

Type of communication related to IMDA	UN Agency to ECHO (Mean)	ECHO to UN Agency (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)

