



EUROPEAN COMMISSION
EuropeAid Development and Co-operation Directorate-General
Latin America
Centralised operations for Latin America

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Object: ALFA III Programme monitoring documents
Project: ALTER-NATIVA
Reference: DCI-ALA/19.09.01/10/21526/245-575/ALFA III (2010) 88

Dear Sir,

The Contract signed by your institution and the European Commission in the context of the ALFA III programme mentions under article 7 (7.1.1) of the Special Conditions that the Beneficiary "*will have to present to the Contracting Authority, each time a request for payment is made, (...) a detailed annual work plan, a detailed annual communication and visibility plan and a detailed forecast of the annual budget.*"

Furthermore, it states that the intermediate payments after the first payment of the first year will only be made if the work plans and annual forecasted budgets have been previously approved by the European Commission.

The aim of this letter is to briefly present each of the aforementioned documents as well as explain in brief how to file and send them.

a) Annual Operational Plan

The Annual Operational Plan (AOP), or Annual Work Plan, will have to be submitted to the Contracting Authority at the end of each implementation year. Such documents will reflect the activities and results planned for the year thereafter. The Beneficiary will have to present the Contracting Authority:

- The AOP corresponding to the first year of implementation, immediately after the contract signature;
- A detailed annual work plan and a detailed forecast of the annual budget will have to be submitted each time a request for payment is made, in addition to the technical and financial reports mentioned in Article 4.1 of the Special Conditions. Likewise, the Annual Operational Plan for 2012 must be submitted to the Contracting Authority, by the end of November 2011 at the very latest.

These documents shall be sent to the following address:

European Commission
EuropeAid Development and Co-operation Directorate-General
Unit EuropeAid/B/2: Centralised Operations for Latin America
Rue Joseph II, 54 – Room 04/17
1049 – Brussels – Belgium.

An electronic copy of the document should also be sent per e-mail to the Project Manager responsible for your project, Livia Raccanello. Once the AOP has been approved in writing by the European Commission, together with any remarks and agreed corrections, the European Commission will inform the Beneficiary accordingly, electronically.

These documents must be sent within the time limit mentioned above. The European Commission reserves the right to consider any activities implemented before the approval of the AOP by the EC as non eligible.

b) Annual Communication and Visibility Plan

Together with the Annual Operational Plan, an Annual Communication and Visibility Plan will also need to be submitted for approval by the European Commission:

- immediately after the contract signature regarding the Annual Communication and Visibility Plan corresponding to the first year of implementation;
- Thereafter the Annual Communication and Visibility Plan has to be presented prior to the presentation of a request for payment, in addition to the AOP, the technical and financial reports mentioned in Article 4.1 of the special conditions. Likewise, a detailed annual visibility plan for 2012 must be submitted to the European Commission at the end of November 2011 at the very latest.

In its current format, the Annual Operational Plan provides in its topic number 7 the space in which the information on communication and visibility should be mentioned.

c) Detailed forecast of the annual budget

A detailed forecast of the annual budget must be annexed to the Annual Operational Plan, indicating the amounts foreseen for the year in question for each budget line.

d) Technical and Financial Reports

When sending a request for payment after the corresponding Annual Operational Plan has been approved by the Contracting Authority, the Beneficiary must include the technical and financial reports as foreseen under article 4.1 of the Special Conditions of the Contract.

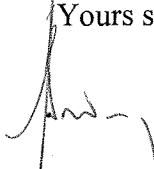
Such reports must be presented within a period of two months following the period to which the reports refer and, in the case of the Final Reports, no later than three months after the implementation period as defined in Article 2 of the Special Conditions.

These reports have to be sent to the European Commission in conformity with Article 5.1 of the Special Conditions. A copy of the Annual Operational Plan previously approved by the Commission should always be put in annex.

To better understand how these documents should be presented and used, an explanatory note is being annexed to this letter, together with models of the annual work plan and the detailed forecast for the annual budget.

Needless to state that we remain at your disposal should you require any further clarification on the aforementioned points.

Yours sincerely,



B.T. Papadopoulos
Head of Unit EuropeAid B/2

- Annexes: 1 – Note on Follow up Methodology and Supporting documents
2 – Sample of Annual Work Plan
3 – Sample of Detailed Forecast Annual Budget

