



# Annex I. Comment period instructions

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## 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.

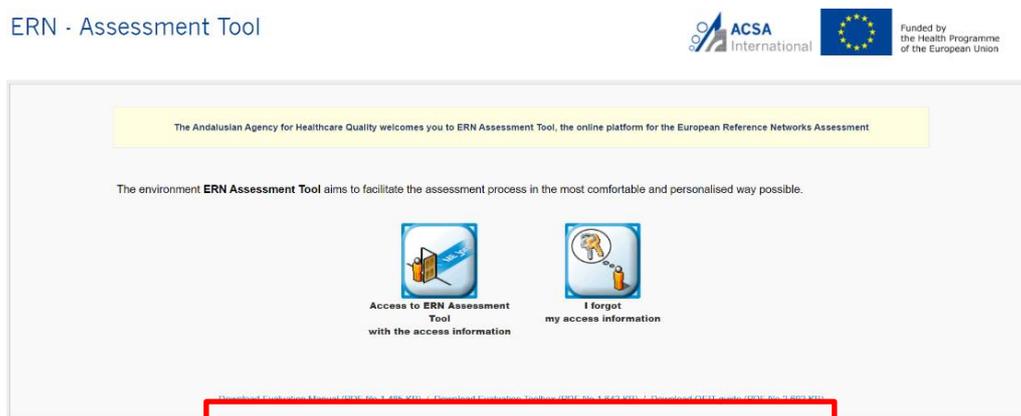
## 2. Access to the Platform

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.

### 3. Submission 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.

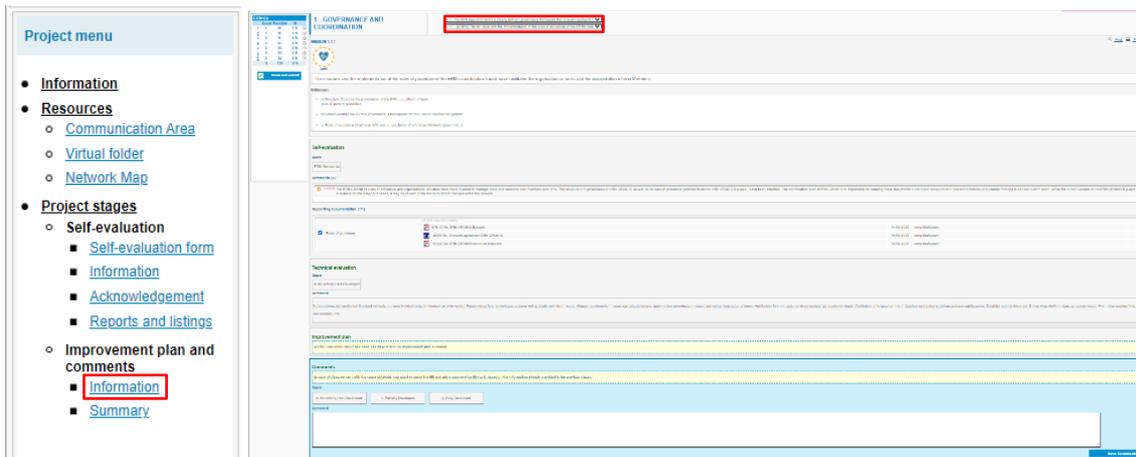


Figure 2. Project menu and display

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



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*.

