

## AMENDMENT No.3 to the contract of services Nr. 39/2023 – ELMEN EEIG

Amendment No. 3, amending ANNEX 1 of your contract, contains the revised list of all tasks and related allocated days for SC04\_05

### Service 1 Overall coordination and helpdesk support

| Task Nr. | Programme | Description   | wds TMO for SC01/02   | Remarks  |
|----------|-----------|---|---|--|
|          | all       | Ad-hoc support to PA (AHS) + Monitoring Helpdesk (MHD) + Annual Inventory Meeting (AIM) | specified for each ILE expert - see Annex 2 for list of individual projects | Number of projects are estimated and might change during the implementation of the contract (opening of new projects, closing of old projects); The working days will be allocated "pro-rata", for the months when they are open in Butler. The allocation of working days between TMOs and FMOs will be assessed and can be adjusted if needed and justified. |
|          | all       | Participation of experts to annual review meeting                                       | 3   | allocated when expert participates   |
|          | all       | Participation of experts to ILE Regional meeting  | 2   | allocated when expert participates   |
|          | all       | ILE coordination  | to be specified individually  | allocated days to Stan and Peter, if needed additional specific allocation to be confirmed by ILE  |
|          | all       | ILE ad-hoc support  | to be specified individually  | any other unexpected and needed task for ILE   |
| 1.4.a    | all       | Project mapping   | to be specified individually  | support to coordination based on request from the Coordination Team  |
| 1.4.b    | all       | Ad-hoc requests   | to be specified individually  | support to coordination based on request from the Coordination Team  |
| 1.4.c    | all       | Ex-post monitoring visits   | to be specified individually  | support to coordination based on request from the Coordination Team  |
| 1.4.d    | all       | Welcome meetings  | to be specified individually  | support to coordination based on request from the Coordination Team  |
| 1.4.e    | all       | Support to thematic input to publications and events                                    | to be specified individually  | support to coordination based on request from the Coordination Team  |
| 1.4.f    | all       | Support to gathering of project indicator data and LIFE programme reporting             | to be specified individually  | support to coordination based on request from the Coordination Team  |

### Service 2 Technical and financial monitoring of projects

| Task Nr. | Programme    | Description   | Projects                 | wd per task (total) | wd per task (TMO) | wd per task (FMO) | Remarks                            |
|----------|--------------|---|--------------------------|---------------------|-------------------|-------------------|------------------------------------|
| 2.1.a    | LIFE+-LIFE20 | <b>Technical and financial assessment of a Midterm Report</b>         | Traditional, CAP and PRE | 5,375               | 3,375             | 2                 |                                    |
| 2.1.b    | LIFE+-LIFE20 | <b>Technical and financial assessment of Interim and Final Report</b> | Integrated projects      | 8,375               | 5,375             | 3                 |                                    |
| 2.1.c    | LIFE+-LIFE20 | <b>Technical and financial assessment of Final Reports</b>            | Traditional, CAP and PRE | 7,375               | 4,375             | 3                 |                                    |
| 2.1.d    | LIFE+-LIFE20 | Technical evaluation of a Midterm Report                              | Traditional, CAP and PRE | 3,375               | 3,375             | 0                 | this is also PR for LIFE+ projects |

