Name of Project:
Number of Project:
Period of implementation according to Financing Agreement:
Start date:
End date:

WORKPLAN number: N+1

Period (covered by next Work Plan):

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Full details of the project are provided in the Financing Agreement (FA)

This format does not apply to sector programmes with budgetary support (art. 4, 2a of Regulation 1726/2000)

PART A: SUMMARY

Project Number	Work Plan N+1
Implementing agency	
Amount and Implementation	1. Total amount of Project in Euro (as per Financing Agreement): 2. Total amount of Contracts directly paid by EU in EURO (as per FA): 3. Amount available for work plans in Euro (as per FA): 4. Amount of this Workplan (N+1) in Rand: 5. Amount of this Work plan (N+1) in Euro (exchange rate used=): 6. Advance requested on this Work plan (N+1) in Rand: 7. Amount of Previous Work plans in Rand (total since beginning of the project): 8. Amount disbursed against previous Work Plans in Rand (total since beginning of the project): 9. Interests accrued: 10. Project Duration:
Background	Short narrative situating the next WP (N+1) into the project history.
Project Purpose (as in Financing Agreement)	
Results expected for the period covered by next WP (N+1) (In line with the log-frame in the FA)	
Activities planned for the period covered by next WP (N+1) (In line with the log frame in the FA, but specifically focused on activities that will be implemented during next workplan period)	
Previous Work plans	WP N Period covered (including eventual extensions) Total disbursed in Rand WP N-1 Period covered (including eventual extensions) Total disbursed in Rand
Justification for increased planned expenditure	In case the amount of next WP (N+1) is significantly higher than previous years actual disbursements, the IA should indicate which measures were taken to justify such increase.

	NAME	SIGNATURE	DATE
For the Contracting Authority			
For the Delegation of the European Commission			

PART B – BUDGETS

B1. EC BUDGET BY ECONOMIC CLASSIFICATION

Budget lines as in Financing Agreement[1]	Budget In FA EURO (1) A	PREVIOUS WP'S ACTUAL DISBURSED (N-1)[2] RAND Previous AWP period B	CURRENT WP ACTUAL DISBURSED (N) RAND Current WP period C	TOTAL ACTUAL DISBURSED Since beginning project RAND Total period from beginning of project to end of current WP (N) D = B + C	CURRENT WP COMMITTED NOT YET PAID RAND E	CURRENT WP TO BE COMMITTED RAND F	ROLL FORWARD FROM CURRENT (N) TO NEXT (N+1) RAND G	NEXT WP (N+1) NEW FUNDS RAND H	TOTAL NEXT WP (N+1) RAND Period covered by next WP (N+1) I = G + H	ESTIMATED CUMULATED EXPENDITURE AT END OF NEXT WP (N+1) RAND Total period from beginning of project to end of next WP (N+1) J = D + E + F + H	ESTIMATED CUMULATED EXPENDITURE AT END OF NEXT WP (N+1) EURO K=J / Y	ESTIMATED REMAINING BALANCE AT END NEXT WP (N+1) EURO M = A - K M = A - K
Contingency												
Total	**P**											

Advances						
(N-1)	E (N-1)			R (N-1)	R (N-1)/E (N-1)	Actual exchange rate of advance (N-1)
(N)	E (N)			R (N)	R(N)/E(N)	Actual exchange rate of advance (N)
Total advance	**E**			**R**	R/E	Average exchange rate of receipts
Interest accrued				AA		
Bank costs				AB		
VAT				AC		
					Z	info eur of month of report
Balance EUR	**S**			**AD**	**Y**	Exchange rate used for EURO expenditure **(R + (S x Z)) / P = Y**

[1] Typical budget lines for economic classification would be works, supply, services, evaluation and audit, but FA may differs. The budget lines in this table have to be exactly the same as the budget of the Financing Agreement.

