

Gestione degli aspetti legali & finanziari nel VII PQ - FASE DI GESTIONE -

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Punto di Contatto Nazionale Aspetti Legali e Finanziari VII PQ

CICLO DI VITA DEI PROGETTI UE GESTIONE DEL PROGETTO

- FASE 1: PROPOSTA
- FASE 2: VALUTAZIONE
- FASE 3 : NEGOZIAZIONE
- **FASE 4: GESTIONE**

AGENDA

- **GRANT AGREEMENT**
 - Struttura
 - Ruoli & responsabilità
 - Emendamenti
 - Lettere Informative

GESTIONE LE FONTI LEGALI

**Rules of
Participation**

**Grant Agreement
Annexes I,II, III ...**

*L'accordo di consorzio deve essere conforme ai
Regolamenti sulle norme.. ed al contratto; in caso di
incompatibilità si applica il testo superiore*

CONSORTIUM AGREEMENT

GRANT AGREEMENT

LA STRUTTURA: CORE & ANNEXES

- **Core text**
- **Annex I – Description of Work**
- **Annex II – General Conditions**
- **Annex III – Eranet-Plus / Infrastructures / SME actions / Civil Society Organisations**
- **Annex IV – Form A**
- **Annex V – Form B**
- **Annex VI – Form C for CP / CSA / combination of CP and CSA / NoE / BSG-CSO / BSG-SME / CSA-Eranet-Plus**
- **Annex VII – Form D (Certificate on Financial Statement)**
- **Annex VII – Form E (Certificate on the Methodology)**
- **List of Special clauses**

SEVENTH FRAMEWORK PROGRAMME

GRANT AGREEMENT No _____

PROJECT TITLE [ACRONYM]

(indicate *FUNDING SCHEME*)

The [European Community] [European Atomic Energy Community] (the "Community"), represented by the Commission of the European Communities (the "Commission"),

of the one part,

and (name of the coordinator and legal form) (national registration number if any), established in (full address city/state/province/country), represented by (name of legal representative), (function) [and/or (name of legal representative), (function)], or her/his/their authorised representative, the beneficiary acting as coordinator of the consortium (the "coordinator")¹, ("beneficiary no. 1"),

of the other part

HAVE AGREED to the following terms and conditions including those in the following annexes, which form an integral part of this *grant agreement* (the "*grant agreement*").

- Annex I - Description of Work [Joint Programme of Activities (*only for Networks of Excellence*)]
- Annex II - General conditions (Ref to English version OJ)
- Annex III - [Specific provisions related to [this funding scheme or activity] as published in (Reference to English version of OJ)][Non applicable]
- [Annex IV - Form A – Accession of *beneficiaries* to the *grant agreement* as published in (Reference to English version of OJ)]
- [Annex V - Form B – Request for accession of a new *beneficiary* to the *grant agreement* as published in (Reference to English version of OJ)]
- [Annex VI - Form C – Financial statement per funding scheme as published in (Reference to English version of OJ)]
- [Annex VII - Form D – Terms of reference for the certificate on the financial statements and Form E - Terms of reference for the certificate on the methodology as published in (Reference to English version of OJ)]

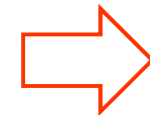
Article 1 – Accession to the *grant agreement* of the other *beneficiaries*

1. The *coordinator* shall endeavour to ensure that each legal entity identified below accedes to this *grant agreement* as a *beneficiary*, assuming the rights and obligations established by the *grant agreement* with effect from the date on which the *grant agreement* enters into force, by signing Form A in three originals, countersigned by the *coordinator*.

- (full name and legal form of the *beneficiary*) (national registration number if any) established in (full address city/state/province/country), represented by (name of legal representative) (function), [and/or (name of legal representative), (function)], or her/his/their authorised representative ("*beneficiary no. 2*"),
- (full name and legal form of the *beneficiary*) (national registration number if any) established in (full address city/state/province/country), represented by (name of legal

GRANT AGREEMENT CORE

LE PARTI



L'accesso degli altri
beneficiari
(Form A)

GRANT AGREEMENT CORE

representative) (function), [and/or (name of legal representative), (function)], or her/his/their authorised representative ("beneficiary no. 3"),
- (...)

All the *beneficiaries* together form the *consortium* (the "*consortium*").

