



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID
OPERATIONS (ECHO)

Resources

Brussels, 16 May 2025

Dear Partners,

Following audits on the implementation of the EU Humanitarian Aid instrument, the Commission's Internal Audit Service and the European Court of Auditors have recommended several improvements to enhance the transparency of project funding selection.

Primarily, these recommendations pertain to the internal formalisation of the appraisal process (FichOp) by DG ECHO staff. Additionally, clarifications have been made to the Single Form Guidelines, as outlined below. These are clarifications rather than modifications; thus, the revised guidelines will apply to all future documents submitted to DG ECHO (new RQ, reports, etc.). Revised versions of already submitted requests or reports will remain unaffected.

1. Amount Transferred to Implementing Partner(s) (when Relevant)

- At the proposal stage, if comprehensive information regarding implementing partners (including estimated transfer amounts) is not available, a timeline for implementing partner(s) selection and information availability must be provided.
- At the final report stage, a comprehensive list of implementing partners and the final EC amounts allocated to each is mandatory. Without this information, the final report will not be accepted, nor the action liquidated.

2. Methodology Used to Calculate the Total Cost to Transfer Ratio (TCTR)

Section 2.5 of the Single Form should systematically be used to explain the TCTR calculation approach.

3. For UN/IOs Only

- For multi-donor actions, if the contribution requested from DG ECHO increases without change to the total cost of the action, a justification should be included in Section 1.6 (e.g. the initial funding level has not been reached, the action addresses

essential humanitarian needs, etc.).

- Any existing internal audit reports related to operations in the country should be shared with DG ECHO at the Interim and/or Final Report stages (Articles 3.7(g) and 3.8(a) of the HACA General Conditions).
- Information on the legal commitments entered into by the organisation should be shared at the Final Report stage (Article 3.7(f) of the HACA General Conditions).

The Single Form Guidelines have been updated to reflect the above points.

DG ECHO also wishes to share with partners a list of information considered essential for inclusion in the Final Report to expedite liquidation. This list is available in Annex I. This is not new, and I would like you to draw your special attention to it, as it should help partners ensure all necessary points are addressed and part of the Final Report before it is submitted. This should thereby minimise Requests for Complementary Information (RCI) and expedite the payment process.

Operational colleagues may still have additional requirements or questions while reviewing your final report, depending on the context of the action.

As always, we are available to address any questions via the Helpdesk on the [DGECHO Website](#). Should it be required, we are also open to organising a meeting to present these clarifications in detail.

[e-signed]

Mihaela ZUPANCIC MAGOVAC

Enclosure: **Annex I – Minimum Requirements for Final Report Liquidation**