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Project changes

Information webinar on project implementation

10 June 2026

Where to start if changes are necessary

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Lost in the Forest of Rules?



Lead Partner



JS Manager

Contact your JS
Project Manager for
any project changes—
we're here to help.

Programme
manual



You don't have to navigate the Programme Manual alone.
Let Programme manual be your inventory, and the JS be your guide.

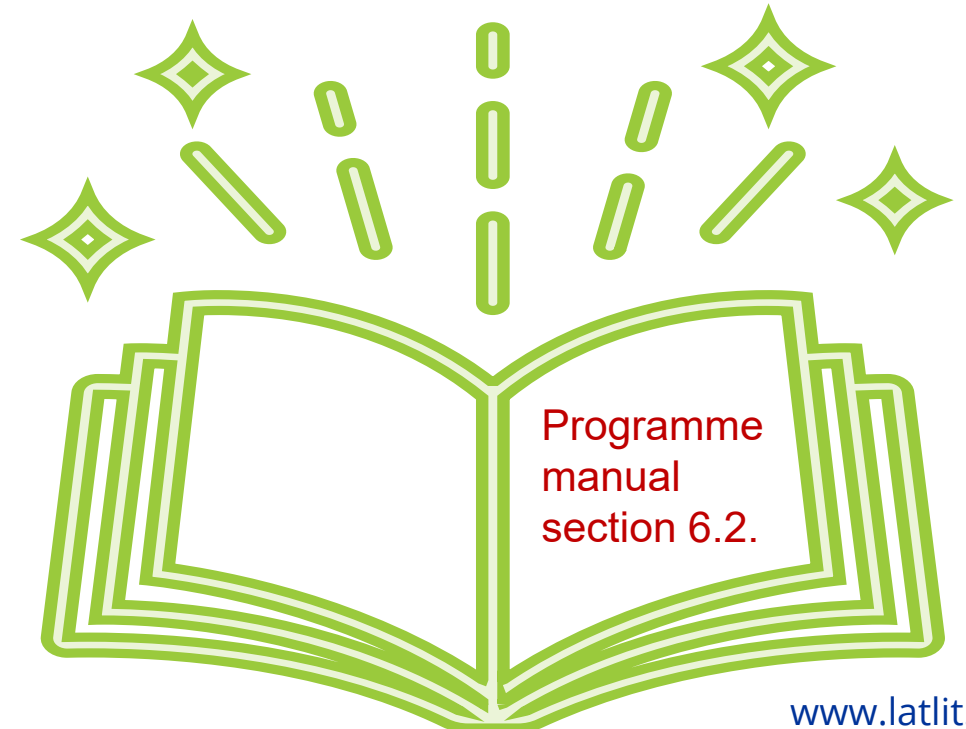
Where to find all information on how to make changes

latlit.eu/how-to-implement/guiding-documents/

Guiding documents!

In this section, you will find various guiding documents essential for project implementation.

- Programme Manual For the Operation of Strategic Importance
 - [Version 1](#)
- Programme Manual for 3rd call for proposals
 - [Version 1](#) (approved on 10 September, 2025)
- Programme Manual for 2nd call for proposals
 - [Version 2](#) (approved on 4 July 2025)
 - [Version 1](#) (approved on 25 March 2024)
- Programme Manual for 1st call for proposals
 - [Version 3](#) (approved on 4 July 2025)
 - [Version 2](#) (approved on 18 March 2024)
 - [Version 1](#) (approved on 4 November 2022)
- Guidance for Joint Electronic Monitoring System (JEMS)
 - [Version 4](#)



Categories of changes

Deviations

No impact on outputs and results, amendments in AF not required

Minor changes

Minor impact on project implementation, outputs and results. Amendments in AF required. Approval from JS required.

Major changes

Significant impact on the project implementation and outputs and results. Approval of the MA/MC with amendments to AF required. Approved only when MA sends el. signed decision to LP.

