



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
(change procedure described
in section 7.2.)



Designed by freepix.com

Note!!!

Programme Manual for 3rd
Call projects - approved on
April 26, 2019

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

	Action
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

	Action
Rescheduling project activities	Communicate via progress reports
Adjustments in number of informative publications	Consult with JS in advance via e-mail and communicate via progress reports !No restrictions in change of amounts

Changes in the work plan

	Action
Minor changes in planned activities/deliverables – affecting substance (<i>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
Other minor adjustments in planned activities/deliverables (number of persons in meetings change, interrelated cost item is missing for expenditure under BL3, 4 etc.)	Consult with JS in advance via e-mail and communicate via progress reports

Changes in the budget

	Action
Changes in costs within one BL	Communicate via progress reports
Changes in BL1 for Real Costs method (within one cost item and between planned items)	Communicate via progress reports
Changes in BL1 for Real Costs method (number of employees, creating, merging sub-budget lines)	<ul style="list-style-type: none"> ➤ Request minor change in eMS ➤ Approval of JS ➤ Update in application form
Reallocation between budget lines and/or partners up to 15% of the initial total eligible project budget	<ul style="list-style-type: none"> ➤ Request minor change in eMS and submit updated partner declarations, if relevant ➤ Approval of JS ➤ Update in application form

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

Changes

Changes in technical documentation

	Action
Changes in building/technical documentation – doesn't cause a change in AF	Consult with JS in advance via e-mail and communicate via partner reports

!!! 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 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 (from 15% of initial total budget)**
- **Reallocation of preparation costs (lump sum) is not allowed.**
- **In case changes affect BL1, respective shifts are made in BL2 as well.**

Changes are approved by
MA

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**

**Changes are approved by
MA.**

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

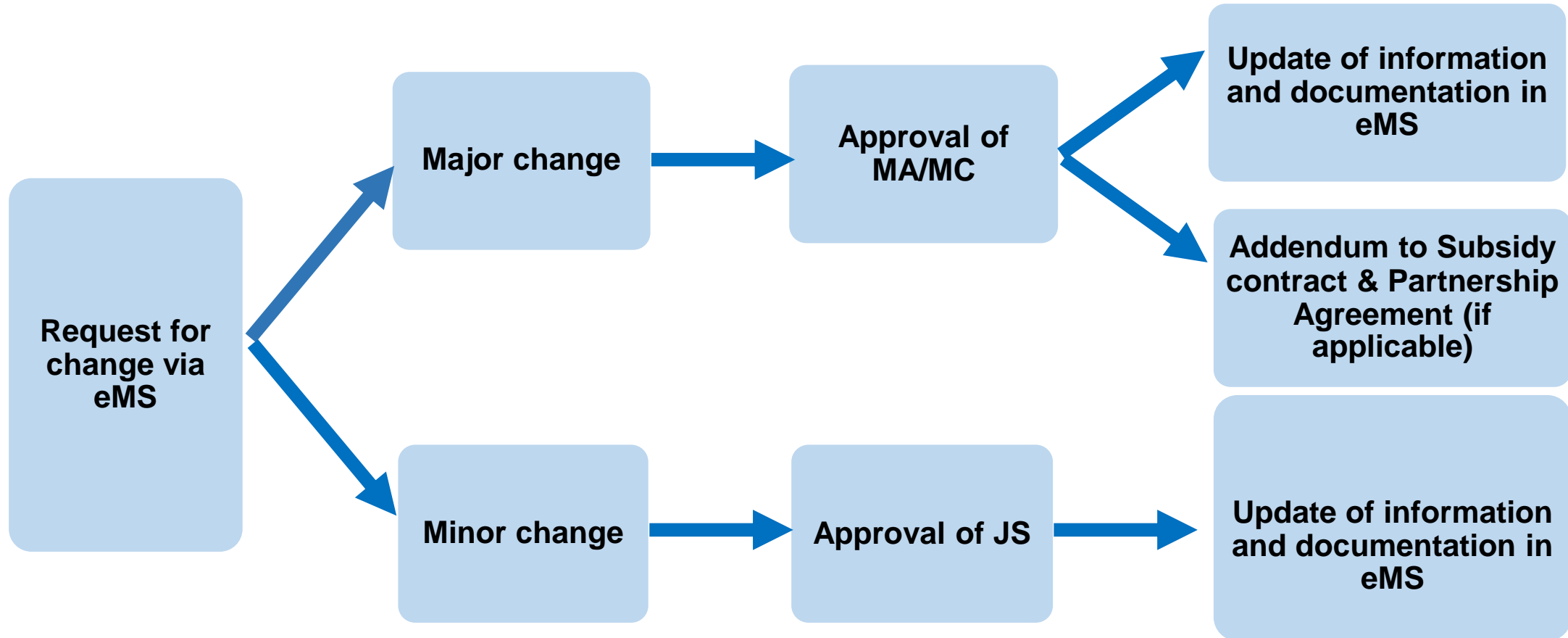
Changes in the duration, reporting, VAT status

