Erasmus+ Programme (ERASMUS)

Application Form

Administrative Forms (Part A)
Technical Description (Part B)

(ERASMUS Standard LS Type I)

Version 1.0
25 February 2021

Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal

IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:.

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

How to prepare and submit it?

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

Character and **page limits**:

- page limit normally 40 pages for calls for low value grants (60 000 or below); 70 pages for all other calls (unless otherwise provided for in the Call document/Programme Guide)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

⚠ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

⚠ **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

ADMINISTRATIVE FORMS (PART A)

Part A of the Application Form must be filled out directly in the Portal Submission System screens.

Call:
()

Topic:

Type of Action:

Proposal number:

Proposal acronym:

Type of Model Grant Agreement:

Table of contents

Section	Title	Action
1	General information	
2	Participants	
3	Budget	

How to fill in the forms

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

Application forms

1 - General information

Field(s) marked * are mandatory to fill.

Topic	Type of Action
Call	Type of Model Grant Agreement

Acronym	*Acronym is mandatory*
Language	*Please select a language*
Proposal title	*Max 200 characters (with spaces). Must be understandable for non-specialists in your field.*
	Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &
Duration in months	*Estimated duration of the project in full months.*
Fixed keyword 1	Add
Free keywords	*Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

How will your project contribute to the Priorities of the European Commission?

Please select at least one Priority or "not applicable". For each Priority selected, indicate also at least one Domain and at least one Policy Area.

Visit the EC website https://ec.europa.eu/info/strategy/priorities-2019-2024_en for more information.

◉ Priorities are applicable   ○ Priorities are not applicable

Add Priorities

1	**Priority:** **Domain:** **Policy area:**	Remove

Application forms

Proposal ID

Acronym

Abstract

> *Short summary (max. 2,000 characters, with spaces) to clearly explain:*
> *o Objectives*
> *o Activities*
> *o Type and number of persons benefiting from the project*
> *o Expected results*
> *o Type and number of outputs to be produced*
> *Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties.*
> *• Do not include any confidential information.*
> *• Use plain typed text, avoiding formulae and other special characters.*
> *If the proposal is written in a language other than English, please include an English version of this abstract in the "Technical Annex" section.*

Remaining characters   2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call?	○ Yes ○ No

Please give the proposal reference or contract number.	
Previously submitted proposals should be with either 6 or 9 digits.	Remove

Declarations

Field(s) marked * are mandatory to fill.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *	☐
2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).	☐

3) We declare:
   - to be fully compliant with the eligibility criteria set out in the call
   - not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046
   - to have the financial and operational capacity to carry out the proposed project.
	☐

4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms and Conditions.	☐
5) We have read, understood and accepted the Funding & Tenders Portal Terms & Conditions and Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).	☐

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

Application forms

Proposal ID

Acronym

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1			

organisation data

PIC	Legal name	

Accreditation type	Accreditation number	Expiration date
Eramus Chater for Higher Education		

Short name:

Address

Street

Town

Postcode

Country

Webpage

Specific Legal Statuses

Legal person .... unknown

Public body .... unknown

Non-profit .... unknown

International organisation .... unknown

Secondary or Higher education establishment ...... unknown

Research organisation .... unknown

SME Data

Based on the below details from the Beneficiary Registry the organisation is not an SME **(small- and medium-sized enterprise) for the call.**

SME self-declared status.. unknown

SME self-assessment .... unknown

SME validation sme .... unknown

Example, not to complete

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Departments carrying out the proposed work

Department 1

Department name   *Name of the department/institute carrying out the work.*   ☐ not applicable

☐ Same as proposing organisation's address

Street   *Please enter street name and number.*

Town   *Please enter the name of the town.*

Postcode   *Area code.*

Country   *Please select a country*

Links with other participants

Type of link	Participant

Last saved   12/04/2021 15:25

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Main contact person

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title   Gender ⚪ Woman ⚪ Man ⚪ Non Binary

First name   Last name

E-Mail

Position in org.   Please indicate the position of the person.

