



Interreg

Latvija-Lietuva

European Regional Development Fund



EUROPEAN UNION

PROJECT CHANGES

Content

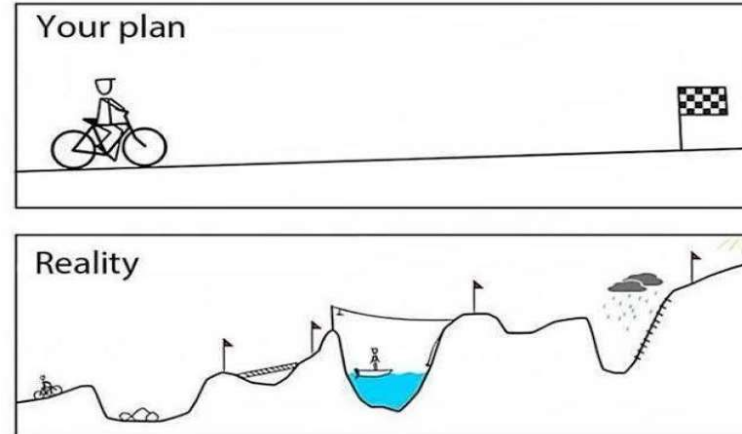
- Classification of changes
- Minor changes
- Major changes
- Procedure

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



By focus:

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

By type:

- **Minor changes (some require approval of JS)**
- **Major changes (prior approval of MA/MC)**

Changes in the LP&PP information

	PM Version No 2 (approved on April 4, 2017)	PM Version No 3 (approved on August 7, 2017)
Contact data	Update information immediately via eMS	Update information immediately via eMS and communicate changes via progress report
Bank account	Update information immediately via eMS	Update information immediately via eMS

Changes in the work plan

	PM Version No 2 (approved on April 4, 2017)	PM Version No 3 (approved on August 7, 2017)
Rescheduling project activities	Communicate via progress reports*	Communicate via progress reports
Minor adjustments in number of informative publications	Communicate via progress reports*	<ul style="list-style-type: none"> ➤ Request minor change in eMS ➤ Approval of JS ➤ Update in application form
Minor changes in project activities	n/a	<ul style="list-style-type: none"> ➤ Request minor change in eMS ➤ Approval of JS ➤ Update in application form

* Prior consultation with JS was required

Changes in the budget

	PM Version No 2 (approved on April 4, 2017)	PM Version No 3 (approved on August 7, 2017)
Changes in costs within one BL	Communicate via progress reports*	Communicate via progress reports
Changes in BL1 for Real Costs method (within one cost item) (between planned items – PM Version 3)	Communicate via progress reports*	Communicate via progress reports
Changes in BL1 for Real Costs method (number of employees, creating, merging sub-budget lines)	n/a	<ul style="list-style-type: none"> ➤ Request minor change in eMS ➤ Approval of JS ➤ Update in application form

* Prior consultation with JS was required

!!! 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

Changes are approved
by MA.

MC takes decision in
cases where
respecting of eligibility
criteria is questioned.
**(before PM version 3,
structural/legal change
was approved by MC)**

Changes in the budget

- Reallocation between **BLs and/or PP** (up to 30% of total budget)
- Reallocation between items under BL1 for Real Costs method – **no longer major change** (approved with PM Version 3)

Changes are approved
by MA

EXAMPLE OF CHANGES IN BUDGET

	BL4 € 1 200				BL5 € 1 500			
Planned in AF	LP € 400	PP2 € 400	PP3 € 400	Total € 1 200	LP € 500	PP2 € 500	PP3 € 500	Total € 1 500
Period 1	500			500		600		600
Period 2		500		1 000	600			1 200
Period 3			200	1 200				1 200
Period 4				1 200			400	1 600
Total	+100	+100	-200	1 200	+100	+100		1 600

Major changes

Changes in the project activities

- **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**

Changes are approved by MA.

