



## **Registration and Validation Procedure for EWWR Actions**

EWWR Organisers are responsible for the initial analysis and validation of EWWR actions submitted by Project Developers in the area covered by their authority. They will therefore need to:

- make available via download from their website or via an email address a registration form and Participation Charter (to be provided by the EWWR Steering Committee) through which Project Developers may submit their proposal;
- manage the reception of proposals;
- analyse proposals for EWWR actions according to the EWWR validation criteria (to be provided by the Steering Committee) and record this data in an Excel spreadsheet in English or in French (format to be provided by the Steering Committee);
- follow up requests for further information from Project Developers;
- validate/reject proposed actions following analysis;
- send the EWWR Secretariat a copy of the Excel spreadsheet describing the actions that have been validated/refused or are still awaiting decision, to allow a final validation by the Steering Committee;
- inform the Project Developers of the decision to validate or refuse the proposal submitted:
  - in the case of validation of an action, Organisers will send the Project Developer a model “validation” email and will provide him/her with the relevant EWWR communication tools;
  - in the case of rejection of the proposed action, the Organiser will send a model “rejection” email and will provide an explanation.

### **Cases that prove difficult to validate**

For those cases that prove difficult to validate, the Organiser will write a short description of the EWWR action in English or in French. This description will be analysed by ACR+ (EWWR Technical Secretariat) and ADEME (EWWR Coordinator).

### **Technical Support**

The EWWR Steering Committee provides technical support to the Organisers in the form of:

- the registration form and Participation Charter;
- a criteria checklist for the validation of EWWR actions;
- an Excel spreadsheet in which Organisers will record the details of each action proposed;
- a model form to be submitted to the EWWR Steering Committee for “difficult cases”;
- guidelines on the methodology to be put in place for the organisation of an EWWR;
- model emails (validation/rejection) to be sent to contacts who have proposed EWWR actions.

### **Language Considerations**

- The model registration form and Participation Charter are available from the EWWR Steering Committee in English, French, Spanish, Portuguese, Dutch and Catalan (languages of the LIFE+ Project Partners). Organisers may therefore need to translate the form and Charter into the language of their country; if so please send us all translated documents so we can centralise and archive them.
- All communications with the EWWR Secretariat should be written in English or in French.



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## Flowchart - Registration of an EWWR action

Project Developer
  Organiser