2. The *coordinator* shall send to the *Commission* one duly completed and signed Form A per *beneficiary* at the latest 45 calendar days after the entry into force of the *grant agreement*. The two remaining signed originals shall be kept, one by the *coordinator* to be made available for consultation at the request of any *beneficiary*, and the other by the *beneficiary* concerned.

3. Should any legal entity identified above, fail or refuse to accede to the *grant agreement* within the deadline established in the previous paragraph, the *Commission* is no longer bound by its offer to the said legal entity(ies). The *consortium* may propose to the *Commission*, within the time-limit to be fixed by the latter, appropriate solutions to ensure the implementation of the *project*. The procedure established in Annex II for amendments to this *grant agreement* will apply.

4. [The *beneficiaries* are deemed to have concluded a *consortium agreement* (the "*consortium agreement*") regarding the internal organisation of the *consortium*.]²

Article 2 – Scope

The *Community* has decided to grant a financial contribution for the implementation of the *project* as specified in Annex I, called [*project title (Acronym)*] (the "*project*") within the framework of the [*name of specific RTD programme*] and under the conditions laid down in this *grant agreement*.

Article 3 – Duration and start date of the project

The duration of the *project* shall be [*insert number*] months from [the first day of the month after the entry into force of the *grant agreement*] [*insert fixed start date*³] [the effective starting date notified by the *coordinator/beneficiary* which must be within [*insert number*] months from the date the *grant agreement* enters into force] (hereinafter referred to as the "*start date*").

Article 4 – Reporting periods and language of reports

The *project* is divided into reporting periods of the following duration:

- P1: from month 1 to month X
- P2: from month X+1 to month Y
- P3: from month Y+1 to month Z
- (...)
- [final]: from month [N+1] to the last month of the *project*

Any report and deliverable, when appropriate, required by this *grant agreement* shall be in [*insert language*].

II CONSORTIUM AGREEMENT è obbligatorio?



INIZIO e DURATA del progetto

Quanti rapporti vanno inviati in Commissione?
E con che cadenza?



GRANT AGREEMENT CORE

Contributo UE max previsto per progetto
(dettagli per partner/tipologia di attività/
categorie di costo in Annex I)

Su quale conto corrente sono
accreditati i pagamenti UE?

A quanto ammonta l'anticipo che
riceverà il coordinatore?
(= pre-financing – contribution to the
Guarantee Fund)

Article 5 – Maximum Community financial contribution

1. The maximum *Community financial contribution* to the *project* shall be EUR [*insert amount*] ([*insert amount in words*] EURO). The actual *Community financial contribution* shall be calculated in accordance with the provisions of this *grant agreement*.
2. Details of the *Community financial contribution* are contained in Annex I to this *grant agreement* which includes:
 - a table of the estimated breakdown of budget and *Community financial contribution* per activity to be carried out by each of the *beneficiaries* under the *project*. *Beneficiaries* are allowed to transfer budget between different activities and between themselves in so far as the work is carried out as foreseen in Annex I.
 - [a table per *beneficiary* specifying the budget to be reimbursed as a lump sum. *Beneficiaries* are not allowed to transfer *Community financial contribution* to the part to be reimbursed as a lump sum. The latter does not apply to beneficiaries from International Cooperation partner countries.]⁴
3. The bank account of the *coordinator* to which all payments of the *Community financial contribution* shall be made is:
 - Name of account holder:
 - Name of bank:
 - Account reference: IBAN/sort code and number

Article 6 –Pre-financing

A *pre-financing* of EUR [*insert amount*] ([*insert amount in words*]⁵ EURO) shall be paid to the *coordinator* within 45 days following the date of entry into force of this *grant agreement*. The *coordinator* shall distribute the *pre-financing* only to the *beneficiaries* who have acceded to the *grant agreement* and after the minimum number of *beneficiaries* required by the *Rules for Participation* as detailed in the call for proposals to which the *project* is related, have acceded to the *grant agreement*.

Beneficiaries hereby agree that the amount of EUR [*insert amount*] ([*insert amount in words*] EURO), corresponding to the *beneficiaries'* contribution to the Guarantee Fund referred to in Article II.20 and representing [5%] of the maximum *Community financial contribution* referred to in Article 5.1, is transferred in their name by the *Commission* from the *pre-financing* into the Guarantee Fund. However, *beneficiaries* are deemed to have received the full *pre-financing* referred to in the first indent and will have to justify it in accordance with the *grant agreement*.

