d'appui à la diversification de l'économie - Secteur Pêche	Yes - Problematic	1	Algeria	RIVAGORDA LAETTITIA	Single-country			Confirmed by OM

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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 "Reason for ROM request" beginning with "Yes" or "Priority". 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 Change exercise

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 2016. If you want to change, select a different year and click on the button "Change exercise"

2016

Contractor budget	OM dates	Contractor experts	OM CoI	Coord validation	CRIS Ref	Project title	Reason for ROM request	Lot	EUD/ Unit	Oper. Manag.	Geog. Impl.	Start mission date	ROM Experts	Status
<input type="text"/>					<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Yes					C-342023	Kramatorsk municipal electric transport power substation modernization	Priority - Not Visited	1	Ukraine	LADNYI SERGIY	Single-country			Uploaded

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.

1. Select the "Workplan" tab in the upper-hand menu, and then select the "Experts" option:

WORKPLAN PRODUCTION

Workplan
Manage WP
Experts

EXPERTS LIST

Login ECAS	Last name	First name	E-mail	Type	Sector	Lot	Status	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
nabigaha	abigail	hansen	abigail.hansen.france@gmail.com	Non Key		3	Approved	
nallayub	ALI	Ayub	srds.bd@gmail.com	Non Key		3	Approved	
nbakerbd	BAKER	Jo	joannabaker4@gmail.com	Non Key	Biological security	3	Approved	
nbarmeca	BARME MASSUN	Catherine	kutchpatan.mac.com@mac.com	Non Key		3	Approved	
nbaydain	BAYDA	Inna	ibayda@vodafone.com	Non Key		3	Approved	
nboenick	BOENISCH	Nick	nick.boenisch@gmail.com	Non Key		3	Approved	
nbughica	BUHIGAS SCHUBERT	carlos	carlos@buhigas-schubert.com	Non Key		3	Approved	
nbussherv	BUSSCHAERT	Hervé	hervebusschaert@hotmail.com	Non Key		3	Approved	
ncaweng	CAI	Wenguo	wenguo_cai@rogers.com	Non Key		3	Approved	
ncalzabd	CALZA BINI	Daniele	calzabini@gmail.com	Non Key		3	Approved	

1 - 10 of 68 items

Add

2. 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

ECAS ID or email address

3. Click on the "Select" button. If the EU login of the expert exists, he/she will be added to the list of experts.

The list of sectors of expertise is detailed hereafter:

- Agriculture & rural development
- Biological security

- Chemical security
- Civil society
- Culture and media
- Development and security nexus, including peace and conflict resolution, drugs and migration
- Education
- Emergency / humanitarian projects
- Employment, social policies, social protection
- Energy
- Environment, natural resources, water, climate change and climate action
- Good Governance, democracy, rule of law, human rights, gender
- Health
- Information and Communications Technology
- Nutrition, sustainable agriculture, food security, fisheries, aquaculture, marine environment PFM and macroeconomics stability (related to Budget Support)
- Public administration, including decentralisation, and Local Authorities
- Private sector development
- Regional & territorial cooperation and integration
- Statistics and performance measurement
- Trade, business environment, private sector development, competitiveness & innovation
- Transport
- Twinning
- Water and sanitation.

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 2016. If you want to change, select a different year and click on the button "Change exercise"

2016 Change exercise

Contractor budget	OM dates	Contractor experts	OM CoI	Coord validation	CRIS Ref	Project title	Reason for ROM request	Lot	EUD/ Unit	Oper. Manag.	Geog. Impl.	Start mission date	ROM Experts	Status
<input type="text"/>					<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					C-340998	BLAGO - bettering livelihood of vulnerable and low income communities in Siberia through enhancement of capabilities and role of grassroots CSOs and groups	Yes - Not Visited	1	Russia	LN-X55B241 Fn-x55b241	Single-country			Uploaded
					C-306146	Cairo Metro Line 3 Phase 3	No	1	Egypt	LN-X55B241 Fn-x55b241	Single-country			Uploaded

Export to Excel

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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

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 organizing 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	<input checked="" type="radio"/>	01/11/2016	06/11/2016
Anguilla	BELLO OSHANAHAN Nayra	<input type="radio"/>	02/11/2016	07/11/2016
Antigua and Barbuda	ALIOUI Farida	<input type="radio"/>	05/11/2016	10/11/2016
Costa Rica		<input type="radio"/>		

Planned date for Draft Report: 24/11/2016

QC expert: BERNARD Jean-Luc

Consortium Conflict of interests:

Comments:

Submit

4. Click on "Submit" in order to validate your choice. The OM in charge of the project and the 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". The ROM contractor can change the selected QC expert until the ROM review is in status "Final report" (included).

