



Amendments requested by Consortium

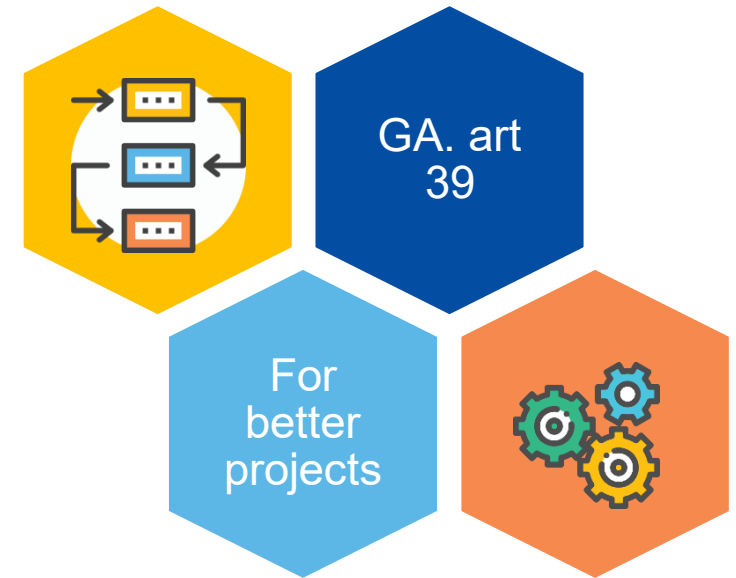
DG JUSTICE and Consumers

Programme and Financial management

28 May 2021

Content

Amendment procedure GA art. 39
Guidelines – the basics
Technical aspects



General rules

Changes in the terms & conditions and annexes of a GA.

01

The amended provisions become an integral part of the GA.

02

Requests must be submitted sufficiently in advance (**45 days**).

03

Conditions and procedures



Article 39.1 GA → Conditions: The Agreement may be amended, **unless** the amendment entails changes which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants;



Article 39.2 GA → Procedure;



For **assistance** refer to the [Online manual](#)

General conditions

WHO?

- Project coordinator **(PLSIGN)** on behalf of the Consortium
- The Commission

WHEN?

- **45 days** before the end of the project
- The AMD **should be signed** by both parties before the end of the project
- After the end of the project **only** in case of change of bank account, change of beneficiary receiving the final payment

HOW?

- In the electronic exchange system F&TP
- Sign, submit, countersign electronically

When is an amendment necessary?

