



Brussels
ECHO.E

NOTE FOR THE ATTENTION OF DG ECHO NGO PARTNERS

Subject: Temporary relaxation of the requirement of signed distribution lists during the COVID-19 crisis

According to the 2014 FPA General Conditions and the 2021 Model Grant Agreement (MGA), if requested to do so in the context of the checks or audits, the Humanitarian Organisation must provide adequate supporting documents to prove the eligible direct costs as actually incurred (such as distribution records). Also, The beneficiaries must keep records and other supporting documents to prove the proper implementation of the action.

For actions involving distribution, the above-mentioned provisions have been applied by requiring that distributions include acknowledgement of receipt by final beneficiaries of the distributed assistance items, usually in the form of signed distribution lists.

Given the exceptional circumstances occurring in the context of the COVID-19 crisis, and in order to take account of and minimise the associated contamination risks, DG ECHO will not expect audited Humanitarian Organisations to obtain final beneficiaries' signatures on the distribution lists that are retained as evidence for the associated costs to be considered eligible.

The above-mentioned relaxation will apply with respect to distributions that are performed during the period starting on 15 March 2020 until an end date to be notified by DG ECHO to partner organisations, once the COVID-19 crisis has been overcome. During this period, it will be expected that Humanitarian Organisations continue to perform monitoring, checks and controls of the distribution process to get adequate assurance that the distributions are reaching the intended beneficiaries, as the evidence and documentation so collected will be even more important in case of audit.

To the extent that the above would imply that post-distribution monitoring be performed, it may be useful to recall that the related costs are eligible even if incurred after the

Commission européenne/Europese Commissie, 1049 Bruxelles/Brussel, BELGIQUE/BELGIË - Tel. +32 22991111 Office: L-86 - Tel. direct line +32 229

eligibility / implementation period.

Partner organisations are invited to visit the DG ECHO Partners' website on a regular basis to inform themselves of any possible developments on the above or more generally on DG ECHO's approach towards partner organisations in the specific context of the COVID-19 crisis.

Chiara GARIAZZO
Director

C.c.:

Ilkka Salmi, Directorates A and B
Andreas Papaconstantinou, Directorate C
Susanne Mallaun, Directorate D



