INVITATION TO SUBMIT AN ACTIVITY PLAN

EACEA No 30/2016

eTwinning Partner Support Agencies (PSA)

Guidelines and Templates for Reporting and Amendments
I. AMENDMENTS

An amendment is an act modifying the Grant conditions initially agreed or established in clauses of the Grant Agreement. Any amendment to the Grant Agreement must be subject to a prior written supplementary Agreement. An amendment request should not be made retroactively, e.g. changes that have in reality already been carried out.

The amendment request has to:

- be submitted by email (EACEA-EPLUS-ETWINNING@ec.europa.eu) to the Agency by an official letter or request form signed by the legal representative of the beneficiary, that is, the person who signed the Grant Agreement or his/her legal replacement; in some specific cases outlined below, a simple e-mail (without a letter) can be sent but the legal representative should at least be in copy of the email
- be made, where required, on the specific amendment request form provided by the Agency under the link mentioned below
- be submitted to the Agency before the change occurs (no retroactivity allowed)
- be submitted to the Agency at the latest two months before the closing date of the action (Article I.10.6 of the Grant Agreement)
- duly justify the reasons for the proposed changes

The Agency reserves the right to reject an amendment request that is not sufficiently justified. Once the amendment is made, it becomes an integral part of the initial Grant Agreement.

The modifications to a Grant Agreement have to be authorised by the same parties who have signed the initial agreement. Furthermore, the amendment must be signed by the legal representative of the beneficiary organisation, i.e. the person who has the necessary powers to commit the entity. This can be the same person as the one who signed the Grant Agreement or it could be another person replacing the initial representative or a person to whom the authorisation to represent and commit the entity has been given by means of a specific mandate. If the person signing is not the legal representative identified as such in the Grant Agreement, a supporting document proving the authority to sign on behalf of the beneficiary should be submitted along with the request for amendment.

I.1. Changes which require an amendment request form

An amendment request form must be completed to request the following modifications on the Grant Agreement:

- Changes to the budget breakdown

Concerning adjustments to the budget breakdown, an amendment is not necessary provided that this adjustment does not affect the implementation of the action and the transfer between budget categories of eligible direct costs (see annex 1) does not exceed 10% of the amount of
the category for which the transfer is intended (the category that increases), irrespective of the adjustment made between items of operational costs.

Please note that it is not possible to modify the total eligible budget, the amount of the EU Grant or the co-financing percentage.

- Change of bank account

If the bank account of the Beneficiary changes, please submit the financial identification form Sheet downloadable from the website: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

The form must be signed by the account holder in original and either stamped and signed by the bank concerned or accompanied by a recent bank statement. Please note we cannot accept a financial identification form which does not bear an original signature.

- Changes to the work programme

Please note that a formal amendment request is only necessary for major changes to the work programme (e.g. changing original activities/products etc., adding new products, activities etc., skipping some original activities/products etc.). In case of doubt whether or not it is need to request a formal amendment, please contact the Agency.

If the beneficiary changes, a new designation letter must be sent to the European Commission, informing about the new designated body. Please contact the Agency if this situation applies in your case.

The amendment request form contains further guidance and is available at: http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en

Please note that an extension of the eligibility period is not possible.

I.2. Changes which do not require an amendment request form

The following section describes those cases where the use of the amendment request form is not needed.

Changes via the Participant Portal

The Participant Portal is the platform where the LEAR (Legal Entity Appointed Representative) of each beneficiary registers any changes related to their legal entity. The accuracy of these changes and any supporting documents are checked and validated by the Research Executive Agency (REA). Once REA has validated these changes, they notify the beneficiary that this information is up to date in the database of the Commission (i.e. URF/PDM and ABAC).

It is not required to send an amendment request to the Agency for these modifications. However, it is recommended to inform the Agency by email of the specific changes introduced via the Participant Portal for a better follow-up.

The following modifications must be made via the Participant Portal:
• change of the legal status of the beneficiary

The new legal status of the beneficiary must fulfil all the eligibility and selection criteria originally applied. If this change results in non-fulfilment of the eligibility and/or selection criteria, participation will be terminated. It will also be verified whether the eligibility criteria at project level are still respected. If this is not the case, the Agreement will be terminated.

