



**EUROPEAN COMMISSION**  
RESEARCH DIRECTORATE-GENERAL

The Director-General

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**NOTE FOR THE ATTENTION OF**  
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**Subject: Publication of the revised Negotiation Guidance Notes**

The Negotiation Guidance Notes were last updated in January 2009. A revision became necessary to take into account major changes in the IT tools supporting the negotiation process, especially the use of the electronic Negotiation Facility (NEF) and of the Participant Portal. Further modifications of the text were implemented to clarify the details of the negotiation process. The major modifications are described on the first page ("Scope and Content") of the Negotiation Guidance Notes.

The changes were discussed in the inter-service NEF user group and comments received (ref. Ares(2010)508290) have been taken into account for the final version.

You will find enclosed the final revised version, which will be published within a few days on CORDIS ([http://cordis.europa.eu/fp7/find-doc\\_en.html](http://cordis.europa.eu/fp7/find-doc_en.html)) and on the Participant Portal (<http://ec.europa.eu/research/participants/portal>).

Robert Jan SMITS

Enclosures: Revised Negotiation Guidance Notes

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