1. ROM User Manual for Operational Managers and Focal Points .................................................. 2
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Chapter 1 - Introduction to the ROM Module

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.

- If you are an Operational Manager, you should be able to see four tabs in the top bar menu: "Workplan", "Missions", "Search" and "My Tasks". In the Workplan, you will see all the projects in your portfolio which could be subject to ROM review.
- If you are a ROM Focal Point, you should be able to see four tabs in the top bar menu: "Workplan", "Missions", "Search" and "My tasks". In the Workplan, you will see all the projects in your Unit / Delegation which could be subject to ROM review.
- As DEVCO or NEAR staff without a specific role in the ROM process, you will be able to search and download ROM reports.

Note that in the ROM module there are five types of access; for any issues with access, please contact DEVCO APPLICATION SUPPORT or NEAR APPLICATION SUPPORT according to your assignment.

1. **Operational Managers (permissions granted via CRIS):** Every night, the list of Operational Managers in the ROM module is refreshed and aligned with CRIS data. If you need to access the ROM module as Operational Manager, please make sure that your name appears as GESTOPE in CRIS for all the projects of your portfolio;
2. **Focal Points:** As Focal Point, you can act as a backup for all the Operational Managers of your Unit / Delegation. The ROM Coordinator of your Directorate should be informed of your appointment.
3. **ROM Coordinators at Directorate level**
4. **Head of Unit / Head of Cooperation**
5. **Consultation (permissions granted to all staff on a daily basis)**

### Related pages

Chapter 2: Screens and navigation in ROM

All chapters

### Chapter 2 - Screens and navigation in ROM

Version française de cette page

Contents

- 2. Screens and navigation in the ROM module
2. Screens and navigation in the ROM module

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 “Missions” (2), and a left menu. Each item of the left menu leads to a different page of the application.

The two main sections of the ROM module are Workplan and Missions.

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 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.

When you click on either Workplan or Mission, the corresponding dashboard will open. The information displayed is pre-filtered depending on your role:

- For Operational Managers (OMs), all the ROM reviews concerning your projects / programmes are displayed by default;
- For Focal Points (FPs), all the ROM reviews related to your delegation / HQ unit are displayed by default.

You can remove the default filters and use the filters above each column to visualise the information you need. You can export the content of the dashboard to an Excel file by clicking on the button.

In the Mission dashboard, keep an eye on the ROM reviews with the icon.

This icon indicates that you are expected to comment a ROM report (draft or final, as indicated in the “Status” column). Click on the icon to be redirected to the page where you can comment on the ROM report.
Two other sections are available in the top menu: **Search** and **My Tasks**:

- The **Search** section allows you to launch a search on ROM reports, including Trust Funds projects;
- The **My Tasks** section offers a quick overview of all on-going activities assigned to you with a visual reminder system for ROM reviews awaiting your action.

---

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

**Contents**

- 3. Main actions step-by-step
  - 3.1 The ROM Workplan
    - 3.1.1 Confirm the time and scope of a ROM review
    - 3.1.2 Confirm the expert(s) selected by the contractor or flag a conflict of interest
      - 3.1.2.1 List of Essential Project Documents
    - 3.1.3 Overview of who can perform which actions and when
  - 3.2 ROM Missions: management of missions and reports
    - 3.2.1 Comment the draft ROM report
    - 3.2.2 Comment the final ROM report and prepare an action plan
  - 3.3 Other features
    - 3.3.1 CRIS library
    - 3.3.2 History tab
  - 3.4 Search functionality
  - 3.5 'My tasks' tab
  - 3.6 ROM Experts
  - 3.7 Statistics

---

**3. Main actions step-by-step**

**3.1 The ROM Workplan**

As an introduction, please find an overview of the steps for the preparation of the ROM Workplan. **Deadlines are not blocking.**
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 lists 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**. Note that 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
- Yes – Security issues/Natural disaster
- No – MTR (Mid Term Review)
- No - Unproductive
- No

**Request an additional ROM review or indicate that a ROM review is no longer required**

If the circumstances have changed, you can modify your selection, requesting additional ROM reviews or indicating that a specific ROM review is no longer required.