• change of legal name of the beneficiary

In certain cases, what appears to be a change of name may in reality be a different change (e.g. new legal entity, transfer of rights and obligations) which may require other supporting documents and a different treatment. In this case the Agency will inform you what documents are needed.

• change of address of the beneficiary

The change will be accepted by the Agency provided that it is compatible with the eligibility criteria.

Address of the Participant Portal:

Change of legal representative in the beneficiary organisation (person who signed the Grant Agreement)

In this case it is not necessary to use the amendment request form. An e-mail or letter signed by the new legal representative together with an official document confirming the name of this new legal representative is sufficient. If the e-mail is not sent by the new legal representative, he/she should be in copy. Examples of official documents include statutes and/or minutes of the Board.

Change of contact person in the beneficiary organisation

A change of contact person in the beneficiary organisation (person indicated in Article I.6.3 of the Grant Agreement) does not require the use of the amendment request form. An e-mail or a letter signed by the legal representative of the beneficiary organisation must be submitted to the Agency outlining the reasons for the envisaged change. If the e-mail is not sent by the legal representative, he/she should be in copy.

II. REPORTING

The Agency is currently moving to an eReporting system. The implementation of electronic reports will simplify the work of the beneficiaries (no re-encoding of already known information) and facilitate the transition to a future corporate grant management system.

The e-Report is an online tool that will be made available via the Participant Portal. Prior to the submission of the progress and/or final report you will receive detailed instructions about how to use the new online tool to submit your report.
II.1. Purpose of the reports

Reporting on your project's progress and achievements is both crucial and beneficial part of the project management process.

A Progress Report providing the Agency with a mid-term update on how a project is advancing against original plans and budgets must be submitted at the latest one month after the end of the reporting period.

A Final Report, covering the reporting for the entire project duration, must be submitted at the latest two months after the end of the project. The Final Report is due at the end of the project and allows the overall evaluation of the project. Approval of the Final Report leads to the final payment. In summing up the output of the Erasmus+ Programme, the Agency drafts synthesis reports which are based on the final reports submitted by beneficiaries.

In order to provide a practical and structured means for a project to report its achievements, the Agency has report templates – including a financial reporting table. The link to the reporting templates is: http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en (see your particular action).

II.2. Content of the Report

The report presents a summary of the content of the project and its achievements. It also contains information about the execution of individual activities, the management of the project, the project finances, and any supplementary information the beneficiary would like to communicate to the Agency. The legal representative of the beneficiary organisation must confirm that the data and information contained in the report are accurate and in accordance with the facts.

Reports include a Declaration of honour by the beneficiary. This is a formal declaration of the accuracy of the information provided in your report. Make sure that this declaration is signed by the legal representative (the same person who signed the Grant Agreement or a person who has the mandate to sign). If the declaration page is signed by a different person, the Agency will not be in a position to accept the report, which would delay the due payment.

The report style and language should be accurate and concise. Copying content from the original application does not suit the external communication purpose of the report and is to be avoided. The use of EU project-related terminology is not recommended. Use instead the actual titles and names of the various deliverables and products.

The report should include details of all /results produced within the reporting period in accordance with the approved work programme. It may contain diagrams and pictures illustrating the work of the project. It should be of a quality that allows it to be published without further revision or editing.

A complete financial analysis of the project's expenses will be done only at the submission of the report.

The report should include the following information:
- Project objectives: describe the objectives of the project, the potential impact upon and benefits to the target user group.
- Project methodology: present the methodology for achieving the objectives, including the evaluation and dissemination strategies.

- Overall project management: explain the methodology put in place to manage the project, the coordination with the different stakeholders and the implementation of quality assurance tools. Report on any particular difficulty the project encountered related to the management. Describe the means of communication with the target groups (website, newsletters, etc.) and dissemination strategy.

- Project outcomes and results: describe the major achievements and results for the reporting period.

- Impact and plans for the future: include a description of plans to carry out the remaining work to achieve project objectives; emphasise how the project outcomes / achievements will be sustainable for the continuation of the project.

