

### 4.3 COMMUNICATION WITH ECHO

#### 4.3.1 REGULAR AND TRANSPARENT EXCHANGE OF INFORMATION<sup>24</sup>

In a partnership, it is essential to maintain regular and transparent exchange of information. In particular, in humanitarian aid, it might be necessary to adapt quickly the action and activities to the evolving context.

The partner will inform immediately ECHO in the following cases:

- Circumstance likely to hamper or delay the implementation of the action or the fulfilment of its contractual obligations;
- When the partner become aware of corrupt, fraudulent, collusive or coercive practice in breach of the Specific Grant Agreement.

In addition, the partner will endeavour to inform ECHO when external reports or other publications are issued in relation to the action.

ECHO may also request specific information relating to the implementation of the action at any time.

In most cases, communication shall be transmitted via [APPEL](#), unless otherwise requested in the FPA, the General Conditions or in the Specific Grant Agreement.

Depending on the nature of the communication, other means could be used, such as **email, pdf letter sent by email or formal notification**.

The FPA foresees an exhaustive number of cases where a **formal notification<sup>25</sup> is required**. In all other cases, the necessity of sending a registered letter shall be considered on a case by case basis. The tables below summarised the main types of communication and their means of transmission.

Formal notification = postal delivery with return receipt



When sending emails or letters to the partners, ECHO will use the data provided in APPEL or in the Single Form. The partner is invited therefore to update regularly its official address and email addresses in APPEL.

<sup>24</sup> FPA NGO, Article 2(4) and Article 5 of the General conditions.

<sup>25</sup> The FPA defines formal notification as postal delivery with return receipt or equivalent electronic means, if they allow for certification of receipt. Currently, ECHO does not use and cannot receive electronic message equivalent to a postal delivery with return receipt. Until further notice, formal notification will be made only through postal delivery with return receipt.

4.3.2 COMMUNICATION CONCERNING THE FRAMEWORK PARTNERSHIP AGREEMENT (FPA)<sup>26</sup>

Type of communication	Relevant Article	Partner to ECHO	ECHO to Partner
Legal changes (financial, technical, organisational)	FPA, Art 6(1)(b)	APPEL	[N/A]
Name/Address/legal representative	FPA, Art 6(1)(b)	APPEL	email (pdf) <sup>27</sup>
FPA amendment (other than those mentioned above)	FPA, Art 13(2)	[N/A]	email (pdf)
Periodic Assessment	FPA, Art 6(2)	APPEL	APPEL or email (pdf)
Suspension FPA by the Commission	FPA, Art 8	[N/A]	Formal notification
Termination FPA by partner	FPA, Art 9(1)	Formal notification	
Termination FPA by the Commission	FPA, Art 9(2)	[N/A]	Formal notification

## 4.3.3 COMMUNICATION IN RELATION TO THE SPECIFIC GRANT AGREEMENT (SGA)

Type of communication	Relevant Article	Partner to ECHO	ECHO to Partner
Submission proposals		APPEL	
Request revised proposals			APPEL notifications or email by Desk
Refusal of the proposal			Email (pdf)
Specific Grant Agreement	GC, Art 2(a)	Registered mail	Formal notification
Clerical error	GC, Art 12(3)	Email to HoU or Director referred in the SGA	Email (pdf)
Modification (requiring mutual consent)	GC, Art 12(2)	APPEL	Email (pdf)
Notification of Non-Essential changes	GC, Art 12(5)	APPEL	[N/A]
Request revised Modification request			APPEL notifications or email by Desk
Submission interim report	GC, Art 16(2)	APPEL	
Request revised Interim Report		APPEL	APPEL notifications or email by Desk
Request second pre-financing	GC, Art. 18(3)	APPEL	
Force majeure	GC, Art. 13	APPEL or formal notification	Formal notification

<sup>26</sup> FPA ONG, Article 12.

<sup>27</sup> Letter (pdf) sent by email to official address

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Notification of events that could lead to suspension	GC, Art. 14(1)	APPEL or email to TA or Desk	
Difficulties in implementing an action	GC, Art 5(a)	APPEL	Will depend on the nature of the difficulties
Suspension	GC, Art.13(b)	By APPEL or formal notification	Email (pdf)
Suspension requested by ECHO	GC, Art 14(2)		Formal notification
Resumption of activities after suspension	GC, Art 14(3)	APPEL	Email (pdf)
Submission final report	GC, Art. 16(3)	APPEL	
Request for additional information			Email (pdf)
Request to donate supplies	GC, Art.10(3)	APPEL	Email (pdf)
Termination by the Partner	GC, Art. 15(1)	Formal notification	Formal notification
Termination by ECHO	GC, Art. 15(2)		Formal notification
Assignment of claims to third parties		Email to <a href="mailto:ECHO-finance-legal-affairs@ec.europa.eu">ECHO-finance-legal-affairs@ec.europa.eu</a>	
Inform of Corrupt, fraudulent, collusive or coercive practice or established breach of agreement.	GC, Art 5 d)	APPEL or email to <a href="mailto:ECHO-finance-legal-affairs@ec.europa.eu">ECHO-finance-legal-affairs@ec.europa.eu</a>	Email (pdf) or formal notification
Reduce of the grant	GC, Art.18(10)		Formal notification
Suspension of payments	GC, Art.18(12)		Formal notification
Penalties	GC, Art.28(c)		Formal notification