

MINISTERU GĦALL-AFFARIJET EWROPEJ U
L-UGWALJANZA

SEGRETARJAT PARLAMENTARI GĦALL-FONDI
EWROPEJ U ID-DJALOGU SOCJALI



MALTA

MINISTRY FOR EUROPEAN AFFAIRS AND
EQUALITY

PARLIAMENTARY SECRETARIAT FOR EU
FUNDS AND SOCIAL DIALOGUE

Id-Divizjoni għall-Fondi u Programmi

Funds and Programmes Division

23rd March 2018

RA Circular No 4

Dear beneficiaries,

Subject: Addendum to the Grant Agreement in connection with projects implemented under the Asylum, Migration and Integration Fund and the Internal Security Fund

The Grant Agreement signed between the Responsible Authority (RA) and the 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. In accordance with section 6.1 of the Manual of Procedures, *Grant Agreement*, any change requests shall be notified to the RA for their assessment and determination by means of an email and/or a formal letter. Whenever the RA deems such changes as valid and justified, an approval will be sent to the beneficiary in writing, followed by an addendum.

Recently, it has been noted that change requests are not always endorsed by all the signatories of the Grant Agreement. Thus, as of **2nd April 2018**, 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 (in case of public entities/departments) whilst revision requests submitted by NGOs shall be endorsed by the project leader and legal representative of the respective organisation.

Should the RA endorse the change request, the subsequent addendum to the Grant Agreement shall be signed by the Director General of the Responsible Authority and the project leader, legal representative of the organisation and respective Permanent Secretary (where applicable) on behalf of the beneficiary.

We thank you in advance for your cooperation.

Sincerely,

Raphael Scerri
Director General