**Withdrawal/termination,
addition, replacement of a
beneficiary (or COO)**

**Change in work
packages and
deliverables***

**Change of bank
account**

**Budget transfers
above the 20%
threshold of total
costs GA Art. 4.2**

**Extension of action's
duration**

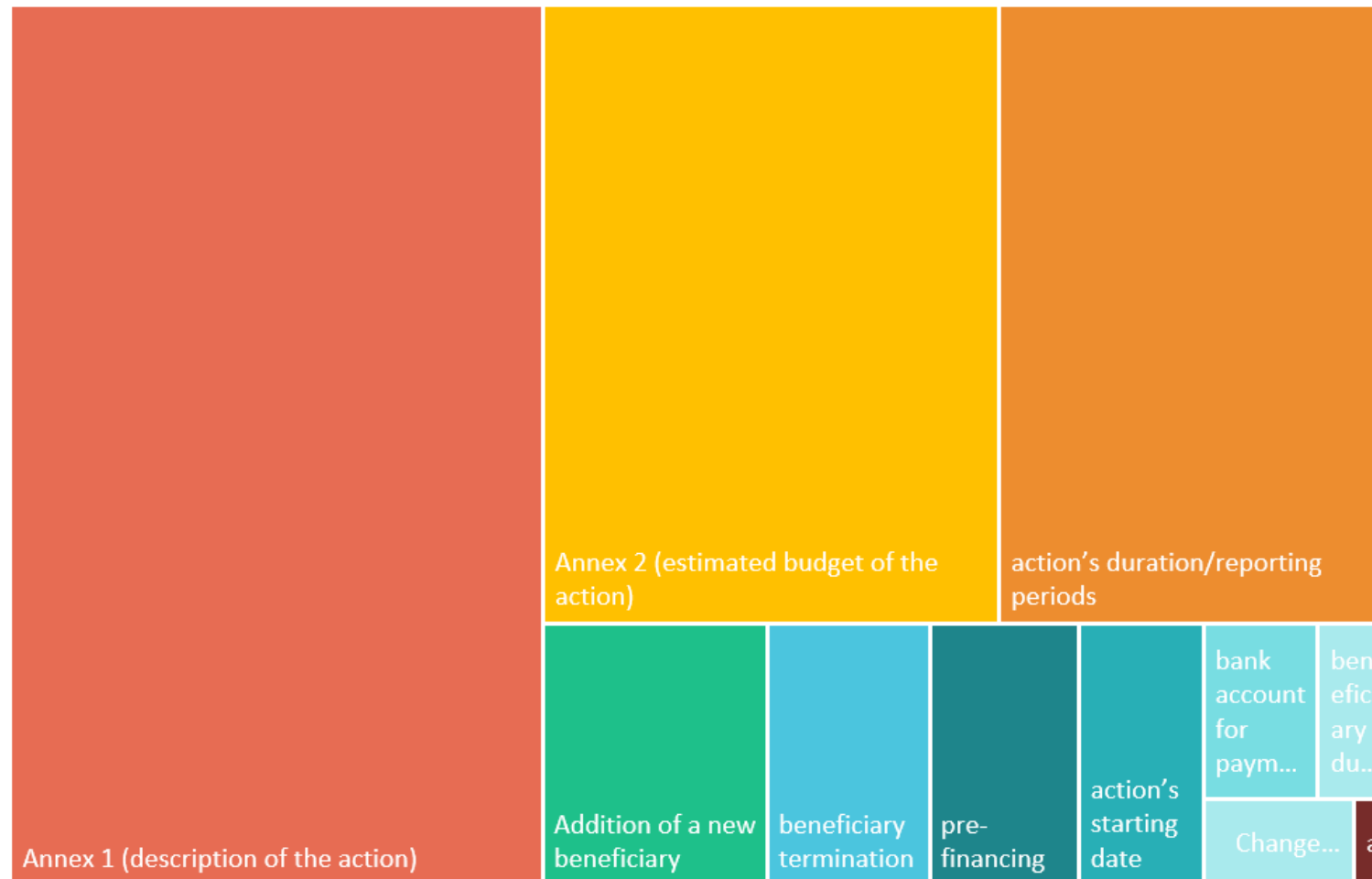
**! The AMD should be
signed before the
actual end date**

**Additional
subcontracting**

See also GA art. 10

* Any ongoing AMD provides the opportunity to check and update the dissemination level of deliverables (from PU to CO, etc.)

Most frequent AMD clauses (2016 – present)



Annex 1	33%
action's duration/reporting periods	19%
Annex 2	16%
beneficiary termination	5%
Addition of a new beneficiary	3%
action's starting date	3%
bank account for payments	3%
pre-financing	2%
beneficiary due to partial takeover	1%
Change of coordinator	1%
action's title and/or acronym	< 1%
beneficiary's termination (non-signature of accession forms)	< 1%
pre-financing	< 1%
Project full suspension	< 1%

When is an amendment **NOT** necessary?

Change of address of a beneficiary

Change in the name of the bank or in the address of the branch where the coordinator has an account

Change of VAT number

Delays of 1-3 M in submission of deliverables

Changes in the core staff mentioned in Annex 1/Part B (notify PO instead)

Budget transfers below the GA art. 4.2

Request for amendments – in brief

Launch the amendment request in the F&TP

Compose the amendment

- Justification
- Revision of different items to be amended directly on the portal
- AMD documents will be automatically generated

Sent to “EC Review”

Sign & Submit the amendment request to EC

Launch an amendment request

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. The user is logged in as 'Natalia MEREANU'. The interface includes a sidebar with project details for 'Project 1' and a main area with a timeline for 'Continuous Reporting'. A modal titled 'Launch new interaction with the EU' is open, showing options to launch a 'Request for Amendment', 'Grant Agreement Termination by beneficiaries', 'Formal Notification', or 'Communication to the Project Officer'. A blue arrow points to the '+' button in the top right corner of the main area, which triggers the modal.