Deviations

Inform JS → Update JEMS

- Change of LP/PP project data (name or contact details, title, address or authorized representative)

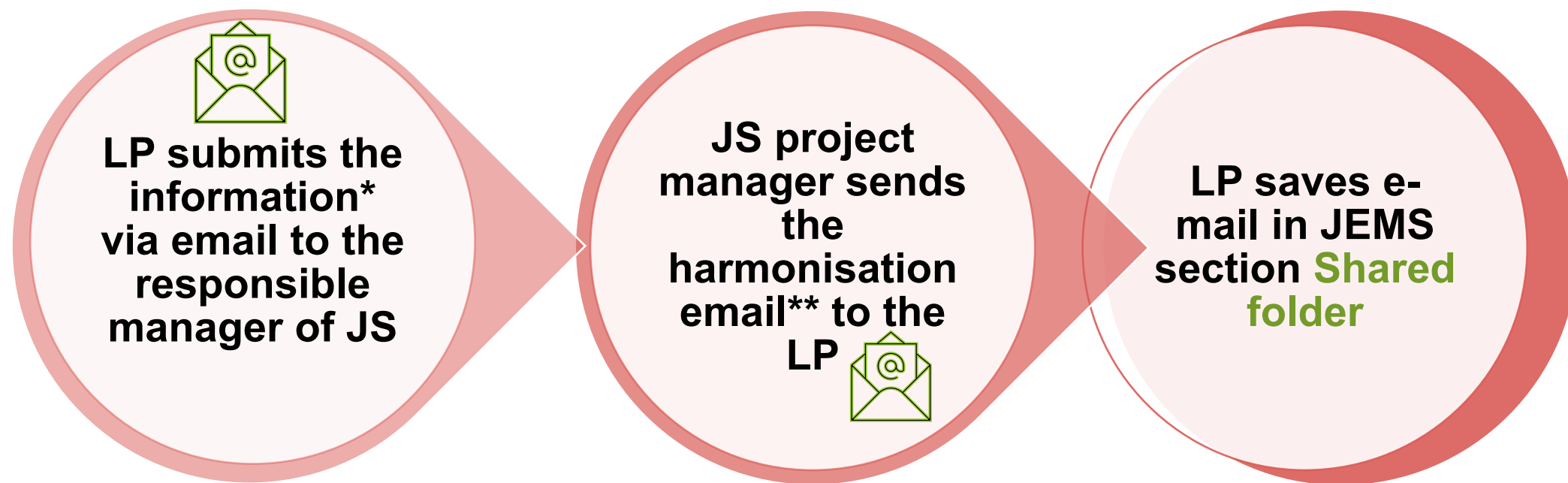
Communicate via reports

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

Harmonize with JS → Receive JS harmonization e-mail

- Minor adjustments in building/technical documents (CC6)
- Minor adjustments in activity/budget
- Change of TS for equipment items or planned sets (planned in CC5)
- Inclusion of missing cost item within CC4

