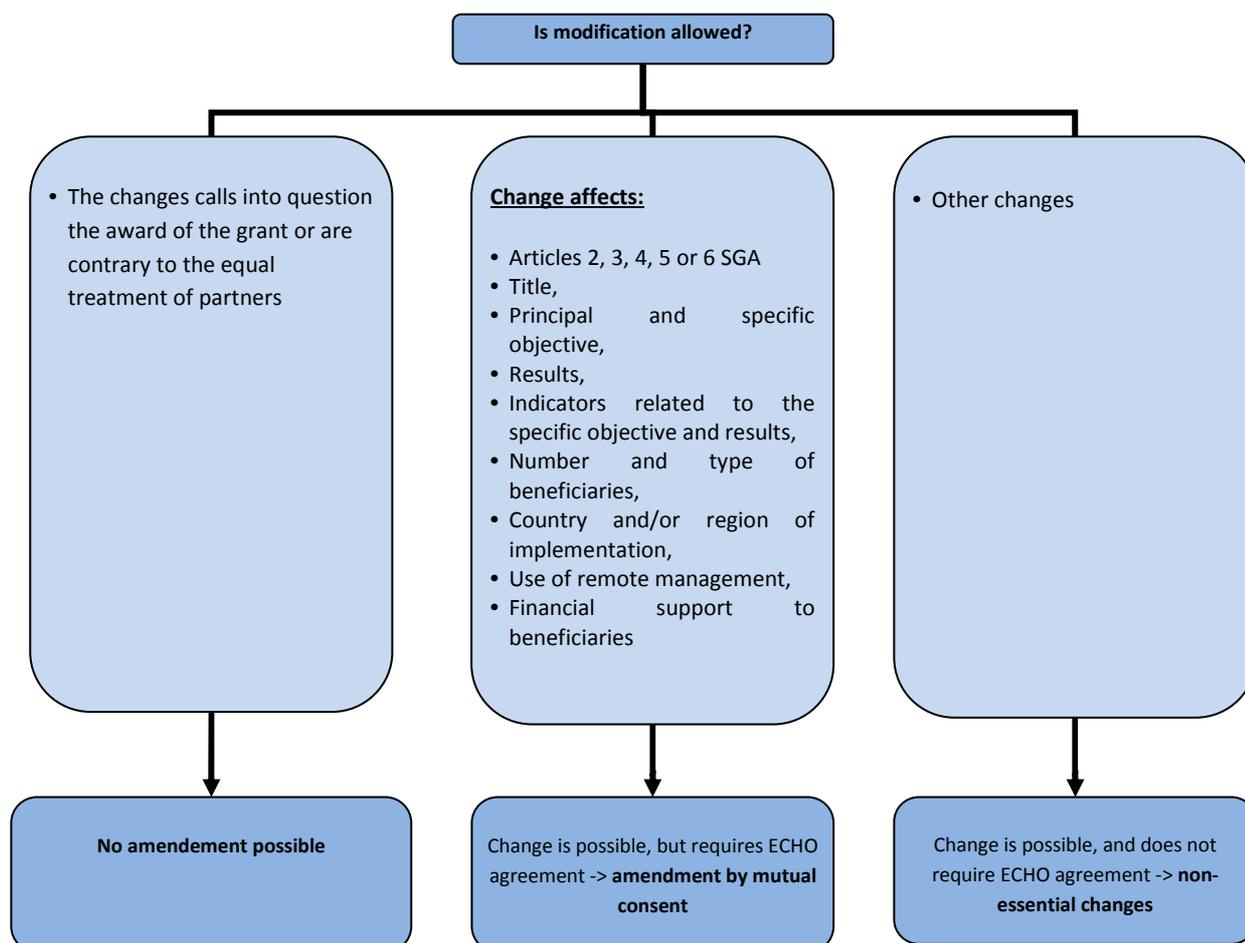


10. DEALING WITH CHANGES WITHIN THE ACTION

The fundamental principle is that the action shall be properly planned; all the particular circumstances should be properly identified in the proposal and, when needed, reflected in the Specific Grant Agreement (SGA). However, there may be well-justified circumstances which make it necessary to modify, supplement or derogate from the SGA after it has entered into force. The possibilities of amending Agreements are set out in **Article 12 GC**.



10.1 AMENDMENT BY MUTUAL CONSENT

This table lists exhaustively all the elements of an action for which the mutual consent procedure applies.