European Commission

RESEARCH & INNOVATION

Grant Management Services

Help

Natalia MEREANU

MY PROJECT

Call: JUST-JCOO-EJN-AG-2018
Type of Action: JUST-AG
Acronym: Project 1
Current Phase: Grant Management
Number: Project 1
Duration: 24 months
GA based on the: JUST/REC MGA — Mono - 2.0
Start Date: 01 Jan 2019
Estimated Project Cost: €85,106.00
Requested EU Contribution: €71,582.66
Contact: Natalia MEREANU

Latest Legal Data
Active Processes
Document Library
Communication Centre
Archived Processes

H2020 ONLINE MANUAL

HOW TO

Launch new interaction with the EU

Choose one of the options below

Request for Amendment Launch

Including notification on termination of the participation of one or more beneficiaries. Choose the data set based on which you would like launching a new amendment request:
☒ latest legal data

Grant Agreement Termination by beneficiaries Launch

Attention! This option is reserved for the termination of the grant agreement. The termination of the grant agreement is considered as a last resort measure, if all other efforts to continue the action fail. Termination is irrevocable and comes into force immediately after signature and submission. You are advised to consult the available guidance of the corresponding funding programme or contact the responsible officer in charge of your grant agreement.

Formal Notification Launch

Attention! The use of the formal notification channel is reserved for specific purposes e.g. for communication as set out in the model grant agreement (MGA) e.g. obligation to provide information upon request or obligation to inform). If you wish to interact with officers, please use the messaging facility (see below).


Communication to the Project Officer Launch

At any time, you may wish to informally exchange messages or ask questions to the Service via the electronic system. If your query is related to an ongoing process, you're encouraged to use the messages section of that process.

Compose amendment

Project 1

JUST-AG



JUSTICE
ACROSS
EUROPE

Reference: AMD-12

Type: CR (Consortium Requested)

Project Summary

Amendment Information

Beneficiary...

General Information

Reporting Periods

GA Information

GA Options

H+

DOCUMENTS

Amendment Information

Number:

Reference:

Type:

CR (Consortium Requested)

Justification:

Missing information for amendmentJustification

NO amendment clause is selected; Clauses are selected automatically if you modify data of the project or manually by the Project Officer (for more information, please, check at <https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/2.+Amendments>)

EU signature date:

Beneficiary signature date:

Date of entry into force:

Amendment clauses

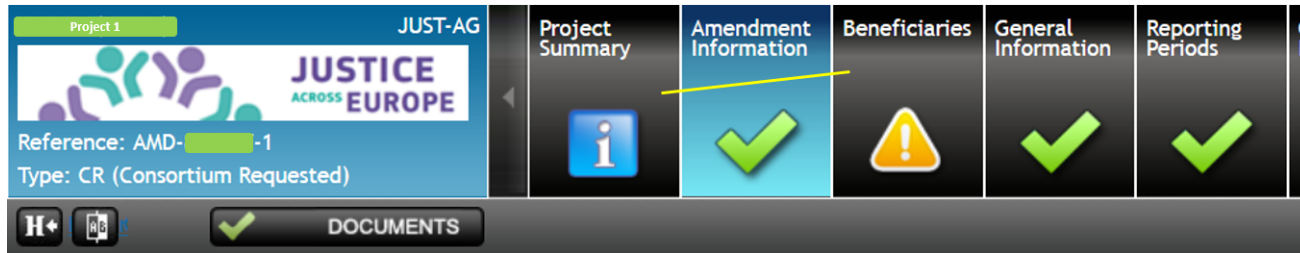
Automatic

		Business Reference	
11	<input type="checkbox"/>	AT1	Removal of beneficiaries due to their non-accession to the GA
	<input type="checkbox"/>	AT2	Removal of a beneficiary whose participation was terminated (for other reasons)
	<input type="checkbox"/>	AT3	Addition of a new beneficiary

One justification for each major change (e.g. extension, addition of subcontract, addition of a new deliverable)

The justifications will be part of the formal **Amendment Request Letter** (which is generated automatically).

