



Interreg

Latvija-Lietuva

European Regional Development Fund



EUROPEAN UNION

PROJECT CHANGES



Content

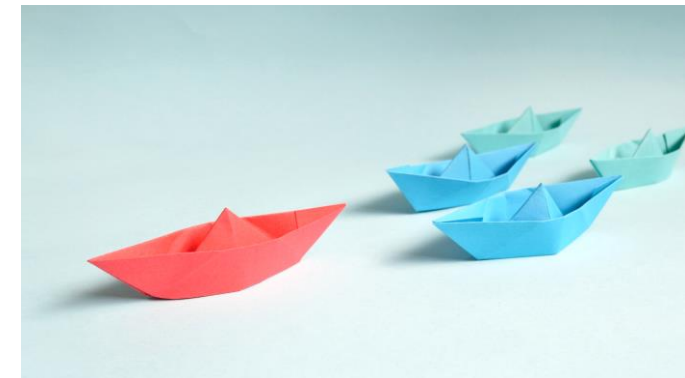
- Classification of changes
- Minor changes
- Major changes
- Procedure

Nothing goes as planned, but that is fine provided someone controls the situation

General rule – activities shall be implemented according to Application Form

In case of deviation

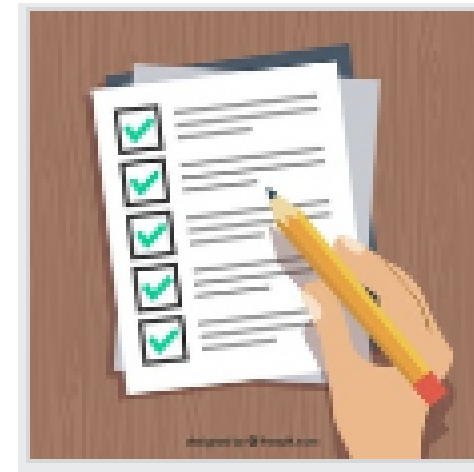
Apply change procedure



What to do?

Before any change check
Programme Manual approved on
April 26, 2018 (PM version 2, for
2nd Call projects)

Change procedure described in
section 7.2.



Designed by freepix.com

By focus:

- Changes in the LP&PP information
- Changes in the project partnership
- Changes in the work plan
- Changes in the budget
- Changes in technical documentation
- Changes in the duration
- Changes in the reporting

By type:

Minor changes:

➤ require approval of JS



Modification Request

➤ prior consultation with JS



Via e-mail with JS manager

➤ Notify via reports



Communication via partner report and consolidated progress report in section «problems and deviations»

By type:

**Major changes (prior approval
of MA/MC)**



Modification Request

Changes in the LP&PP information

What changes?	What to do?
Contact data and technical data of institution	Inform JS and update information immediately via eMS
Bank account	Update information immediately via eMS

Changes in the work plan

What changes?	What to do?	Restrictions?
Rescheduling project activities <i>(for example, from period 1 to 3)</i>	Communicate via progress reports	
Adjustments in number of informative publications <i>(for example, number of booklets, number of souvenirs etc.)</i>	Consult with JS in advance via e-mail and communicate via progress reports !No restrictions in change of amounts	<ul style="list-style-type: none"> - Planned target group can be reached - Minimum communication requirements cannot be excluded - Total costs planned for communication elements cannot be exceeded

Changes in the work plan

What changes?	What to do?	Restrictions?
Minor changes in planned activities/deliverables – affecting substance <i>(for example, change in number of seminars, decrease of trained persons, new item is purchased etc.)</i>	<ul style="list-style-type: none"> - Request minor change in eMS - Approval of JS - Update in application form 	<ul style="list-style-type: none"> - Justification is provided - There is no decrease in quality of activities/results - Total BL sum cannot be exceeded
Other minor adjustments in planned activities/deliverables <i>(for example, number of persons in meetings change, interrelated cost item is missing for expenditure under BL3 and 4 etc.)</i>	Consult with JS in advance via e-mail and communicate via progress reports	<ul style="list-style-type: none"> - Justification is provided - There is no decrease in quality of activities/results - Cost item is directly relevant for concrete activity - Total BL sum cannot be exceeded

