

MINISTERU GHALL-AFFARIJIET BARRANIN  
U EWROPEJ

SEGRETARJAT PARLAMENTARI  
GHALL-FONDI EWROPEJ



MALTA

MINISTRY FOR FOREIGN AND EUROPEAN  
AFFAIRS

PARLIAMENTARY SECRETARIAT  
FOR EUROPEAN FUNDS

*Id-Divizjoni għall-Fondi u Programmi*

*Funds and Programmes Division*

**Circular: EEA/NO 01/2020**

**17<sup>th</sup> February 2020**

Dear Project Promoters,

**Subject: Addendum to the Grant Agreement in connection with projects implemented under the EEA and Norway Grant 2014-2021**

The Grant Agreement signed between the National Focal Point as Programme Operator (NFP as PO) and the Project Promoter (PP), as beneficiary, specifies the objectives, indicators and overall budget of the project. This agreement binds the beneficiary to implement the project in accordance with its terms and conditions.

In some instances, certain modifications to the project are necessary in order to guarantee its success. Article 5.2 of the Grant Agreement, "*Modifications or Revisions to the Project*" and article 2.1.11(4) of the Manual of Procedures, stipulate that "*the PP shall notify in writing any modification request to the PO in good time to enable the PO to adequately consider and assess the request before giving its decision (approval or rejection). Decisions are sent to the PP in writing and in the case of approvals, will then generally be followed up with an addendum to the Project Contract. Although the NFP as PO shall approve all changes in writing, there is no need to sign an addendum each time there is a change. In the spirit of proportionality and also to reduce the administrative burden, an addendum may incorporate several changes that have taken place over a span of time. No unilateral changes (by the PP) to the Project Contract shall be accepted by the NFP as PO.*"

It has been noted that change requests are not always being endorsed by all the signatories to the Grant Agreement. Thus, beneficiaries are hereby being informed that any requests for a modification to the project description, annexed to the Grant Agreement, is to be endorsed by the project leader, legal representative of the organisation and the respective Permanent Secretary.

Should the NFP as PO endorse the change request, the subsequent addendum to the Grant Agreement shall be signed by the Head of NFP as PO (DG, Funds & Programmes Division, MFEA) and the project leader, legal representative of the organisation and respective Permanent Secretary on behalf of the beneficiary.

We thank you in advance for your cooperation,

Regards

Carmen Dalli  
Director: Programmes & Projects