



EUROPEAN UNION  
DELEGATION TO ARMENIA

Deputy Head of Cooperation

Yerevan, 19.12.2022  
HRES(2022)/8802758

Lousineh Hakobyan  
President  
Europe in Law Association (ELA)  
101 Buzand street – Apart 4  
Yerevan 0002  
ARMENIA  
[lousinehhakobyan@hotmail.com](mailto:lousinehhakobyan@hotmail.com)  
[europelaw@gmail.com](mailto:europelaw@gmail.com)

Subject: **ENI/2022/439-084 - Civil Society Monitoring of CEPA Implementation in Armenia**

Dear Ms Hakobyan

Please find enclosed two originals of the contract mentioned above. I would be grateful if you could **initial each page of the contract and its annexes, sign and date all the originals using a hand-written signature**, retain one for your records and return the other one to the following address:

Delegation of the European Union to the Republic of Armenia  
21 Frik Street,  
Yerevan 0002, Armenia

Please use a reliable courier service or registered mail to avoid any delays or loss of the documents.

Your attention is drawn to the fact that the contracting authority will not be obliged to honour the signed addendum in the event of any of the following:

- the contract is not returned to the above address within 30 days of the date of this letter, duly signed and dated by a signatory authorised to represent you;
- any modifications to the text of the contract or its annexes.

The legal entity number which has been attributed to you is: 6000577500.

The European Commission external action DGs (DG INTPA, DG NEAR, FPI) are migrating the management of their contracts to an online portal based on a register of organisations participating in EU calls for tenders or proposals. This online register will apply the "once only" principle: data related to an organisation needs to be submitted only once. In the future, this portal will be used as a communication platform for the management of your contract(s). Since you are in the process of signing a contract financed by DG INTPA, DG NEAR or FPI, it is strongly recommended to register now in the Commission's Participant register. This Participant Register will act as an entry point to the new contract management portal. By registering you will obtain a Participant Identification Code (PIC, 9-digit number) which will act as your unique identifier. Registration is free of charge. Not registering your organisation might create technical difficulties with the migration of your contract. Not registering might negatively impact on the future management of your contract which you are about to sign.

In order to register your organisation, please follow this link:  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

Yours Sincerely,



Silja KASMANN

Enclosures: Contract for signature and annexes I-VII and Annex IX

**GRANT CONTRACT**  
**- EXTERNAL ACTIONS OF THE EUROPEAN UNION -**  
**ENI/2022/439-084**  
(the 'contract')

The European Union, represented by the European Commission, (the 'contracting authority')

of the one part,

and

EUROPE IN LAW ASSOCIATION (ELA)

Non Gouvernemental organisation

Registration number : 21117105588

101 Buzand street – Apart 4

Yerevan 0002

ARMENIA

VAT Number : AM00104899

and

of the other part,

(the 'parties')

have agreed as follows:

**Special conditions**

**Article 1 — Purpose**

- 1.1 The purpose of this contract is the award of a grant by the contracting authority to finance the implementation of the action entitled: "*Civil Society Monitoring of CEPA Implementation in Armenia*" - (the 'action') described in Annex I.
- 1.2 The beneficiary shall be awarded the grant on the terms and conditions set out in this contract, which consists of these special conditions (the 'special conditions') and the annexes, which the beneficiary hereby declares it has noted and accepted.
- 1.3 The beneficiary accepts the grant and undertakes to be responsible for carrying out the action.

**Article 2 — Implementation period of the action**

- 2.1 This contract shall enter into force on the date when the second of the two parties signs.
- 2.2 Implementation of the action shall begin on **01/01/2023**.
- 2.3 The implementation period of the action, as laid down in Annex I, is 12 months.
- 2.4 The execution period of this contract shall end when the payment of the balance is made by the contracting authority and, in any event, at the latest 18 months after the end of the implementation period as stipulated in Article 2.3 unless postponed in accordance with Article 12.5 of Annex II.

### **Article 3 — Financing the action**

- 3.1 The total eligible costs are estimated at EUR 60,000.00, as set out in Annex III.
- 3.2 The contracting authority undertakes to finance a maximum amount of EUR 60,000.00.  
The grant is further limited to 100% of the total eligible cost of the action specified in paragraph 1.  
The final amount of the contracting authority's contribution shall be determined in accordance with Articles 14 and 17 of Annex II.
- 3.3 Pursuant to Article 14.8 of Annex II, 1.44 % of the final amount of direct eligible costs of the action established in accordance with Articles 14 and 17 of Annex II, may be claimed as indirect costs.

### **Article 4 — Reporting and payment arrangements**

- 4.1 Payments shall be made in accordance with Article 15 of Annex II option no. 1 as set out in Article 15.1

Initial pre-financing payment: EUR 48,000.00.

