



Brief COCA update form¹

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)

¹ 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.