Changes in the budget

What changes?	What to do?	Restrictions?
Changes in costs within one BL (<i>for example, costs for infrastructure works are higher, catering is more expensive than anticipated etc.</i>)	Communicate via progress reports	<ul style="list-style-type: none"> - Justification is provided - There is no decrease in quality of activities/results - Total BL sum cannot be exceeded - Change can be applied for BL3-6 - Reallocation of lump sum for preparation is not allowed
Changes in BL1 for Real Costs method in existing sub-budget lines (<i>for example, hourly rate is changed</i>)	Communicate via progress reports	Total BL sum cannot be exceeded
Changes in BL1 for Real Costs method - number of employees, creating, merging sub-budget lines (<i>for example, additional staff member is attracted or one workload is divided among two persons</i>)	<ul style="list-style-type: none"> - Request minor change in eMS - Approval of JS - Update in application form 	<ul style="list-style-type: none"> - Justification is provided - Total amount of costs for BL cannot be exceeded

Changes in technical documentation

What changes?	What to do?	Restrictions?
<p>Changes in building/technical documentation – doesn't cause a change in AF (<i>for example, technical solutions which are not described in activity/deliverable change</i>)</p>	<p>Consult with JS in advance via e-mail and communicate via partner reports</p> <p>!!! Note: project partners are responsible for creation and submission of technical documentation in line with national legal acts</p>	<p>Information in project application form is not affected</p>

!!! If major changes are needed, LP must inform the JS as soon as possible during the project implementation, but not later than one month before the project end.

Changes in the project partnership

- **Withdrawal of PP without replacement**
- **Replacement of PP with existing PP**
- **Replacement of PP with new PP**
- **Structural / legal changes of PP**

Restriction: Eligibility criteria for partnership must be observed

Changes are approved by MA or MC (structural/legal change).

MC takes decision only in cases where respecting of eligibility criteria is questioned.

Changes in the budget

- **Reallocation between BLs and/or PP (up to 30% of total budget).**

Restrictions:

- total ERDF for project is not exceeded
- lump sum costs for preparation cannot be reallocated.

Changes are approved by
MA

EXAMPLE OF CHANGES IN BUDGET

	BL 4 1200				BL5 1500 EUR			
Planned in AF	LP € 400	PP2 € 400	PP3 € 400	Total € 1200	LP € 500	PP2 € 500	PP3 € 500	Total € 1500
Period 1	500			500		600		600
Period 2		500		1000	600			1200
Period 3			200	1200				1200
Period 4				1200			400	1600
Total	+100	+100	-200	1200	+100	+100	-100	1600

Major changes

Changes in the project activities

- **Increase/decrease in the number of existing project outputs and/or results**
- **Extend/reduce the range of the existing project activity**
- **Create new project output and/or activity**
- **Hand over activity to other project partner**

Restrictions:

- **No decrease in quality of project objectives/results**
- **Changes enhance achievement of project objectives/results**

**Changes are approved by
MA.**

**MC takes decision on
changes which affect
achievement of Programme
output and result indicators,
or in exceptional cases.**

