

EUROPEAN COMMISSION
RESEARCH DIRECTORATE-GENERAL

The Director-General

11 AOUT 2010

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RTD.A6.AHN/CS/co

NOTE FOR THE ATTENTION OF
MR R. MADELIN, DIRECTOR-GENERAL, DG INFSO
MR H. ZOUREK, DIRECTOR-GENERAL, DG ENTR
MR M. RUETE, DIRECTOR-GENERAL, DG MOVE
MR. P. LOWE, DIRECTOR-GENERAL, DG ENER
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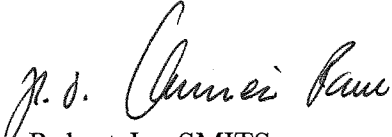
Subject: Revision of the Negotiation Guidance Notes

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 electronic 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 have been taken into account for the revision.

You will find enclosed the modified text in a clean version and a version with tracked changes to visualise the suggested amendments.

If you have any remarks, I would appreciate if you could send them to Agnes Hegyvarine-Nagy, unit RTD A.6, at the latest by August 27, 2010. If there are no further comments, this version will be published on CORDIS and on the Participant Portal.


Robert-Jan SMITS
For the Director General absent
A. PAULI
Deputy Director General

Enclosures: Annex I – revised Negotiation Guidance Notes ("clean" version)
Annex II – revised Negotiation Guidance Notes (track changes)

c.c.:

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