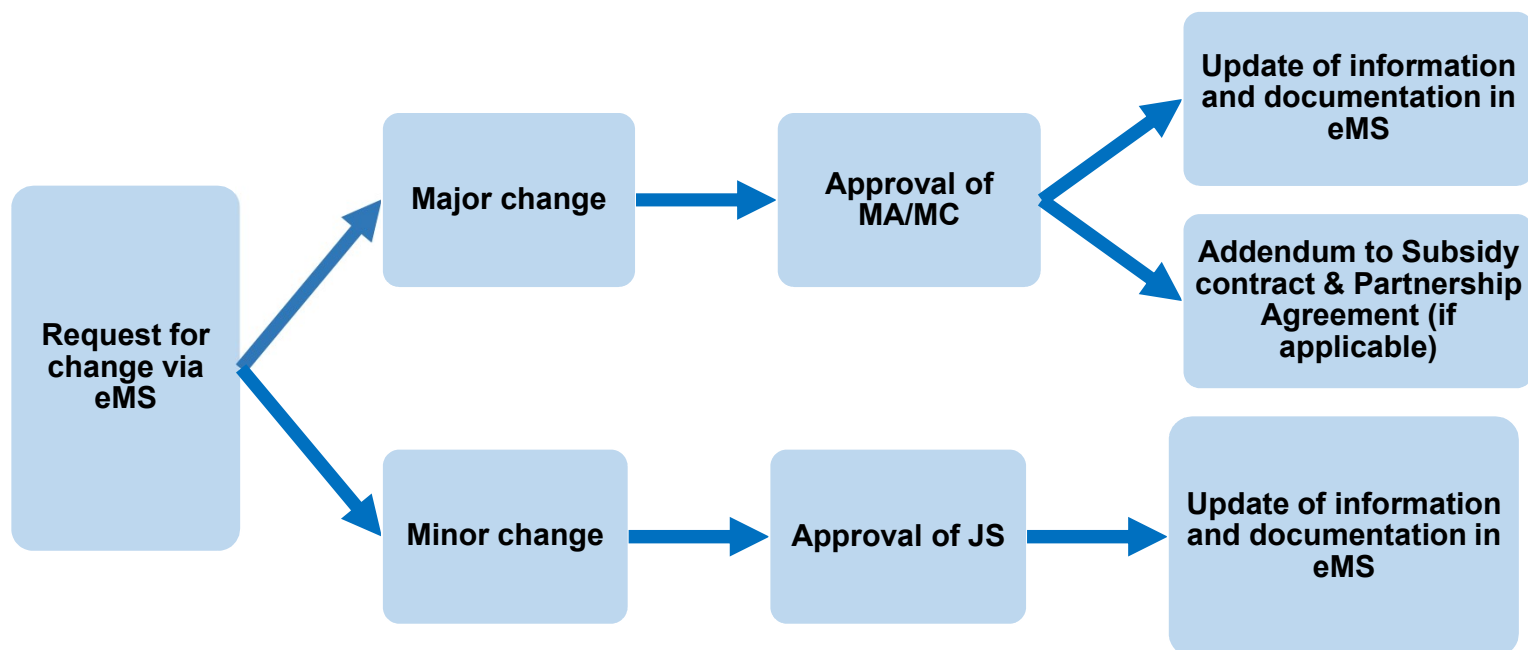
MC takes decision on changes which affect achievement of Programme output and result indicators, or in exceptional cases.

Changes in the duration, reporting, VAT status

- **Prolongation of project duration: not more than 24 months and project implementation not longer than 31.12.2020**
- **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 months

Changes are approved by
MA





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PROJECT CHANGES IN EMS


The LP is responsible for preparing the request for changes on behalf of all of the project partners and its submission via the eMS to the JS. The LP must involve all partners in the discussions in due time so that the needs of the whole partnership are reflected in the request for changes.

1) The LP shall press button “Request Modification” on the left side menu under section “Application and Contract”.

