



ECHOES

Newsletter for ECHO Partners – June 2014



**DG ECHO's
monthly Newsletter
reached its 4th
Anniversary with
5,122 subscribers!**

Distance learning training:

"A very short introduction to the FPA 2014";
"The Audit Process 2014";
"The Single Form PDF 2014";
"eSingle Form PDF 2008";
"The Final Reporting (FPA 2008)".

<http://www.dgecho-partners-helpdesk.eu/dl/start>

Do you have any visibility plan or best practice that you would like to share on the visibility website?

Please send them to:
visibility-helpdesk@echo-visibility.eu

6 THINGS TO KNOW ABOUT MODIFICATION

- All elements of the Action can be modified on the condition that it does not put into question the decision to fund the Action or the equal treatment between partners.
- There are two types of modifications: the modifications requiring ECHO's approval and the changes that are considered as non-essential for which the approval of ECHO is not necessary.
- There is an exhaustive list in the General Conditions of elements requiring ECHO's approval before modification.
- Outside that list, the modifications can be introduced in APPEL through a new functionality called "New e-Change" NE. Partners are advised to use it to guarantee that your Single Form keeps tracks of all changes. (e.g. updated financial statement, new activities etc)



- The modification request (MR) functionality is available in APPEL. The use of the MR is compulsory for all modifications requiring ECHO's approval. Justification on the modification requested shall be provided in section 13.1 of the SF. In this section, the partner will explain why it considers that the modification is necessary and which sections are concerned. This would allow ECHO to treat the request more rapidly. Section 13.1 can also be used to request a modification affecting articles of the Specific Grant Agreement not covered by a section of the Single Form (e.g. articles 4 to 6 SGA, such as reporting deadlines).

- Even if the possible amendment has been already discussed orally with ECHO, partners must nevertheless submit a MR in APPEL, as only the written confirmation of ECHO has a binding legal value.

FINAL PAYMENT REQUEST TEMPLATES

The new Final Payment Request Templates are now available in APPEL/Downloads in both French and English. Those templates are adapted to the current EU Financial Regulation and have to be uploaded together with the Final Reports.

QUESTION OF THE MONTH

Partner: What is the process for adding or moving budget headings within the approved financial statement annexed to the Single Form?

ECHO: Partners have full flexibility to make transfers between different budget headings in the Financial Statement annexed to the Single Form, including creating new headings. The only condition is that the change does not have an impact on elements requiring mutual consent. (e.g total eligible costs, results, cofinancing rate, etc.).

To submit the new version of the Action budget, the partners can use the new e-change NE, the eMR, e-IR functionalities in APPEL and attach the updated financial statement.

THE "AUDIT INFORMATION PAPER" IS AVAILABLE

A revised version of the "Audit Information Paper" has been issued. You can find it on the [Audit dedicated webpage](#) on the Partners' website. In the framework of transparency, the purpose of this document is to inform and to explain to the Partners the procedures governing audits undertaken by the External Audit Sector (EAS) of ECHO C2.

**We are all here on
earth to help others**

- W. H. Auden -



DG ECHO website:
<http://ec.europa.eu/echo>

Partners website:
www.dgecho-partners-helpdesk.eu

For additional information or suggestions, please contact ECHO-FINANCE-LEGAL-AFFAIRS@ec.europa.eu