To indicate whether a ROM review should take place or not, you need to change the value in the field “Reason for ROM request”.

---

Please check that in CRIS the GESTOPE is updated, this will ensure that the right person is automatically notified by the system for each project to be subject of a ROM Review. In case of absence of the OM in charge, the ROM Focal Point can act as backup.

---

If the circumstances have changed, you can modify your selection, requesting additional ROM reviews or indicating that a specific ROM review is no longer required.

To indicate whether a ROM review should take place or not, you need to change the value in the field “Reason for ROM request”.

---

The ROM Coordination Unit imports the list of projects in the ROM Module

| ROM Review status in the ROM Module: | Uploaded |

**ROM contractors identify potential conflict of interest at consortium level**

**ROM contractors submit experts’ CVs to ROM coordinators, who approve through the ROM Module**

**ROM contractors flag all the P/P that can be reviewed within their budget (14 W/D)**

| ROM Review status in the ROM Module: | Confirmed by contractor |

**OMs provide complimentary information (14 W/D)**

| ROM Review status in the ROM Module: | Confirmed by OM |

**ROM contractors propose approved experts and mission dates (14 W/D)**

| ROM Review status in the ROM Module: | Experts selected by Contractor |

**OM verifies conflict of interest at expert level (within 14 W/D or silent procedure)**

| ROM Review status in the ROM Module: | Experts confirmed by OM |

**ROM coordinators approve the ROM mission (14 W/D)**

| ROM Review status in the ROM Module: | ROM review approved |
1. In Workplan, find the project for which you want to request or cancel a ROM review
2. Click on the CRIS reference
3. Choose the correct Reason for ROM request
4. Click on “Submit”. The contractor will be notified by the system.

Notes:
The EAMR project list is prepared by DEVCO.R1 in consultation with the Units / Delegations concerned. If you would like to request a ROM review for a project that is not included in this list (and thus, that is not available in the ROM module), please contact your ROM Coordinator first. If your ROM Coordinator approves, you can contact DEVCO APPLICATION SUPPORT or NEAR APPLICATION SUPPORT to request the upload of the project into the ROM module.

The choice of reason for ROM request should be as consistent as possible with the performance of the project indicated in the EAMR (KPIs 5 and 6). For this reason, starting from the 2017 exercise, the choices are limited:

- If at least one of the traffic lights for KPIs 5 and 6 is orange or red:
  - When a ROM review is required, the reason for the ROM request will always be “Yes - Problematic”;
  - If a ROM review is no longer required, you have to indicate the reason for this change: “NO – Security issues/Natural disaster”, “NO – Mid-term review”, or “NO – Unproductive”. If the selected reason is “NO – Unproductive”, a comment will be mandatory and the ROM Coordinator will be notified;
  - If both traffic lights KPI 5 and 6 are green, the reason for ROM request selected in the EAMR will be imported in the ROM module and it
3.1.1 Confirm the time and scope of a ROM review

Out of the list shown in the Workplan screen, the Contractors estimate the projects that they are able to review within their available budget. Once the Contractors have submitted their estimation, the status of the ROM review will become "Confirmed by Contractor".

At this point, you will receive a notification with the request to provide the information needed to organise the ROM mission.

To do so:

1. Open the ROM module in Firefox or Chrome (if you received a notification with a link to the ROM review concerned, copy and paste the link in one of these two browsers).
2. Select the "Workplan" option from the top menu.

The Workplan screen with all the projects uploaded in the system will be displayed. By default, the system shows the list of projects of the current exercise; the exercise can be changed choosing another year in the drop-down list, and clicking on "Change exercise".

3. If the value of the column "Contractor budget" is YES, click on the corresponding CRIS reference – blue hyperlink:
The project details will be displayed.

4. For all projects: enter the "Proposed time for ROM review". It should be clear for the contractor which timeframes should be considered or excluded when organising the mission.

