

ANNEX C13: Template for side letters

SIDE LETTER No 2. TO TWINNING GRANT CONTRACT ENI/2019/409-668

Contracting Authority

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ARTICLE 1: Objective

The Member State and Beneficiary PLs hereby notify the CA of an urgent change to work-plan and activity for above referenced contract and confirms that the change(s) will not require an addendum to be processed.

The purpose of the notification is to:

- 1) To modify activity **1.1.1.** adding the STE **Mr Branislav Ondrus** and allocating 10 WD/2 missions and corresponding costs
- 2) To modify activity **1.1.1.** increasing the number of working days by 7WD/1 for **Mr Maros Palik** by replacing Jose Martin Garcia Alloza and reallocating 2 WD from Ms Kristina Balenovic
- 3) To modify activity **1.1.1.** by increasing number of working days by 2 WD for **Mr Jozef Toman** by reallocation of 2 WD from Ms Kristina Balenovic from the same activity
- 4) To modify activity **1.2.1.** by increasing number of working days by 5 WD for **Mr Jose Ignacio Martin Fernandez** by reallocation from Mr Juan Martin Garcia Alloza from the same activity
- 5) To modify activity **1.3.1.** by replacing STE **Ms Seili Suder** by **Ms Ulla Saar** within 10 WD/2 missions
- 6) To modify activity **1.3.1.** by introducing new STEs **Mr Michal Nemec and Mr Slavomir Stastny** in the pool of experts and allocating 20 WD/4 missions and corresponding costs
- 7) To modify activity **1.3.1.** replacing Mr Zdravko Muratti by STE **Mr Ivan Majer** and reallocating 15 WD/3 missions and corresponding costs
- 8) To modify activity **2.1.2.** by increasing the number of working days by 5 for Ms. **Silja Soon** by reallocation of 5 WD from Raquel Calveras Auge
- 9) To modify activity **2.1.2.** by increasing the number of working days by 5 for **Ms Consuelo Manchon Garcia** by reallocation of 5 WD from Mr Juan Martin Garcia Alloza
- 10) To modify activity **2.2.1.** by replacing Mr Zdravko Muratti by **Mr Ivan Majer** and within 5 working days/1 mission
- 11) To modify activity **2.2.2.** introducing new expert **Mr Ivan Majercak** in the pool of experts and allocating 5 WD/1 mission and corresponding costs
- 12) To modify activity **2.2.2.** increasing the budget line for public awareness campaign by 500 EUR and modifying the use of the total allocated budget

and the notification is necessary because:

- 1) In activity **1.1.1.** adding STE **Mr Branislav Ondrus** and allocating 10 WD/2 missions is necessary due to a request of the beneficiary to provide them additional expertise and the application practise regarding the Chapter VIII. Labour remuneration of the Amendments of the Labour Code as well as related articles in terms of the minimum wage. Mr. Branislav Ondrus is highly experienced in that area with more than 15 years of professional experience in drafting, negotiating with social partners and applying issues related to a labour remuneration and minimum wage issues taking into account the economic situation of the country. In order to fulfill that additional task under activity 1.1.1 10 units of working days, 12 units of per diems and 2 units for travel costs will be included in the budget.
- 2) In act.**1.1.1.** replacement of STE Mr Juan Martin Garcia Alozza by **Mr Maros Palik** within 5WD/1 mission is necessary due to unavailability of Mr Juan Martin Garcia Alozza in the period where the assessment of the amendments of the Labour Code is needed. Moreover, additional 2 WD will be reallocated to Mr Maros Palik from Ms Kristina Balenovic. Mr Maros Palik (in total 7 WD) was one of 2 experts involved since the beginning in the assessment of the labour code and his combined expertise on the labour and anti-discrimination legislation is very needed to complete the assessment in a due time. The beneficiary will use the assessment for the clarification and explanation of the amendments in the legislative process of the adoption of the Labour Code. This change has no impact on the budget.
- 3) In act. **1.1.1.** increasing 2 WD for **Mr Jozef Toman** by reallocation from Ms Kristina Balenovic is necessary due to completion of the final assessment of the Labour Code. Mr Jozef Toman is a core expert involved in this assessment since the beginning and due to his expertise delivered he is very familiar with the Georgian labour law framework. The beneficiary will use the assessment for the clarification and explanation of the amendments in the legislative process of the adoption of the Labour Code. This change has no impact on the budget.
- 4) In act.**1.2.1.** increasing 5 WD for **Mr Jose Ignacio Martin Fernandez** is necessary due to a completion of 2 Table of Concordance in the field of equal treatment in the access to and supply of goods and services as well as in the matters of social security. 5 WD will be reallocated from Mr Juan Martin Garcia Alloza who is not available for a required period. This change has no impact on the budget.
- 5) In activity **1.3.1.** replacement of STE **Ms Seili Suder** by **Ms Ulla Saar** within 10 WD/2 missions is necessary due to unavailability of Ms Seili Suder in the period of March – May 2020. Ms Ulla Saar, a Junior Project Leader is a competent expert to deliver the respective expertise related to harmonisation of 2 Directives – 89/656/EEC “use of PPE” and 92/58/EEC “safety of health signs”. No budgetary changes have been introduced.
- 6) In activity **1.3.1.** additional task was requested by the Beneficiary’s Project Partner the Makhviladze Scientific - Research Institute of Occupational Medicine and Ecology with the consent of the BI to provide an expertise on the functioning the System of the Occupational Medicine in a selected member states, focused on medical examinations (prior and periodic) in relation to work; diagnosis and treatment of occupational diseases, work-related illnesses and the consequences of accidents at work; identifying factors of work and working environment, performing their measurement, qualification and evaluation. Therefore, 2 new competent STE **Mr Michal Nemec (10 WD/2 mission) and Mr Slavomir Stastny (10WD/2 missions)** have been identified with the relevant experience in the respected field (see their CVs) to fulfil requested tasks and additional 15 working days units, 18 per diems and corresponding travel costs were included into the budget. This change has impact on the budget.
- 7) In activity **1.3.1.** additional task has been requested by the Beneficiary to provide the assessment of harmonisation of the recently adopted the Organic Law on Georgia with the Directive 89/939/EEC and other related directives on the introduction of measures to encourage improvements in the safety and health of workers at work (EU Framework Directive) as well as other directives based on the request of the beneficiary. Therefore, from the pool of already approved experts **Mr Ivan Majer** has been selected who will replace Mr

Zdravko Muratti by reallocation 15 units of working days, 18 per diems and corresponding travel costs were included into the budget. Mr Zdravko Muratti is not available for the next 3 months. This change has no impact on the budget. This change has no impact on the budget.

- 8) In activity **2.1.2.** increasing 5 WD for **Ms Silja Soon** is necessary due to the completion of the training modules for the Induction Training of new inspectors. Ms Silja Soon will support the team contributing to the development of the targeted training modules. 5WD will be reallocated from Mrs Raquel Calveras Auge with no impact to the budget.
- 9) In activity **2.1.2.** increasing 5 WD for **Ms Consuelo Manchon Garcia** is necessary due to the completion of the training modules for the Induction Training of new inspectors. Ms Consuelo Manchon Garcia will support the team contributing to the development of the targeted training module. 5WD will be reallocated from Mr Juan Martin Garcia Alloza with no impact to the budget.
- 10) In activity **2.2.1** replacement of Mr Zdravko Muratti by **Mr Ivan Majer** is needed due to unavailability of Zdravko Muratti for the next 3 months because of temporary health problems. Mr Ivan Majer was selected from the pool of already approved experts due to his professional background and previous experience in working with beneficiary.
- 11) During the implementation of activity **2.2.2.** a new task has raised concerning the analytical and statistical processing of the data being received through 3 different types of questionnaires in amount of more than 800. The experts dealing with preparation of a public awareness campaign haven't possess the analytical skills to process and prepare reports about the results of the questionnaires. A new expert **Mr Ivan Majercak** has been identified based on his outstanding experience in processing different types of data in the similar campaigns and evaluating the questionnaires. Therefore, 5 working day units, 6 per diems and corresponding travel costs to were added to the budget.
- 12) During the preparation of the public awareness campaign within activity **2.2.2.** and cooperation with the ILO, the tools of the campaign to be delivered by the project has been considerably modified by the Coordination working group. Originally proposed purchase of TV and radio broadcasting in the amount of 4500,- EUR has been substituted by printing of 3 different types of printed posters and leaflets. The allocated amount will be increased by 500,- EUR.

