

**Request for changes form**

!!! Please note that this form shall be used only for preparation of draft changes within the project partnership and for sending to Joint secretariat for harmonisation. Project changes must be officially requested in the electronic Monitoring System (eMS) by filling in similar form (except for changes described in point 1, 2, 3.1., 3.2., 3.3.2.,4.1., 4.2.1. 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 |  |
| Change of partnership |  |
| Change of budget (reallocation between budget lines) |  |
| Change of activities |  |
| Change of project duration |  |
| Change of reporting periods |  |
| Change of VAT payer status |  |

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| --- |
| **Please describe requested changes:** |
|  |

***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(ies) 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 ect.)
* why the changes are necessary
* Impact of the requested reallocations on achievement of project outputs, results and objectives

If applicable, the request for changes should be accompanied with the budget reallocation table.

3. In case of ***Change in the project activities*** please describe:

* Background information, what was initially planned in the workplan in eMS, including information of activity and deliverable number, target size, ect and associated costs in the budget
* Requested changes (e.g. Increase/decrease in the amount 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) including exact wording what is changed in description of activity/deliverable, in target size and associated information in the budget, if relevant
* why the changes are necessary, provide strong justification
* Impact of the requested changes on achievement of project outputs, results and objectives

4. In case of ***Prolongation of the project duration*** please describe:

* Background information, what was initially planned in eMS
* Requested changes (Proposed solutions for solving the above mentioned problems), specifying new period, if relevant, and associated information in the budget, if relevant, including exact wording what is changed in description of activity/deliverable and what costs would be moved to new created period if relevant
* Problems in the project implementation due to which prolongation of the project duration is requested and what would be the consequences without implementing the changes.
* Impact of the requested changes on achievement of project outputs, results and objectives and how the project implementation will be ensured within extended project duration.

5. In case of ***Changes of reporting periods*** please describe:

* Background information, what was initially planned in eMS
* Requested changes (Change of reporting periods (from 3 to 6 months or vice versa) or merging of reporting periods, specifying exact periods)
* why the changes are necessary, provide strong justification
* Impact of the requested changes on achievement of project outputs, results and objectives

6. In case of ***Change of the VAT payer status*** please describe:

* Background information, what was initially planned in eMS
* Requested changes (i.e New VAT status of the partner organization) and associated recalculation of project budget
* why the changes in status occurred
* Impact of the requested changes on achievement of project outputs, results and objectives

!!! If minor and major changes are requested in one request for changes, please divide them in two groups “Minor changes” and “Major changes”.