5. For multi-country projects: to indicate the countries to be visited, type the name of the countries in the corresponding box, or click on the magnifying glass to make a selection. If you select more than 4 countries and/or need a number of working days that is different from the standard allocation detailed in the ROM Handbook, you must indicate the reason why (standard number of days for single-country projects: 9; for multi-country projects: 5 days per country visited).
A project is identified as single or multi-country based on the “Zone benefitting from the action” field of CRIS. In case of mistakes, you can modify this information until the ROM review is in status “Desk phase started” (included).

6. Add other information that can be useful for the ROM contractor to start organising the field mission:
   - **Related CRIS reference**: CRIS documents attached to these projects will automatically be available in the “CRIS Library” and the ROM Contractors/Experts will be able to consult them
   - **Contact details** of the implementing partner
   - **General comments**

7. From time to time, click on “Save”.

8. When ready, click on “Submit”.

If the project’s implementation is set to end before 8 months, you will receive a warning pop-up informing you that there may not be sufficient time to take corrective measures after the ROM report is delivered. Please consider whether it is appropriate for your project to be subject to a ROM review at this stage.

The module will then display a confirmation message:

As soon as you confirm (click on “Yes”) the ROM status becomes “Confirmed by OM” and the contractor receives a notification.
Note that you can print the Project information and the ROM information details by clicking on this button:

Print ROM and PROJECT Information

3.1.2 Confirm the expert(s) selected by the contractor or flag a conflict of interest

Experts are approved by ROM Coordinators. OM or ROM focal points are expected to flag potential conflicts of interest of the proposed expert(s): ROM experts must not have been involved in the preparation or management of the project or programme subject to the ROM review. In case of doubts, contact the ROM Coordinator of your Directorate.

When the contractor submits the dates of the mission and the name(s) of the expert(s), you will be notified by the system. You are now requested to check the names of the expert(s) proposed, and either validate them or flag a potential conflict of interest.

To do so:

1. Open the ROM module in Firefox or Chrome (if you received a notification with a link to the ROM review concerned, copy and paste the link in one of these two browsers). The ROM reviews for which experts must be confirmed are in status “Experts selected by contractor”:

![WORKPLAN](image)

2. Click on the CRIS reference – blue hyperlink, and scroll down to the “Experts, start and end mission dates” box.

3. If there is no conflict of interest, click on the “Validate” button.

![PROJECT INFORMATION](image)

4. If you detect a conflict of interest, tick the corresponding checkbox, explain the conflict of interest in the “Comments” box and click on “Validate”: 

![ROM INFORMATION](image)
If you tick the "Conflict of interest" checkbox and click on the "Validate" button, the ROM review goes back to the status "Confirmed by OM". The ROM Contractor will be notified by the system.

As soon as the ROM Contractor proposes new expert(s), you will be notified again, and you will have to verify again that no conflict of interest exists.

When done, click on "Validate". A confirmation pop-up will be displayed.

Click on "Yes". The ROM Review is now in the status "Experts confirmed by OM".

The Contractor and ROM Coordinator will receive a notification. The next step is the approval of the mission by the ROM Coordinator. Once the mission is approved, it will be displayed in the 'Missions' section, and the ROM Experts will be able to start reviewing project documents.

**3.1.2.1 List of Essential Project Documents**

The project documents to be shared with the ROM Experts include:

- Country Programming documents
- Action Documents
- QSG checklists
- Financing/Contribution/Delegation/Administration Agreement or grant contract (or in some cases service contracts). In these documents, all annexes are to be included such as Technical and Administrative provisions, Implementation schedule, Logical Framework (updates included), ...
- Project contracts/programme estimates
- In case of projects selected through calls for proposals: Guidelines for calls for proposals
- Riders to all the documents listed above and their explanatory notes
- Annual and overall activity schedules/implementation plans
- Implementation progress reports
- Previous ROM Reports
- Mid-term evaluations
- Final evaluations of previous phases (if any)
- Thematic studies and consultancy reports related to Project

**Please note:** Some documents may not apply to the specific project.

**3.1.3 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 work plan preparation with their respective actions and the resulting ROM statuses:

<table>
<thead>
<tr>
<th>Acronyms</th>
<th>Description</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Field in ROM information tab</th>
<th>Who can edit</th>
<th>When can the field be edited (inclusive statuses)</th>
<th>Change in the workflow</th>
<th>Status after change</th>
<th>Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for ROM Review</td>
<td>OM, ROM FP, Admin</td>
<td>Uploaded -&gt; ROM Review approved</td>
<td>Y</td>
<td>Uploaded</td>
<td>Yes - to CTR</td>
</tr>
<tr>
<td>From Yes, Priority to No</td>
<td>OM, ROM FP, Admin</td>
<td>Uploaded -&gt; ROM Review approved</td>
<td>N</td>
<td></td>
<td>Yes - to CTR</td>
</tr>
<tr>
<td>From Yes to Yes or Priority</td>
<td>OM, ROM FP, Admin</td>
<td>Uploaded -&gt; ROM Review approved</td>
<td>N</td>
<td></td>
<td>Yes - to CTR</td>
</tr>
<tr>
<td>From Priority to Yes or Priority</td>
<td>OM, ROM FP, Admin</td>
<td>Uploaded -&gt; ROM Review approved</td>
<td>N</td>
<td></td>
<td>Yes - to CTR</td>
</tr>
<tr>
<td>From No to Yes or Priority</td>
<td>OM, ROM FP, Admin</td>
<td>Uploaded</td>
<td>N</td>
<td>Uploaded</td>
<td>Yes - to CTR</td>
</tr>
<tr>
<td>From No to No</td>
<td>OM, ROM FP, Admin</td>
<td>Uploaded</td>
<td>N</td>
<td>Uploaded</td>
<td></td>
</tr>
<tr>
<td>Geographic Implementation</td>
<td>OM, ROM FP, Admin</td>
<td>Confirmed by contractor - Desk phase started</td>
<td>Y</td>
<td>Confirmed by OM</td>
<td>Yes - to CTR</td>
</tr>
<tr>
<td>Components for multi-country</td>
<td>OM, ROM FP, Admin</td>
<td>Confirmed by contractor - Desk phase started</td>
<td>Y</td>
<td>Confirmed by OM</td>
<td>Yes - to CTR</td>
</tr>
<tr>
<td>Comments for more than 4 components</td>
<td>OM, ROM FP, Admin</td>
<td>Confirmed by contractor - Desk phase started</td>
<td>N</td>
<td></td>
<td>Yes - to CTR</td>
</tr>
<tr>
<td>CRIS Related References</td>
<td>OM, ROM FP, Admin</td>
<td>Confirmed by contractor - Desk phase started</td>
<td>N</td>
<td></td>
<td>Yes - to CTR</td>
</tr>
<tr>
<td>Reason for less/more days</td>
<td>OM, ROM FP, Admin</td>
<td>Confirmed by contractor - Desk phase started</td>
<td>N</td>
<td></td>
<td>Yes - to CTR</td>
</tr>
<tr>
<td>Proposed time for ROM review</td>
<td>OM, ROM FP, Admin</td>
<td>Confirmed by contractor - Desk phase started</td>
<td>N</td>
<td></td>
<td>Yes - to CTR</td>
</tr>
<tr>
<td>OM General Comments</td>
<td>OM, ROM FP, Admin</td>
<td>Uploaded - Desk phase started</td>
<td>N</td>
<td></td>
<td>Yes - to CTR</td>
</tr>
<tr>
<td>Contacts of the Implementing Partner</td>
<td>OM, ROM FP, Admin</td>
<td>Confirmed by contractor - Desk phase started</td>
<td>N</td>
<td></td>
<td>Yes - to CTR</td>
</tr>
<tr>
<td>ROM Expert</td>
<td>CTR, Admin</td>
<td>Confirmed by OM - Desk phase started</td>
<td>Y</td>
<td>Experts selected by contractor</td>
<td>Yes - to OM</td>
</tr>
<tr>
<td>Mission leader (for Multi-country)</td>
<td>CTR, Admin</td>
<td>Confirmed by OM - Desk phase started</td>
<td>N</td>
<td></td>
<td>Yes - to OM</td>
</tr>
<tr>
<td>Field phase start/end date</td>
<td>CTR, Admin</td>
<td>Confirmed by OM - Desk phase started</td>
<td>N</td>
<td></td>
<td>Yes - to OM</td>
</tr>
<tr>
<td>Planned date for draft report</td>
<td>CTR, Admin</td>
<td>Confirmed by OM - Desk phase started</td>
<td>N</td>
<td></td>
<td>Yes - to OM</td>
</tr>
<tr>
<td>QC expert</td>
<td>CTR, Admin</td>
<td>Confirmed by OM - Final report</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consortium Conflict of Interest</td>
<td>CTR, Admin</td>
<td>Confirmed by OM - Experts confirmed by OM</td>
<td>Y</td>
<td>Experts selected by contractor</td>
<td>Yes - to OM, Coo</td>
</tr>
</tbody>
</table>
### 3.2 ROM Missions: management of missions and reports