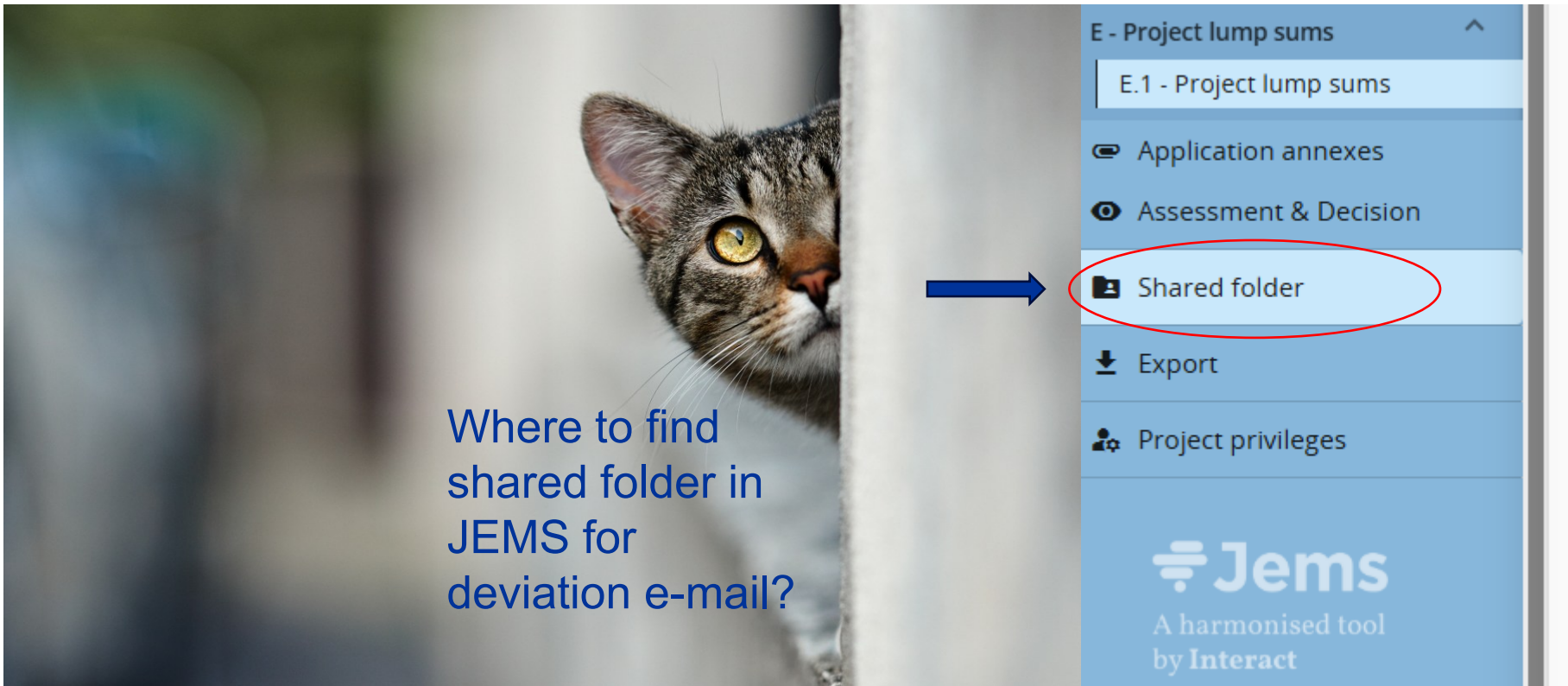
Deviations harmonization procedure



**Supporting documents must be submitted together with the deviations, if relevant*

***The LP and PPs are responsible for keeping correspondence with the JS as a confirmation for National Control!*

Where to save harmonization e-mail (for deviations)



Where to find
shared folder in
JEMS for
deviation e-mail?

- E - Project lump sums
 - E.1 - Project lump sums
- Application annexes
- Assessment & Decision
- Shared folder**
- Export
- Project privileges

Jems
A harmonised tool
by Interact

Deviations not requiring harmonization with the JS

Rescheduling activities and/or outputs delivery



Example: in the AF planned to organize 2 seminars in the 1st rep.per. Due to x reasons organization of the second seminar is moved to the 2nd reporting period.

Changes in costs between planned cost items within one cost category (**CC4, CC5 and CC6**)



Example: under CC4 costs for planned translation services (CC4) are higher than expected, but savings for room rent (CC4) for seminars are available, etc.



Communicate deviations via Partner Report and provide summarized info in Project Report section Deviation.

Minor changes

Prepare a Request for Changes/ Amend AF

- Minor changes in planned activities affecting their substance (adding new events, equipment, services, investments etc.)
- Reallocation between CC's and/or partners up to 15% (CC1, CC4, CC5, CC6)
- Change of number of staff positions by creating new, removing existing, changing or merging existing cost items under CC1(in case of unit rate)

Restrictions!

Supporting documents!

Major changes

Prepare a Request for Changes/ Amend AF/Amend contract and or partnership agreement (if relevant)

- Partnership change
- Significant change in the project activities
- Changes in outputs and/or results
- Reallocation between CC's and/or partners above 15% (**CC1, CC4, CC5, CC6**)
- Project prolongation
- Changes in legal status of LP/PP

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.

Where to find templates for request for changes (minor and major)

latlit.eu/how-to-implement/project-changes/

In this section, you will find templates of documents for project changes.

- **Request for Changes** – please use this form to apply for changes in the project according to procedure stipulated in section 6.2 of the Programme Manual.
- **Budget reallocation table** (updated on 14 May 2025) – submit this table together with the Request for Changes Form if reallocation between cost categories and/or partners is planned.

Project changes

Request for changes

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Request for
Changes
should
answer

WHAT WAS PLANNED?

