Interreg

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Latvia – Lithuania

Project changes

Information webinar on project implementation

13 March 2024

Application form (AF)

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Workplan

+

Budget

=

Application form

What is a change?

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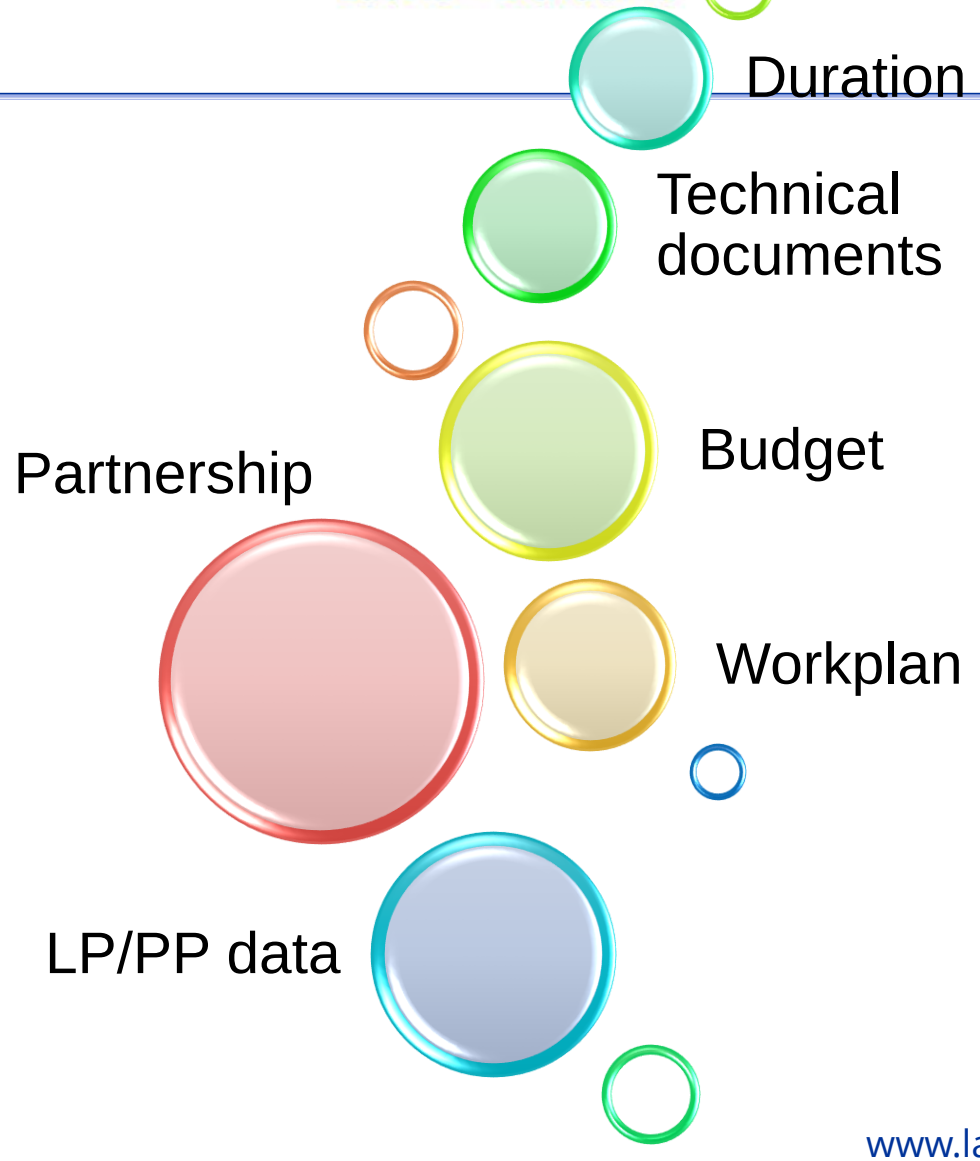
Determine the type of the change Programme Manual Section 6.2

