



Annex I. Comment period instructions 17th May 2023

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TABLE OF CONTENTS

1.		Introduction	2
2.		Access to the Platform	2
3.		Submmission of Comments	3
	3.1	Information	3
	3.2	Summary	4
	3.3	Close and submit	5





1. Introduction

According to the Evaluation Manual, the Network Coordinator and the ERN Members may send their comments to the IEB regarding the draft evaluation report within two months from the date of reception.

It should be highlighted that no additional documentation or evidence could be provided within this two month-period, as the Networks and their Members had the self-evaluation period to provide the information and documentation to evidence the compliance with the measurable elements. The Network/ Member may send their comments in the case of disagreement with the interpretation made by the evaluation team based on the evidence previously provided.

The evaluation team will receive the comments and will amend the evaluation report explaining whether the comments justify a change in its evaluation and final scoring.

2. Access to the Platform

The OEIT can be accessed through the following link:

https://www.ern-assessment.com/

From this site, each user can **log in** or ask for a **reminder** of the access information, as shown in Figure 1. Home page for the log in.

Figure 1.



Figure 1. Home page for the log in.

In addition, the Evaluation Manual, the Evaluation Technical Toolbox, the OEIT guide and Annex I. Comment period instructions can be downloaded from this homepage by clicking on the corresponding link.





Submmission of Comments 3.1 Information

To review and include relevant comments, please access the project menu. From here, press information which takes you to a new page where you can make comments on a specific ME. With the selection combos in the upper area you can navigate between the different MEs, as shown in Figure 2.

Project menu		مين في من ال من في من ال
Information Resources Communication Area Virtual folder Network Map Project stages Self-evaluation Self-evaluation	Control C	
Information Acknowledgement Reports and listings Improvement plan and comments Information Summary	We wanted in a set of the set of th	

Figure 2. Project menu and display

Take into account that the *Comments section* will not be available if the measure has been evaluated with the Maximum score.

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	Comments
	No comments can be included, as the maximum score has been already achieved.
-	

Figure 3. Maximum score





To make a comment, the procedure is to first select the proposed score and enter the justification in the *Comment section*, as shown in Figure 4. Once it has been entered, we can continue to modify it, and save it by pressing *Save comments* or delete it if wished, by pressing *Cancel comments*.

Comments
In case of disagreement with the score obtained, you must re-score the ME and add a comment justifying it, based on the information already provided in the previous stages.
Sort
No schrigh / Not Developed 1 Fartsally Developed 2 Fully Developed
Comment
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Comments
In case of disagreement with the score obtained, you must re-score the HE and add a comment justifying it, based on the information already provided in the previous stages.
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Figure 4. Claim text box

3.2 Summary

The other link, *Summary*, will provide a listing with the measures on which a comment has been made. From here, an overview of the proposed changes to the IEB will be display.

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<u>Network Map</u>										
Project stages		•		+						
 Self-evaluation 	he fermer a flere	(December 2							
 Self-evaluation form 	Information	from the E	valuation Propose	d new comments and score						
Information										
Acknowledgement										
 Reports and listings 										
 Improvement plan and comments 										
Information Summary										
	Figure 5.	Summar	y steps							





3.3 Close and submit

Once all comments have been registered in the relevant measures, the comments will be submitted to the IEB by clicking on the *Close and submit* button in the menu, Figure 6. Once the button has been pressed, it will disappear. Therefore, it will be no longer possible to modify the information.

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Figure 6. Close and submit steps

