



### **Brief COCA update form<sup>1</sup>**

To be completed for existing partner organisations whose last COCA dates from more than 4 years ago.

For maximum efficiency, this form is as brief as possible. If the information given on this form indicates that an essential *component* of the COCA needs to be updated, an *entirely new* COCA, including all those parts that have not changed, will have to be drawn up. A full update is not required in the case of minor changes, which can be reported in the relevant sections of this form.

**1. Have there been any changes in the organisation's legal framework?** (type of organisation, its legal registration, relationship with other parent/subsidiary/sister organisations)

Yes  No

If yes, update COCA section 1 (see annex 3).

**2. Have any changes been made to the organisation's mission and strategy?** (and are these changes incompatible with the ministry's policy?)

Yes  No

If yes, update COCA sections 2 and 3 (see annex 3)

**3. Have there been any changes in external factors and relations?**

Note: It is highly likely that the external environment in which the organisation operates will have changed over the course of four years.

Yes  No

If yes, update COCA section 4.1 t/m 4.4 (see annex 3)

**NB:** You must always reassess the external factors of local NGOs and organisations whose previous COCA was drawn up by another budget holder.

**4. Have there been any major changes in the organisation's staff and/or financial resources, or in its financial and administrative management?**

Note: Your answer to this question should *in any case* be based on the information required in section 7 of the COCA

Yes  No

If yes, update COCA sections 6 and 7

**5. Have there been any changes in the structures for and quality of monitoring and evaluation, or in quality management?**

Note: Your answer to this question should *in any case* be based on the development of the organisation's anti-fraud and anti-corruption policy.

Yes  No

If yes, update COCA section 8.1 en 8.2 (see annex 3)

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<sup>1</sup> This template may be used to provide a brief COCA update for partner organisations where, according to the budget holder, there have been few or no changes, and where a full COCA update would therefore have little or no added value.