Except creating and managing deliverables, ITSM2 Lot1 is participating in the review cycle of the deliverables creating by other external contractors of DG TAXUD. This annex shows duties and responsibilities of ITSM2 Lot1 as a reviewer.

Roles and responsibilities:

	RESPONSIBILITY
Author	[External contractors of DG TAXUD] • Is responsible for the content of the deliverable. • Prepares the deliverables as per applicable technical and quality specifications; • Implements internal and external review comments and improvement suggestion as per respective agreements; • Provides his Author Position of consolidated comments delivered by QA contractor; • Implements all the review comments as per decisions taken during review meeting (based on meeting decision database delivered by QA contractor); • Completes the Meeting decision database and sends along with the deliverable for acceptance (i.e. SfA).
Reporting Management	[ITSM2 Lot1] Is responsible for • Receive document to review • Dispatch documents among reviewers from ITSM2 Lot1 to review • Prepare Document review list tracking all document reviewed by ITSM2 Lot1
Chef de File (CdF)	[DG TAXUD] • Provides all necessary or missing information and clarifications to the other actors (i.e. QAC, Reviewers, Author); • Decides on modifications to the agreed T1/T2/T3 periods (e.g. T1 extensions), taking responsibility for delays on behalf of DG TAXUD when appropriate; • Decides on rejecting the deliverable when relevant; e.g. when a pre-filter warning has been raised, or when a quality alert has been raised by a reviewer during T1; • Facilitates discussions in case of disagreements between various stakeholders. In case no agreement can be reached, the CdF takes the final decision; • Verifies the SfA version and takes the T3 decision, i.e. to request a re-SfA or to close the review cycle. The CdF could also decide to request a re-SfR at this stage of the process, in case of major issues with the SfA delivery.
QAC	[DG TAXUD, or QA Contractor] • Performs a pre-filter check upon reception of the SfR document, and sends a warning to the CdF and the author in case of failed pre-filter check (e.g.

	document corrupted).
	• Coordinates the review cycle (normally by e-mail):
	○ Upon reception of the SfR, prepares and sends the Review Instructions (RIN)
	○ Collects review comments, and sends reminders to reviewers who are late
	○ At end of T1, prepares and distributes the Consolidated Comments (CCO)
	○ Upon reception of Author's Positions (APO), analyses them and advises the CdF about the necessity to have a review meeting
	○ In case of review meeting, sets it up, records the decisions and distributes the Meeting Decisions (MDE)
	○ Upon reception of the SfA, performs and distributes the implementation verification (IVE). This will be accompanied by a QC Form assessing the review cycle.
	○ Supports the CdF in handling the resolution process of the remaining problems after verification process
	○ Upon CdF (implicit) decision to close the review cycle, informs all stakeholders that the review cycle is closed (ACC)
	○ Overall, facilitates the exchanges between all stakeholders.
	• Monitors the progress of the review cycle, and alerts the CdF in case of:
	○ Quality alerts from reviewers during T1
	○ Late SfA deliveries
Reviewer	[DG TAXUD IT Sector(s), Chef de File, Contractor(s), External party, ITSM2 Lot1]
	• Reviews the deliverable;
	• Delivers a comments database back to the QAC, by the comments deadline;
	• Informs the QAC and/or the Chef de File in case of major quality concerns regarding the deliverable during T1, recommending an SfR rejection;
	• Informs the QAC and the Chef de File in case of a request to extend T1, justifying the request;
	• Validates the Author's Positions to own comments, and replies;
	• Participates in the review meeting (if any);
	• Verifies the correct implementation of their comments upon reception of the SfA version of the document, and informs the Chef de File accordingly.

Stages of the handling the documents to review by ITSM2 Lot1:

Step	Stages of the handling the documents to review
1.	**QAC send task review**
	Input: • Mail with task review

	Step description: QAC send mail with task review to reviewers. Inside there are internet links to document to review, MS Access database for comments and required deadlines to provide comments. Mail comes to Reporting Management functional mailbox <REMOVED email address>. Based on the application SPOC list, documents to review are dispatch by Reporting Management to proper reviewers. Reporting Management create new registry in document review list. Title and deadlines for comments are put in the document review list.	
	Output : • Mail with task review send to reviewer(s) • New registry in Document review list	
2.	**Comments send back to QAC by author**	
	Input: • Mail with task review send to reviewer(s) • New registry in document review list	
	Step description: Reviewer checks the document and prepares his comments in MS Access database. Before deadline passed author send his comments back to QAC and Reporting Management in copy. Reporting Management update document review list by the number of comments. If author not response to QAC and send no information, status of number of comments in document review list is "none".	
	Output: • Mail with comments from author in MS Access send to QAC • Updated document review list	
3.	**Mail with CCO send by QAC to author**	
	Input: • Mail from QAC to author with link to CCO	
	Step description: Reporting Management update document review list by the number of pages reviewed.	
	Output: • Updated document review list	