[2] Cumulated for all previous Work Plans (in this example only one work plan has already been completely implemented)

B2 – EC BUDGET BY RESULT AND ACTIVITY[3] FOR NEXT WORK PLAN (N+1) in Rand

Rands	Q1	Q2	Q3	Q4	Total WP		Total WP
					NEW	R/F	
Result 1							
Activity 1.1							
Activity 1.2							
Subtotal Result 1							
Result 2							
Activity 2.1							
Activity 2.2							
Subtotal Result 2							
Result 3							
Activity 3.1							
Activity 3.2							
Subtotal Result 3							
Total WP							

[3] Activities have to be consistent with Activities planned for the period of the Work Plan under Part A- Summary
The amounts per activity should be consistent with the amounts indicated in the activity sheets.
Distinction must be made between new activities (NEW) and roll forward activities from previous work plans (R/F)

B3. TOTAL BUDGET DURING THE PERIOD OF NEXT WORK PLAN (N+1)

Budget line as in FA budget (same as B1)	Overall project budget In FA[4]		Previous WP (N-1) Disbursed Rand		Current WP (N) Planned Rand		Next Work plan (N+1) Planned Rand		Total since beginning of project (N-1)+(N)+(N+1) Rand		Total since beginning of project (N-1)+(N)+(N+1) EURO[5]	
	EC	Other	EC	Other	EC	Other	EC	Other	EC	Other	EC	Other
Total												

[4] This table should refer to the FA . It should capture co-financing from SA Government and/or beneficiaries as foreseen in the FA. The level of disaggregation by budget line should be consistent with the presentation in the FA. In many cases only an overall contribution will be captured in this table.

[5] Exchange rate to be used same as in Column K in Table B1

PART C – MODALITIES

GENERAL NOTES:

These modalities form an integral part of the Annual Workplan for the financing of activities under the programme XXXXXXXXXXX, Financing Agreement No. XXXXXXXXXXX

A. AMENDMENT IN WRITING:

Any amendment to the Workplan shall be the subject of a supplementary Workplan between the parties, drawn up in writing. No oral understanding shall bind the contracting parties to that effect.

B. WORKPLAN BUDGET:

The amount of the EU contribution shall be stipulated in the Workplan and shall not be exceeded.

C. NO RETRO-ACTIVE APPROVAL:

Expenditures incurred prior to the date of signature of the Workplan by the Commission, shall not be reimbursed by the EU contribution.

D. OVER EXPENDITURE:

Any expenditure over and above the EU commitment specified in the Workplan shall be borne by the Contracting Authority

E. RESPONSIBILITY OF CONTRACTING AUTHORITY:

The Contracting Authority shall alone be liable to the Commission for the satisfactory execution of the activities covered by the Workplan and the management of funds allocated. The Contractor shall be responsible for mobilising all the financial, human and material resources needed for its complete implementation. For the expenditures incurred during the execution of the contract, the Contractor has the obligation to use a registered auditing firm.

F. QUALITY CONTROL:

The Contracting Authority shall take all the steps necessary to ensure that the services, materials and equipment used and the supplies provided are fully compatible with satisfactory implementation of the activities.

G. RULES OF ORIGIN:

Goods and services to be procured within the framework of this Workplan should be of EU, SA or ACP origin or an eligible country as defined in Annex A2 of the Practical Guide (PRAG). Proof of origin is the responsibility of the Contracting Authority.

H. APPOINTMENT: PERSONNEL/ CONSULTANTS:

The Contracting Authority's personnel shall meet the criteria as to competence and skills necessary for the satisfactory implementation of the project and shall be selected with the agreement of the Commission.

All personnel/ consultants have to be appointed on the basis of an open procedure to be agreed with the EC Delegation in Pretoria. Appointments have to be approved in writing by the EC Delegation, Pretoria.

I. COSTS NOT COVERED:

All costs that are not provided for in accordance with the Agreement, and the Workplan, are not covered by EU funding.

The costs of purchasing land or building, other costs linked to purchasing land or buildings therewith, taxes, customs and import duties, including VAT, shall not be covered by the EC financing operation.

J. BANK ACCOUNT:

a. Management

The bank account holder(s) for this work programme is / are: XXXX.