ARTICLE SGA or SF SECTION	APPLICATION – what can be modified?
Article 2 SGA	<ul style="list-style-type: none"> - The total eligible costs of the action (increase or decrease) - The amount of EU funding and the percentage of EU funding. - If such an amendment is approved, the amount of direct costs is automatically updated.
Article 3 SGA	<ul style="list-style-type: none"> - Extension or reduction of the implementation period of the action. - In exceptional cases, it is possible to change the eligibility period of the action.
Article 4 SGA	<ul style="list-style-type: none"> - Deadlines for submissions of Interim Reports and final reports - Adding Interim Report if initially not foreseen, either because of the extension of the action, or because of operational needs.
Article 5 SGA	<ul style="list-style-type: none"> - Modification of the pre-financing arrangements (in exceptional cases).
Article 6 SGA	<ul style="list-style-type: none"> - Change, insertion or deletion of any supplementing or derogating clauses, or change in the "urgent" qualification of the action. - Authorisation of donations of remaining goods and equipment that require agreement of ECHO. - Suspending the action or Resuming it.
Title	<ul style="list-style-type: none"> - Change of the wording of the title when the description does not correspond to the reality in the field. (in exceptional cases)
Region	<ul style="list-style-type: none"> - Addition or deletion of a region or country of implementation
Principal objective	<ul style="list-style-type: none"> - Change of the wording of the principal objective when it does not correspond to the reality in the field. (in exceptional cases)
Specific objective	<ul style="list-style-type: none"> - Change of the wording of the specific objective when it does not correspond to the reality in the field. (in exceptional cases)
SO – indicators (description and values)	<ul style="list-style-type: none"> - Addition of a new indicator or modification of existing one.
Result title	<ul style="list-style-type: none"> - Change of the wording of the result title when it does not correspond to the reality in the field.
Result – sector, sub-sectors	<ul style="list-style-type: none"> - Change the sector; - Addition or deletion of sub-sectors.
Result – beneficiary type	<ul style="list-style-type: none"> - Change the type of beneficiaries.
Result – estimated number of beneficiaries	<ul style="list-style-type: none"> - Increase or reduction of the number of beneficiaries. (see box below for more details)
Result - indicator (+ values)	<ul style="list-style-type: none"> - Addition of a new indicator or modification of existing one.
Request for use of remote management	<ul style="list-style-type: none"> - Amendment would be necessary if remote management not agreed at proposal stage in section 8.1 SF.
Request for use of financial support to beneficiaries, or modification of any element indicated in Article 11 GC	<ul style="list-style-type: none"> - Amendment necessary if financial support to beneficiaries not agreed at proposal stage, or if financial support was agreed to, but some of its features are modified: such as the amount of financial support, the criteria, the purpose of the financial support, the definition of the persons or categories of beneficiaries, the possible conditions, the monitoring or supervision mechanisms.

10.1.1 SPECIFIC CASES

A) BENEFICIARIES: INCREASE OR DECREASE

An amendment by mutual consent is not necessary in all cases when the number of beneficiaries changes due to the factual day-to-day evolution of the number of beneficiaries reached.

Decrease	<ul style="list-style-type: none"> When partners becomes reasonably confident that, on balance, the expected number of beneficiaries will not be reached 	→	Modification request requiring ECHO approval
Increase	<ul style="list-style-type: none"> Increase without affecting other conditions or elements of the Agreement 	→	No amendment required. Report in final report
	<ul style="list-style-type: none"> Increase requiring additional financial resources 	→	Modification request requiring ECHO approval → Approval will depend on the availability of budget. If resources not available, other elements of the action might have to be modified (e.g. modify results, reduce activities, etc.)

10.1.1 PROCEDURE FOR THE MODIFICATION OF SGA BY MUTUAL CONSENT

1) **Requests for amendments** should to be made in APPEL at the latest **30** calendar days before the end of the implementation period.

ⓘ Exception: when justified, and if ECHO does not object to it, the request for amendment, including a cost-extension, can be done **after the end of the implementation period**, but in any case at the latest with the final report.

2) **Response by ECHO to the request for amendment** is to be provided at the latest within 30 calendar days from the request. An absence of response does not equal a tacit consent on the side of ECHO.

ⓘ Exception: if the request is done after the end of the implementation period, at the latest with the final report → ECHO will notify the partner its acceptance or rejection of the request at the latest with the notification of Final Payment.

3) The amendment to the Agreement **will take effect** from the date of eligibility indicated in Article 2.3 (eligibility period) of the Specific Grant Agreement.

10.1.2 MODALITY OF THE REQUEST FOR AMENDMENT AND THE REPLY

- The partner submits a request for modification via a Modification Request (MR) in APPEL.
- When the amendment request does not concern a specific section of the SF (for example reporting deadline), the partner has to use section 13 of SF to justify its request.

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- When the amendment concerns a specific section of the SF (e.g. number of beneficiaries), the partner has to encode the modification in that section, including the justification for it.
- If the modification requests include several changes, the partner is invited to provide an overall justification for the changes in section 13.1.

The response from ECHO will be sent in PDF format by email to the official address of the partner (so called **exchange of letters** modality)

10.2 NON-ESSENTIAL CHANGES

Non-essential changes are **unilateral modifications** of the Agreement.

They may include everything that is not listed in the table in section 10.1 of these guidelines. These changes include for instance, change in the headings and lines of the financial statement, change in the activities, etc.

These non-essential changes can be introduced through a "**Modification Request non-essential changes**" in APPEL.

Once submitted, it will appear as a Non-essential changes MR which becomes favourable immediately. ECHO does not have to give its approval to these changes, unless it realises that one of the changes introduced falls under the modification by mutual consent. (This may happen when modifying activities relating to cash or when modifying the monitoring section to introduce a remote management).

10.2.1 TRANSFERS BETWEEN BUDGET HEADINGS

Partner have full flexibility to make transfers between different budget headings in the Financial Statement annexed to the Single Form, including creating new headings, to the extent that the elements requiring mutual consent are not affected. (i.e. specific objective, result, article 3 of the Specific Grant Agreement, etc). When changes are made in the financial statement, the partners present them through the non-essential changes procedures.

10.3 CLERICAL ERROR

Clerical errors are unintentional additions, omissions or typographical errors made in the text of the Specific Grant Agreement. In case of a clerical error in the text of the Specific Grant Agreement, the Parties shall inform each other as soon as the error is identified and the text shall be rectified by exchange of letters (one party notifying the other of the error, and the other party confirming that it also considers the matter a clerical error and agrees to the rectification). The clerical error shall not affect the validity of the Specific Grant Agreement.