

R=Responsible  
A=Accountable  
C=Consulted  
V=Verifying

- chi ha in carico lo svolgimento del lavoro necessario per portare a termine l'attività
- chi è responsabile che il lavoro venga effettuato con la dovuta qualità;
- chi dà un contributo che viene utilizzato per completare l'attività;
- chi deve verificare il deliverable;

[illegible]

Selection and contracting of projects Managing Contracting	Defining and launching the Calls for Proposals		C					C						RAV			C	C	C
	Chairing the PSC													V			RA		C
	Verification of BOs' negotiation check list			V											V		V	V	V
	MA Negotiation process														RA		RA	RA	RA
	Preparing and signing Grant Contracts													AV	C		R	R	R
	Defining the autoassessment check list													RA	C	C	C	C	C
	Developing the reporting templates to be used by projects													RA	C	C	C	C	C
	Defining effective and proportionate anti-fraud measures	V		C										RA			C	C	C
	Administrative verification on reported expenditures of the Projects (analyze and approve the conclusions of the JTS on the interim and final reports)													A	V	V	V	V	V
	Attending on the spot verification													RA	C	C	R	R	R
	Making committment													RA	C	C	C	C	C
	Authorising payments													RA	C	C	C	C	C
	Managing recovery procedures													RA			R	R	R
	Reimbursement of cofinancing to the Italian Public Autorithies													A	C	R	R		
BOs	Administrative verification on reported expenditures of the BOs													A		R			
	Authorising committment													A		R			
	Authorising payments													A	CR	R			
	Attending on the spot verification													A	C	C		R	R
External experts	Defining and Launching the procedure for recruiting external experts													A			R		
	Preparing and signing Contracts													A	R		R		
	Managing contracts													A			R		
	Authorising committment													A			R		
	Authorising payments													A	R		R		

Manage the technical assistance funds	Managing contract award procedures													A	C			R	R
	Managing contracts													A			R	R	R
	Defining the autoassessment check list													RA		C	C	C	C
	Authorising committment													A		R			R
	Authorising payments													A		R			R

NCP / CCP	Reimbursement of the staff costs to NCPs and CCPs													A	R	R			
	Defining the autoassessment check list													RA	C			C	C
	Authorising committments													A	R	R			V
	Authorising payments													A	R	R		V	
Accounting and Payments	Cheking and recording Projects' committment										R	R	C						
	Issuing Projects' order payments									AR	R	R							
	Checking and recording Technical Assistance committment										R	R	C						
	Issuing Technical Assistance order payments									AR	R	R							
	Checking and recording BOs committment										R	R	C						
	Issuing BOs order payments									AR	R	R							
	Checking and recordingNCCP/CCP committment										R	R	C						
	Issuing NCCP/CCP order payments									AR	R	R							
	Computerized accounting records for expenditures declared to the Commission										R	R							
	Computerized accounting records for payments made to beneficiaries										R	R							
	Drafting the payment request to EC									AR	R	R							
	Drafting the annual accounts									AR	R	R							
	Drafting the Financial Plan									AR	R	R							
	Checking and uploading in Programme Information and Monitoring System financial information forms.												R						
	Keeping an account of amounts recoverable and of amounts reduced following cancellation of all or part of the grant									AR	R	R							