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

In case of a Consortium conflict of interest, the ROM contractor will tick the box marked below and click on the button 'Save'. The correspondence between ROM coordinator 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 on the box 'Solve conflict of interests at consortium level' 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 Coordinator
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
Reason for ROM Review					
From Yes, Priority to No	OM, ROM FP, Admin	Uploaded -> Desk phase started	Y	Uploaded	Yes - to CTR
From Yes to Yes or Priority	OM, ROM FP, Admin	Uploaded -> Desk phase started	N		Yes - to CTR
From Priority to Yes or Priority	OM, ROM FP, Admin	Uploaded -> Desk phase started	N		Yes - to CTR
From No to Yes or Priority	OM, ROM FP, Admin	Uploaded	N	Uploaded	Yes - to CTR
From No to No	OM, ROM FP, Admin	Uploaded	N	Uploaded	
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
CRIS Related References	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
Proposed time for ROM review	OM, ROM FP, Admin	Confirmed by contractor - Desk phase started	N		Yes - to CTR
OM General Comments	OM, ROM FP, Admin	Uploaded - Desk phase started	N		Yes - to CTR
Contacts of the Implementing Partner	OM, ROM FP, Admin	Confirmed by contractor - Desk phase started	N		Yes - to CTR
ROM Expert	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
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.

1. 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.

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

The screenshot shows the 'ROM DETAILS' page for project C-335420. The 'Library' tab is active, displaying a tree view on the left and an 'Available Documents' table on the right. The tree view shows a folder for 'Contract 335420' containing a 'Decision D-23087'. A red arrow points from the 'Decision D-23087' folder to the 'Available Documents' table. A green arrow labeled 'Tree view' points to the tree view. The 'Available Documents' table lists three PDF files: 'CTR - Contract's Specific Conditions & Description of the Action', 'CTR - Budget', and 'CTR - General Conditions'. Below the table are 'Select All' and 'Unselect All' buttons. At the bottom, there is a 'Selected Files' table with columns for Entity, Title, Classification, Type, Size (kB), and Date Last.

Title	Classification	Type	Size (kB)	Date Last	Select
CTR - Contract's Specific Conditions & Description of the Action	CTR - Contract's Specific Conditions	PDF	0K	22/01/2014	<input type="checkbox"/>
CTR - Budget	CTR - Budget	PDF	0K	22/01/2014	<input type="checkbox"/>
CTR - General Conditions	CTR - General Conditions	PDF	0K	22/01/2014	<input type="checkbox"/>

Entity	Title	Classification	Type	Size (kB)	Date Last
--------	-------	----------------	------	-----------	-----------

3. You can select a file in the "Available documents" table by ticking the corresponding checkbox. A "Select all" button is 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 Library ROM reporting documents Download templates

Contract: 335420
Decision
D-23087

Available Documents

Title	Classification	Type	Size (kB)	Date Last	Select
CTR - Contract's Specific Conditions & Description of the Action	CTR - Contract's Specific Conditions	PDF	0K	22/01/2014	<input checked="" type="checkbox"/>
CTR - Budget	CTR - Budget	PDF	0K	22/01/2014	<input checked="" type="checkbox"/>
CTR - General Conditions	CTR - General Conditions	PDF	0K	22/01/2014	<input type="checkbox"/>

Select All Unselect All

Selected Files

Entity	Title	Classification	Type	Size (kB)	Date Last	
C-335420	CTR - Contract's Specific Conditions & Description of the Action	CTR - Contract's Specific Conditions	PDF	0K	22/01/2014	<input type="checkbox"/>
C-335420	CTR - Budget	CTR - Budget	PDF	0K	22/01/2014	<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 Library ROM reporting documents Download templates