Amendment clauses



Project 1 JUST-AG

JUSTICE ACROSS EUROPE

Reference: AMD- -1
Type: CR (Consortium Requested)

Project Summary Amendment Information Beneficiaries General Information Reporting Periods

DOCUMENTS

Amendment Information Amendment clauses

Automatic

		Business Refere	
	<input type="checkbox"/>	AT1	Removal of beneficiaries due to their non-accession to the GA
	<input checked="" type="checkbox"/>	AT2	Removal of a beneficiary whose participation was terminated (for other reasons)
	<input checked="" type="checkbox"/>	AT3	Addition of a new beneficiary
	<input type="checkbox"/>	AT4	Change of beneficiary due to partial takeover
	<input type="checkbox"/>	AT8	Change of coordinator
	<input type="checkbox"/>	AT22	Change of the action's title and/or acronym
	<input type="checkbox"/>	AT23	Change of the action's duration

Selected by EU

		Business Refere	
	<input checked="" type="checkbox"/>	AT21	Change of Annex 1 (description of the action)
	<input type="checkbox"/>	AT26	Resuming the action after suspension
	<input checked="" type="checkbox"/>	AT31	Changes of Annex 2 (estimated budget of the action)
	<input type="checkbox"/>	AT32	Change of the maximum grant amount
	<input type="checkbox"/>	AT34	Change to the action's estimated eligible costs

Automatically selected clauses from the predefined list in function of the amendment changes introduced in the tabs.

Other types of clauses are selected by your Project Officer.

Changes in the Description of the Action (DoA)

Project 1
REC-AG

Reference: AMD -2
Type: CR (Consortium Requested)

Project Summary
Amendment Information
Beneficiaries
General Information
Reporting Periods
GA Information
GA Options
Financial Information
LF Overview
Work Packages

DOCUMENTS

Work Packages

Number		Title	Lead Beneficiary	Total Effort	Start Month	End Month	Deliverables No.	Status
1	✓	National networking: establishment of national networks for monitoring and combatting hate speech and hate crime	Coordinator	12	1	24	1, 2, 3 ...	Updated
2	✓	Measures to enhance prevention and intervention of hate crime and online hate speech	Coordinator	14.5	4	24	8, 9, 10 ...	Updated
3	✓	Exchange of Good Practices between public authorities in the Member States	Partner 1	7	18	24	16, 17 ...	Active
4	✓	Developing and enhancing measures assist the victims	Partner 2	3	2	24	19, 20 ...	Updated
5	✓	Coordination and Management of the Project	Partner 3	12	1	24	26, 27 ...	Active
Total:				48.5				

Validate

Self checklist for COO before sending to EC

Online tab 'amendment information' → add justification

AMD clauses are automatically selected upon encoding of AMD data

Encode AMD data directly in relevant online tabs (WPs, DLVs,...)