|                    |              |  |                          |       |       |     |   |
|--------------------|--------------|--|--------------------------|-------|-------|-----|---|
| 2.1.e              | LIFE+-LIFE20 | Technical evaluation of Interim and Final Report                       | Integrated projects      | 5,375 | 5,375 | 0   |   |
| 2.1.f              | LIFE+-LIFE20 | Technical evaluation of Final Reports                                  | Traditional, CAP and PRE | 4,375 | 4,375 | 0   |   |
| 2.1.g              | LIFE+-LIFE20 | Assessment of additional documents following a contradictory procedure | All projects             | 2     | 1     | 1   | Indicative allocation of wd to FMOs/TMOs - the allocation of wd will be defined at the level of the specific contradictory's procedure                |
| 2.1.h              | LIFE+-LIFE20 | Assessment of grant with lumpsum budget                                | NGO4GD                   | 3     | 3     | 0   |   |
| <b>2.1.i</b>       | LIFE+-LIFE20 | <b>Assessment of Progress Report</b>                                   | Traditional, CAP and PRE | 1     | 1     | 0   |   |
| 2.1.j              | LIFE+-LIFE20 | Assessment of Operating Grant Final Report                             | NGO                      | 7     | 5,5   | 1,5 |   |
| <b>2.2.a</b>       | LIFE21 on    | <b>Assessment of an Additional Prefinancing Report</b>                 | SAP, TA CAP, and TA PLP  | 5,375 | 3,375 | 2   |   |
| <b>2.2.b</b>       | LIFE21 on    | <b>Assessment of Final Report</b>                                      | SAP, TA CAP, and TA PLP  | 5     | 4,375 | 3   |   |
| <b>2.2.c</b>       | LIFE21 on    | <b>Assessment of Periodic and Final Report</b>                         | SIP/SNAP, BEST           | 7     | 6,375 | 3   |   |
| 2.2.d              | LIFE21 on    | Technical assessment of an Additional Prefinancing Report              | SAP, TA CAP, and TA PLP  | 2     | 2,375 | 0   |   |
| 2.2.e              | LIFE21 on    | Technical assessment of Final Report                                   | SAP, TA CAP, and TA PLP  | 4     | 4,375 | 0   |   |
| 2.2.f              | LIFE21 on    | Technical assessment of Periodic and Final Reports                     | SIP/SNAP, BEST           | 6     | 6,375 | 0   |   |
| 2.2.g              | LIFE21 on    | Assessment of additional documents following a contradictory procedure | All projects             | 2     | 1     | 1   | Indicative allocation of wd to FMOs/TMOs - the allocation of wd will be defined at the level of the specific contradictory's procedure                |
| 2.2.h              | LIFE21 on    | Assessment of Operating Grant Final Report                             | NGO                      | 7     | 6     | 1   |   |
| 2.2.i              | LIFE21 on    | Financial assessment   |                          | 1,5   | 0     | 1,5 |   |
| 2.2.j              | LIFE21 on    | Ex-ante checks   |                          | 1,5   | 0     | 1,5 |   |
| 2.2.k              | LIFE-all     | Second and further additional info assessment                          |                          | 2     | 1     | 1   | New task, referring to Addinfos to FR, Amendment requests, MTR, AddPref. Reports, etc; wd for TMO/FMO have to be defined case-by case (2 wd in total) |
| 2.2.l              | LIFE-all     | Pre-check of IR & FR reports of IP/STRAT/BEST projects                 | IP/STRAT/BEST            | 2     | 1     | 1   | New task, wd for TMO/FMO split 50/50  |
| <b>2.3.a_T</b>     | LIFE-all     | <b>Physical project visit (except IP/NAT) (TMO)</b>                    |                          | 6,375 | 6,375 | 0   |   |
| <b>2.3.a_IP_T</b>  |              | <b>Physical project visit to IP/STRAT/BEST project (TMO)</b>           | IP/STRAT/BEST            | 8,375 | 8,375 |     | new task, 2 wd in addition compared to "standard" physical mission due to increased complexity of IP projects   |
| <b>2.3.a_NAT_T</b> |              | <b>Physical project visit to NAT project (TMO)</b>                     | NAT                      | 7,375 | 7,375 |     | new task, 1 wd in addition compared to "standard" physical mission due to increased efforts to visit NAT projects, compared to ENV/CA projects        |
| 2.3.a_F            | LIFE-all     | Physical project visit (FMO)   |                          | 6     |       | 6   |   |

|                |          |   |   |       |       |   |   |
|----------------|----------|---|---|-------|-------|---|---|
| <b>2.3.b_T</b> | LIFE-all | <b>Virtual project visit (TMO)</b>  |   | 3,375 | 3,375 | 0 |   |
| 2.3.b_F        | LIFE-all | Virtual project visit (FMO)   |   | 3     |       | 3 |   |
| <b>2.3.c</b>   | LIFE-all | <b>Project joint visit preparation</b>  |   | 0,5   | 0,5   | 0 | Altogether 1 wd per mission briefing (0.5 wd covered through Task 2.3c, 0.5 wd through Task 2.4.d_5)  |
| <b>2.3.d</b>   | LIFE-all | <b>Ad-hoc meeting with project</b>  |   | 1     | 1     | 0 | In case only a FMO participates, the days will be allocated to the FMO; In case both an FMO and a TMO will be involved in the task, the available working days per Unit will be shared between the FMO and the TMO (to be specified for each ad hoc meeting). In case of complex ad-hoc meetings and the participation of both TMO and FMO we will try to convince the client to consider the meeting as 2 Units. |
| 2.3.e          | LIFE-all | Participation to Networking events  |   | 1     | 1     | 0 | Unit = working day; In case FMO will participate (upon approval of the client and the Coord. Team), the corresponding working days will be allocated to FMOs  |
| 2.3.f          | LIFE-all | Input and participation with Welcoming meetings for the newly selected projects                   |   | 3     | 3     | 0 |   |
| <b>2.4.a</b>   | LIFE-all | <b>Support to the consultation process prior to the submission of a complex amendment request</b> | All projects types except IP, STRAT and CSA | 5     | 5     | 0 | In case an FMO will be involved in the task, the available working days per Unit will be shared between the FMO and the TMO (to be specified)   |
| <b>2.4.b</b>   | LIFE-all | <b>Support to the consultation process prior to the submission of complex amendment request</b>   | IP and STRAT projects                       | 8     | 8     | 0 | In case an FMO will be involved in the task, the available working days per Unit will be shared between the FMO and the TMO (to be specified)   |
| <b>2.4.c</b>   | LIFE-all | <b>Assessment of draft amendment</b>  | All projects types except CSA               | 1     | 1     | 0 | not for LIFE21+;<br>In case an FMO will be involved in the task, the available working days per Unit will be shared between the FMO and the TMO (to be specified)   |
| <b>2.4.d_1</b> | LIFE-all | <b>Technical note 1 (Standard)</b>  | All projects types except CSA               | 2     | 2     | 0 |   |
| <b>2.4.d_2</b> | LIFE-all | <b>Technical note 2 (Creation of Project files)</b>   | All projects types except CSA               | 2*    | 2*    | 0 | Based on new LIFE23 projects: *Creation of project files for IP/STRAT/BEST-projects: 2 Units per project; traditional projects: 1 Unit per project (No project file for TA-PP)  |
| <b>2.4.d_3</b> | LIFE-all | <b>Technical note 3 (Deliverable assessment)</b>  | All projects types except CSA               | 1     | 1     | 0 | Calculation: 1/2 Unit per deliverable assessment  |