GRANT AGREEMENT
CORE

Ci sono Clausole Speciali?

Article 7 – Special clauses

[No special clauses apply to this *grant agreement*.]

[The following special clauses apply to this *grant agreement*.]

Article 8 – Communication

1. Any communication or request concerning the *grant agreement* shall identify the *grant agreement* number, the nature and details of the request or communication and be submitted to the following addresses:

For the *Commission*: Commission of the European Communities
DG [name]
[B-1049 Brussels
[Belgium] [Luxembourg]

For the *coordinator*: [name of contact person]
[contact address]

2. For information or documents to be transferred by electronic means, the following addresses shall be used:

For the *Commission*:

For the *coordinator*:

3. In case of refusal of the notification or absence of the recipient, the *beneficiary* or the *consortium*, as the case may be, is deemed to have been notified on the date of the latest delivery, if notification to the coordinator has been sent to one of the addresses mentioned in paragraphs 1 and 2 and to their legal representative. Other beneficiaries are deemed to have been notified if notification has been sent to the address mentioned in Article 1.1.

4. Any communication or request relating to the processing of personal data (Article II.13) shall be submitted, using the address(es) for the *Commission* identified in paragraphs 1 and 2, to the Controller responsible for the processing: Head of Unit of (*responsible service*).

Article 9 – Applicable law and competent court

The *Community* financial contribution is a contribution from the *Community* research budget with the aim to implement the 7th Research Framework Programme (FP7) and it is incumbent on the *Commission* to execute FP7. Accordingly, this *grant agreement* shall be governed by the terms of this *grant agreement*, the *Community* acts related to FP7, the Financial Regulation applicable to the general budget and its implementing rules and other *Community* law and, on a subsidiary basis, by the law of [*country of the seat of the authorising officer responsible under the internal rules on the execution of the general budget of the European Communities*].

Furthermore, the *beneficiary* is aware, and agrees, that the *Commission* may take a decision to impose pecuniary obligations, which shall be enforceable in accordance with Article 256 of the Treaty establishing the *European Community* and Articles 164 and 192 of the Treaty establishing the *European Atomic Energy Community*.

Contatti per le
comunicazioni ufficiali

Legge applicabile

GRANT AGREEMENT CORE

GERARCHIA
Clause Speciali
Annex III
Annex II
Annex I



**ENTRATA IN VIGORE DEL
 GRANT AGREEMENT
 (ultima FIRMA)**

Notwithstanding the Commission's right to directly adopt the recovery decisions referred to in the previous paragraph, the Court of First Instance, or on appeal, the Court of Justice of the European Communities, shall have sole jurisdiction to hear any dispute between the *Community* and any *beneficiary* concerning the interpretation, application or validity of this *grant agreement* and the validity of the decision mentioned in the second paragraph.

Article 10 – Application of the *grant agreement* provisions

Any provision of this part of the *grant agreement*, shall take precedence over the provisions of any of the Annexes. The provisions of Annex III shall take precedence over the provisions of Annex II, and both shall take precedence over the provisions of Annex I.

The special clauses set out in Article 7 shall take precedence over any other provisions of this *grant agreement*.

Article 11 – Entry into force of the *grant agreement*

This *grant agreement* shall enter into force after its signature by the *coordinator* and the *Commission*, on the day of the last signature.

Done in two originals in [language].

For the *coordinator* done at [insert place]:

Name of the legal entity:
 Name of legal representative:
 Stamp of the organisation (if applicable):

Signature of legal representative:
 Date:

For the *Commission* done at [Brussels][Luxembourg]:

Name of legal representative:

Signature of legal representative:
 Date:

**FP7 GRANT AGREEMENT
ANNEX IV - FORM A – ACCESSION OF BENEFICIARIES TO THE GRANT
AGREEMENT**

GRANT AGREEMENT FORM A

(to be filled in by each *beneficiary* identified in Article 1.1 of the *grant agreement*)

[full name and legal form of the beneficiary], represented for the purpose hereof by [name of legal representative] (function) [and/or (name of legal representative), (function)], or her/his/their authorised representative, established in (full address: city/state/province/country (person legally authorised to act on behalf of the legal entity)] acting as its legal authorised representative, hereby consents to become a beneficiary ("beneficiary no.") to grant agreement No° (relating to project [title]) concluded between the Commission of the European Communities and [name of the coordinator and legal form (acronym) established in (full address: city/state/province/country)] and accepts in accordance with the provisions of the aforementioned grant agreement all the rights and obligations of a beneficiary.