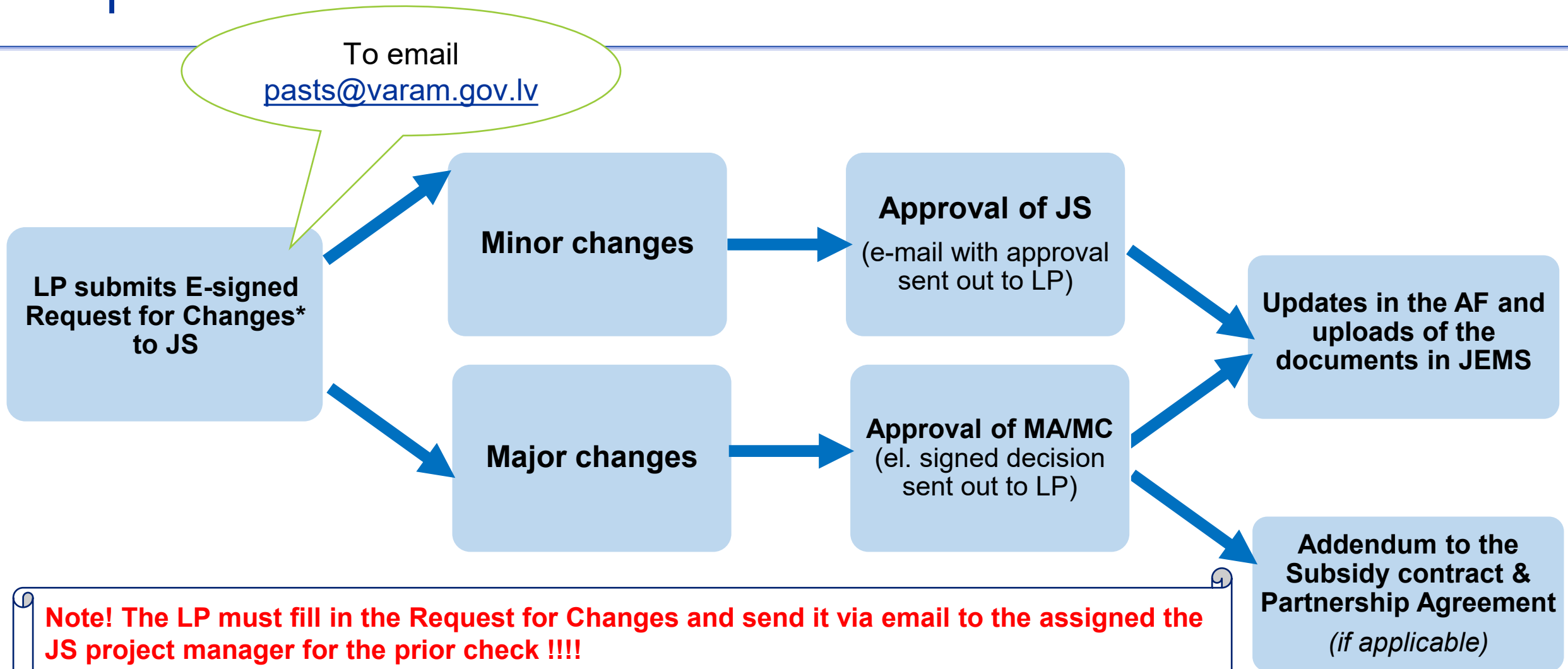
WHAT YOU WANT TO CHANGE? (Workplan & Budget) *Please specify in which section changes will happen!*

WHY?

WHAT IS THE IMPACT ON THE PROJECT?

Template for Request for Changes and Budget reallocation table available in the Programme's website! <https://latlit.eu/how-to-implement/project-changes/>

