

*Asia-Pacific Network for Sustainable*

*Forest Management and Rehabilitation*

Document No.:

Receiving Date:

*(For APFNet Secretariat)*

**PROJECT CHANGE REQUEST FORM**

|  |  |
| --- | --- |
| Project title (ID) |  |
| Supervisory agency |  |
| Executing agency |  |
| Implementing agency |  |
| Project Director(coordinator): Tel: Fax: Email:  |
| Project total budget(USD): | APFNet Grant(USD):  |
| Accumulative grant disbursed to date(USD)  |
| Project implementation duration: dd/mm/yy to dd/mm/yy, months  |
| **Request Details** |
| □Extension | □Revision | □Suspension | □Termination  |
| Justifications and Proposed Actions * Project implementation and financing status to date, to what degree the project objectives have been achieved.
* Detail the request, such as extended implementation duration, and revision of project scope.
* Present why such a change is requested and indicate the contribution of such change to achieve the project objectives, outputs and related deliverables.
* Present any negative/positive impact on project implementation.
* Highlight proposed action, project milestones/strategic activities.
* Attach updated project work plan and budget.
 |
| **Prepared and submitted by****(Printing name and title)**Project director Signature Date | **Reviewed and endorsed by** **(Printing name and title)**PSC Chair Signature Date |

**Project Change Request Instruction:**

1. Please refer to APFNet PIIM Manual (2022) for definition of extension, revision, suspension and termination.
2. Clear justification of requested project change and details of a such requested change is required.
3. When project revision/extension is requested, project progress and expenditure so far, and **updated work plan with budget** are required as attachments.