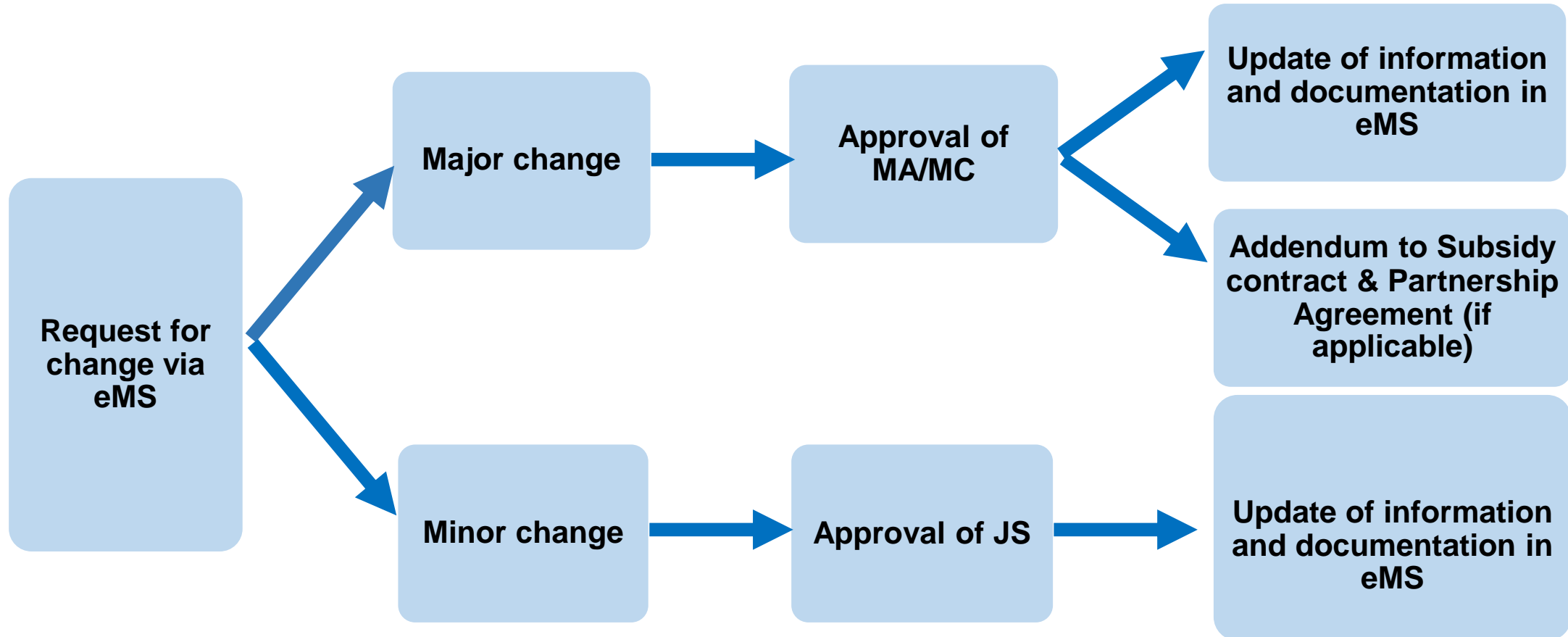
Changes in the duration, reporting, VAT status

- **Prolongation of project duration: project implementation not longer than 31.12.2021**
- **Changes of reporting periods: from 3 to 6 months or vice versa and merging of reporting periods, only once during project lifetime**
- **VAT payer status changes: total project budget cannot be increased**

Changes are approved by MA.
MC takes decision in case of request to prolong project duration by more than six month or to prolong project for more than 24 month

Changes are approved by MA

Handling of Request Modification



<http://latlit.eu/how-to-implement/reporting/>
Template for Request for changes

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About the programme
Calls for proposals
Supported projects
How to implement
Partner search
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Reporting



Documents for submission

[Certificate of Proficiency of Financial Controller](#)

[Confirmation of financial information](#)

[Confirmation for project report](#)

[Participants list](#)

[Project timesheet](#)

[Final report template](#)

[Statement after project implementation](#)

[Project updated and expected expenditure spending plan](#)

Guidance documents

[Guidance how to implement the project via eMS](#)

Updated September 7, 2018

Project changes

[Request for changes form](#)

[Monitoring document to follow budgetary changes](#)

How to fill in Request for changes:

Write in the Request for changes:

- ✓ **WHAT WAS PLANNED**
- ✓ **WHAT YOU WANT TO CHANGE (Workplan & Budget)**
- ✓ **WHY**
- ✓ **WHAT IS THE IMPACT ON PROJECT**

Request for changes form

!!! Please note that this form shall be used only for preparation of draft change partnership and for sending to Joint secretariat for harmonisation. Project changes requested in the electronic Monitoring System (eMS) by filling in similar form (except in point 1, 2, 3.1., 4 and 5 of the Table No 7 in section 7.2. of the Programme Manual

Project number	
Project title	
Project acronym	
Lead partner	

Please specify categories of changes:	
Minor changes	<input type="checkbox"/>
Change of partnership	<input type="checkbox"/>
Change of budget (reallocation between budget lines)	<input type="checkbox"/>
Change of activities	<input type="checkbox"/>
Change of project duration	<input type="checkbox"/>
Change of reporting periods	<input type="checkbox"/>
Change of VAT payer status	<input type="checkbox"/>