Done in 3 copies, of which one shall be kept by the *coordinator* and one by [name of the *beneficiary*], the third being sent to the *Commission* by the *coordinator* in accordance with Articles 1.1 and 1.2 and Article 8 of the *grant agreement*.

Name of Legal Entity *[full name of the beneficiary]*
Name of legal representative(s): (written out in full)
Signature of legal representative(s):

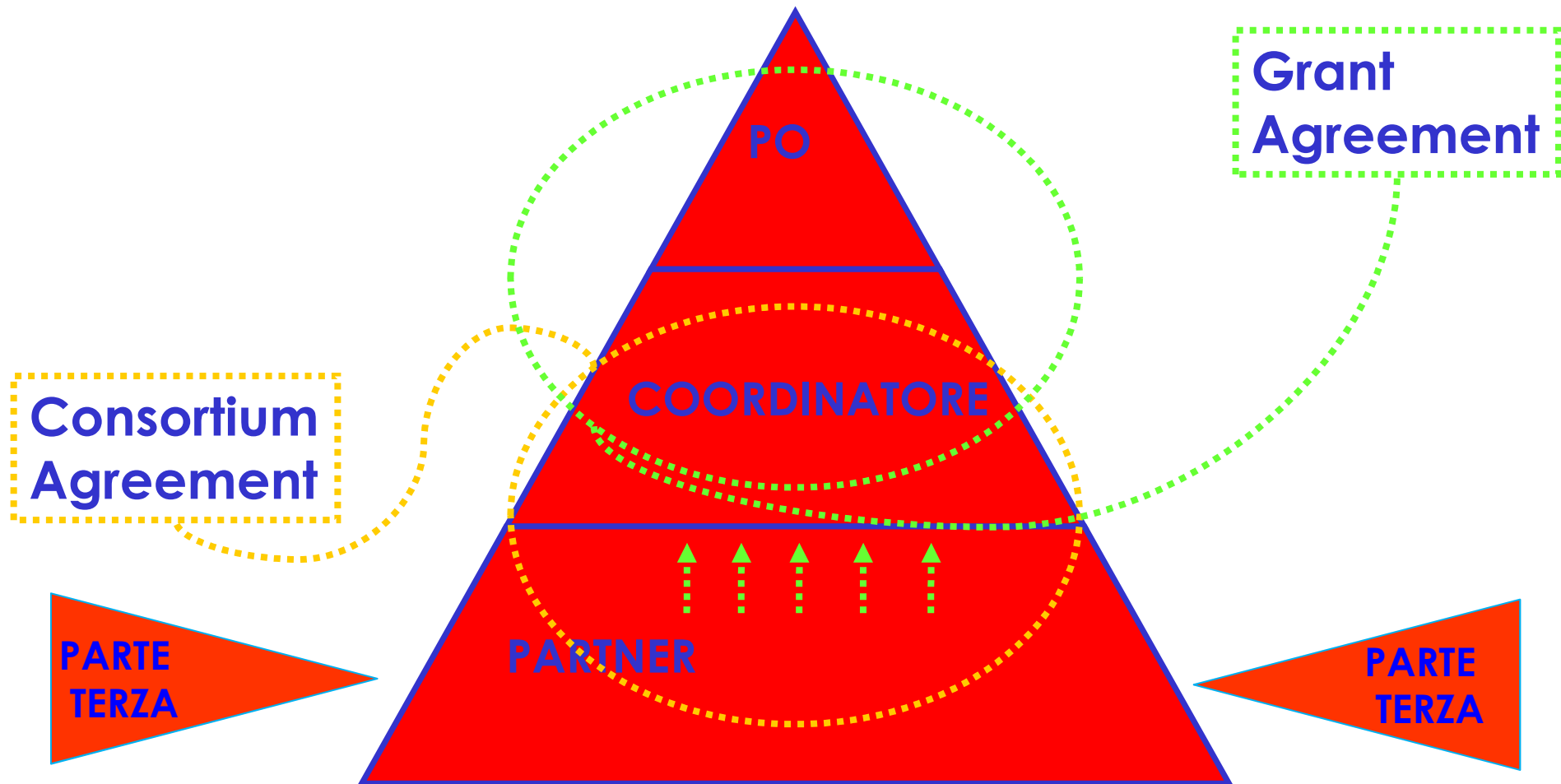
Date:
Stamp of the organisation

Name of Legal Entity *[full name of the coordinator]*
Name of legal representative: (written out in full)