- Contribution to EU policies: describe the contribution of the project in implementing the eTwinning Action and the impact on National Policies and on target groups.

The financial reporting for your project must be carried out using the Excel workbook that has been provided by the Agency for that purpose.

More information is given on the financial report in part 2 Financial Rules.

The complete report should be sent in the following way:

**By post:** 2 electronic storage devices (e.g. 2 USB sticks, 2 CD ROM) containing the report and all the deliverables (publications, presentations and agendas of meetings and conferences, folders...). The report must be completed with the model template (narrative part and financial part-excel table) with the signature of the legal representative (scanned signature). For compulsory documents on the financial report, please see Article II.23.2 of the General Conditions of your Grant Agreement.

The address is:

Education, Audiovisual and Culture Executive Agency  
Erasmus+: Schools, Vocational Training, Adult Education, Platforms  
Office: J59 - 08/33  
Av. du Bourget 1  
BE - 1049 Brussels  
BELGIUM  

**II.3. Incompleteness of a report**

If a report is incomplete (for instance, some parts are missing or incorrect), the Agency may request that further information be supplied and provided through the submission of a new, updated version of the report. The submission of a new version of the report is especially important if it is not of sufficient quality for its publication. The Agency will specify the form in which the additional information should be submitted. In these cases, the period foreseen in
the contract for payment will be suspended until the additional information has been received by the Agency.

II.4. Rejection of a report

In addition, there are a number of elements that are indispensable for the Agency to carry out an analysis of the report. The absence of any of these elements would render the Agency unable to assess the report and would thus lead to a rejection of the report until the missing information had been provided.

Reasons for rejecting reports:
- the report has not been signed or has not been signed by the legal representative
- there are parts missing or incomplete
- the financial part is missing or the amounts presented are not in accordance with the initially agreed budget
- the report has been submitted using wrong templates and/or the excel reporting tool
- the report has been submitted in a language other than English, French or German
- the report of Factual Findings of the Final Financial Report is missing or incorrect.

Based on the experts' assessment and their recommendations, the Agency takes a final decision with regard to the payment of the due part of the Grant. In case a report is not complete and additional information needs to be submitted, the related payment is likely to be delayed.

Once the assessment is complete, the Agency will inform the project of the final evaluation e.g. its decision and feedback on the project's progress (in the case of progress reports) and achievements.
eTwinning Partner Support Agencies (PSA)

EACEA No 30/2016

Enter the project country here

Select Progress or Final Report

PART I - General description of the project and achievements
GENERAL INFORMATION

Project title: Enter your text here
Agreement number: Enter your text here
Link to PSA dedicated eTwinning webpage: Enter your text here
Link to eTwinning pages in an existing webpage: Enter your text here
Link to PSA Facebook page: Enter your text here
Link to PSA Twitter account Enter your text here

Reporting period
Progress report: From 01/01/2017 To 31/12/2017
Final report: From 01/01/2017 To 31/12/2018

Date of submission:

Beneficiary organisation: Enter your text here
Project coordinator (contact person): Enter your text here
Project coordinator email address: Enter your text here

This project has been funded with support from the European Commission.

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Please send:
Two electronic copies of the report and deliverables on physical storage device (e.g. USB sticks, ...) to the following postal address:
Education, Audiovisual and Culture Executive Agency
Erasmus+: Schools, Vocational Training, Adult Education, Platforms
Office: J59 - 08/33
Av. du Bourget 1
BE - 1049 Brussels
BELGIUM

Please note that we ask you to send the results of the project only in electronic form:
- publications, CD Rom, DVD with audio, video materials: electronic version or web link are sufficient
- official invitations and agenda of conferences, meetings, training or other events organised/participated by the centre, copy of presentation: electronic version is sufficient
- references to the internet sites where appropriate

For questions, please contact us via the functional mailbox: EACEA-EPLUS-ETWINNING@ec.europa.eu
Part I – General description of the project and achievements

1. Description of the Project (please present the main achievements of your PSA as well as the target groups and the geographical coverage you addressed in accordance with the aims and priorities defined in your Activity Plan)

