

A guidance Note on **Simplified Cost Method for Field Office Costs** has been published.

Field office(s)-related costs can be declared as eligible direct costs using a simplified allocation method, provided that the allocation method is:

- 1) compliant with the organisation's usual accounting and management practices, applied in a consistent manner regardless of the source of funding; and
- 2) based on an objective, fair and reliable allocation method which may rely on one or several distribution keys (for example, pro rata the number of staff assigned to the Action, pro rata the weight of the EU contribution to the Action, and pro rata the space occupied for the purpose of the Action).

ECHO Partners willing to benefit from the simplified allocation method have to identify the related costs in the financial part of the Single Form, and request the insertion of a special condition on section 13 of the Single Form.

For more information, please read the entire document here:

[http://dgecho-partners-helpdesk.eu/eligibility/eligible\\_costs/other/start#costs\\_of\\_infrastructure](http://dgecho-partners-helpdesk.eu/eligibility/eligible_costs/other/start#costs_of_infrastructure)