ARTICLE 2: Notification, work-plan and activity

Requested budget changes will be incorporated into initial Work-plan.

Work-plan: The changes influences the following elements of the work-plan:

Activity influenced under the heading:

- BUDGET HEADING: Mandatory results/Component 1, 2.
- Activity 1.1.1, 1.2.1, 1.3.1., 2.1.2., 2.2.1.,2.2.2.

ARTICLE 3: Confirmation of validity

All other parts and dispositions of the initial contract and the work-plans or other amendments, which are not modified here, remain valid.

This modification takes effect on the date two days after the arrival of the present side letter at the Contracting Authority, unless any of its parts is in conflict with the Twinning rules.

ARTICLE 4: Annexes: CVs of Mr Michal Nemec, Mr Slavomir Stastny, Mr Ivan Majercak

Name: Branislav Ondrus

Name: Tamila Barkalaia

Member State PL

Beneficiary PL

(signature)

(signature)

Date 22 April, 2020

Date 22 April, 2020

Annex: Comparative Table of Rolling Work Plan Budget before and after modification.

Annex A3 - WorkPlan 1 (incl. SL1)					Annex A3 - WorkPlan 1 after SL2			Savings Difference -	Reallocation Difference +
Action to be undertaken under the Twinning project "Improving the standards of employment conditions/relations as well as health and safety at work in Georgia" Twinning Number: GE 17 ENI OT 02 19 (GE)					Unit cost	Number of Units	Total MS costs		
General provision									
I. BUDGET HEADING: Resident Twinning Advisor and related cost									
Compensation wage and non wage	2	5 500,00	24	132 000,00	5 500,00	24	132 000,00		
Compensation Daily Subsistence	3	148,50	731	108 553,50	148,50	731	108 553,50		
Removal	4	0,00	0	0,00	0,00	0	0,00		
Travel									
Taking up duty	5	457,00	2	914,00	457,00	2	914,00		
Accompanying Family	6	0,00	0	0,00	0,00	0	0,00		
Annual Return Trip	7	0,00	0	0,00	0,00	0	0,00		
Annual Return Trip spouse and family	8	0,00	0	0,00	0,00	0	0,00		
Monthly Travel	9	457,00	23	10 511,00	457,00	23	10 511,00		
School Fees	10	1,00	0	0,00	1,00	0	0,00		
RTA Training Brussels									
Travel Costs	11	550,00	1	550,00	550,00	1	550,00		
Daily Subsistence Allowance	12	232,00	2	464,00	232,00	2	464,00		
RTA Assistants contracts									
Assistant(s)	13	1 600,00	24	38 400,00	1 600,00	24	38 400,00		
Interpreter/translator salary	14	1 600,00	24	38 400,00	1 600,00	24	38 400,00		
I. Total Resident Twinning Advisor Related Cost					329 792,50				
II. BUDGET HEADING: Horizontal activities related Costs									
Short term staff: MS PL and other Support staff / Component Leaders									
Work Plan preparation*	23	350,00	13	4 550,00	350,00	13	4 550,00		
Steering Committees*	23	350,00	42	14 700,00	350,00	42	14 700,00		

