

*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.