Contract: 335420
Decision
D-23087

Available Documents

Title	Classification	Type	Size (kB)	Date Last	Select
CTR - Contract's Specific Conditions & Description of the Action	CTR - Contract's Specific Conditions	PDF	0K	22/01/2014	<input checked="" type="checkbox"/>
CTR - Budget	CTR - Budget	PDF	0K	22/01/2014	<input checked="" type="checkbox"/>
CTR - General Conditions	CTR - General Conditions	PDF	0K	22/01/2014	<input type="checkbox"/>

Select All Unselect All

Selected Files

Entity	Title	Classification	Type	Size (kB)	Date Last	
C-335420	CTR - Contract's Specific Conditions & Description of the Action	CTR - Contract's Specific Conditions	PDF	0K	22/01/2014	<input checked="" type="checkbox"/>
C-335420	CTR - Budget	CTR - Budget	PDF	0K	22/01/2014	<input checked="" 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 the maximum allowed size.

Project/programme reference: C-273991 Show project/programme detail

Programme d'accès aux services énergétiques. Commune rurale SAFO

Project information ROM information Library ROM reporting documents

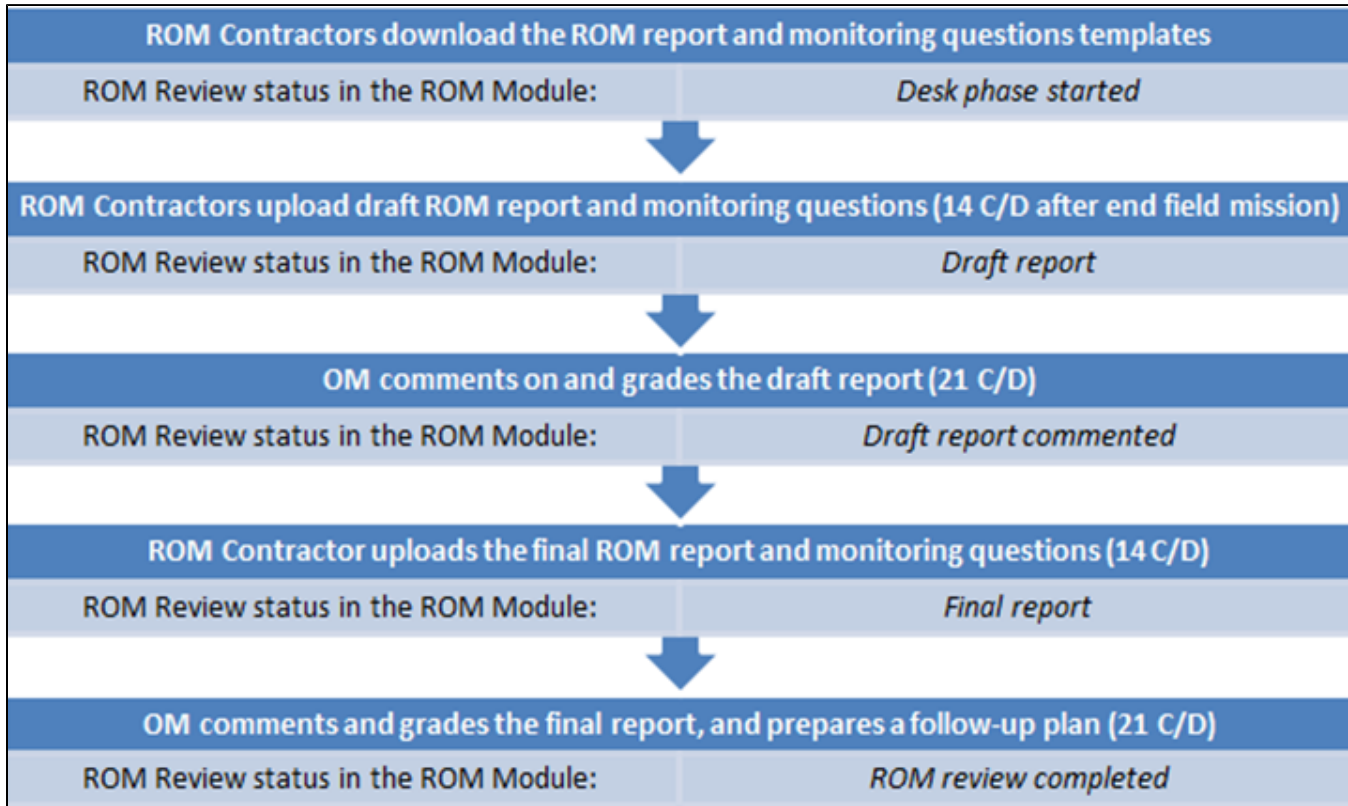
- CONTRACT 273991
 - attached documents
 - Invoice
 - 2011/039-552 (Pre-financing cost claim)
 - 2014/006-180 (Cost claim)
 - Decision