   Please enter your text here

2. Project Methodology (please present the methodology for achieving the specific objectives set out in the Invitation, in particular:
   ✓ to increase the number of active users and schools with a view to contribute to the mainstreaming of eTwinning;
   ✓ to ensure that users are participating in eTwinning activities;
   ✓ to provide technical and pedagogical support to participating teachers and schools;
   ✓ to ensure a safe and high quality delivery of eTwinning in their country;
   ✓ to contribute to the management and operation of eTwinning)

   Please enter your text here
3. **Project Outcomes** (please describe to which degree targets (teachers-users, schools, projects) described in your Activity Plan have been reached. Which mechanisms have been established by the PSA in order to reach the quality, relevance and appropriateness of the proposed activities?)

*Please enter your text here*

Please provide the following information:

- **Traffic in the national pages:**
  
  Please provide the data and precise which system you use to keep track of them:

- **Relevant statistics:**
  
  Number of articles/videos/participations in TV/Radio programmes on eTwinning in the national media:

  Number of Ambassadors (and precise how many are new this year):

  Total staff working for eTwinning within the PSA in Full Time Equivalent (FTE):

4. **Overall project management** (please explain the methodology put in place to manage the project, the coordination with the different stakeholders and the implementation of quality assurance tools and monitoring. Report on the effectiveness of the management activities and on any particular difficulty the project encountered related to the management)

*Please enter your text here*
5. Lessons learned and plans for the future (please mention your suggestions to improve or amplify your activities; please mention concrete established plans for raising the visibility of eTwinning and engagement of the users1, in particular the ambassadors, the headmasters and other stakeholders during its lifetime and beyond)

Please enter your text here

6. Impact (Have the policy issues/priorities been addressed through the implemented activities? Were there specific plans to measure the impact of the project? Please assess the clarity and quality of these plans. To which degree did the implemented activities motivate the school education community in your country to participate in eTwinning? What was the impact on relevant target groups and on stakeholders?)

Please describe with the help of the below table through which indicators and means/sources of verification you have evaluated the efficiency and effectiveness of your activities to achieve the objectives and expected results summarised in the Activity Plan Framework of your Activity Plan.

Please enter your text here

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1 According to the eTwinning platform Glossary, users can have one of the following roles:
- Teacher
- ICT coordinator
- Careers guidance
- Head teacher/principal
- Librarian
- Pedagogical adviser
- School psychologist
<table>
<thead>
<tr>
<th></th>
<th>Summary of Objectives/Activities</th>
<th>Key Indicators (quantitative and qualitative)</th>
<th>Means/Source of verification</th>
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<tr>
<td>Overall Objectives</td>
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<td>Expected results</td>
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<td>Activities</td>
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</table>
eTwinning Partner Support Agencies (PSA)
EACEA No 30/2016

Enter the project country here

Select Progress or Final Report

PART II - Implementation of the Activity Plan
GENERAL INFORMATION

Project title: Enter your text here
Agreement number: Enter your text here

Reporting period
Progress report: From 01/01/2017 To 31/12/2017
Final report: From 01/01/2017 To 31/12/2018

Date of submission: Enter date
Beneficiary organisation: Enter your text here
Project coordinator (contact person): Enter your text here
Project coordinator email address: Enter your text here

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Part II – Implementation of the Activity Plan

Overview

The confidential part comprises the following sections:

**Section 1** Declaration of honour by the Beneficiary

**Section 2** Implementation of the Activity Plan and project management

**Section 3** Suggestions for improvement and other Supplementary Information (optional)

**Section 4** Financial Reporting Table

It is mandatory to complete all parts in full, with the exception of Section 3.