Signature of legal representative:

Date:
Stamp of the organisation

GRANT AGREEMENT RUOLI



RUOLI COORDINATORE

- ✓ Rappresenta i Beneficiari nei confronti della Commissione
- ✓ Agisce da intermediario per qualsiasi comunicazione Commissione – beneficiari

3. The *coordinator* shall:

- a) administer the *Community financial contribution* regarding its allocation between *beneficiaries* and activities, in accordance with this *grant agreement* and the decisions taken by the *consortium*. The *coordinator* shall ensure that all the appropriate payments are made to the other *beneficiaries* without unjustified delay;
- b) keep the records and financial accounts making it possible to determine at any time what portion of the *Community financial contribution* has been paid to each *beneficiary* for the purposes of the *project*;
- c) inform the *Commission* of the distribution of the *Community financial contribution* and the date of transfers to the *beneficiaries*, when required by this *grant agreement* or by the *Commission*;
- d) review the reports to verify consistency with the *project* tasks before transmitting them to the *Commission*;
- e) monitor the compliance by *beneficiaries* with their obligations under this *grant agreement*.

OBLIGHI CONTRATTUALI (art.II.2.3 GA) = no possibilità di subcontratto

RUOLI BENEFICIARI

4. *Beneficiaries* shall fulfil the following obligations as a *consortium*:

- a) provide all detailed data requested by the *Commission* for the purposes of the proper administration of this *project*;
- b) carry out the *project* jointly and severally vis-à-vis the *Community*, taking all necessary and reasonable measures to ensure that the *project* is carried out in accordance with the terms and conditions of this *grant agreement*.
- c) make appropriate internal arrangements consistent with the provisions of this *grant agreement* to ensure the efficient implementation of the *project*. When provided for in Article 1.4 these internal arrangements shall take the form of a written *consortium agreement* (the "*consortium agreement*"). The *consortium agreement* governs *inter alia* the following:
 - i. the internal organisation of the *consortium* including the decision making procedures;
 - ii. **rules on dissemination and use, and access rights;**
 - iii. the distribution of the *Community financial contribution*;
 - iv. **the settlement of internal disputes, including cases of abuse of power;**
 - v. liability, indemnification and confidentiality arrangements between the *beneficiaries*.
- d) engage, whenever appropriate, with actors beyond the research community and with the public in order to foster dialogue and debate on the research agenda, on research results and on related scientific issues with policy makers and civil society; create synergies with education at all levels and conduct activities promoting the socioeconomic impact of the research.
- e) allow the *Commission* to take part in meetings concerning the *project*.

Obblighi dei beneficiari all'interno del Consorzio (art.II.2.4 GA)

RUOLI BENEFICIARI

Obblighi del singolo beneficiario (art.II.3 GA)

- **Svolgere le attività previste nell'Annex I, anche avvalendosi della collaborazione di Terze parti**
- **Portare a termine le attività previste in maniera efficiente e nei tempi stabiliti**
- **Informare gli altri beneficiari e la Commissione (attraverso il Coordinatore) su:**
 - nome e i contatti del responsabile scientifico
 - qualsiasi situazione che può incidere sull'esecuzione del progetto e la sua gestione
 - qualsiasi cambiamento dei dati legali, amministrativi e finanziari dell'ente
 - qualsiasi circostanza possa incidere su quanto previsto dalle Regole di partecipazione, il Grant Agreement e il Regolamento Finanziario
- **Mettere a disposizione tutta la documentazione necessaria in caso di Audit CE**
- **Partecipare alle riunioni di progetto**
- **Rispettare i principi etici e assicurare pari opportunità tra uomini e donne nello svolgimento del progetto**
- **Garantire il rispetto delle condizioni di assunzione e di lavoro, nonché di carriera dei ricercatori impiegati sul progetto**
- **Evitare i conflitti di interesse di tipo economico, politico, ecc... che possano incidere sull'esecuzione del progetto**

