



EUROPEAN COMMISSION  
EuropeAid Co-operation Office

Director-General

Brussels, **20 DEC. 2007**  
AIDCO/Ach/av/D(2007) 27553

**NOTE TO THE ATTENTION OF ALL THE FRAMEWORK CONTRACTORS  
OF THE FRAMEWORK CONTRACT BENEFICIARY**

**Subject : Interpretation concerning administrative order**

**Ref. : Article 20 of the Framework Contract General conditions**

In your annual reports for the first year of implementation of the Framework contract Beneficiary, you emphasized the necessity for more flexibility concerning the treatment of minor modifications in the course of your assignments.

After examination by my services of the applicable contractual provisions, I find appropriate to clarify the modalities of administrative orders which can be issued according to article 20 of the General conditions.

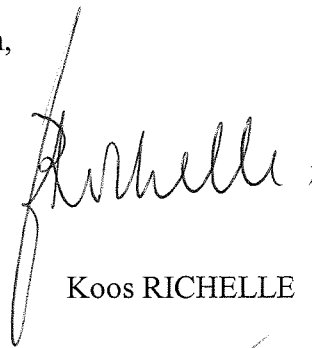
The Framework Contract assignments are by definition short-term assignments and minor changes must be treated with flexibility while respecting the rules of good management. In this respect, an administrative order is deemed to have been issued for variations in the two following cases:

- a) when the Project manager finds it necessary to give an order orally which he shall as soon as possible thereafter confirm in written form;
- b) when the Contractor confirms in writing an oral order from the Project manager and this confirmation is not contradicted in writing forthwith by the latter.

Please note that this interpretative note is an integral part of your contract.

I thank you for your continuous cooperation and remain,

Faithfully yours,



Koos RICHELLE