The Financial Reporting Table (Section 4) is available on the Agency’s webpage:

(Choose Key Action 2 > Cooperation for innovation and exchange of good practices > eTwinning-NSS)

And on the eTwinning Support Services Community:
https://groups.etwinning.net/7637/pages/page/66430
SECTION 1 - DECLARATION OF HONOUR BY THE BENEFICIARY

Grant Agreement number: 2017 - nnnn

I, the undersigned, hereby declare that the information contained in this Report is accurate and in accordance with the facts. In particular, I certify that the Financial Statement, provided as an Excel spreadsheet with this report, properly reflects the financial transactions made for the project in accordance with the provisions of the Agreement and its Annexes signed with the Education, Audiovisual and Culture Executive Agency and that full supporting documentation to justify the costs and revenues is available for checks and audits.

(Only for Final Report) I herewith request payment of the outstanding balance for the grant, in accordance with the terms of the Grant Agreement/Grant Decision, which is EUR .................

Signed in: on / / 

Signature of the beneficiary's legal representative

Seal/stamp of the organisation

Name and function in capital letters
SECTION 2 - IMPLEMENTATION OF THE ACTIVITY PLAN

2.1 Implementation of Activity Plan activities

Please describe the implementation of the activities described in your Activity Plan by work package, including the list of all deliverables/achievements. In case of deviations encountered describe the solutions that have been implemented. Please copy the following table as required in order to provide information on each work package (all compulsory and recommended tasks/activities) of the Activity Plan:

Work Package 1: Promotion of eTwinning and School Education Gateway at national, regional and local levels (WP 1)
Work Package 2: Provision of technical and pedagogical support (WP 2)
Work Package 3: Ensuring safety and quality of eTwinning projects (WP 3)
Work Package 4: Common tasks contributing to the management and operation of eTwinning (WP 4)

Wherever relevant and applicable, please also refer to the quantitative and qualitative targets as defined in your Activity Plan and report to which extent they have been achieved.

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<thead>
<tr>
<th>Work Package [Nr]:</th>
<th>WP Title:</th>
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<tbody>
<tr>
<td>Nr of activity</td>
<td>Activity/Task title:</td>
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<td>Fully accomplished</td>
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Description of activity/task and related sub-activities
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<th>Deliverables: outputs / results / achievements</th>
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<tr>
<td>Deviations (if any) from the initial planning (activities/deliverables) and implemented or proposed solutions</td>
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<th>Tasks that were subcontracted</th>
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<tr>
<td>N° days (where appropriate)</td>
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Information to be attached to your report:

Please number the 'deliverables/products/annexes' themselves and use the same numbering for the lists that you provide here:

- list of the staff members of your PSA, their role as well as their position/status (seconded teacher/civil servant…) and involvement in FTE (full time equivalent);
- list of ambassadors (including composition and geographical coverage of your ambassadors network, specifying their education role, recruitment, communication, evaluation and recognition);
- list of all training activities and other events\(^2\);
- list of participants to all events (including these organised by the CSS);
- agenda and minutes of meetings;
- list of deliverables/products, newsletters, etc. (please use the following table)

\(^2\) As described in the eTwinning platform Glossary, the types of events are:

Events organised and registered by the support community
- PDW
- Online Seminars (2 hours session on any topic organised by the CSS)
- CSS Featured online Events
- Workshop
- eTwinning seminar
- Online contact seminar (for finding partners)
- Online training (involving more than 1 country)
- Online training/meeting
- Face-to-face training/meeting
- Learning events
- Partner Finding Fairs
- European conference
- National conference
- Regional conference

Events organised and registered by end-users within eTwinning Live
- Partner Finding
- Presenting my project
- Presenting my school/my classroom
- Promotion/dissemination
- Seminar/workshop/lesson
- Sharing practice
- Training session
Summary of deliverables/products, newsletters, publications, studies, survey...

Please use the appropriate codes for each outcome:

- A1 www page
- A2 Printed Flyer/Guidelines/Booklet
- A3 Printed newsletter
- A4 Digital newsletter
- A5 Publications
- A6 Promotional gadgets
- A7 Studies
- A8 Surveys
- A9 Other (please specify)

State number of copies/items for material and number of courses and participants for modules

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<tr>
<th>N.</th>
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<th>Any other comments</th>
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SECTION 3 – SUGGESTIONS FOR IMPROVEMENT AND OTHER SUPPLEMENTARY INFORMATION (OPTIONAL)

Suggestions for improvement: Please describe the most relevant improvements your PSA would recommend for attention both on operational issues (eTwinning platform, coordination, number and timetable of meetings, format of workshop and conferences…) and on administrative issues.

