

ED-ME-015

Moscow, July 24, 2014

**Subject: Acceptance of Scanned Documents in Place of Originals**

To increase the speed of our internal project operations, note the following two changes to our project management policies for current and future non-Russian Federation projects related to acceptance of signed documents from institutes in electronic form (scanned) as the basis for executing ISTC internal procedures:

1) It was decided by XCom on March 26, 2014 that **all project management documentation\* can now be accepted for internal processing by the Secretariat based upon electronic documents excepting travel expense documents**. Travel expense documents will continue to be required as originals for the purpose of travel expense reconciliation.

Note this change of policy should be considered subordinate to any special request for originals by either the institutes involved in a project or the related funding party.

2) Following the meeting of the CEC on April 29-30, 2014 and adoption at GB59 on June 5, 2014 the "INSTRUCTIONS FOR PROPOSAL PREPARATION" guide is modified to allow the **exclusive use of electronic versions of required documents in processing new project proposals**. Edited version of this document has been added to the ISTC documents database.

I would be grateful for each of you to adopt this practice in your relevant internal duties at ISTC.



\*examples of new accepted documents in annex

**Annex 1: Examples of New Accepted Documents**

Memorandum on Storage of Equipment  
Project Agreements  
Addendums and Amendments to Projects  
Individual Agreements for grants  
and other documents