Department   *Name of the department/institute carrying out the work.*   ☐ Same as organisation name

☐ Same as proposing organisation's address

Street   *Please enter street name and number.*

Town   *Please enter the name of the town.*   Post code   *Area code.*

Country   *Please select a country*

Website   *Please enter website*

Phone   *+xxx xxxxxxxxx*   Phone 2   *+xxx xxxxxxxxx*

Application forms

Acronym **Acronym is mandatory**

3 - Budget

No.	Name of beneficiary	Country	A. Personnel costs - without volunteers /€ (a1)	A. Personnel costs – volunteers /€ (a2)	B. Subcontracting costs/€ (b)	C. Purchase costs - Travel and subsistence/€ (c1)	C. Purchase costs - Equipment/€ (c2)	C. Purchase costs - Other goods, works and services/€ (c3)	Total eligible costs/€ (h)	Ineligible costs (j)	Total estimated project costs and contributions (k)	Funding rate (U)	Maximum EU contribution to eligible costs (l)	Requested EU contribution to eligible costs (m)	Max grant amount (n)	Income generated by the project (o)	In kind contributions (p)	Financial contributions (q)	Own resources (r)	Total estimated project income (s)
1			0	0	0	0	0	0	0,00	0	0		0,00	0,00	0,00	0	0	0	0	0,00
	Total		0	0	0	0	0	0	0,00	0	0		0,00	0,00	0,00	0	0	0	0	0,00

Application forms

Validation result

Section	Description
	The form has not yet been validated, click "Validate Form" to do so!

Application forms

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.

Note: Please read carefully the conditions set out in the Call document/Programme Guide (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

TABLE OF CONTENTS

PROJECT SUMMARY

Project summary *(in English)*
See Abstract (Application Form Part A).

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives
Please address all guiding points presented in the Call document/Programme Guide under the award criterion ‘Relevance’.   *Describe the background and rationale of the project.*   *How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call?*
Insert text

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives
Please address the specific conditions/objectives set out in the Call document/ Programme Guide, if applicable.   *Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address? The objectives should be clear, measureable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).*   *For low value grants (less or equal to 60.000 EUR), it is not necessary to describe sound needs analysis and to define indicators for measuring achievement.*
Insert text

1.3 Complementarity with other actions and innovation — European added value

Complementarity with other actions and innovation
Explain how the project builds on the results of past activities carried out in the field, and describe its innovative aspects (if any).   *Explain how the activities are complementary to other activities carried out by other organisations (if applicable). Illustrate the trans-national dimension of the project; its impact/interest in the EU area; possibility to use the results in other countries, potential to develop cross-border cooperation among Programme countries and Partner countries, if*

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applicable, etc.
Insert text

2. QUALITY

2.1 PROJECT DESIGN AND IMPLEMENTATION

2.1.1 Concept and methodology

Concept and methodology
Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Quality of the project design and implementation'.   *Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.*
Insert text

2.1.2 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy
Please address the specific conditions set out in the Call document/ Programme Guide.   *Describe the measures foreseen to ensure that the project implementation is of high quality and completed in time.*   *Describe the methods to ensure good quality, monitoring, planning and control.*   *Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.*   *For low value grants (less or equal to 60.000 EUR), it Is not necessary to describe evaluation methods and indicators to monitor the outreach and coverage.*
Insert text

2.1.3 Project teams, staff and experts

Project teams and staff			
Describe the project teams and how they will work together to implement the project. *List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe shortly their tasks. If required by the Call document Programme Guide, provide CVs of all key actors.*			
Name and function	Organisation	Role/tasks	Professional profile and expertise

Outside resources (subcontracting, seconded staff, etc)

If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).

If there is subcontracting, please also complete the table in section 4.

Insert text

2.1.4 Cost effectiveness and financial management

Cost effectiveness and financial management *(n/a for prefixed Lump Sum Grants)*

Not applicable.

2.1.5 Risk management

Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

Note: *Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.*

For low value grants (less or equal to 60.000 EUR), it is not necessary to present critical risks and risk management strategy.

Risk No	Description	Work package No	Proposed risk-mitigation measures

2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS

2.2.1 Consortium set-up

Consortium cooperation and division of roles (if applicable)

Please address all guiding points presented in the Call document/Programme Guide under the award criterion

'Quality of the partnership and the cooperation arrangements'.

Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, others, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?

In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.