The accountant for this programme is XXXXXXXXXX XXXXXXXXXXXX

b. Bank Accounts Details

The following bank accounts, exclusively for transactions in connection with the operation of the programme have been opened:

Name:

Account Number:

Bank (name, branch name and code, address and tel/fax number/ swift code:

c. Respective Responsibilities

The authorised signatories for the bank accounts are:

For (the accountant):

For (the bank account holder):

d. Interest on Bank Accounts

- For programmes up to 2002:
  Any interest accruing on programme accounts will be credited to the programme. Such monies will not be used without the express approval of the Delegation.
- For programmes starting as of 2003:
  Any interest accruing on programme accounts will be returned on an annual basis to the commission.

Any interest accruing on programme accounts will be credited to the programme. Such monies will not be used without the express approval of the Delegation.

K. DELAY IN ACTIVITY IMPLEMENTATION:

The Contracting Authority shall inform the Commission as soon as possible in writing of any delay or any difficulty, which might jeopardise compliance with the planned timetable and /or implementation of the Workplan.

L. PRIOR APPROVAL OF DRAFTS: Study, Publications, etc.

Where the stipulated objective of the activity is the production of a study or a publication, the Contractor, through the Contracting Authority shall submit to the Commission a provisional version thereof (initial draft, draft etc.)

Following approval of the provisional version by the Commission, the Contracting Authority shall submit the final version with the final report.

M. LABELLING: Equipment, Items of Permanent Nature

The Contracting Authority shall supply the Commission, together with a final report, with evidence of the donation of the project, subject to the Commission's agreement, of any equipment and/or item of a permanent nature acquired using the EU's financial contribution.

The Contracting Authority shall render the above-mentioned items easily identifiable as an EU contribution.

N. VISIBILITY OF EU SUPPORT:

The Contracting Authority shall make express mention of the EU's financial support in all documents that are disseminated or published, as well as in the course of events or actions organised in connection with the Agreements. (e.g using EU logos on documents, goods, as well as slides in case of a presentation)

O. PUBLICATIONS:

The Contracting Authority can make publications available to the public or to be sold with the Commission's permission.

P. SAFEKEEPING OF EXPENDITURE DOCUMENTS:

The supporting documents shall be those which record expenditure and transfers relating to the project. These shall be original documents such as bank statements, airline tickets, vouchers, receipts, invoices, documents relating to cost increases, etc. All projects related documents have to be kept by the Contracting Authority for seven years after the expiry of the Financing Agreement.

The Contracting Authority shall retain the originals of the supporting documents at his head office. The Contracting Authority shall, at the requests of the EC audit authorities, indicate the place at which such originals may be examined.

Q. REPORTING:

The Contractor will report in writing to the Contracting Authority and the EC Delegation at the end of each quarter (or semester – as defined in the Financing Agreement). The report will contain full financial information about expenditure related to Workplan activities. It will highlight the activities implemented, the degree of achievement (indicators), possible constraints and recommended measures.

R. CORRESPONDENCE:

All correspondence relating to this project and Workplan shall be addressed to the Head of Delegation of the European Commission in South Africa.

S. ANNUAL AUDITS

Each year, an audit will take place, including an assessment of compliance to the Financing Agreement. Terms of Reference for these audits require prior approval on a yearly basis by the EC Delegation.

MODALITY REFERENCE SHEET

The procedures which will apply when services, supplies and works are to be procured in terms of this Workplan will comply with the EU document "PRAG (PRACTICAL GUIDE TO CONTRACT PROCEDURES FINANCED FROM THE GENERAL BUDGET OF THE EUROPEAN COMMUNITIES IN THE CONTEXT OF EXTERNAL ACTIONS) " issued by the European Commission, June 2003.

More specifically, the tendering procedures for services, supplies and works will conform with the main categories of the specific regulations as reproduced in the following table and described in section 2.4.1 of the PRAG.