▼ Application And Contract

 Supplementary Information

 Project Application

 Request Modification

2) In the displayed form “Change request” LP shall specify categories of changes, provide description of changes (Fig.16) and attach documents in section “Attachment”, if necessary. **Template of the Request for Changes** is available on our website www.latlit.eu in section “How to implement”.
First, fill in provided template and harmonise changes with JS. Only after JS approval, submit modification request.

Categories:

Categories ▾



Message

Attachments

Message text



Request:

Initially EUR 2000 was planned for the opening conference by the Lead partner. Due to higher amount of participants planned amount should be increased to EUR 2700. PLease allow to reallocate EUR 700 from BL5, cost position "Server" to BL4, cost position "Opening conference".



- 3) The JS responsible Project manager will assess the request for changes. Clarifications can be asked from the LP and corrections of the request for changes can be requested.
- 4) When the request for changes is approved, the LP will receive message with decision and the application form will be open for modification for the LP.
- 5) LP shall update application form according to approved changes stated in the decision.

Request 2

Request Date	13.02.2017 14:49:15	 
Message	write the date	
Decision Message		
Date Decision	13.02.2017 14:49:15	
Approval Message		
Date Approval		
Decision State	Accepted (Modification request open for modifications)	

!!! When implementing changes in the project budget, please update partner contribution in section “Partner budget/Define contribution”

Partner List

Number ↕	Title of Project Partner ↕	Country ↕	Inside Programmearea	Abbreviation ↕	Role ↕	Budget
1	test partner	LIETUVA	Yes	LP_1	Lead Partner	 Define Budget  Define Contribution


▼ General

 Save As Pdf File

 Generated Files

 Project History

 Attachments

 Modification Request

 User Management

 Bookmark Project

 Toggle Tree

 Contacts

 Help


 Exit

▼ Application And Contract

 Check Modification

- 6) When all necessary updates are made, the LP shall check modification by pressing button “Check modification” under section “Application and Contract”


▼ General

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▼ Application And Contract

 Submit Modification

The system will ask for confirmation Yes/No. If check is successful, then notification will be displayed “Prepared to submit”. If check is successful, the updated application form can be submitted to the JS - press button “Submit modification”

When the modified application is submitted to the JS, the LP will get an automatic message to the eMS Mailbox that modification request was submitted to the JS. Project state will be changed to “Cr_done”.

- 7) The JS responsible Project manager will check updated application form. If the modifications are done in acceptable and justified manner, according to what had been approved by the JS/MA or MC, the modified application form is approved. If something needs to be corrected or clarified the JS responsible Project manager will hand the modification back for the LP.
- 8) When the updated application form is approved a new version of the application form will be the valid one and the old version of the application form will be archived. The old and new version can be found and compared by clicking “Project history” at the left side menu

Mod Number	Status	Date Of Approval Rejection	Valid Af	Type Of Modification	Who Decided	Date Of Signature Of Subsidy Contract	Number Of Contract Amendment	Comment
0	ARCHIVED	<input type="text"/>			<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	ACCEPTED	<input type="text"/>		Change of Partnership, Change of Activities, Change of Project Result/Indicators	Marina3			<input type="text"/>

After the updated application form is approved the project state will be “Contracted”, the LP will get a message that changes in the application form are approved.

If project changes relate to content of Subsidy contract, amendments for the **Subsidy contract will be prepared by the MA/JS** and sent to LP for signing.

One copy of the Subsidy contract (with MA internal signatures) need to be **returned back**.

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 Part I – <http://latlit.eu/how-to-implement/>
- Consult with JS

!!! Important note:

If modification request is submitted, **most functions** in the eMS **are not active:**

- Partner, progress reports cannot be filled in and submitted to FC/JS
- Other modification requests cannot be submitted
- Supplementary information is not active
- Other functions in eMS are not active.

**Plan timeline for submission of changes in eMS carefully.
Avoid submission of changes close to report
preparation/submission**

Thank you for your attention!!!

Any questions?