RUOLI EC OFFICERS

Il **Project officer** è il **primo punto di contatto** con la Commissione ed agisce da intermediario tra coordinatore e Commissione

Il Project Officer è nominato all'inizio della negoziazione dalla Commissione Europea ed è membro dell'unità rilevante per il progetto

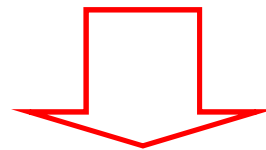
Il Project Officer controlla e approva:

- Rapporti del progetto
- Deliverables del progetto

Financial /Legal Officer: si occupano degli aspetti finanziari e legali legati all'esecuzione del progetto (negoziare, rendicontazione, variazioni al G.A., ecc...)

RUOLI PARTE TERZA

Qualunque soggetto giuridico
che non firma il Grant Agreement (≠ dai Beneficiari)



PUO' CONTRIBUIRE AL PROGETTO in DUE MODI:

- A. Mettendo a disposizione risorse proprie a favore del Beneficiario** (per consentirgli di svolgere parte della sua attività progettuale)
- B. Svolgendo direttamente parte dell'attività progettuale attribuita al Beneficiario**

In entrambi i casi il beneficiario rimane l'unico responsabile dell'attività della Parte Terza e del rispetto del Grant Agreement da parte di quest'ultima

PARTE TERZA METTE A DISPOSIZIONE RISORSE

A. GRATUITAMENTE (= contributo della Parte Terza)

Il Beneficiario non rimborsa i costi sostenuti dalla Parte Terza. I costi saranno registrati nei libri contabili della Parte Terza.

B. IL BENEFICIARIO RIMBORSA I COSTI SOSTENUTI DALLA PARTE TERZA (= costi eleggibili del beneficiario)

I costi sono sostenuti, rendicontati e registrati nei libri contabili del Beneficiario, senza alcun profitto per la Parte Terza.

In entrambi i casi i contenuti e i dettagli dell'accordo Beneficiario/Parte Terza devono essere esplicitati nell' **Annesso I del Grant Agreement**

PARTE TERZA SVOLGE PARTE DELL'ATTIVITA' DEL BENEFICIARIO



1. SUBCONTRAENTI

I costi dei sub-contratti sono costi diretti del BENEFICIARIO (FORM C), registrati nei suoi libri contabili

2. PARTI TERZE LEGATE AL BENEFICIARIO DA UN RAPPORTO CHE PRESCINDE DALL'ESECUZIONE DEL PROGETTO

Necessario l'inserimento della Clausola Speciale 10 in fase di negoziazione

- Parte Terza = FORM C
- Beneficiario = FORM C + Summary Financial Report (costi propri e della Parte Terza)

PARTE TERZA SVOLGE PARTE DELL'ATTIVITA' DEL BENEFICIARIO ESEMPI

- **JOINT RESEARCH UNIT** - laboratori/infrastrutture gestiti da due o più soggetti giuridici allo scopo di condurre attività di ricerca in maniera durevole. NO PERSONALITA' GIURIDICA AUTONOMA, ma condivisione di risorse e staff. Il Beneficiario sarà un solo membro della JRU, mentre gli altri andranno identificati nella Clausola 10.
- **EUROPEAN ECONOMIC INTEREST GROUPING**
- **AFFILIATI** - soggetti giuridici sotto il controllo diretto/indiretto del beneficiario, oppure soggetti allo stesso controllo del beneficiario
- **GRUPPI** - Associazioni, Federazioni, ovvero altre organizzazioni costituite da più membri (in tal caso il Gruppo agisce come beneficiario, e i membri che contribuiscono al progetto vanno indicati nella Clausola 10). Se il Gruppo non ha una sua personalità giuridica, valgono le regole dettate per le JRU.

