



European
Commission

Humanitarian Aid
and Civil Protection

ECHOES Flash #2

3rd August 2015

ECHO would like to remind that the Partners are required to immediately inform the Commission of any change in their legal, financial, technical or organisational situation that may put into question their compliance with the partnership conditions and criteria and/or that may create other conflicts of interests.

The changes that need to be notified to ECHO as soon as possible are the following:

- Legal change, such as change of mandate of organisation, including modification of the non-profit nature of the organisation, change of name, change of official address, and so on - to be done in APPEL through a Legal Modification request;
- Change of the person empowered by the constituent act or the internal rules of the organisation to represent and legally commit the organisation (legal representative) - to be done in APPEL through a Legal Modification request;
- Change of the LEAR role - to be done in APPEL through a Legal Modification request;
- Change of the bank account - to be done in APPEL through a Legal Modification request;
- Changes of internal procedures, such as procurement procedures, security - to be done in APPEL through a Legal Modification request;
- Change in the financial situation, such as weakening of financial capacity - to be done in APPEL at the time of the periodic assessment through the periodic assessment questionnaire or by sending an email to ECHO-FINANCE-LEGAL-AFFAIRS@ec.europa.eu .
- Administrative information, such as addresses of EU liaison office, contacts, contact persons or persons entitled to sign the FPA - to be done in APPEL through the function "edit your organisation data";
- Change in the user rights, excluding the LEAR (administrator, administrative, reader, encoder and sender) - to be done in APPEL through the function "manage user rights".

More information is available on the Partners' Website at: http://dgecho-partners-helpdesk.eu/changes/non_essential_changes/start#other_changes