Upload annexes and supporting documents*

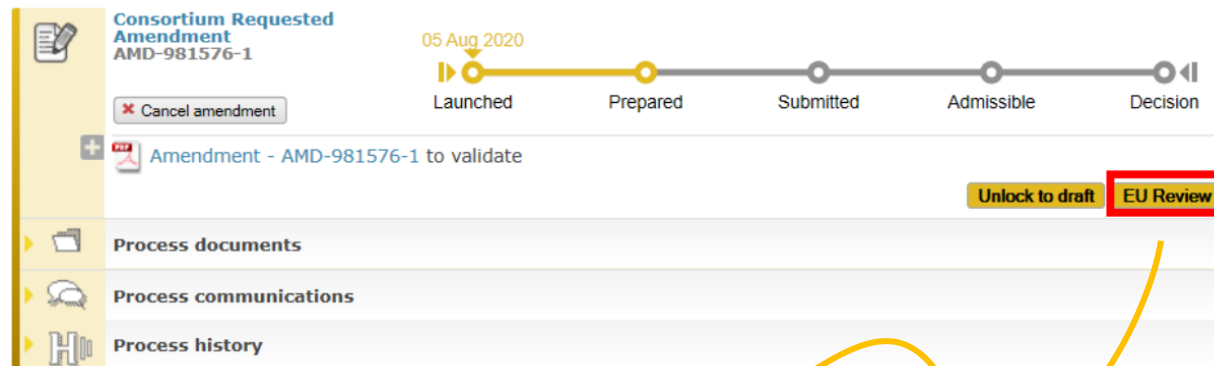
Validation processes need to be completed**

Check the AMD documents generated by the IT tool

* e.g. Opinion letter of leaving beneficiary, Part B (use the version from your GA or from previous signed AMD)

** e.g. when adding a partner organisation, the validation of the new legal entity (PIC, LEAR..), the new bank account

Coordinator Contact sends the AMD for review



Formal submission
by PLSIGN
possible only after
EU review

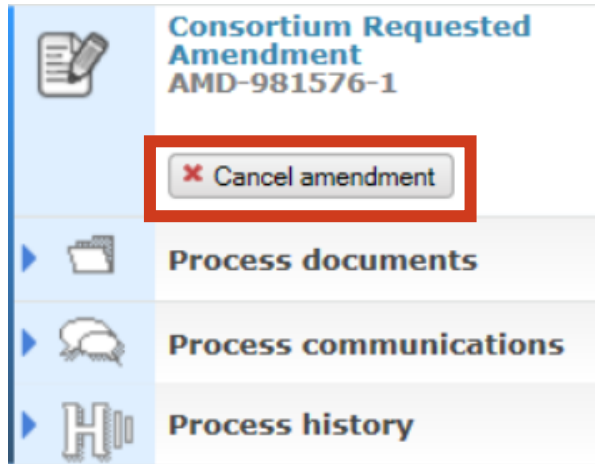
AMD is validated
and sent to the
consortium to be
formally signed and
sent back to the EU
for assessment

or

If AMD requires
corrections, it sent
back to the
consortium for
rectifications and
updates (another EU
review mandatory)

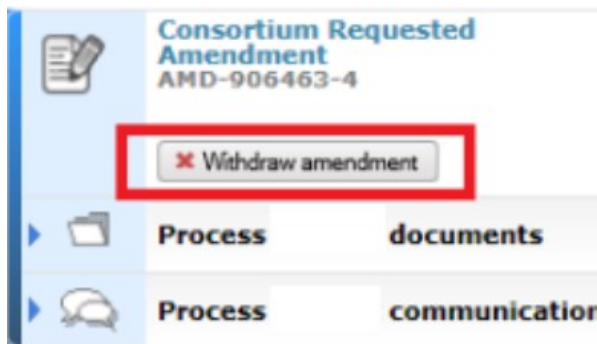
AMD can be
accepted or
rejected within 45
days

Cancelation and withdrawal



At any point before the
PLSIGN signature

Possibility to cancel the
AMD request



After signing and
submitting the AMD
request, but before EC
countersignature

The PLSIGN can withdraw
the request

Entry into force

**Once signed,
the AMD is
legally binding**

**It takes effect
either on a
specific date or
on the date it
enters into force**

**It may affect the
eligibility of costs**

**Enters into force
on the day the
Commission
signs it**

**If a request
involves more
than one change,
these can take
effect on different
dates**

**Some changes cannot
have a retroactive
starting date**

Thank you and keep in touch!



<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>



[@EU_Justice](https://twitter.com/EU_Justice)