When a ROM review is approved by the ROM Coordinator, it becomes visible in the "Missions" section. As Operational Manager, you will be requested to comment the draft and final ROM reports, and prepare a follow-up plan. The diagram below presents the steps for the ROM review missions. **Deadlines for commenting reports are blocking.**

![Diagram showing the steps for ROM Missions](image)

### 3.2.1 Comment the draft ROM report

**Watch the e-Learning video for this step**

Draft reports are available for commenting and downloading as soon as the ROM review status is 'Draft report' (in the Dashboard table). You will receive a notification.

In order to view these documents, click on the ROM reference in the Dashboard and select the "ROM reporting documents" tab. The consolidated ROM report as well as print-friendly versions of the Monitoring Questions uploaded by the ROM Contractor are displayed:
Click on the file link (corresponding blue hyperlink) in order to open it. A “print” button is also available on the right.

To give comments, please follow these steps:

1. Open the ROM module in Firefox or Chrome (if you received a notification with a link to the ROM review concerned, copy and paste the link in one of these two browsers).
2. The Missions section will open. Identify the ROM review for which you need to give comments and click on the “Give comments” icon.

3. The “Comment ROM Report” page will be displayed. As Operational Manager, you can give comments for the following fields:
   - The synopsis
   - The 4 criteria (Relevance, Efficiency, Effectiveness, Sustainability) on the findings
   - For each conclusion
   - For each recommendation
   - Quality of the report.
4. You have to rate the overall quality of the ROM report from 1 star (weak) to 5 stars (excellent). Move your mouse over the stars and click on the star corresponding to the grade that you want to award (first, second, etc.). At draft stage, “excellent” (5 stars) is selected by default.

5. Click on the “Save and submit” button. This allows the ROM Expert to finalise their ROM Report and/or Monitoring Questions.

Notes:

- At any moment, you can see the text written by the ROM Expert on the draft ROM Report by clicking:
  - The icon for Comments on synopsis
  - Each of the 4 criteria labels (Relevance, Efficiency, Effectiveness and Sustainability)
  - The conclusion number (C1, C2, …)
  - The recommendation number (R1, R2, R3, etc.).

You can move the window on your screen and place the pop-up where it suits you best:
To see the full text for your comments:
For each comment, the system shows a limited number of rows. If you add more lines, a vertical scrollbar appears at the right, allowing you to scroll your text.
You also have the possibility to view the full text by clicking the scroll arrow (right bottom corner) and by dragging it down.

At any moment, you can save your work by clicking the “Save” button. It allows you to fill additional comments later.

To save recent changes made to the comments on the ROM Report, click on the “Save” button at the bottom of the page.

**COMMENT ROM REPORT**

1. Please be aware that your comments are automatically saved every 5 minutes.
2. To update the ROM review status and send a notification, you need to click on “save and submit”.
3. Any comments that were saved but not submitted will be automatically submitted by the system when the period for comments closes.

<table>
<thead>
<tr>
<th>Quality of the report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question</strong></td>
</tr>
<tr>
<td>Is the report clear and well argued?</td>
</tr>
</tbody>
</table>

Move your mouse over the stars and click to select a grade
1 star = very weak, 2 stars = weak, 3 stars = good, 4 stars = very good, 5 stars = excellent

General comments on the quality of the report

The comments are automatically saved every 5 minutes. If you do not click on “Save and Submit” the system will retain the comments but they will not be shared with the Contractor.
3.2.2 Comment the final ROM report and prepare an action plan

Watch the e-Learning video for this step

Final reports are available for commenting and downloading as soon as the Contractor has uploaded them in the module. The ROM review will be in status "Final report".

