

41st Focal Point meeting, 14-15
November, EFSA

Reporting and renewal of agreements

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ENCO

Trusted science for safe food

- E-mail dated 22/10/19
- Deadline 4/11/19
- Download template **letter for requesting renewal** of agreement: [link](#)
- Upload signed letter in country folder
- Download **yearly plan template** from this DMS [link](#)
- Upload plan in country folder

- Please inform us about the upload of signed letter and plan under EFSAProcurement@efsa.europa.eu
- You will receive a **reply letter** confirming the renewal of the Focal Point Grant Agreement for 2020
- Pre-financing (70%) will be executed 30 days after signature by EFSA

- **Report: January 2020**

- *Drop-down menu of the planning-reporting template

- *Report figures execution against planning

- *Explanation only in case of discrepancy

- Please send the report together with the **letter requesting the payment of the balance**

- **Deadline 31/01/2020**

- In January, FPs will be asked to submit an **additional planning template** selecting a number of new tasks (all tasks on choice, no mandatory tasks)
- Amendment signed by EFSA & FP
- Payment of 70% of additional grant upon acceptance of plan and signature of the amendment by both parties



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