



e-Single Form - instructions on Chapters 10.6, 12 and 14

Chapter 10.6: Are there any other participants in the action?

When your organization is implementing an action with the support of other participants, you have to tick “YES” in [Section 10.6](#) and provide in [Section 10.6.1](#) all information related to other entities involved, whether [co-beneficiaries](#) (in case of Certified ECHO Partners) or [implementing partners](#) (when non-Certified entities).

Every time you implement an ECHO-funded action together with another (or more) Certified ECHO Partners, you sign a multi-beneficiary grant. As coordinator of the consortium, you are the only party signing the grant agreement while the other co-beneficiaries will accede to the grant agreement by signing the '[Accession Form](#)' - Annex 3 to the MGA.

Chapter 12: Visibility, Communication and Information Activities (for NGO)

Implementing visibility and communication activities about EU Humanitarian assistance is a contractual obligation and as such, in [Section 12.1A - Standard Visibility](#), you must display the EU logo for all the activities listed (building signage, equipment, shipments and goods for distribution, operational materials and clothing items).

! When one or more of the activities listed are not part of the action and hence visibility activities cannot be implemented as “not applicable”, you must:

- Deselect (“NO”) the box for the related activity(ies)
- Justify the exemption in the text-box that will automatically appear

By doing so, you would be exempted from the obligation to display the EU logo for the related activity(ies) with no need to request an alternative arrangement.

! When for one or more of the activities listed the display of the EU logo would harm the safety of persons involved in the action, you must:

- Deselect (“NO”) the box for the related activity(ies)
- Provide a justification in the box that will automatically appear
- Request an alternative arrangement in Chapter 14.1 e-SF

In [Section 12.1B - External communication of EU funding and partnership](#), you must select at least 5 (out of 8) communication activities and provide in the text-box right below a description of their implementation (frequency, scope, timeline, channels to be used and number of people to be reached).

! When less than 5 activities are selected you must justify it and only when due to safe and security reasons an alternative arrangement in Chapter 14.2 e-SF must be requested.

Chapter 14: Requests for Alternative Arrangements

Only three pre-defined alternative arrangements can be requested using the drop-down menu in **Chapter 14.1 - Pre-defined alternative arrangements:**

- When the visibility and communication activities would harm the safe and security of people involved in the action;
- When the action is implemented under exceptional extreme operational conditions (EEOCs), as justified in the Single Form, you request the use of the procedures and measures described in Annex to the Single Form;
- When the national legislation of the country of implementation of the action requires the signature of a project agreement between the humanitarian organisation and the national authorities before the project starting date.

Exclusively in rare and very exceptional cases, when justified by the circumstances and/or the crisis or country specific issues the Partner can request in Chapter 14.2 e-SF an Exceptional alternative arrangement and demonstrate the necessity of the ad hoc alternative arrangement requested.

As such, cannot be requested as 'Exceptional alternative arrangements':

- Derogations granted under the FPA2014
- Derogations from procurement procedures (Partners apply internal rules)
- Additional information to further develop what included in other Chapters of the e-SF
- Alternative arrangement on exchange rate, urgent actions, remote management, VAT - are not possible or necessary anymore.

! Please check with DG ECHO before introducing a request in **Chapter 14.2.**