- Describe in report
- Harmonise with JS
- Submit Request for Changes



Categories of changes

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Deviations

Minor changes

Major changes

Deviations

Inform JS/ Update JEMS

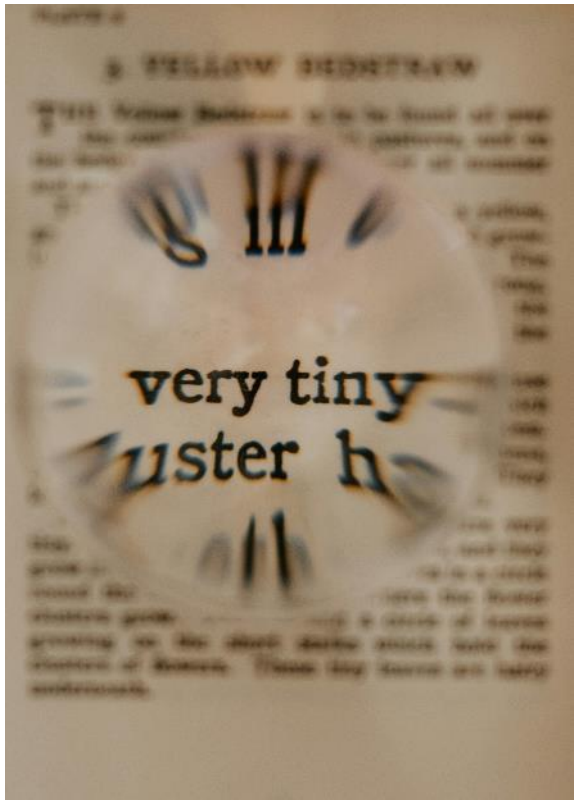
- LP/PP project data
- Technical changes

Communicate via reports

- Rescheduling activities and/or outputs delivery
- Changes in costs between planned cost items within one cost category **(CC4, CC5 and CC6)**
- Minor adjustments in activities/deliverables

Harmonise with JS/ Communicate via reports

- Minor adjustments in building/technical documents
- Change of TS for equipment items (planned)
- Change of TS for equipment sets (planned)
- Inclusion of missing cost item within CC4



Restrictions!

Deviations harmonization procedure

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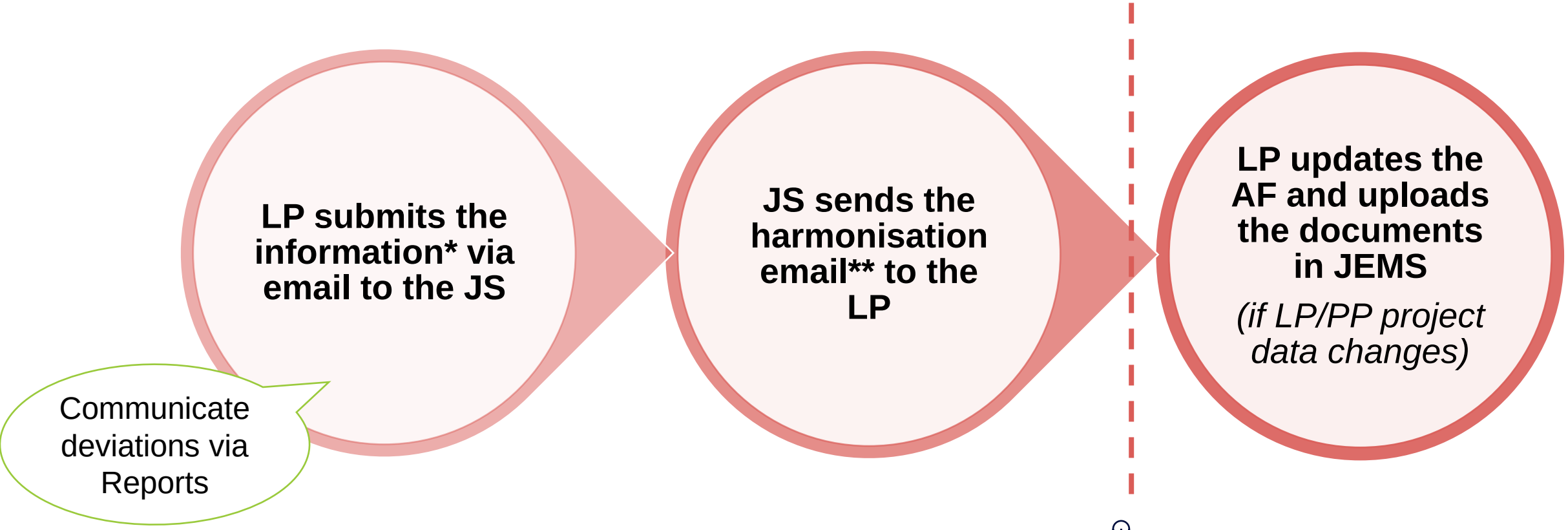

Supporting documents must be submitted together with the Request for changes, if relevant
***The LP and PPs are responsible for keeping correspondence with the JS as a confirmation for National Control!*

Minor changes

Prepare a Request for Changes/ Amend AF

- Minor changes in planned activities/ deliverables (CC4, CC5, CC6)
- Reallocation between CC's and/or partners up to 15% (CC1, CC4, CC5, CC6)
- Change of number of staff positions by creating new, changing or merging existing cost items under CC1

Only for the standard scale of unit costs!

