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**E15. Procedure for contracts – requests and reporting**

**Background**

Following problems with contract requests in 2018, the Executive Committee decided in Brussels in June 2018 that **“There will be no exceptions or extensions for the submission of the final reports for the contracts – if networks do not report on time they risk not receiving the funds. EAPN Europe cannot accept the financial risk of incomplete or late reporting.” (D2)**

The Ex Co also decided that **“We will establish a ‘contracts procedure’ (with clear communication and reminders scheduled for all NN) to avoid similar issues in the future. It is important that deadlines, once established, are clearly communicated and respected by the network.” (D3)**

The Bureau meeting of March 2019 reiterated its commitment to this principle.

This document represents the implementation of these two decisions. The procedure outlined below must be followed by all members who wish to request a contract with EAPN.

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| **Deadline** | **Action** | **Lead** |
| **CONTRACT REQUESTS** |
| Final Deadline - 13 weeks (21 March) | Information send to national networks 13 weeks in advance of the application deadline | Finance Manager |
| Final deadline – 11 weeks (5 April) | Contract process explained to members during Ex Co in Spain | Treasurer and Finance Manager |
| Final Deadline - 10 weeks (12 April) | Information uploaded directly onto website / Members Room | Comms Team / Finance Manager |
| Final Deadline – 8 weeks (18 April, 14 00 CET) | Webinar to explain procedures etc to interested networks | Finance Manager, networks |
| Final Deadline – 3 weeks (Sunday 26 May) | Automatic reminder sent to all Ex Co members | Finance Manager |
| Final Deadline – 2 weeks (Sunday 2 June) | Automatic reminder sent to all Ex Co members | Finance Manager |
| Final Deadline – 1 week (Sunday 9 June) | Automatic reminder sent to all Ex Co members | Finance Manager |
| Final Deadline – 2 days (Friday 14 June 2019) | Automatic reminder sent to all Ex Co members | Finance Manager |
| **Final deadline – 00 00 CET Sunday 16 June 2019.** | **Contract requests submitted. Contract process closed. Note – applications received after this date will not be accepted, unless there is an exception based on the criteria below.** | **Members** |
| **Final deadline** + 2 weeks (30 June) | Contracts signed | Director |
| **Final deadline** + 6 weeks (14 July)  | Contracts paid | Finance Manager |
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| **Deadline** | **Action** | **Lead** |
| **CONTRACT REPORTING** |
| Final Deadline – 4 weeks (5 January) | Automatic reminder sent to all Ex Co members | Finance Manager |
| Final Deadline – 3 weeks (12 January) | Automatic reminder sent to all Ex Co members | Finance Manager |
| Final Deadline – 2 weeks (19 January)  | Automatic reminder sent to all Ex Co members | Finance Manager |
| Final Deadline – 1 week (26 January) | Automatic reminder sent to all Ex Co members | Finance Manager |
| Final Deadline – 2 days (31 January) | Automatic reminder sent to all Ex Co members | Finance Manager |
| **Final reporting deadline 00 00 CET on Sunday 2 February 2020** | **Contract reports submitted. Reporting process closed.** **Note – reports received after this date will not be accepted, unless there is an exception based on the criteria below. Missing this deadline will mean the final payment will not be made.** | **Members** |

**NB. All contract requests should be sent electronically**

**NB. Exceptions will only be granted in the following cases:**

1. Sustained illness (more than a month) of Ex Co member throughout the request or reporting period
2. Contract requests or reports which have been sent but not received by the office (if proof exists). It is the responsibility of the members to send documents to the correct address, physical and electronic.

The Financial Manager will bring potential exceptions to the attention of the Director, who will take the final decision in this matter.

If a member wishes to challenge this decision, they should consult and follow the ‘Member Complaints Procedure’