



NAPCORE - WG 5: Evaluation Criteria for Compliance Assessment and Recommendations for Improvement

To be filled-in by the National Body/Competent Authority. Contact details of National Body / Competent Authority:

Country	
Organisation	
Contact person (name, e-mail, mobile)	

1. Which Delegated Regulation was used for Compliance Assessment?

- 2017/1926 MMTIS (EU-wide multimodal travel information services)
- 2015/962 RTTI (EU-wide real-time traffic information services)
- 886/2013 SRTI (Road safety related minimum universal traffic information)
- 885/2013 SSTP (Information services for safe and secure parking places for trucks)

2. Which material/source(s) did you use for carrying out a compliance assessment?

- Self-Declaration
- Accompanying documents
- NAP Meta-Data Entry
- Data set or service
- Other: _____

3. Which provider/company/organisation was subjected to the compliance assessment?

(Please fill in name of company, address, contact details incl. name of person, e-mail, phone, web address of organisation)

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4. What criterion was used to select it: _____

5. How many data / service sets were assessed?

6. When was the process started and when was it completed?

Start of the process (dd.mm.yyyy)	End of process (dd.mm.yyyy)



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6a. Did the actual time span exceed the timeframe that was expected? Yes (+ reason) / No

7. What time span was chosen for the individual process steps?

Individual process step type	Process duration (in days)
<i>Selection of the Delegated Regulation</i>	
<i>Random selection of the provider and contacting the provider</i>	
<i>Theoretical assessment (documentation Self-declaration and AD)</i>	
<i>Selection of the data / service set</i>	
<i>Content assessment (obtaining and additional analysis of the data / service set)</i>	
<i>Optional: Survey of the organisation to clarify open aspects</i>	
<i>Summarizing the compliance assessment process</i>	
<i>Providing evaluation results / feedback to the provider</i>	
<i>Possibility for provider to make necessary upgrades (if non-compliant)</i>	

8. How many working hours were spent on one compliance assessment in total? Which process took up the most resources?

Total working hours/days: _____

Total working hours per data /service set assessed: _____

Most resource-intensive process: _____

9. Was it difficult to get access to the data/service set (optional - depending on the type of NAP)?

- Yes
- No



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(If yes is ticked, please explain why and where the difficulty occurred)

10. Was it difficult to analyse a data set (optional – depending on the type of NAP)?

- Yes
- No

(If yes is ticked, please explain why and where the difficulty occurred)

11. Did you miss any important information for carrying out a compliance assessment?

- Yes
- No

(If yes is ticked, please indicate what additional information is needed to make the process more efficient)



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12. Which process steps worked well and why?

Individual process step type	What worked well?
<i>Random selection of the provider and contacting the provider</i>	
<i>Theoretical assessment (documentation Self-declaration and AD)</i>	
<i>Selection of the data / service set</i>	
<i>Content assessment (obtaining and additional analysis of the data / service set)</i>	
<i>Optional: Survey of the organisation to clarify open aspects</i>	
<i>Summarizing the compliance assessment process</i>	
<i>Providing evaluation results / feedback to the provider</i>	

13. Where did you face difficulties and why?

Individual process step type	What did not work well?
<i>Random selection of the provider and contacting the provider</i>	
<i>Theoretical assessment (documentation Self-declaration and AD)</i>	
<i>Selection of the data / service set</i>	
<i>Content assessment (obtaining and additional analysis of the data / service set)</i>	
<i>Optional: Survey of the organisation to clarify open aspects</i>	
<i>Summarizing the compliance assessment process</i>	
<i>Providing evaluation results / feedback to the provider</i>	



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14. What suggestions for improvement can be made after the process and with regard to the forms?

(Please list improvements that should be applied in the course of the compliance assessment process)

Compliance Assessment form

(Please share your experience and describe what was easy and what was difficult. Give suggestions on how the compliance assessment form can be improved)

Self-declaration form

(Please share your experience and describe what was easy and what was difficult. Give suggestions on how the self-declaration form can be improved)

Accompanying documents

(Please share your experience and describe what was easy and what was difficult. Give suggestions on how the accompanying documents form can be improved)

Compliance Assessment results form

(Please share your experience and describe what was easy and what was difficult. Give suggestions on how the compliance assessment form can be improved)