Restrictions!

Supporting documents!

Major changes

Prepare a Request for Changes/ Amend AF

- Partnership change
- Change in the project activities and outputs
- Reallocation between CC's and/or partners from 15% **(CC1, CC4, CC5, CC6)**
- Project prolongation

Restrictions!

Supporting documents!

Note! 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.

Minor and major changes procedure

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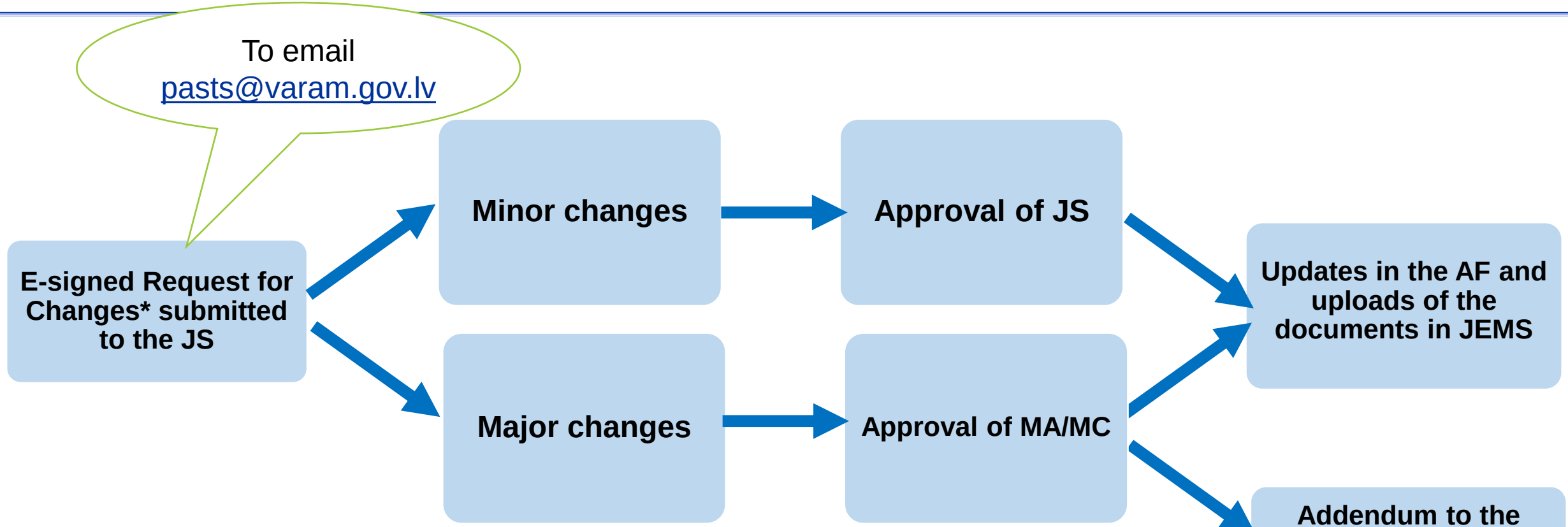

Note! The LP must fill in the Request for Changes and send it via email to the assigned the JS project manager for the prior check
***Supporting documents must be submitted together with the Request for changes, if relevant**