Available Documents

Title	Classification	Type	Size (kB)	Date Last	Select
Av. 1 au contrat 6	Rider	PDF	2095K	26/04/2015	<input checked="" type="checkbox"/>
Av. 1 au contrat 5	Rider	PDF	1742K	26/04/2015	<input checked="" type="checkbox"/>
Av. 1 au contrat 4	Rider	PDF	2152K	26/04/2015	<input checked="" type="checkbox"/>
Contrat SAFO 1	CTR - Contract's Specific Conditions	PDF	2858K	26/04/2015	<input checked="" type="checkbox"/>
Av. 1 au contrat 2	Rider	PDF	1840K	26/04/2015	<input checked="" type="checkbox"/>
Av.1 au contrat	Rider	PDF	1674K	26/04/2015	<input checked="" type="checkbox"/>
Contrat SAFO 3	CTR - Contract's Specific Conditions	PDF	2723K	26/04/2015	<input checked="" type="checkbox"/>
Contrat SAFO 2	CTR - Contract's Specific Conditions	PDF	2611K	26/04/2015	<input checked="" type="checkbox"/>
Av. 1 au contrat 3	Rider	PDF	1968K	26/04/2015	<input type="checkbox"/>

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):

presents the steps for the ROM review missions. **Deadlines for comments by EC services are blocking.**



3.3.1 Download the ROM templates



Watch the e-learning video for this step.

ROM Experts are requested to use standard templates which 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 3 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:


















You can download the ROM templates only for the reviews for which you are defined as expert. Key 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 Production Dashboard, by clicking on the "Download" icon



in the "Action" column:

WORKPLAN		PRODUCTION									
Production											
Dashboard											
Search											
ROM REVIEWS - PROJECTS AND PROGRAMMES											1 - 10 of 13 items
Export to Excel											
Action to be t...	CRIS Ref	Project / Programme Title	ROM Lot	EUD / Unit	Geo Imple...	OM in charge	ROM Experts	QC ROM Ex...	Field phase ...	Final Report...	Status of R...
  	C-335420	Communal Infrastructure Program (CIP)	1	Armenia	Single-country	PAPIAN MONICA	AL SALAH Jamal	BERNARD Jean-Luc	26/07/2016	22/09/2016	Desk Phase started
  	C-172250	MA-01 Deuxième programme national de routes rurales (PNRR2)	1	Morocco	Single-country	LEGROS JACQUES			17/04/2016	07/06/2016	ROM review approved
  	C-220643	Improved Water and Wastewater Services Programme - NIP Contribution	1	Egypt	Single-country	AYAD AYMAN	KARREN John		28/04/2016	18/06/2016	ROM review approved
  	C-267117	Bonification d'intérêts sur prêt de la BEI	1	Tunisia	Single-country	PEIGNAUX QUENTIN	ALIOUI Ferida	AICHA Zinaï	17/12/2015	06/02/2016	ROM review approved
  	C-271262	Subscription and Management in the name of KfW and for the account of the European Commission of a participation in the MENA Fund for Micro-, Small and Medium Enterprises (SANAD) as well as a contribution to the ancillary TA Facility.	1	Regional Programmes Neighbourh... South	Multi-country	NINO PAGE FERNANDO	MENARD Sylviane, DERAMO Gianfranco, GLAVAS davor		12/05/2016	09/07/2016	ROM review approved