Communication/Visibility programme*	23	350,00	0	0,00	350,00	0	0,00
Twinning Project Support Cost		136%		26 180,00	136%		26 180,00
Compensation for Daily Subsistence	12	198,00	79	15 642,00	198,00	79	15 642,00
Travel Costs Bratislava (PL 7xSCM)	11	457,00	7	3 199,00	457,00	7	3 199,00
Travel Costs Madrid (JPL 1xWP, 7xSCM)	11	565,00	8	4 520,00	565,00	8	4 520,00
Travel Costs Albacete (CL2 1xWP, will be based on real costs)	11	616,00	1	616,00	616,00	1	616,00
Travel Costs Tallinn (JPL 1xWP, 7xSCM)***	11	399,00	8	3 192,00	399,00	8	3 192,00
PC PL and/or RTA Counterpart Training Brussels							
Travel Costs	11	550,00	1	550,00	550,00	1	550,00
Compensation for Daily Subsistence	12	232,00	2	464,00	232,00	2	464,00
Communication/Visibility programme							
		15			15		
Maximum amount for all components	15	000,00	1	15 000,00	000,00	1	15 000,00
Purchase of Goods	16	0,00	1	0,00	0,00	1	0,00
Expenditure Verification / Audit costs	21	5 000,00	1	5 000,00	5 000,00	1	5 000,00
II. Total Horizontal Related Costs				93 613,00			93 613,00
III. BUDGET HEADING: Components Mandatory Results							
Component 0: Kick-off meeting and Closing event							
Activity 0.1 Kick-off meeting							
JPL Jose Ignacio Martin Fernandez x 2WDs/1mission							
Flat Daily Allowance		350,00	2	700,00	350,00	2	700,00
Twinning Project Support Cost		136%		952,00	136%		952,00
Compensation for Daily Subsistence	12	198,00	4	792,00	198,00	4	792,00
Travel Costs Madrid	11	565,00	0	0,00	565,00	0	0,00
Other Costs (interpretation, translation, venue costs)	18	0,00	1	0,00	0,00	1	0,00
		Activity 0.1		2 444,00			2 444,00
		Component 0		2 444,00			2 444,00
Component 1: Approximation of primary and secondary legislation related to Labour Law, Gender Equality, and Occupational Safety and Health in accordance with the Union acquis							

Component 2: Capacity building, inter-institutional cooperation, and awareness raising of relevant state authorities and private sector for full implementation of amended legislation in labour law, gender equality and OSH									
Activity 2.1.1 Assessment of the administrative structures and institutional capacities of the beneficiary and relevant stakeholders and improvement of their inter-institutional operation									
5 MS experts, 55WD/11 missions - Tallin: Ms. Slija Soon 10WD/2 missions, - Albacete: Ms. Consuelo Manchón García 15WD/3 missions, - Valencia: Mr. Juan Martín García Alloza 10WD/2 missions, - Budapest: Mr Tamas Berky 15WD/3 missions, - Barcelona: Concepción PASCUAL LIZANA 5WD/1 mission,									
Flat Daily Allowance			350,00	55	19 250,00	350,00		55	19 250,00
Twinning Project Support Cost			136%		26 180,00	136%			26 180,00
Compensation for Daily Subsistence		12	198,00	66	13 068,00	198,00		66	13 068,00
Travel Costs Valencia**		11	616,00	1	616,00	616,00		1	616,00
Travel Costs Barcelona**		11	616,00	1	616,00	616,00		1	616,00
Travel Costs Albacete (will be based on real costs)		11	616,00	3	1 848,00	616,00		3	1 848,00
Travel Costs Tallin***		11	399,00	2	798,00	399,00		2	798,00
Travel Costs Budapest (will be based on real costs)		11	500,00	3	1 500,00	500,00		3	1 500,00
Translation		18	12,00	0	0,00	12,00		0	0,00
		Activity 2.1.1			63 876,00		63 876,00		
Activity 2.1.2 Training needs analysis and strengthening the institutional capacity of the beneficiary and relevant stakeholders									

Activity 2.1.4 Delivery of comprehensive training programmes to improve the institutional capacities of the beneficiary and relevant									
5 MS experts, 65 WD / 13 missions - Albacete: Ms. Consuelo Manchón García 15 WD/3 missions, - Madrid: Mr. José Ignacio Martín Fernández 15 WD/3 missions, - Donostia / San Sebastian: Gabriela Beltran Fernández 15WD/3 missions, - Kosice: Ms. Laurencia Jancurova 15 WD/3 missions, - Barcelona: Jaume ADMETLLA 5WD/1 mission, Flat Daily Allowance Twinning Project Support Cost Compensation for Daily Subsistence Travel Costs Madrid Travel Costs Barcelona** Travel Costs Albacete (will be based on real costs) Travel Costs Donostia / San Sebastian (will be based on real costs) Travel Costs Kosice (will be based on real costs) Translation									
			350,00	65	22 750,00	350,00	65	22 750,00	22 750,00
			136%		30 940,00	136%		30 940,00	30 940,00
		12	198,00	78	15 444,00	198,00	78	15 444,00	15 444,00
		11	565,00	3	1 695,00	565,00	3	1 695,00	1 695,00
		11	616,00	1	616,00	616,00	1	616,00	616,00
		11	616,00	3	1 848,00	616,00	3	1 848,00	1 848,00
		11	616,00	3	1 848,00	616,00	3	1 848,00	1 848,00
		11	500,00	3	1 500,00	500,00	3	1 500,00	1 500,00
		18	12,00	0	0,00	12,00	0	0,00	0,00
Activity 2.1.4						76 641,00			
Activity 2.2.1 Development of the relevant guidelines, labour inspection manuals, checklists and other tools to improve the institutional operations and procedures focused on precise implementation of newly adopted legislation									
4 MS experts, 40 WD / 8 missions - Zagreb: Zdravko Muratti 5WD/1 mission, - Kosice: Ivan Majer: 5WD/1 missions, - Tallin: Seili Sudder 10 WD/2 missions, Eva Poldis 10WD/2 missions, - Madrid: Tomas Criado Navamuniel 10WD /2 missions, Flat Daily Allowance									
			350,00	40	14 000,00	350,00	40	14 000,00	14 000,00