Project changes in JEMS

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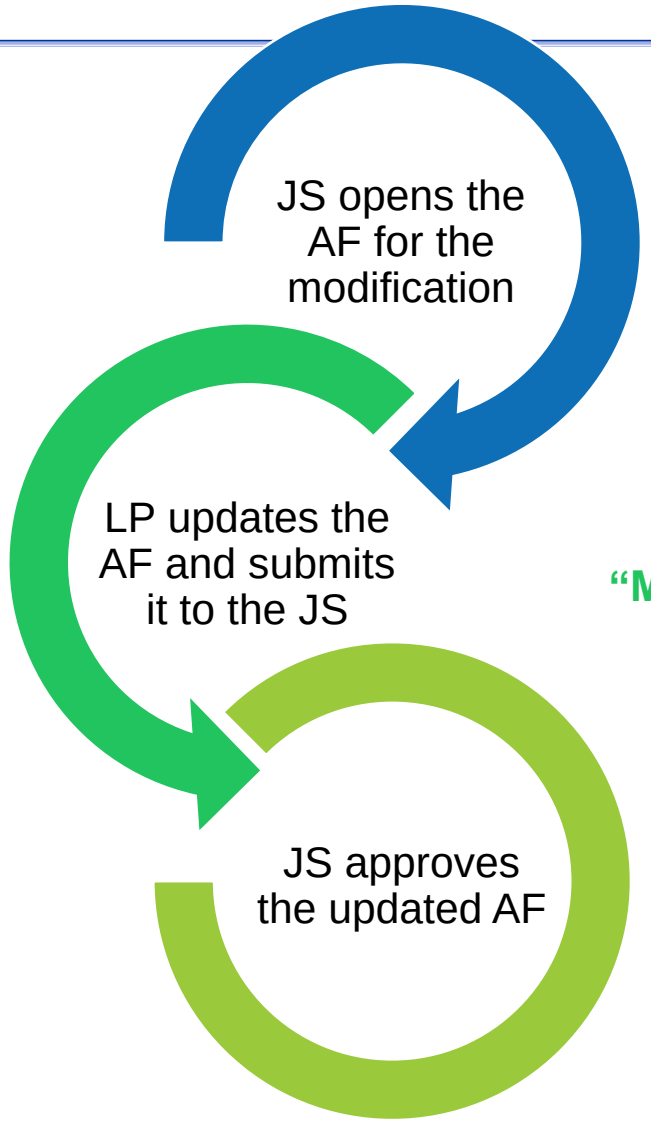
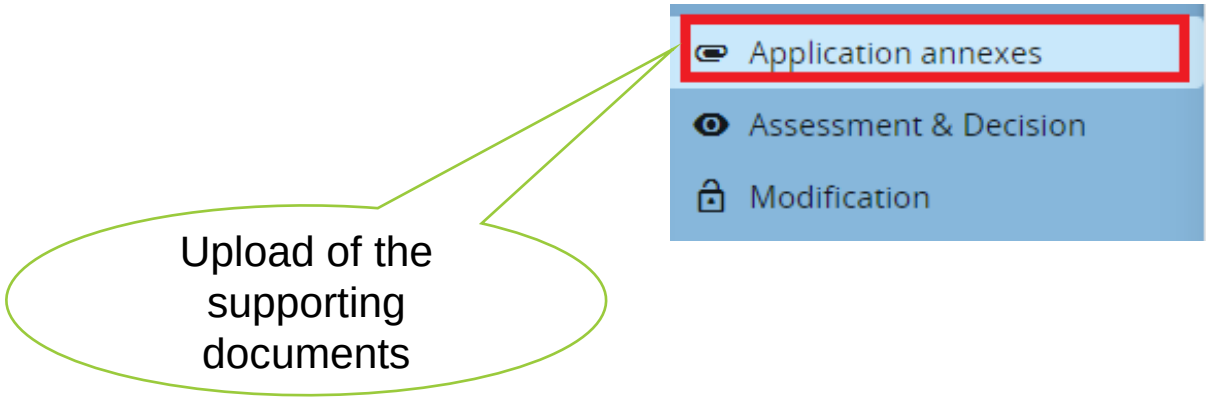


AF status **"In modification"**

AF status **"Modification submitted"**

AF status **"Contracted"**



Request for changes

(in progress)

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Request for Changes should answer

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

Template for Request for Changes will be available soon in the Programme's website!

Requirements

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The LP must fill in the Request for Changes and send it via email to the assigned JS project manager for the **prior check**.

Within project duration!

Changes procedure **starts** with the **official** submission of the electronically signed Request for Changes via email pasts@varam.gov.lv.

Any documents or requests sent to the JS project manager by email are not considered as submitted changes!

Requested changes are considered **approved** only when the **decision** by the JS/MA/MC is sent to the LP (except for deviations that do not require prior approval).

Remember!

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1. Requested changes must be properly **justified** in regards with achievement **of project objectives**!
2. Pay attention to **restrictions** – in which cases what changes are possible!
3. Include **in one** Request for Changes as many necessary modifications as possible needed by the PPs!
4. Be aware that **major changes** take much more time than minor changes, so plan and communicate information to the JS in advance!
5. Request for changes must be submitted via email pasts@varam.gov.lv not later than **1 month** before the end of the project. No changes are possible after the last day of the project!
6. Communicate **deviations** via the Partner Report and provide summarized information on all deviations in the project via Project Report for the period when the changes occurred!
7. In case of change of the **LP/PP data**, inform the JS project manager **immediately** and update the AF in JEMS!

Tips

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Contact JS project manager

Re-read the application once in a while

Monitor your spendings

Submit all justifying documents

Read PM

Notice delays in the implementation in time

Check www.latlit.eu