SERVICES	≥ €200,000 International restricted tender procedure	< €200,000 but >€5,000 1 Framework contracts 2 Competitive negotiated procedure		≤ €5,000 Single tender
SUPPLIES	≥ €150,000 International open tender procedure	< €150,000 but ≥€30,000 Local open tender procedure	< €30,000 but >€5,000 Competitive negotiated procedure	≤ €5,000 Single tender
WORKS	≥ €5,000,000 1 International open tender procedure 2 International restricted tender procedure (exceptional cases).	< €5,000,000 but ≥ €300,000 Local open tender procedure	< €300,000 but >€5,000 Competitive negotiated procedure	≤ €5,000 Single tender

PART D - DETAILED INFORMATION

D1 - Short Report on Current Work Plan (maximum 2 pages)

Current Work Plan (N):	Period :	Total amount disbursed: R	
Main Activities Planned Under current work plan (N)	**Main Activities implemented under current work plan (N)**	**Activities non implemented, lessons learned and corrective measures under current work plan (N)**	**Activities planned for next Work Plan (N+1)**
Result 1			
Activity 1.1			
Activity 1.2			
Result 2			
Activity 2.1			
Activity 2.2			

Note – activities non-implemented and to be rolled over to next WP should be highlighted.

D2. Procurement Table for Next Work Plan (N+1)

	Procurement	**Indicative Amount**	**Procedure**	**Indicative Timetable**
Result 1				
Activity 1.1				
Activity 1.2				
Result 2				
Activity 2.1				
Activity 2.2				

Note: International tenders should be highlighted and estimated amount indicated (preceded by EUR).

D3. Monitoring Indicators for next Work Plan log frame

	Relevant Indicators for the period of next work plan (N+1) (With source of information)
Result 1	
Activity 1.1	
Activity 1.2	
Result 2	
Activity 2.1	
Activity 2.2	

D4. Institutional setting

Governance structure: Project Steering Committee, accountability of implementing structure
Functional structure: organigramme of implementing structure

Annexe 1 – Activity sheets (to be prepared for **each** action to be undertaken to contribute to a result, in line with the log frame in Part A- Summary. In case an activity is complex and contains several actions, the implementing agency may prepare an activity sheet for each action to facilitate management and implementation)

	Activity n. **(same as in log frame in Part A-Summary or add one digit if appropriate)**

		Result n				
Activity						
Output (immediate and concrete consequence of the action taken)						
Output indicator		**Source of verification**				
Sub result (short term result at the level of beneficiaries – to be specified only if more narrowly defined than the result)						
Implementation milestones (sequence of steps required for the action to be completed) • • •						
Procurement						
Responsibility for implementation • • •						
Duration [6]	**Commencement**		**Completion**			
Beneficiaries/stakeholders • • •						
Assumptions/Risks • • •						
Cost estimate						
#	**Budget Lines as in Table B1**	**1st quart**	**2nd quart**	**3rd quart**	**4th quart**	**Total**
1						
2						
3						
4						
Total						

[6] In case tendering is required, duration should include the tendering period.

Annex 2

BANK RECONCILIATION[7] XX-XXXX as per XX/XX/XXXX

Receipts of funds

- Advances received *(specify amount in RDP account and amount in IA account)*
- Gross interest received[8] *(specify accrued on funds in RDP account and IA account)*
- Payments recovered from Contracting Authority
- Other receipts [9]
- VAT & taxes reclaimed[10]

TOTAL RECEIPTS

Use of funds

- Payments made
- Bank costs and commissions[11]
- VAT & taxes paid[12]
- Other payments [13]
- Advances refunded to donors

TOTAL PAID

Bank balances [14]

Account number	**Currency**	**balance**

TOTAL bank balances[15]

Signed ……

Stamp

[7] In case of line department, the bank reconciliation is replaced by the legers print out (usually sub account or ring fenced)
[8] Same as AA in Table B1
[9] Please include detailed description (for example sale of tenders)
[10] Same as AC in Table B1 (net of VAT paid and VAT received back)
[11] Same as AB in Table B1
[12] Same as AC in Table B1 (net of VAT paid and VAT received back)
[13] Please include detailed description
[14] Please include a copy for each bank account
[15] Same as AD in Table B1