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



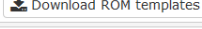
Key Information

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

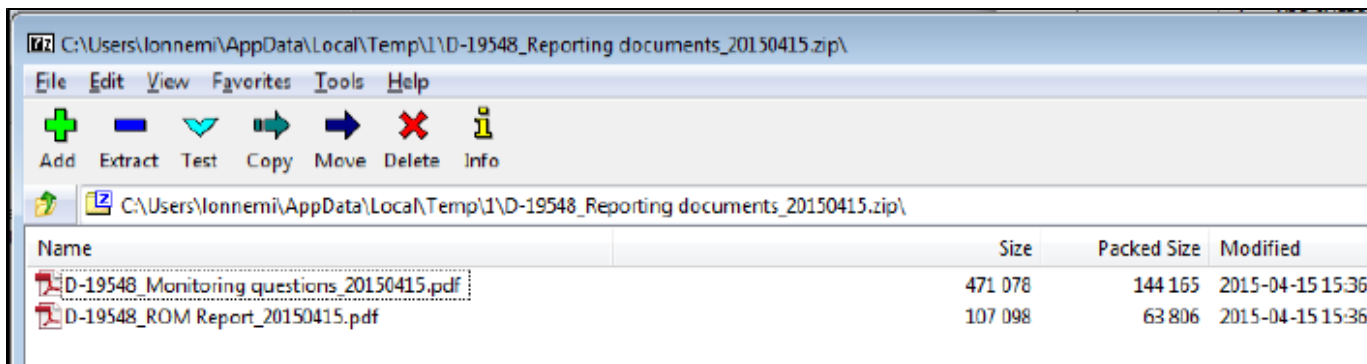
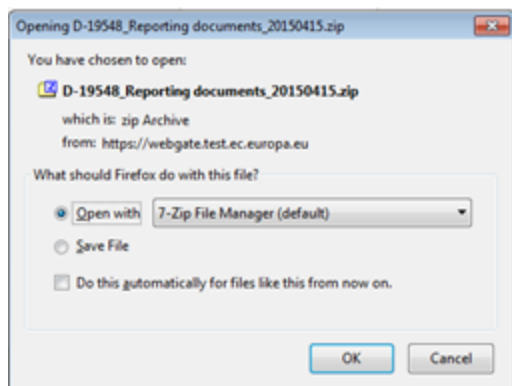
ROM dates

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

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

WORKPLAN		PRODUCTION									
Production											
Dashboard											
Search											
ROM DETAILS											
Project/programme reference		C-335420									
Project title		Communal Infrastructure Program (CIP)									
Status		Desk Phase started									
Project information ROM information Library ROM reporting documents Download templates											
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:

Key experts cannot download ROM templates for ROM reviews for which they are NOT assigned as experts. Also, they cannot download ROM templates for ROM reviews for which they are assigned as QC experts.

Templates are available in English or in French, based on your language selection in the top menu.

You can 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.

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 on the dashboard of the ROM contractor under "Action to be taken".

3.3.2 Fill in the ROM templates



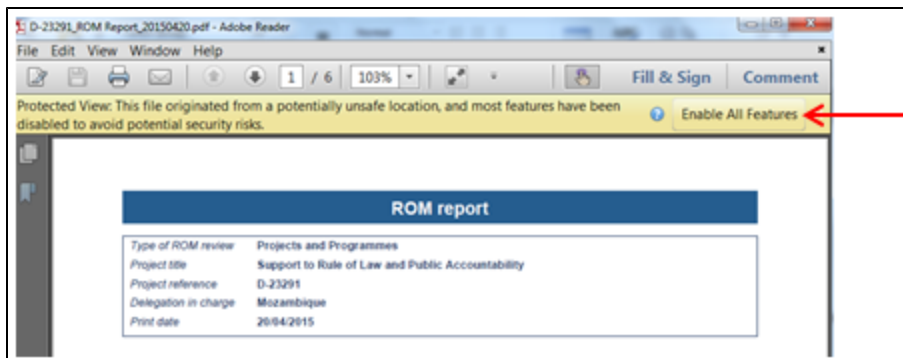
Watch the e-learning video for this step.

