

Dear APPEL user,

A new functionality has been added in APPEL/Hope to inform DG ECHO in case of non-essential changes, article 12.5 of the general conditions.

Information also available on the partners' helpdesk site http://dgecho-partners-helpdesk.eu/changes/non_essential_changes/start

This functionality is only available for Single Forms 2014.

Ongoing projects using the Single Form 2008 will not have this option even if the grant agreements have been transferred to the legal framework of the FPA 2014.

1. To create a 'Non-essential change' MR use the following button;



This option is active;

- once a Request is favourable
- No other MR is in draft, submitted or being appraised
- No FR is drafted or submitted

2. Once you exported the xml file and imported it into the PDF eSF 2014, the type of eDocument will be shown like in the image below.



3. Once submitted;

Traffic light will immediately show a green 'favourable' MR entry.



4. Project document search screen:

- eDocument type is 'Non-essential change'
- eDocument reference number is: 2014/xxxxx/MR/xx/01

Type	Reference Number	Status
REQUEST	2014/00002/RQ/01/01	Favourable
NON-ESSENTIAL CHANGE	2014/00002/MR/01/01	Favourable

In the annexes list you will notice that automatically generated PDF's are created;

- one for the logframe and another one with the narrative single form

3.	2014/00002/RQ/01/01	logframe_2014_00002_MR_01_01.pdf	logframe_2014_00002_MR_01_01.pdf
4.	2014/00002/MR/01/01	2014_00002_MR_01_01_20-Feb-14.pdf	Auto generated PDF for 2014/00002/MR/01/01