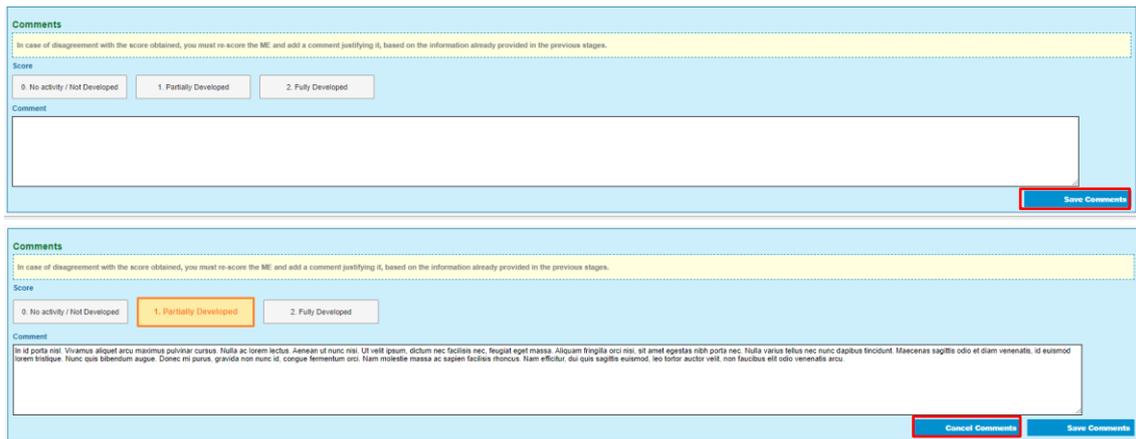


Figure 4. Claim text box

### 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.

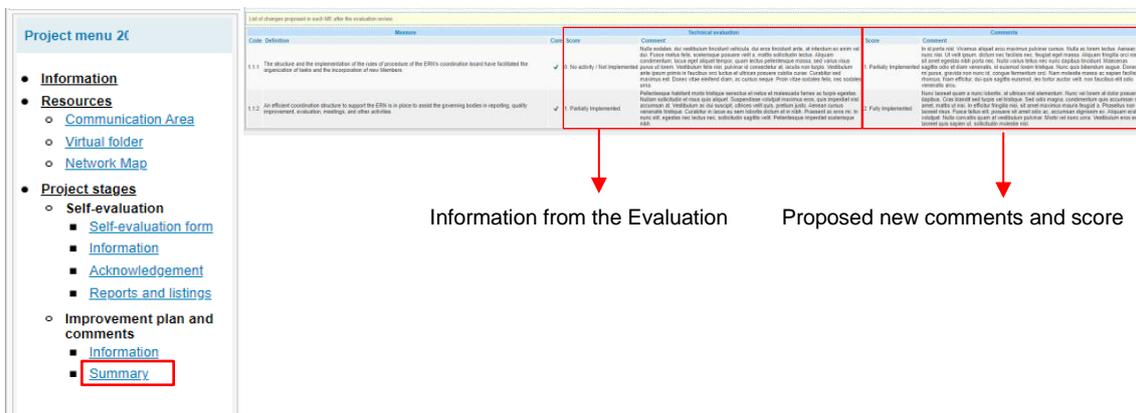
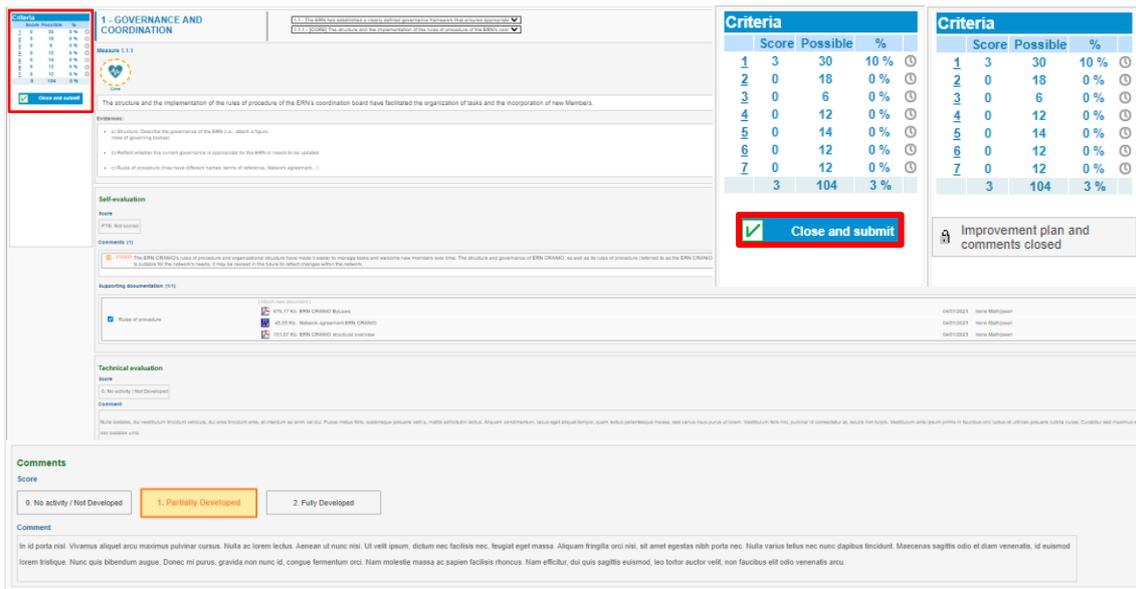


Figure 5. Summary steps

### 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.



The screenshot displays a web interface for evaluating governance and coordination. A red box highlights the 'Close and submit' button in the top-left corner. Another red box highlights the 'Close and submit' button in the bottom-right corner of the main content area. The interface includes a 'Criteria' table with columns for Score, Possible, and %, and a 'Comments' section at the bottom with a score selector (0, 1, 2) and a comment text area.

Criteria	Score	Possible	%
1	3	30	10 %
2	0	18	0 %
3	0	6	0 %
4	0	12	0 %
5	0	14	0 %
6	0	12	0 %
7	0	12	0 %
<b>3</b>	<b>104</b>	<b>336</b>	<b>3 %</b>

Figure 6. Close and submit steps