Before starting:

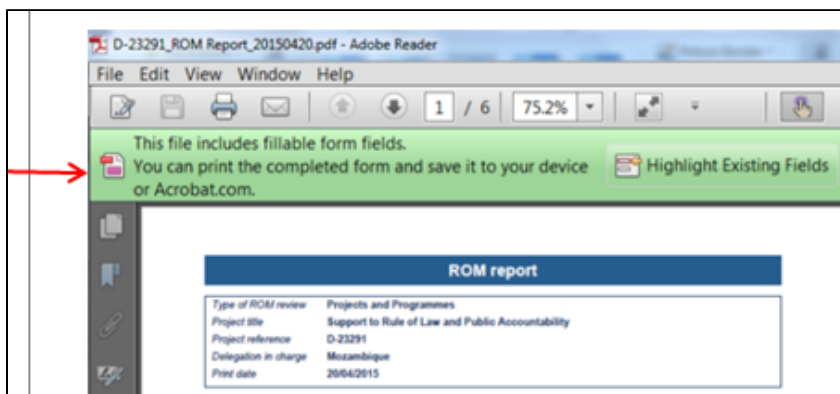
- There are 2 types of ROM reporting documents to be completed by the ROM expert: the ROM report and the Monitoring questions.
- For multi-country ROM reviews, experts and contractors are requested to download and then upload the MQ file for each country visited, in addition to the multi-country MQ
- After downloading the zip file with the ROM templates, extract the file from the zip folder

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.

ROM report	
Type of ROM review	Projects and Programmes
Project title	Support to Rule of Law and Public Accountability
Project reference	D-23291
Delegation in charge	Mozambique
Print date	20/04/2015

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

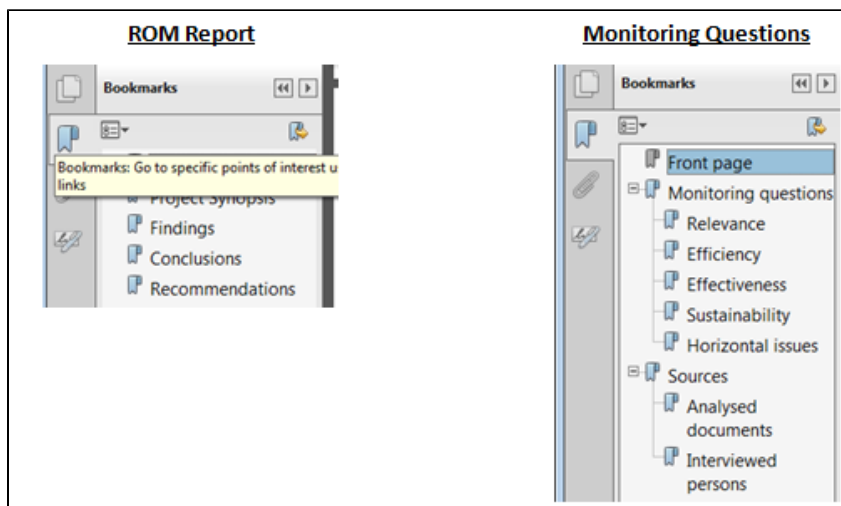
Project – Financial data on 15/04/2015	
Total budget	158 000 000 €

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	
Context	3996 characters left
Test	

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.



Important notes about the **ROM Report**:

- You must type **some text in all the fields**: Context, Description of the intervention Logic, Relevance, Efficiency, Effectiveness and Sustainability.
- 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
 - Each Monitoring question: max. 6000 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 type some text in **all** questions and also in the 4 conclusions (max. 6000 characters for each question).
- 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.

Please note that neither of the ROM reporting documents can be uploaded on the ROM module if they are not properly filled in.

3.3.3 Upload the draft ROM reporting documents



Watch the e-learning video for this step.

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.

1. You can access the "Upload ROM Reporting Documents" screen via the dashboard by clicking on the "Upload" icon in the "Action" column.