GRANT AGREEMENT RESPONSABILITA' TECNICA

I Beneficiari sono responsabili CONGIUNTAMENTE ed
IN SOLIDO nei confronti della CE



Nell'ipotesi di DEFAULTING PARTNER =

Gli altri partecipanti sono tenuti a portare a termine
l'attività prevista dal Grant Agreement senza alcun
contributo UE aggiuntivo

**A meno che la Commissione preveda espressamente
diversamente**

GRANT AGREEMENT RESPONSABILITA' FINANZIARIA

Il meccanismo della **Responsabilità Finanziaria Collettiva (VI PQ)** è stato sostituito da quello del **FONDO DI GARANZIA** (la resp. Fin. Di ciascun beneficiario è limitata ai suoi debiti)



- ✓ Il **5% di contributo UE** è dedotto con il pre-financing
- ✓ Gli **interessi generati dal Fondo** sono utilizzati per coprire l'eventuale mancato rimborso di somme da parte dei beneficiari

Alla fine del GA (pagamento finale):

- **Se no perdite** i beneficiari recupereranno il 5%,
OPPURE
- **Se gli interessi < perdite** = può essere trattenuto fino all'1% del contributo (fatta eccezione per enti pubblici, nonché organismi garantiti dallo Stato)

GRANT AGREEMENT EMENDAMENTI

- Provvedimento di modifica degli obblighi contrattuali previsti nel GA (Core e Annex I)
- La richiesta di emendamento va firmata da uno degli *Authorised representatives del Coordinatore* (indicati nell'A2.3 GPF)
- Presuppone uno scambio di comunicazioni: il contenuto deve chiaramente dimostrare l'accordo delle parti: le 2 lettere formano l'emendamento

IL COORDINATORE AGISCE DA INTERMEDIARIO TRA BENEFICIARI E CE

GRANT AGREEMENT EMENDAMENTI

- **Regola generale:** ogni volta che la parte intende modificare il Core GA oppure l'Annex I e la modifica dipende dall'accordo di tutte le parti
- **Casi comuni:** mancato accesso al GA, aggiunta o termine della partecipazione dei beneficiari, cambio del coordinatore, estensione della durata del progetto, modifiche all'attività prevista dall'Annex I del DoW, cambio dei dati bancari del coordinatore, cambio dei riferimenti del coordinatore, ecc...

EMENDAMENTI AL GA PROCEDURA

- **CHI:**
 - Rappresentante legale del coordinatore
- **COME:**
 - Modello standard di lettera (rif. *Amendment guide* disponibile su *CORDIS*) con riferimento al n. Di GA da emendare
 - Da inviare all'indirizzo indicato all'art.8.1 del GA
 - Includere tutti i documenti di supporto
- **QUANDO:**
 - In tempo utile (normalmente prima della fine del progetto)

EMENDAMENTI AL GA PROCEDURA

- Le richieste di emendamento contenenti **più modifiche al GA** possono essere trattate separatamente (se la lettera di richiesta lo richiede esplicitamente)
- Il Coordinatore può accettare un emendamento per conto del Consorzio
- La Commissione può fare una **controprosta** al Consorzio. In tal caso, l'accettazione del Consorzio deve pervenire entro 60 giorni

EMENDAMENTI AL GA PROCEDURA

Il coordinatore contatta in via informale il Project Officer prima dell'invio formale, al fine di:

- Inviare richieste valide (feedback entro 45 giorni). A questo scopo, il Project Officer si coordina con l'Unità Amministrazione & Finanza
- L'Unità Amministrazione & Finanza apre una nuova sessione del NEF (**Access Amendment**) per consentire al coordinator e di apportare le modifiche necessarie (es. Modificare i GPFs nel caso di aggiunta di un beneficiario)

GRANT AGREEMENT LETTERE INFORMATIVE

- Che succede nel caso di cambiamenti che non dipendono dall'accordo delle parti e che non richiedono un emendamento?



LETTERE INFORMATIVE

LETTERE INFORMATIVE IPOTESI

- **Casi comuni:**

- Trasferimento universale di diritti e obblighi (tranne nell'ipotesi di coordinatore)
- Cambio del nome/dettagli legali dei partecipanti
- Cambio dello status giuridico (es. una società non è più PMI)
- Cambio nel metodo di calcolo dei costi indiretti (ICM attribuito per errore)

- **Vantaggi:**

- Procedura più veloce
- **Contatto diretto tra beneficiario e Commissione** (attraverso il LEAR)
- Una lettera per beneficiario e non per GA

LETTERE INFORMATIVE PROCEDURA

- Il beneficiario informa l'URF (tramite il LEAR)
- URF valida i cambiamenti e
 - Informa l'Unità Amministrazione e Finanza
 - Invia una conferma via email al beneficiario
- L'Unità Amministrazione e Finanza informa i coordinatori