Quality Check Form for Country of Origin Information

Question for COI report:

Requester of COI:

COI Specialist:

Type of COI:

Source of COI:

1. Accessibility of Information				
	YES	NO	COMMENT	RECOMMENDATION
1.1.Information is uploaded in database				
1.2.Information is sent to e-mail				
1.3.Deadline for providing COI is met				
2. Standard Design				
2.1. Technical Requirements				
	YES	NO	COMMENT	RECOMMENDATION
2.1.1Disclaimer				
2.1.2. Logo				
2.1.3.Country of origin				
2.1.4.Author of the question				
2.1.5.Author of the research				
2.1.6.Date of sending the question				
2.1.7.Deadline for research				
2.1.8.Date of preparing research				
2.1.9.Question for research				

2.1.10.Page Margins 2X2X2X2					
2.1.11. Font size of the text 12					
2.1.12.Font size of references 10					
2.1.13.Font size of disclaimer14					
2.1.14. Font SYLFAEN					
2.1.15.Spacing between paragraphs 10					
2.1.16.Spacing between lines 1.15					
2.1.17. Font style of disclaimer - BOLD					

2.2. Contextual Features

	YES	Partially	NO	Comment	Recommendation
2.2.1..Bibliography					
2.2.2.Text is orthographically correct					
2.2.3.Punctuation is correct					

3. Form of Information Delivery

	YES	Partially	NO	Comment	Recommendation
3.1. Citation					
3.1.1. Quote has reference to source					
3.1.2. Quotation marks are used					

3.1.3. Quote is identical to the information from the source					
3.2. Paraphrase			X		
3.2.1. Paraphrase has reference to source					
3.2.2. Paraphrase emphasizes the information from source					
3.3. Summary					

4. Reference to sources					
	YES	Partially	NO	Comment	Recommendation
4.1. Name of the source					
4.2. Title of source (publication and etc.)					
4.3. Author of the source (publication and etc.)					
4.4.Date of source (publication and etc.)					
4.5. page and paragraph (when required)					
4.6. Web link					
4.7. Date of last access					
4.8.Unified form of references					

5. Information Delivery Language					
	YES	Partially	NO	Comment	Recommendation
5.1. Simple language is used					

5.2. Information is perceptive					

6. Standards of the content

6.1. Relevance

	YES		N/A	Comment	Recommendation
6.1.1. Information covers all the aspects of question	X				
6.1.2. Information fully covers all the aspects of question					
6.1.2. If the information doesn't answer to question, relevant explanation is provided					

6.2. Information used

	YES	Partially	NO	N/A	Comment	Recommendation
6.2.1.Newest information available is used for the research						
6.2.2. If the information used is not newest, relevant explanation is provided						

6.3. Trancparency

	YES	Partially	NO	Comment	Recommendation
6.3.1.Information is verified with sources					
6.3.2. Information is provided in Georgian					
6.3.3.Information can be verified independently					
6.3.4. If information cannot be verified independently, relevant explanation is provided					
6.4. Neutrality					
	YES	Partially	NO	Comment	Recommendation
6.4.1.Information can be assessed independently					
6.4.2.Credible sources are used					
6.4.3. Information is checked with cross-checking principle					
6.4.4. If the cross-checking is not used, relevant explanation is provided					
6.4.5. Information is verified with two or more sources					
6.4.6. Context of source is secured					
6.5. Credibility of Sources					
	YES	Partially	NO	Comment	Recommendation

6.5.1. Information is prepared by using internationally recognized credible sources					
6.5.2. In other cases, mandate, motivation, ideological and political contexts of the sources are considered					

7. Initial Check of the Quality of Information					
	YES	NO	N/A	Comment	Recommendation
7.1.Information is checked by the head of the COI unit					
7.2.Head of COI unit provided feedback after the check of the information					
7.3. Feedback provided is technical					
7.4. Feedback provided is contextual					
7.5.Specialist has considered the feedback/comments in final document					

8. Confidentiality and Protection of Personal Data					
	YES	Partially	NO	Comment	Recommendation
8.1.Principle of Confidentiality is protected					

8.2.Personal data are protected					

Date: 01.07.2016