Supplementary information: If there is any information or issue you do not consider suitable for Sections 2 and 4 and which you wish to communicate to the Agency, you may insert it here:

Please enter your text here
SECTION 4- FINANCIAL REPORTING TABLE

The financial reporting for your project must be carried out using the Excel workbook that has been provided by the Agency for that purpose.

The Financial Reporting Table (Section 4) is available on the Agency’s webpage: http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en

(Choose Key Action 2 > Cooperation for innovation and exchange of good practices > eTwinning-NSS)

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Agreement Number:

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<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Beneficiary organisation:</td>
<td></td>
</tr>
</tbody>
</table>

**DECLARATION OF CONFORMITY**

I, the undersigned, hereby declare that the information attached is accurate and in accordance with the facts.

*(Original signature of the person legally authorised to act on behalf of the beneficiary organisation and who signed the original agreement)*

Name of legal representative: .......................................................... Position within the beneficiary organisation: .......................................................... Place & Date: ..........................................................

Form to be returned by e-mail to 
EACEA-EPLUS-ETWINNING@ec.europa.eu
**AMENDMENTS: INTRODUCTION**

Amendments to the agreement are subject to written requests, dated and signed by the beneficiary's legal representative. These amendments are also subject to formal endorsement by the Agency. Please note that an amendment only takes effect when the Agency has formally accepted it by sending an acceptance letter.

Following the completion of the appropriate section(s) of this form, please print, sign, date and return it by email (see previous page for email address), together with all appropriate annexes, to the Agency. Only relevant completed sections of this form need to be sent.

This request for amendment to the initial grant agreement (including previous amendments), concerns the following item(s) (please, tick the box(es), as appropriate):

- [ ] A Changes to the budget breakdown
- [ ] B Change of bank account
- [ ] C Changes to the work programme
A  Changes to the budget breakdown

Please note that:

- The initial amount of the grant cannot be increased
- It is not possible to retroactively change the eligibility of costs through an amendment
- An amendment request relating to an adjustment to the budget breakdown is not necessary when the transfer between budget categories of eligible direct costs i.e. between staff costs and operational costs (travel and subsistence, equipment, subcontracting, others) does not exceed 10% of the amount of the category of eligible direct costs for which the transfer is intended (the category that increases), irrespective of the adjustment made between items of operational costs
- New subcontracting costs cannot be executed before prior approval of the Agency

Double-click on the following table to fill it in.

<table>
<thead>
<tr>
<th>I.A</th>
<th>STAFF COSTS</th>
<th>Initial allocation</th>
<th>Requested changes</th>
<th>Difference (Euro)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.B</td>
<td>TRAVEL AND SUBSISTENCE (staff)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I.C</td>
<td>TRAVEL AND SUBSISTENCE (non staff)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EQUIPMENT</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>SUBCONTRACTING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OTHER INF. AND COMMUNICATION COSTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I.D</td>
<td>OTHER COSTS</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>TOTAL DIRECT COSTS (I)</td>
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<td></td>
</tr>
<tr>
<td>INDIRECT COSTS (II) (max 7% of I)</td>
<td>0%</td>
<td>-</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL COSTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reasons for requesting these changes (max 1/2 page)

Please attach to your request an updated version of the financial table used for the project application.
B. Change of bank account

If the bank account of the Beneficiary changes, please submit the financial identification form Sheet downloadable from the website: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

The form must be signed by the account holder in original and either stamped and signed by the bank concerned or accompanied by a recent bank statement. Please note we cannot accept a financial identification form which does not bear an original signature.
C. Changes to the Activity Plan

Please note that a formal amendment request is only necessary for major changes to the work programme (e.g. changing original activities/products etc., adding new products, activities etc., skipping some original activities/products etc.). If you are in doubt whether or not you need to request a formal amendment, please contact the Agency.

<table>
<thead>
<tr>
<th>Activity Title</th>
<th>Proposed changes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>