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|  | EUROPEAN COMMISSION |

Brussels,

Note to the Delegation in <…>

Subject: <Title of programme>
[Restricted ] [Open] call for proposals ref <… >
Evaluation of proposals
Application No <…>

In line with the guidelines for the above call for proposals, the evaluation of applications is undertaken in two stages: evaluation of the concept notes and evaluation of the full applications.

EITHER

[Following the results of the opening and administrative check, I would like to inform you that the concept note(s) for the above application(s) has/have been declared compliant and, consequently, it/they has/have to be assessed. The concept note(s) will be assessed by two assessors: one from your Delegation and another from Headquarters (or an external assessor).]

OR

[At the present stage of the procedure, the full application(s) for the above proposal(s) has/have to be assessed by two assessors: one from your Delegation and another from Headquarters (or an external assessor).]

The [concept note(s)] [full application(s)] is/are available in PROSPECT under the above-reference number(s). In line with the timetable set for this call, the evaluation committee must make its recommendations on the full applications to be provisionally selected by < date>. In order to meet this deadline, the assessment must be completed using the corresponding evaluation grids in PROSPECT by **<** date **>.** Failure to do so will require another assessor to be found and appointed, which will inevitably put back the timetable for concluding the contract. I would therefore urge you to ensure that your Delegation completes the assessment as early as possible, to facilitate the committee’s work.

Please note that both the average score and the comments in the evaluation grids will appear in the letters sent to unsuccessful applicants. It is therefore extremely important that assessments are made in line with the evaluation grid, that comments are indeed inserted and that they are clear and consistent with the scores awarded. The evaluation committee requires both scores **and** comments for its final deliberations.

Please also note that, subject to the Commission’s policy on access to documents, the entire procedure, from drawing up the call for proposals to selecting the successful applicants, is confidential.

 <Name>

Chairperson

of the evaluation committee