- **Prolongation of project duration: project implementation not longer than 31.12.2022**
- **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

Changes are approved by MA

Handling of Request Modification





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PROJECT CHANGES IN EMS

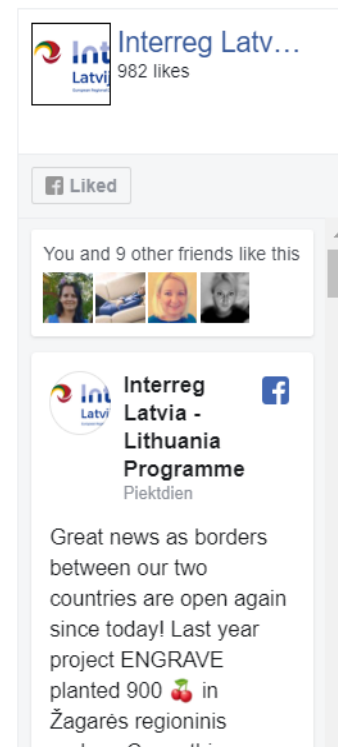


The LP is responsible for preparing the request for changes on behalf of all of the project partners and its submission via the eMS to the JS. The LP must involve all partners in the discussions in due time so that the needs of the whole partnership are reflected in the request for changes.

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Template for Request for changes

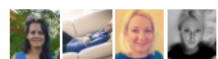
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Programme**
Piektdien

Great news as borders between our two countries are open again since today! Last year project ENGRAVE planted 900 🍒 in Žagarės regioninis parkas. Come this

Reporting

Documents for submission

[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 April 28, 2020

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:

4W

- ✓ **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 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., 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:
<p>When filling in the request for changes form please:</p> <ul style="list-style-type: none"> a) indicate what was initially planned in the project application; b) describe the requested changes; For budget changes please indicate project partner who plans changes, indicate from which sources changes will be covered, if relevant, by indicating 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 – whether proposed changes will help to achieve project objectives and results in more efficient way. <p>!!! If minor and major changes are requested in one request for changes, please divide them in two groups "minor changes" and "major changes".</p>

1

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

Harmonisation of Request for changes

!!! Before submission of the request for changes in eMS:

- Fill in Request for change according to template <http://latlit.eu/how-to-implement/>
- harmonise it with JS responsible Project manager who, if necessary, will ask the LP to supplement the request with missing information or justification. It helps LPs to submit the request for changes to the eMS immediately after it's harmonization, speeds up the review and approval process, and facilitates the "incorporation" of changes into the project application form.


!!! Please note that the harmonization of requests for changes is only a preliminary assessment. Until a request for changes has been submitted to the eMS, a formal request for changes review and decision process is not initiated.

LP can submit a request for changes in eMS and receive an official decision from the responsible Programme bodies

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Request Modification


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between our two
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Updated April 28, 2020

Steps via eMS:

- Press button “Request Modification” on the left side menu under section “Application and Contract”
- Fill in “Request Modification” - «4W»
- JS assessment, clarification (if necessary), approval
- Application form is opened
- Make changes as agreed in «Request Modification»
- Press «Check Modification», «Submit Modification»
- JS assessment and approval of AF



Guidance documents

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

Updated April 28, 2020

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 original 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 via eMS
<https://latlit.eu/how-to-implement/reporting/>
- Consult with JS

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

Thank you!
Paldies!
Ačiū!