Minor and major changes procedure



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.**

Requirements for minor and major changes

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

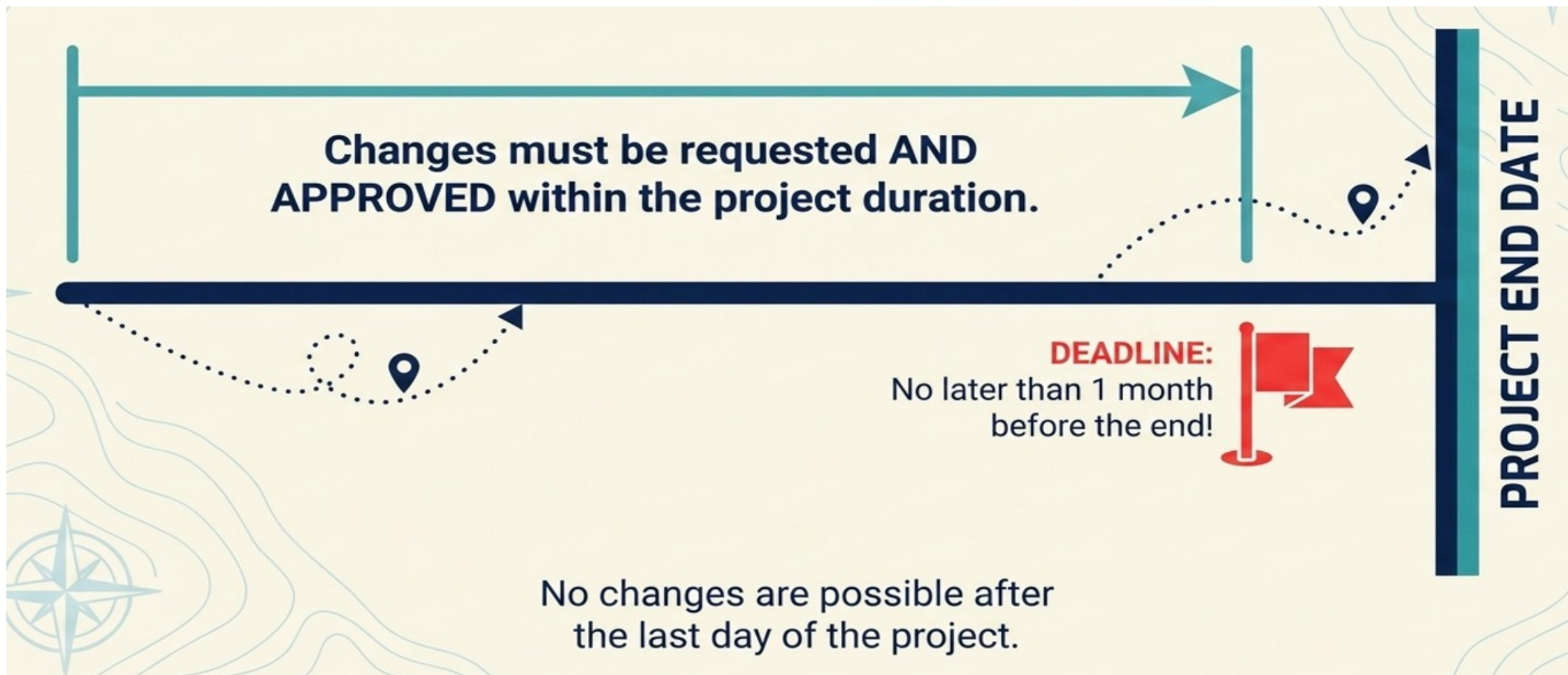
***Within
project
duration!***

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 is sent to the LP.

Deadlines for any changes



Flexibility Rule (Final Reporting Period)

- ✓ Exception applies only for final reporting
- Up to **+5%** overspending allowed in Cost Categories (CCs)
- Must be properly justified

Conditions:

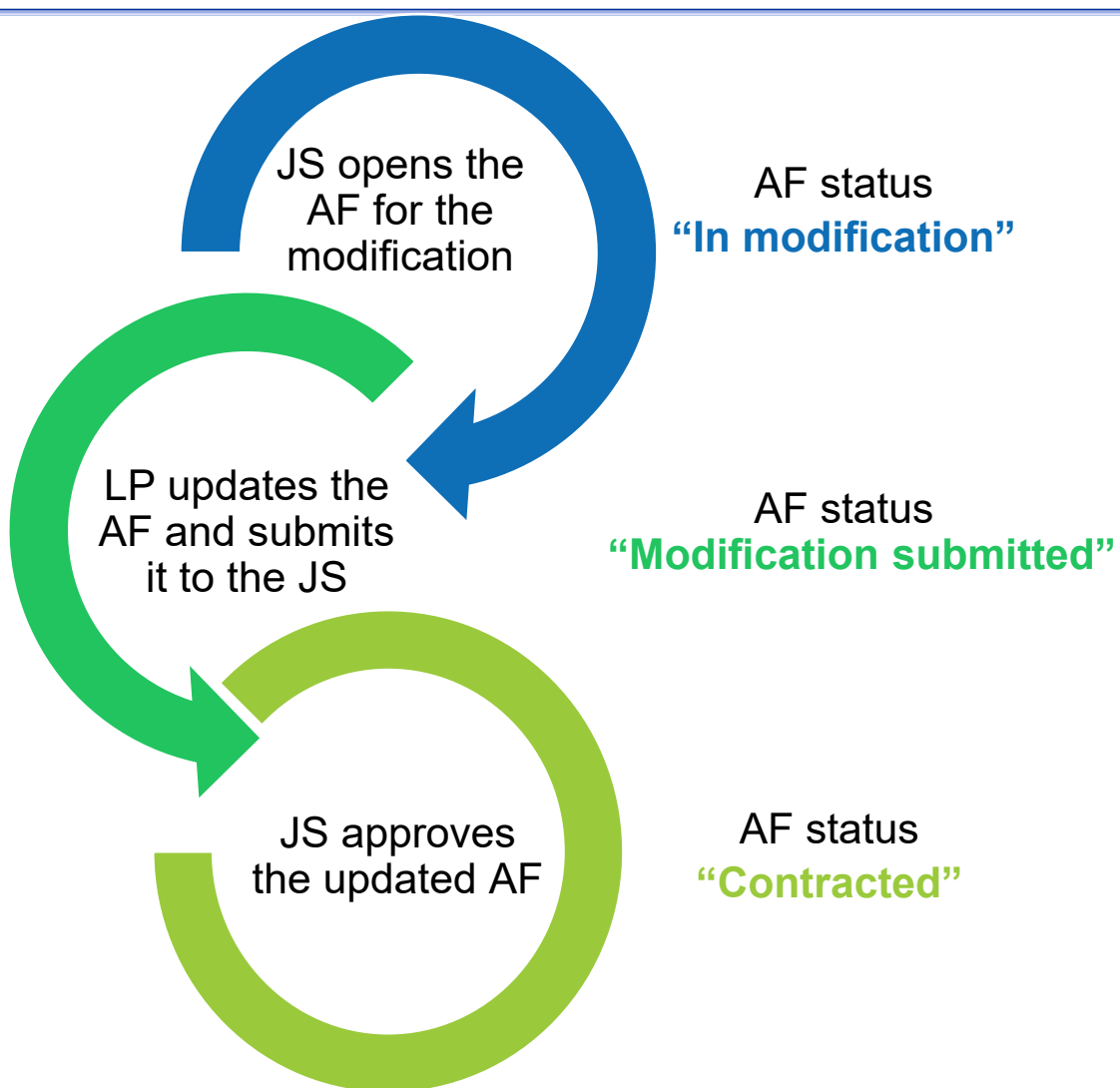
- Total project budget remains unchanged
- LP and PPs budgets stay within approved limits

Important:

- Overspending above 5% will be deducted by the JS/MA from the final Project Report



Project changes in JEMS



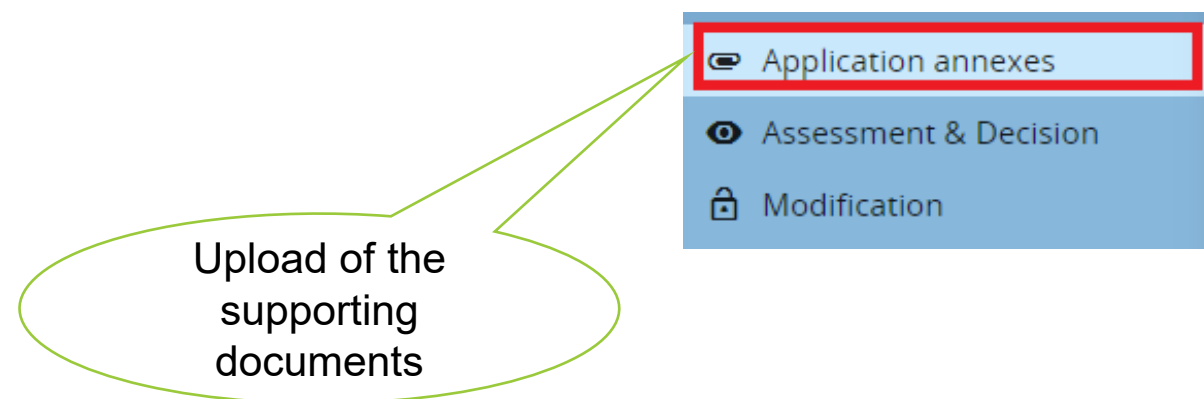
Open modification

There is currently no open modification

[Open new modification](#)

Past modifications

Approved Modification 1 - Project Version 2.0



Remember!

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! Do not include deviations in Request for Change.
7. In case of change of the **LP/PP data**, inform the JS project manager **immediately** and update the AF in JEMS!

Thank you for your attention!

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Change is part of the journey
— and I'm fully equipped for it
(especially with my JS Project
Manager just an email away)