



Template for the National Body/Competent Authority report towards the Member State/National Authority

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Abstract

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Abbreviations

Abbreviation	Meaning
EC	European Commission
CAT	Core Alignment Team
NAP	National Access Point
NAPCORE	National Access Point Coordination Organisation for Europe
SC, SCOM	Steering Committee
SCS	Steering Committee Support
SWG	Sub-working Group
WG	Working Group
WP	Working Programme
CA	Compliance Assessment
DR	Delegated regulation
NB	National Body
CA	Competent Authority
MS	Member State

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1. Introduction

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[Citation]¹

1.1. Scope and objectives of compliance assessment for reporting period

Key questions (from the Annex 4.1)

- What is the legal situation concerning the National Body/Competent Authority?
- What are the main tasks of a National Body/Competent Authority?
- How many resources are allocated to the National Body/Competent Authority?
- How is the National Body/Competent Authority connected to the NAP?
- Are there national requirements/tasks related to the National Body/Competent Authority going beyond the delegated regulations? Which? How are these requirements/tasks fulfilled?
- What are the main objectives of compliance assessment for the reporting period?

1.2. Methodology for compliance assessment (methods used, changes in the processes and methods)

Key questions (from the Annex 4.1)

- Does the National Body/Competent Authority have an approved process for compliance assessment? If not, please describe the reasons.
- If yes, is this process consistent with the process proposed by NAPCORE? If not, please describe why.
- Were there any changes in the processes and/or methods? If yes, please describe.

1.3. Stakeholder engagement and counselling (optional)

Key questions (from the Annex 4.1)

- Which measures were taken to inform the stakeholders about the requirements of the DRs (FAQs, Emails, Websites, webinars or other events)?
- Which counselling measures were taken to support the stakeholders in providing data on the NAP?

¹[Book citation] Author Surname, F. M. (Publication Year). *Title of the book*. Publisher.

[Journal article citation] Author Surname, F. M. (Publication Year). Article title: Subtitle. *Journal Title*, Volume(issue), page range. URL or DOI

[Website citation] Author or Organization Name. (Year, Month Day of Publication). Webpage title. Title of the Website. URL



1.4. Statistics on self-declarations received from data/service providers per reporting period

Key questions (from the Annex 4.1)

- How many organisations and which type of organisations shall submit self-declarations to the National Body/Competent Authority?
- How many self-declarations were gathered per reporting period?
- Which actions have been taken in order to receive the self-declarations?
- Did the National Body/Competent Authority receive supporting documents with the self-declaration? If yes, what did they contain?
- Which self-declaration form has been used? What percentage of self-declarations passed the initial control (formal check for completeness)?
- What are the most typical errors in self-declarations?

2. Requirements for compliance assessment

[Text]

2.1. List of requirements set out in the delegated regulation

Key questions (from the Annex 4.1)

- What requirements are set out in the delegated regulation for data and/or information services availability on the NAP, their accessibility, exchange, re-use, quality, and the geographical scope, etc.

2.2. NAPCORE recommendations for compliance assessment procedures

Key questions (from the Annex 4.1)

- Did the National Body/Competent Authority use a template for the self-declarations suggested by NAPCORE? If no, please attach the template you used to the report.
- Have the templates of self-declaration forms been published on web (NAP or National Body/Competent Authority)?
- Have the NAPCORE recommendations for accompanying documents to the self-declarations been published on web (NAP or National Body/Competent Authority)? Was the NAPCORE template for accompanying documents used?
- Are the completed self-declarations with accompanying documents saved in secure infrastructure available at National Body/Competent Authority?
- Have the processes of compliance assessment and random inspection been organised based on the recommendations of NAPCORE? If no, please describe.
- Has the summary of the compliance assessment results been published on the web (NAP or National Body/Competent Authority)? If yes, please provide a link.

3. Results of compliance assessment

[Text]

3.1. Fact findings (quantitative & qualitative analysis and comparison with the previous reporting period)

Key questions (from the Annex 4.1)

- What compliance assessment methods were used? If compliance assessment method not chosen from the catalogue, please describe.
- How many valid self-declarations have been selected for compliance assessment?
- What was the outcome of compliance assessment?
- What targeted level of assurance and other priorities of random inspection were determined?
- What method for random inspection was used? - How many valid self-declarations have been selected for random inspection?
- What was the outcome of random inspection?
- What other sources of information have been used?
- What were changes compared to the previous reporting period?
- How was the quality of the data sets assessed?

3.2. Actions for improvements based on compliance assessment results

Key questions (from the Annex 4.1)

- What additional measures are needed in order to ensure compliance of the provided data and/or information services with the requirements (organisational, technical, methodology, etc)?

4. Conclusions

4.1. General conclusions

Key questions (from the Annex 4.1)

- What are the main achievements in order to ensure compliance with requirements of legal acts?
- Outlook: Which activities are planned for the upcoming year?