

## ANNEX C13: Template for side letters

### **SIDE LETTER No 3. 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:**

adopt temporary measures for organisation of project activities and project management during pandemic of COVID-19, as follows:

- a) The RTA Ms Valeria Kubalova is allowed to carry out tasks from his home Country with support of videoconferencing, IT and communication technologies. She will elaborate 2 weeks plans, which prove that the work from home can support the successful implementation of the project.

All RTA related costs would be applicable during the period of work from home. The Institution of origin of the RTA should be compensated on the basis of the costs regarding the secondment of the RTA as defined in the Twinning project budget.

- b) The RTA Assistant Ms Maka Machkhaneli and RTA Language Assistant Ms Ia Goisashvili are allowed to carry out tasks from their home with videoconferencing, IT and communication technologies. They will elaborate 2 weeks plans in coordination with RTA and proving the assigned work shall support the successful implementation of the project.
- c) the Short-Term Experts are entitled to deliver selected project activities with telework modalities working from their home base, if it finds it justified for the successful implementation of the Twinning project. The RTA is responsible to select and analyse such activities, which can be done from home. A concept of such activity must be elaborated in details.

The work from home would generate entitlement to Expert's Fee and the Twinning Projects Support Costs using the same mechanism (the 136% of the expert fee) that is used in the context of the work done in the Beneficiary Country, however no daily subsistence allowance is envisaged.

- d) An option to convene the Project Steering Committee meeting can be held by videoconference during the ordered reducing of mobility and meetings of public.

- e) The above-mentioned measures are applied since 16<sup>th</sup> March, 2020 to the end of restrictive measures concerning pandemic situation.

**and the notification is necessary because:**

- of taking into account the common agreement of the representatives of the EUD, MS and BC PLs and the RTA Counterpart confirmed by exchanging of emails on 16<sup>th</sup> March on teleworking of the RTA and her staff due to a restrictive measures to prevent the spread of pandemic
- introduction of a state of emergency by the Decree No. 1 of the President of Georgia dated 21 March 2020, on Measures to be taken with regard to announcement of State of Emergency throughout the territory of Georgia focused on restrictive measures to prevent the spread of the pandemics of COVID-19, coming into force from 21<sup>st</sup> March 2020.
- of a challenges to ensure a fluent implementation of project activities, to observe the planned period of the project, as much as possible,
- of protecting health of our Project Team, experts and collaborators from the view of pandemic emergency threat.

**ARTICLE 2: Notification, work-plan and activity**

The changes will not increase any items of the project budget; the saved amounts (travel costs or per diems of STEs), will be calculated after the delivered mission. No changes in the Rolling Work Plan are needed.

The changes are necessary to arrange effectively an implementation of related Activities.

**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.

**Name: Branislav Ondrus**

**Name: Tamila Barkalaia**

**Member State PL**

**Beneficiary PL**

*(signature)*



*(signature)*

**Date: 22<sup>nd</sup> April, 2020**

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