Twinning Project Support Cost			136%		19 040,00	136%		19 040,00
Compensation for Daily Subsistence	12	198,00	48		9 504,00	198,00	48	9 504,00
Travel Costs Madrid	11	565,00	2		1 130,00	565,00	2	1 130,00
Travel Costs Tallin***	11	399,00	4		1 596,00	399,00	4	1 596,00
Travel Costs Kosice (will be based on real costs)	11					500,00	1	500,00
Travel Costs Zagreb (will be based on real costs)	11	500,00	2		1 000,00	500,00	1	500,00
Translation	18	12,00	0		0,00	12,00	0	0,00
				Activity 2.2.1	46 270,00			
Activity 2.2.2 Preparing and implementing public information campaign aiming to raise awareness among the project among key stakeholders, public, private sector and civil society								
4 MS experts, 65 WD/13 missions - Bratislava: Ms. Luba Pavlova 20 WD/4 missions, Mr. Ivan Majercak 5 WD/1 mission - Madrid: Ms. Maria Mercedes Tejedor Albar 20 WD/4 missions, Ms. Marta Zimmerman Verdejo 20 WD/4 missions,								
Fiat Daily Allowance		350,00	60		21 000,00	350,00	65	22 750,00
Twinning Project Support Cost		136%			28 560,00	136%		30 940,00
Compensation for Daily Subsistence	12	198,00	72		14 256,00	198,00	78	15 444,00
Travel Costs Bratislava	11	457,00	4		1 828,00	457,00	5	2 285,00
Travel Costs Madrid	11	565,00	8		4 520,00	565,00	8	4 520,00
TV, radio-broadcasting Public awareness campaign	18	4 500,00	1		4 500,00	5 000,00	1	5 000,00
Translation	18	12,00	0		0,00	12,00	0	0,00
				Activity 2.2.2	74 664,00			
Activity 2.2.3 Conducting study visits to Member states, focused for transfer of good practices on organisation and management of labour inspection								
Study visit for 5 participants + Interpreter to Estonia for 5days/6nights								
Compensation for Daily Subsistence Estonia	22	181,00	36		6 516,00	181,00	36	6 516,00
Travel Costs***	11	399,00	6		2 394,00	399,00	6	2 394,00
Travel Costs within Member States	11	0,00	0		0,00	0,00	0	0,00
				Activity 2.2.3	8 910,00			

500,00

-500,00

1750,00

2380,00

1188,00

457,00

500,00

Component 2		363 683,00	369 741,00
III. Total Components		553 983,00	594 481,00
IV. Direct Costs Overall Amount Reserve Funds			
Total Direct Costs (I-III)		977 388,50	1 017 886,50
V. Reserves			
Total Reserve Funds [2,5% x IV]		24 434,71	25 447,16
VI. Provision for Indirect Costs			
Total Provision for Indirect Costs (6% x IV)		58 643,31	61 073,19
VII. Overall Cost of Twinning			
Total Overall Cost (IV-VI)		1 060 466,52	1 104 406,85
		-4464,00	44962,00

** Rate for Spain is subject to the Addendum, after which the flat rate Madrid-Tbilisi-Madrid might be fixed at EUR 565, and other destinations in Spain as well as those unforeseen before signing the contract might be charged based on the real costs.

*** Flat Rate for route Tallinn - Tbilisi – Tallinn in amount 399Eur is subject to the Addendum where current flat rate might be changed to 450Eur.