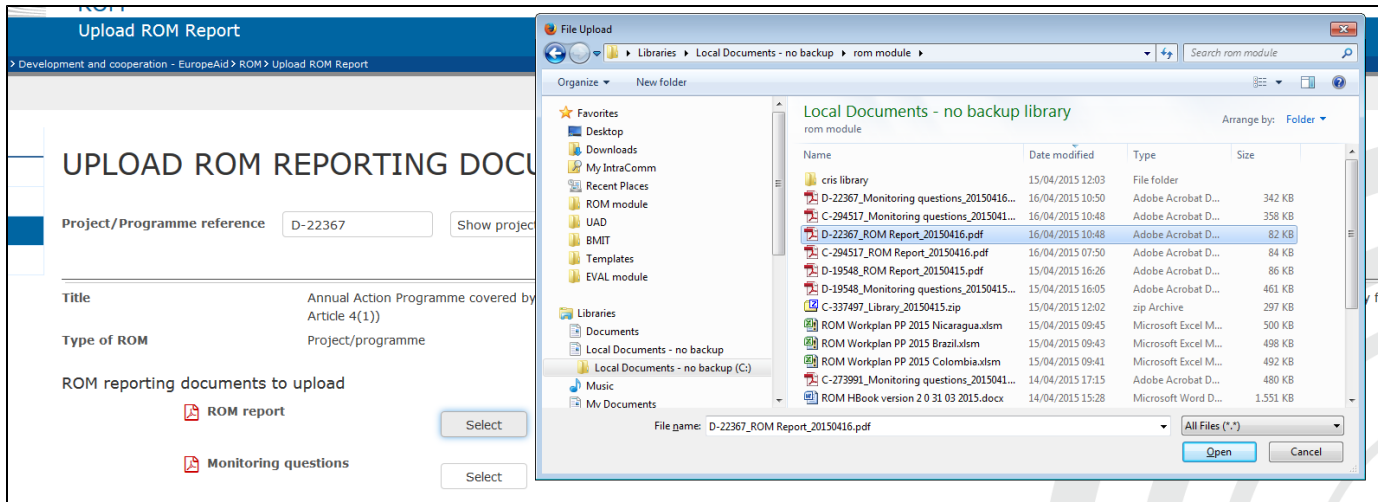
icon in the "Action" column.

WORKPLAN		PRODUCTION									
Production		ROM REVIEWS - PROJECTS AND PROGRAMMES									
Dashboard		1 - 10 of 13 items									
Search		Export to Excel									
Action to be t...	CRIS Ref	Project / Programme Title	ROM Lot	EUD / Unit	Geo Imple...	OM in charge	ROM Experts	QC ROM Ex...	Field phase ...	Final Report...	Status of R...
	C-335420	Communal Infrastructure Program (CIP)	1	Armenia	Single-country	PAPIAN MONICA	AL SALAH Jamal	BERNARD Jean-Luc	26/07/2016	22/09/2016	Desk Phase started
	C-172250	MA-01 Deuxième programme national de routes rurales (PNRR2)	1	Morocco	Single-country	LEGROS JACQUES			17/04/2016	07/06/2016	ROM review approved
	C-220643	Improved Water and Wastewater Services Programme - NIP Contribution	1	Egypt	Single-country	AYAD AYMAN	KARREN John		28/04/2016	18/06/2016	ROM review approved
	C-267117	Bonification d'intérêts sur prêt de la BEI	1	Tunisia	Single-country	PEIGNAUX QUENTIN	ALIOUI Farida	AICHA Zinaï	17/12/2015	06/02/2016	ROM review approved
	C-271262	Subscription and Management in the name of KfW and for the account of the European Commission of a participation in the MENA Fund for Micro-, Small and Medium Enterprises (SANAD) as well as a contribution to the ancillary TA Facility.	1	Regional Programmes Neighbourh... South	Multi-country	NINO PAGE FERNANDO	MENARD Sylviane, DERAMO Gianfranco, GLAVAS davor		12/05/2016	09/07/2016	ROM review approved

2. The " Upload ROM Reporting Documents " is displayed and allows you to upload the two ROM reporting documents:

WORKPLAN		PRODUCTION									
Production		UPLOAD ROM REPORTING DOCUMENTS									
Dashboard											
Search											
Project/Programme reference		C-335420									
Title		Communal Infrastructure Program (CIP)									
Type of ROM		Project/programme									
ROM reporting documents to upload											
ROM report											Select
Monitoring questions											Select

