

## Questions & Answers on Group Training regarding the OKP 1-year extension

The Dutch Ministry of Foreign Affairs has extended the management of the Orange Knowledge Programme with one year. With this Q&A we hope to answer questions you may have regarding the extension for ongoing training, TMT, TMT+ and Refresher courses.

### How do I request a budget-neutral extension?

The format for requesting a budget neutral extension can be found on our website, under the document name '[Format for a request for a Budget Neutral Extension for Tailor Made Training \(Plus\)](#)'.

The request should be soundly substantiated, and submitted including a revised budget (obligatory) and a revised logical framework (optional: this is only necessary if a request for a revision of the outputs is submitted simultaneously with the BNE request).

The Budget Neutral Extension request and its annexes (revised budget [obligatory], revised logical framework [optional]) need to be submitted to Nuffic via [tmt@nuffic.nl](mailto:tmt@nuffic.nl). In the title of the e-mail please mention the project number and 'request for extension'.

### When should I request a budget-neutral extension?

You can request a budget-neutral extension at any time, but no later than 3 months before the end date of the project. If your project is coming to an end before or on the 31<sup>st</sup> of December 2021, this means that this deadline is either coming up very quickly or might even be in the past. Therefore, as an exception, you can submit your request until the 15<sup>th</sup> of October 2021. If you have already received a BNE before, it is the latest end date that you should use to calculate the deadline for the submission of the request. For example, if you have received a BNE until the 31<sup>st</sup> of March 2022, you have until 31<sup>st</sup> December 2021 to submit your request. The request for a BNE can be combined with the submission of a progress report.

### Until when can I request a budget-neutral extension?

You can request an extension that runs until 31 March 2023 at the latest. However, please take into account that a Group training may not be extended beyond a period of double its maximum (regular) implementation period. For example:

- i) A TMT+ may have been granted for an implementation period of maximum 24 months. Including the extension period, the implementation period of a TMT+ may thus never exceed 48 months.
- ii) A TMT or RC may have been granted for an implementation period of maximum 12 months. Including the extension period, the implementation period of a TMT or RC may thus never exceed 24 months.

However, you should only request as much time as you need to complete the project. This means that it is also possible to request an extension with an end date between the original end date of your Group training and 31 March 2023 (for example: 1 January 2023) – as long as the conditions under i) and ii) are adhered to.

Please remember that the request should be soundly substantiated.

**I am currently implementing a TMT+ with a grant amount of more than € 200,000, which will become longer than 18 months if I request a budget-neutral extension. Does this mean that I will have to submit an additional report (cf. art. 4.5.4 GO&C Group Training)?**

Yes. In this case, the responsible programme manager will include a revised table with reporting periods in the grant addendum, including this additional obligation. Please note: submitting an additional narrative report is to be done in the online reporting tool AKVO-RSR – similar to the final report. You may include the costs for the additional report under the cost category 'Other costs' in your revised budget as submitted with the BNE request.

For regular TMT's and RC and TMT+ with a grant amount of less than € 200,000, no additional report is required if the implementation period exceeds 18 months due to an extension.

**What exactly does an additional report entail?**

Similar to the submission of a final report over a TMT+, an additional (intermediate) report is to be submitted in the online reporting tool AKVO-RSR. Instructions on the reporting process, and details of the reporting requirements, can be found in the AKVO-RSR manual.

The additional report does not need to be accompanied by an auditor's report, this applies to the final report only (an auditor's report is required only for TMT+ with a grant budget equal to, or of more than € 200,000).

**We have re-arranged our budget to cope with the Covid-19 pandemic and remained within the limit of deviating max. 25% from one cost category to the other (cf. art. 4.5.9 GO&C Group Training). If we apply for an extension, further deviations will be necessary. Is this allowed?**

Yes. You have the liberty to rearrange the budget according to your – changing – needs, and can use this freedom to shift between budget categories to be able to accommodate an extended project period, if granted by Nuffic. The only restriction is that any deviations of > 25% per cost category, compared to the approved budget, must be approved by Nuffic. If these kind of deviations are proposed, you are required to substantiate this in your request for a project extension.

**We see the need to allocate some of the funding towards coordination and project management on the side of the Country A partner. Is this allowed?**

Yes. Nuffic allows a maximum of 10% of the grant budget to be allocated to cover unforeseen expenses directly related to the coordination of the Group training on the side of the Country A Partner for TMT(+) and RC projects. This measure is intended to compensate Southern partners' staff for extra coordination or facilitation-related tasks that they may need to undertake as a result of the COVID-19 situation. Please note: according to article 5.2.2. of the Grant Obligations & Conditions for Group Training, salaries, incentives, fees, allowances or any other rewards paid or to be paid for the time which staff of the OKP Country partner of the group training spends on the group training, either for contributing to or for participating in the training, are not eligible for funding. This maximum of 10% may be used to compensate the Country A Partner(s) for coordination/facilitation tasks only.

**Even with extra time it has become clear that we will not be able to achieve (some of) the outputs (in full). What should I do?**

According to art. 4.1.5 Grant Obligations & Conditions Group Training OKP you have the obligation to inform Nuffic immediately in writing as soon as it becomes clear that the outputs and/or outcomes for which the grant was awarded will not be achieved, will not be achieved in time or will not be achieved in full or the grant obligations will not be met.

If it has become clear to you that you can no longer achieve the outputs (in full), despite the possibility of extra time for implementation, you can combine the request for a budget-neutral extension with a request for a revision of the outputs.

This means that you do not need to submit a separate format to request a change in the outputs/outcome, as long as you include the following questions and answers in your request for an extension:

- the reasons why the achievement of the outputs is no longer possible - despite the possibility of an extension of the project period;
- which (sub-)outputs will no longer be achieved;
- your coping mechanism (i.e. the compensatory measures) and changes in the logical framework for the remaining project period;
- how you propose to revise the outputs.

In this case, the request should be accompanied by a revised logical framework.

**Who can I contact with project specific questions?**

For project specific questions, you can contact the responsible country manager.