



EUROPEAN COMMISSION
INNOVATION AND NETWORKS EXECUTIVE AGENCY

Connecting Europe Facility (CEF) Department
Head of Department

Brussels, 18/03/2020
INEA.C/AB

**Note for the attention of CEF beneficiaries
(with the exception of WiFi4EU beneficiaries)**

Subject: Consequences of corona virus on CEF Actions

Dear CEF beneficiaries,

As you may already know, as of 16 March the Commission has put in place precautionary measures against the spread of coronavirus, including that all staff is currently teleworking. These measures also apply to INEA. We are aware that similar measures have also been implemented in many other organisations across Europe.

Despite this extraordinary situation, INEA is making every effort to maintain the same level of cooperation with you and to ensure business continuity. We would like to provide you with information on certain aspects that are most relevant to your work with us.

Communication with INEA: Communication via e-mail and telephone continues without any changes. Even though not physically in the office, INEA staff continue their work remotely, therefore you should be able to contact us as before. We count on your understanding for the cases, where due to technical issues you may receive a response with a small delay. Communication by mail continues normally.

Reporting (ASR and final reports): The deadline for ASR submission by 31 March, as defined in the Grant Agreements for transport and energy, remains valid as well as the deadlines for final reports. As we are already in mid-March, we assume that most of the ASRs are already in an advanced level of preparation. The timely submission of the ASR/final report is directly linked to payments (further pre-financing, interim and final payments). However, INEA will show flexibility in all cases, where the submission is delayed due to the extraordinary circumstances. Please inform your INEA project manager of any delay before a deadline expires.

Ongoing payments: INEA endeavours to process all ongoing payments as smoothly as possible. INEA will show flexibility in all cases where you encounter problems due to the extraordinary circumstances (such as timely replying to a sampling request). Please inform your INEA project manager of any delay before a deadline expires.

Ongoing calls: Several CEF calls are open, others are in evaluation or in grant agreement preparation. INEA is doing its utmost - despite difficult circumstances – to maintain the standard quality and service including respect of the time limes. We will publish on the internet (on the respective call pages) any relevant information.

Meetings and on-site visits: In line with the measures taken, all meetings and on-site visits have either been cancelled or converted to teleconferences.

Delays and additional pre-financing: We understand from certain beneficiaries that activities are interrupted and/or delayed. INEA will show flexibility in all cases due to the extraordinary circumstances. Please inform your project manager. Once the situation normalises, we will adapt the grant agreements via amendments (with retroactive effect where needed).

INEA is currently checking whether there are possibilities to increase the pre-financing as a measure to support beneficiaries facing cash-flow problems. We will keep you informed. Feel free to indicate any specific situation to your project manager.

Amendments: The usual workflow for processing amendments should continue. We invite beneficiaries to give preference to e-signature, which allow a smoother handling.

On behalf of all INEA staff, we would like to wish you all the best under these difficult circumstances.

(e-signed)

Dirk BECKERS
Director

(e-signed)

Andreas BOSCHEN
Head of Department