The procedure to comment the final report is the same as the one for commenting the draft ROM report, with the following additional features:

- The first time you access the "Comment ROM Report" screen, all comments, conclusions and recommendations fields are empty, except for the "General comments on the quality of the report".
- At any moment, you can retrieve the text of the draft ROM Report, your comments on it and the final text proposed by ROM Expert / Contractor by clicking on the links available per DAC criteria, conclusion, recommendations, and synopsis.

After encoding your comments, fill in the "Follow-up plan" section. You can add as many actions as needed by clicking the "Add" button.

Note that at least one action is mandatory.
• Actions can be linked to recommendations that have been at least "partially agreed" upon. No action can be derived from a recommendation that has not been agreed upon.
• A recommendation must be linked to at least one action; it is possible to link a recommendation to more than one action.
• You cannot edit an action. You first need to "remove" it and then to recreate it.

When your comments are complete, you must confirm by clicking the "Save and submit" button.

Please note that comments are not mandatory, but it is mandatory to take at least one action based on the ROM recommendations.

Once you have submitted both your comments and a follow-up plan, the status of the ROM review becomes "ROM review completed".

The deadline for commenting the ROM report is blocking (21 calendar days after the submission of the report by the contractor). You may need a few more days to formulate a follow-up plan, so the deadline for that specific section is not blocking. You will receive reminders to encode the follow-up plan as soon as possible to complete the ROM review.

Once the ROM Review has been completed, a notification e-mail will be sent to the Focal Point, Coordinator, International Aid and Cooperation Officer and Head of Unit/Head of Operations.

3.3 Other features

3.3.1 CRIS library

Although the CRIS library is mainly intended for contractors who do not have access to CRIS, it is briefly presented here for your information.
To download project and programme documents, open the library tab, then select CRIS library. On the left side of your screen, select a CRIS reference. The content linked to the selected CRIS reference is shown under the "Available Documents" section.
Tick the checkbox on the right to select the files that you wish to download. The selected documents will be listed in the “Selected files” section. Click download; a confirmation pops up. If you confirm, a ZIP file is generated and you will be able to download it through your browser.

The project’s documents can be retrieved all at once using the “Select all documents in all subfolders” button.
3.3.2 History tab

The history of the ROM mission is displayed in a dedicated tab, which shows the list of statuses the ROM review went through, along with the users who triggered them and the corresponding dates:

Through this tab, you can check key dates in the ROM mission lifecycle such as:

- The change of experts and/or dates;
- The existence of a conflict of interest at the level of the expert;
- The rejection and reason for rejection by the ROM Coordinator.

The history of the ROM mission is available in both ROM Workplan and ROM Missions.

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.

Click on the ‘Search’ tab in 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 be used to retrieve Trust Fund projects separately.

3.5 'My tasks’ tab

A list of on-going activities awaiting actions by the Operational Manager or Focal Point is available through the 'My Tasks' tab, accessible from the top menu. If there is one or more ROM reviews needing attention, the number will be displayed in red next to the tab name (as illustrated in the example picture below).

A description of the action to be taken is available next to the Project title as well as its due date (in colour green if there are 5 or more days remaining until the deadline, in orange if less than 5 days and in red if the deadline has expired). Click on the action icon or the P/P blue hyperlink reference to be redirected to the ROM review.

3.6 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).
Click on the "Export the list of experts" option to export the entire list in an Excel file.

3.7 Statistics

If you need to extract information on all the ROM reviews that took place in your Unit or Delegation, do not hesitate to contact the ROM Coordination Unit (DEVCO 04). We will be able to provide you with data that you can use for your analyses.
4. Help

If you encounter any technical issue, please contact the DEVCO APPLICATION SUPPORT or NEAR APPLICATION SUPPORT mailbox according to your assignment.

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.

Related pages

Chapter 3: Main actions step-by-step
All chapters