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



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

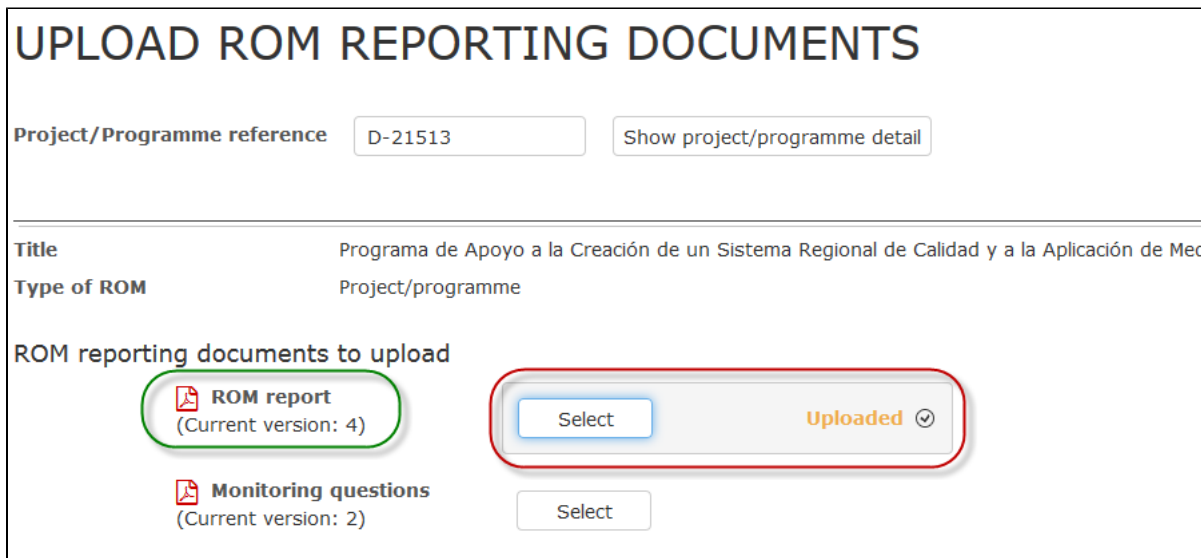
5. The system makes some checks before uploading the file in the ROM module:

- 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, the "Current version" is incremented by one



7. Perform the same steps as above for the "Monitoring Questions" .pdf file (click on the "Select" 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.

UPLOAD ROM REPORTING DOCUMENTS

Project/Programme reference


Title Programa de Apoyo a la Creación de un Sistema Regional de Calidad y
 Type of ROM Project/programme

ROM reporting documents to upload

	ROM report (Current version: 4)	<input type="button" value="Select"/>	Uploaded 
	Monitoring questions (Current version: 2)	<input type="button" value="Select"/>	

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.

Project/Programme reference

3.3.4 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, the final versions will be uploaded by the ROM contractor.

1. If the reporting documents have been modified, the ROM contractor has to re-upload the files by following the steps in the [previous section](#).
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 Monitoring Questions document is still in draft version.

⚠ The ROM Report is still in draft version.

Project/Programme reference

C-312785

Show project/programme detail

Title Zanzibar built heritage job creation

Type of ROM Project/programme

ROM reporting documents to upload



ROM report

(Current version: Draft)

Select



Monitoring questions

(Current version: Draft)

Select

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.

3.4 Search functionality

You can search for ROM reports to learn more about ongoing projects and extract conclusions and recommendations useful for future programming.

Navigate to the **Production** section and click on **Search**. Various search criteria are displayed, including:

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

ROM online help | Legal Notice | Sign out | English

fr-x55b242 In-x55b242 (x55b242)

ROM MODULE

Search P/P ROM

European Commission > Development and cooperation - EuropeAid > ROM Module > Search P/P ROM

WORKPLAN

PRODUCTION

Production

Dashboard

Search

SEARCH

[New search](#)

Project information

P/P reference

Title

Domain

Zone benefiting from the action

EUD/Unit in charge

DAC code

EU contribution Minimum Maximum

End Date of Operational Implementation Period (LHO/EOI) (Dec) From To

Starting date of activities (Crs) From To

Financing Agreement date (Dec) From To

End date of activities (Crs) From To

Additional criteria

ROM Information

Exercise

Type of ROM

Type of project/programme

Field phase start date From To

Actual date for final ROM report From To

ROM Lot

Status of ROM

Geographic implementation

Field phase end date From To

Additional criteria

ROM Report

Synopsis

Findings

3.5 ROM Experts

For a list of ROM experts that have been approved for your lot, go to the Workplan section and click on "Experts". You can use this feature to find the contact details of the expert(s) assigned to your project(s).



Related pages

Chapter 4: Help

Chapter 2: Screens and navigation

All chapters

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4. Help

If you encounter any technical issue, please contact the [DEVCO 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.

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