|         |          |   |                               |      |      |   |  |
|---------|----------|---|-------------------------------|------|------|---|--|
| 2.4.d_4 | LIFE-all | Technical note 4 ("addressing knowledge package requests")                        | All projects types except CSA | 2    | 2    | 0 | 1 Unit per knowledge package request (might have to be increased in case of complex requests)  |
| 2.4.d_5 | LIFE-all | Technical note 5 (Mission preparation summary)                                    | All projects types except CSA | 0,5  | 0,5  | 0 | Calculation: 1/4 Unit per mission briefing; see 2.3.c  |
| 2.4.d_6 | LIFE-all | Technical note 6 (virtual mission to IP/STRAT/BEST project)                       |                               | 2    | 2    | 0 | will be automatically considered for each virtual mission to a IP/STRAT/Best project   |
| 2.4.d_7 | LIFE-all | Technical note 7 (final websummary update of a LIFE NAT/BIO project)              |                               | 0,25 | 0,25 | 0 | Calculation: 1/8 Unit (0.25 wd) per update of a websummary   |
| 2.4.d_8 | LIFE-all | Technical note 8: Additional tasks to be covered under Task 2.4.d"Technical note" | All projects types except CSA | 2    | 2    | 0 | Additional tasks to be defined during the contract   |
| 2.4.e   | LIFE-all | Ex-post monitoring visit  |                               | 15   | 15   | 0 |  |
| 2.4.f   | LIFE-all | Validating LPD data and guiding beneficiaries                                     |                               | 2    | 2    | 0 | The available amount of working days per Unit (in total 2 wd) has to be shared between the TMO, the regional LPD focal point and the leading LPD expert (in case involved, provided by ELLE). The allocation of working days has to be specified for each unit, depending on the level of involvement of the TMO/LPD focal point and the leading LPD expert. Indicatively, it can be expected, that around 50% of the working days will be allocated to the Leading LPD experts (if justified and involved accordingly). |

### Service 3 Thematic support to Key-Performance-Indicators (KPIs), publications and events

| Task Nr. | Programme | Description  | Projects | wd per task (total)          | wd per task (TMO) | wd per task (FMO) | Remarks |
|----------|-----------|--|----------|------------------------------|-------------------|-------------------|---------|
| 3.1.a    | LIFE-all  | Support to the Platform meeting organisation                               |          | to be specified individually |                   |                   |         |
| 3.1.b    | LIFE-all  | Support to Networking meeting organisation                                 |          | to be specified individually |                   |                   |         |
| 3.1.c    | LIFE-all  | Support to NGO networking event  |          | to be specified individually |                   |                   |         |
| 3.1.d    | LIFE-all  | Participation to other thematic events                                     |          | to be specified individually |                   |                   |         |
| 3.1.e    | LIFE-all  | Prepare the masterfile document  |          | to be specified individually |                   |                   |         |
| 3.1.f    | LIFE-all  | Preparation of and virtual participation to national event information day |          | to be specified individually |                   |                   |         |
| 3.1.g    | LIFE-all  | Preparation of and virtual participation into writers' workshop            |          | to be specified individually |                   |                   |         |

|              |          |  |  |                              |  |
|--------------|----------|--|--|------------------------------|--|
| 3.1.h        | LIFE-all | Preparation of and physical participation to national information day            |  | to be specified individually |  |
| 3.1.i        | LIFE-all | Preparation of and physical participation to writers' workshop                   |  | to be specified individually |  |
| 3.2.         | LIFE-all | Input of a technical monitoring expert to a thematic publication                 |  | to be specified individually |  |
| <b>3.4.a</b> | LIFE-all | <b>Support to include indicators in the KPI webtool – initial snapshot</b>       | All projects except PRE, TA-PLP, NGO, NGO4GD, CA | 2*                           | The foreseen amount of wd ( <b>2 wd per unit</b> ), covers all activities that are linked to this task (including quality check at regional level). Allocation between TMO and regional KPI expert is 0.5:1.5. |
| <b>3.4.b</b> | LIFE-all | <b>Support to include indicators in the KPI webtool – interim/final snapshot</b> | All projects except PRE, TA-PLP, NGO, NGO4GD, CA | 2*                           | The foreseen amount of wd ( <b>2 wd per unit</b> ), covers all activities that are linked to this task (including quality check at regional level). Allocation between TMO and regional KPI expert is 0.5:1.5. |
| 3.4.d        | LIFE-all | Input of a technical monitoring expert to a report or study                      |  | to be specified individually |  |

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