

| Type of communication related to IMDA | Partner to ECHO (Mean) | ECHO to Partner (Mean) | Relevant Article |
|---|---|---|------------------|
| Submission proposals | APPEL | | |
| Request revised proposals | | APPEL notifications or email by DO | |
| Refusal of the proposal | | Email (pdf) | |
| Specific Grant Agreement | Registered mail | Formal notification | GC, Art 2(a) |
| Clerical error | Email to HoU or Director referred in the SGA | Email (pdf) | GC, Art 12(3) |
| Modification (requiring mutual consent) | APPEL | Email (pdf) | GC, Art 12(2) |
| Notification of Non-Essential changes | APPEL | [N/A] | GC, Art 12(5) |
| Request revised Modification request | | APPEL notifications or email by DO | |
| Submission interim report | APPEL | | GC, Art 16(2) |
| Request revised Interim Report | | APPEL notifications or email by DO | |
| Request second pre-financing | APPEL | | GC, Art. 18(3) |
| Force majeure | APPEL or formal notification | Formal notification | GC, Art. 13 |
| Notification of events that could lead to suspension | APPEL or email to TA or DO | | GC, Art. 14(1) |
| Difficulties in implementing an Action | APPEL | Will depend on the nature of the difficulties | GC, Art 5(a) |
| Suspension | By APPEL or formal notification | Letter (pdf) | GC, Art.13(b) |
| Suspension requested by ECHO | | Formal notification | GC, Art 14(2) |
| Resumption of activities after suspension | APPEL | Email (pdf) | GC, Art 14(3) |
| Submission Final report | APPEL | | GC, Art. 16(3) |
| Request for additional information | | Email (pdf) | |
| Request to donate supplies | APPEL | Email (pdf) | GC, Art.12(2) |
| Termination by the Partner | Formal notification | Formal notification | GC, Art. 15(1) |
| Termination by ECHO | | Formal notification | GC, Art. 15(2) |
| Assignment of claims to third parties | Email to ECHO-finance-legal-affairs@ec.europa.eu | | |
| Inform of Corrupt, fraudulent, collusive or coercive practice or established breach of agreement. | APPEL or email to ECHO-finance-legal-affairs@ec.europa.eu | Letter (pdf) sent by email to official address or formal notification | GC, Art 5 d) |
| Reduce of the grant | | Formal notification | GC, Art.18(10) |
| Suspension of payments ¹ | | Formal notification | GC, Art.18(12) |
| Penalties | | Formal notification | GC, Art.28(c) |