Note: *When building your consortium you should think of organisations that can help you reach objectives and solve problems.*

Insert text

2.2.2 Consortium management and decision-making

Consortium management and decision-making (if applicable)

Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.

Note: *The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.*

Insert text

3. IMPACT

3.1 Impact and ambition

Impact and ambition

Please address each guiding points presented in the Call document/Programme Guide under the award criterion 'Impact'.

Define the expected short, medium and long-term effects of the project. Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?

Insert text

3.2 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.

Describe how the visibility of EU funding will be ensured.

Insert text

3.3 Sustainability and continuation

Sustainability, long-term impact and continuation

Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?

What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?

Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?

Insert text

4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

4.1 Work plan

Work plan
Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).
Insert text

4.2 Work packages and activities

WORK PACKAGES
This section concerns a detailed description of the project activities.
*Group your activities into work packages. **A work package means a major sub-division of the project**. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.*
Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1. The last WP should be dedicated to Impact and dissemination.
For low value grants (less or equal to 60.000 EUR), it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name).
Please refer to the Call Document/Programme Guide for specific requirements concerning the number and the typology of work packages.
⚠ *Enter each activity/milestone output/outcome/deliverable only once (under one work package).*

Work Package 1

Work Package 1: [Name, e.g. Project management and coordination]

Duration:	MX - MX	Lead Beneficiary:		1-Short name

Objectives

List the specific objectives to which this work package is linked.

▪

Activities (what, how, where) and division of work

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP) and others, indicating in bold the task leader.

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					n/a
T1.2					n/a
					n/a

Milestones and deliverables (outputs/outcomes)

Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.

For low value grants (less or equal to 60.000 EUR), it Is not necessary to include milestones.

Deliverables *are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.*

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field:

invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open ⚠️ *automatically posted online on the Project Results platforms)*

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444.

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
Not applicable.							

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		*[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER]*	*[PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified]*		
D1.2		1		*[R — Document, report] [DEM —*	*[PU — Public] [SEN — Sensitive]*		

				Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER]	[R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified]		

Estimated budget — Resources *(n/a for prefixed Lump Sum Grants)*

For certain Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; *see Portal Reference Documents*).

Work Package …

To insert work packages, copy WP1 as many times as necessary.

Events and Meetings

Events and meetings

This table is to be completed for events and meetings that have been mentioned as part of the activities in the work packages above

Give more details on the type, location, number of persons attending, etc.

Event No (continuous numbering linked to WP)	Participant	Description					Attendees
		Name	Type	Area	Location	Duration	Number

						(days)	
E1.1	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc]	[city, country]	[number]	[number]
E1.2	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc]	[city, country]	[number]	[number]

4.3 Timetable

Timetable (projects up to 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: *Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.*

ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 - …	░	░	░	░	░	░	░	░	░	░														
Task 1.2 - …								░	░	░	░	░	░	░	░	░	░	░						
Task …									░	░	░	░	░	░	░									

Timetable (projects of more than 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: *Use actual, calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.*

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ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Task 1.1 - …	█	█	█	█	█	█																		
Task 1.2 - …					█	█	█	█	█	█	█	█	█	█	█									
Task …									█	█	█	█	█	█										

4.4 Subcontracting

Subcontracting
Not applicable.

5. OTHER

5.1 Ethics

Ethics (if applicable)
If the Call document/Programme Guide contains a section on ethics, describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them. *Describe how you will ensure gender mainstreaming and children's rights in the project activities.*
Insert text

5.2 Security

Security
Not applicable.

6. DECLARATIONS

Double funding	
Information concerning other EU grants for this project ⚠️ *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).*	**YES/NO**
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details.	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details.	

Financial support to third parties (if applicable)
Not applicable.

ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory for certain Lump Sum Grants (see Portal Reference Documents)*

CVs (annex 2 to Part B) — *mandatory, if required in the Call document/Programme Guide*

Annual activity reports (annex 3 to Part B) — *not applicable*

List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document/Programme Guide*

Special

Other annexes (annex 5 to Part B) — *mandatory, if required in the Call document/Programme Guide*

LIST OF PREVIOUS PROJECTS

List of previous projects					
Please provide a list of your previous projects for the last 4 years.					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	25.02.2021	Initial version (new MFF).