Please describe requested changes:	
When filling in the request for changes form please:	
a)	Indicate what was initially planned in the project application;
b)	Describe the requested changes; For budget changes please indicate project plans changes, indicate from which sources changes will be covered, if relevant number of work package, budget line and cost of item;
c)	Justify changes – describe why the changes are needed;
d)	Describe the impact of request changes to project implementation – what changes will help to achieve project objectives and results in more efficient way
!!! If minor and major changes are requested in one request for changes, please divide groups "minor changes" and "major changes".	

OVERVIEW

Please delete guidance after providing requested information

Minor changes

1. In case of **Minor adjustments in planned activities / deliverables affecting their substance** please describe:

- Background information, what was initially planned in **eMS workplan**, including information of activity and deliverable number, target size **etc.** and associated information in the budget, if relevant
- Requested changes, including exact wording what is changed in description of activity/deliverable, in target size and in the budget and section comments to the budget, if relevant
- why the changes are needed, provide strong justification
- Impact on achievement of the project objectives, how changes will influence project objectives, outputs and results

2. In case of **Change of number of employees and change of sub-budget lines** please describe:

- Background information, what was initially planned in **eMS workplan**, including information of activities and deliverables that employees are responsible for and associated information in the budget, if relevant
- Requested changes, including exact wording what is changed in description of activity/deliverable, in target size and in the budget and section comments to the budget, if relevant
- why the changes are needed, provide strong justification
- Impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs and results

Major changes

1. In case of **Partnership change** please describe:

- Background information, what was initially planned in **eMS**, including information of activities and deliverables that partner is responsible for
- Requested changes, Implication of partner change to the project budget, if relevant
- why the changes are needed, describing problem in the current project partnership (e.g.: withdrawal of project partner, reorganization/liquidation of a project partner and e.g. why the replacing partner is considered to be the best choice, what are the competences of the partner that are valuable for the project, if there is no replacing partner – what rescue strategy the project has to ensure the same impacts/quality of the project after the loss of a partner, etc.)
- Impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs and results

2. In case of **Reallocation between budget lines** please describe:

- Background information, what was initially planned in the budget in **eMS** and Relevant project activity(**igs**) and indicator(s) to which the changes will relate to
- Requested changes (from which to which budget lines in the project, is it a saving and **etc.**)
- why the changes are necessary
- Impact of the requested reallocations on achievement of project outputs, results and objectives

Common mistakes:

- No reference to the project partner
- No reference to the original text in the AF
- No reference to the number of activity/deliverable
- No information if and how target size of deliverable changes
- No description of respective change in the budget
- Template is not used
- No description of impact of planned change to the project overall objective/achievement of main outputs and results

<http://latlit.eu/how-to-implement/reporting/>

Follow: Guidance how to implement the project via eMS, section 9, from page 16-23

News

About the programme
Calls for proposals
Supported projects
How to implement
Partner search
Events
Gallery
Publications
Informācija latviski
Informacija lietuviškai
Go to 2007-2013 Programme



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[Confirmation for project report](#)

[Participants list](#)

[Project timesheet](#)

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Updated September 7, 2018

Project changes

Steps:

- Fill in «Request for change»- «4W» in Word document
- JS assessment, clarification (if necessary), approval
- **Only then** Request Modification is inserted in eMS
- JS approves it and application form is opened
- Make changes as agreed in Request Modification
- Submit changes
- JS assessment and approval of AF



Useful documents:

- Practical guide what information to fill in where – use as a checklist
- Monitoring document to follow budgetary changes – Exel table

Link: <http://latlit.eu/how-to-implement/reporting/>

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Supported projects
How to implement
Partner search
Events
Gallery
Publications
Informācija latviski
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Useful tips:

- When preparing a Request for change – gather all necessary changes needed from all the partners.
- It is possible to combine major/minor changes in one Request for Changes. But please separate both type of changes
- Check Guidance How to implement the project via eMS – <http://latlit.eu/how-to-implement/reporting/>
- Consult with JS

Thank you!
Paldies!
Ačiū!