Balance of the final amount of the grant: EUR 12,000.00

(subject to the provisions of Annex II):

- 4.2 An electronic system will be used by the contracting authority and the beneficiary for all stages of implementation including, inter alia, management of the contract (amendments and notifications), reporting (including reporting on results) and payments. The beneficiary will be required to register in and use the appropriate electronic exchange system to allow for the e-management of the contract. With regard to interim and final reports, the beneficiary(ies) will be expected to use the forms in the electronic system for encoding and submitting the reports.

The electronic management of the contract through the aforementioned system may commence on the date on which implementation of the contract starts, as described in Article 2 above, or at a later date. In the latter case, the contracting authority will inform the beneficiary in writing that he/they will be required to use the electronic system for all communications within a maximum period of 3 months.

### **Article 5 — Contact addresses**

- 5.1 Any communication relating to this contract shall be in writing, state the number and title of the action and be sent to the following addresses:

#### For the contracting authority

Payment requests and attached reports, including requests for changes to bank account arrangements shall be sent to:

European Commission

Delegation of the European Union to Armenia

For the attention of Finance, Contract and Audit Section

21 Frik Street, 002 Yerevan, Armenia

e-mail: [DELEGATION-ARMENIA-ELECTRONIC-INVOICES@eeas.europa.eu](mailto:DELEGATION-ARMENIA-ELECTRONIC-INVOICES@eeas.europa.eu)

Copies of the documents referred to above, and correspondence of any other nature, shall be sent to:

European Commission

Delegation of the European Union to Armenia

For the attention of Cooperation Section

21 Frik Street, 002 Yerevan, Armenia

e-mail: [DELEGATION-ARMENIA-CALLS-FOR-PROPOSAL@eeas.europa.eu](mailto:DELEGATION-ARMENIA-CALLS-FOR-PROPOSAL@eeas.europa.eu)

For the beneficiary

Europe in Law Association (ELA)  
101 Buzand street – Apart 4  
Yerevan 0002  
ARMENIA  
To the attention of Lousineh Hakobyan - President  
[lousinehhakobyan@hotmail.com](mailto:lousinehhakobyan@hotmail.com)  
[europaenlaw@gmail.com](mailto:europaenlaw@gmail.com)

- 5.2 The expenditure verification(s) referred to in Article 15.7 of Annex II will be carried out by : Trust Audit CJSC, Tumanyan 8 – Yerevan – Armenia

## **Article 6 — Annexes**

- 6.1 The following documents are annexed to these special conditions and form an integral part of the contract:

- Annex I: Description of the action (including the logical framework of the project, and the concept note)
- Annex II: General conditions applicable to European Union-financed grant contracts for external actions
- Annex III: Budget for the action (worksheets 1, 2 and 3)
- Annex IV: Procurement rules for beneficiary(ies)
- Annex V: Standard request for payment and financial identification form
- Annex VI: Model narrative and financial report
- Annex VII: Terms of reference for an expenditure verification of a European Union financed grant contract for external actions and model report of factual findings
- Annex IX: Standard template for transfer of asset ownership

- 6.2 In the event of a conflict between the provisions of the present special conditions and any annex thereto, the special conditions shall take precedence. In the event of a conflict between the provisions of Annex II and those of the other annexes, those of Annex II shall take precedence.

## **Article 7 — Other specific conditions applying to the action**

- 7.1 The general conditions in Annex II are supplemented by the following:
- 7.1.1 Where the implementation of the action requires the setting up or the use of a project office, the beneficiary may declare as direct eligible costs the portion of the operating costs of the project office described in the proposal which corresponds to the duration of the Action either based on costs actually incurred by the project office for the action or on the cost apportionment approach presented as part of the proposal.
  - 7.2 The entity acting as a data controller as provided for in Article 1.3 and 1.4 of the general conditions is the Head of Unit NEAR.R.4

Done in English in two originals: one original being for the European Commission and one original being for the beneficiary.

**For the beneficiary**

Name : Lousineh Hakobyan

Title: President

Signature

Date

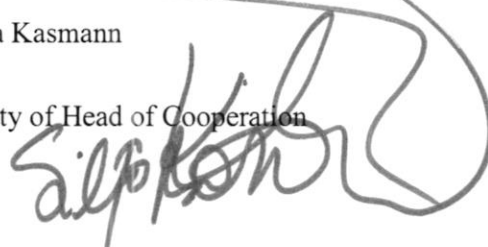
**For the contracting authority**

Name: Silja Kasmann

Title: Deputy of Head of Cooperation

Signature

Date

  
19.12.2022