



Interreg - IPA CBC
Italy - Albania - Montenegro



EUROPEAN UNION



LEAD PARTNER SEMINAR

Interreg IPA CBC IT-AL-ME

PROJECT CHANGES

Bari/Tirana/Podgorica, 5/19/20 June 2018

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REGIONE PUGLIA

Reference documents



- ❑ Subsidy Contract – art. 8
- ❑ Partnership Agreement – art 18
- ❑ Factsheet 4.7 PROJECT CHANGES
- ❑ Linked Factsheets
- ❑ Template Request for major changes

All project modifications are managed through the **eMS Platform**

FS 4.7 Project changes / General principles

WHO CAN INITIATE A MODIFICATION AND WHEN

- **JS** every time
- **LP** after the project is in the «**contracted**» status and following related specifications
 - **Via modification request**
 - **Via re-opening the attachment upload section**



N.B. Project approved under condition (e.g. Negotiation phase... see FS 3.2 eMS user manual - Contracting procedure)

All modifications need to be consulted by JS and, if relevant, approved by MA and/or JMC.

FS 4.7 Project changes / *Types of modifications*

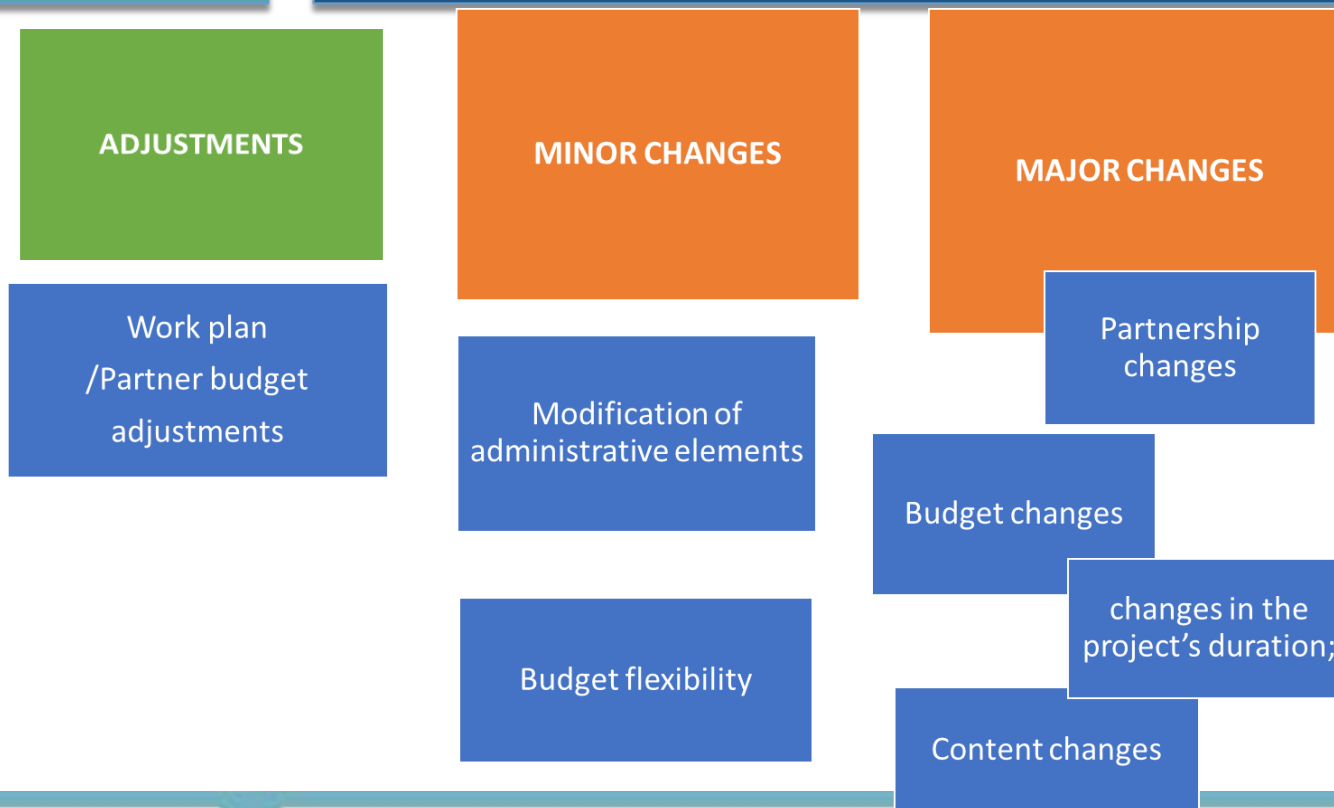
**KNOW
THE RULES!**

- ❑ Partnership changes
- ❑ Budget changes
- ❑ Extension of project's duration
- ❑ Content changes

...with different levels of approach

- ✓ changes enter into force after approval by relevant programme bodies, but are valid retrospectively starting from date of written request's submission to JS
- ✓ Expenditures occurred for changes, which were not approved, are ineligible.

4.7 Project changes / *Types of modifications*



**BASELINE -
latest approved
AF**

FS 4.7 Project changes



- ❑ Modification of activities considered as STATE AID relevant, for which contractual provisions apply – to be authorized by the programme bodies, even if minor.
- ❑ Written request by LP for major as well as for minor changes



- ✓ In case of doubt inform the JS for appropriate evaluations.

Adjustments

NOT
significant
impact

TO BE REPORTED

- ❑ Adjustments of the work plan, i.e. activities
- ❑ Change in partner budget section

LP must notify adjustments authorized by JS before their processing (ie. reported as “deviations” within periodic JPR - section “Problem Section Justification”)

LP do not need to start any «modification request» in the eMS.

Adjustments / Types

MODIFICATION

Minor adaptation of the timeline of activities, deliverables or outputs

Small modification of the format of activities or deliverables

Change of Work Package Leader

Change in partner budget section

RESTRICTION

- Alert on project intervention logic
- Do not change nature, quantity and use of the planned outputs

N/A

Not allowed

- modification of total BL x WP
- modification of the chosen reimbursement option (real/flat rate)

Minor changes

NOT
significant
impact **BUT**

TO BE NOTIFIED TO JS/MA

- ❑ Modification of administrative elements
- ❑ Budget flexibility up to 15% between BL/WP of partner's total budget

Minor changes do not need approval by JMC/MA, but LP must notify them to the JS and start a «modification request»

in the eMS...to update the AF

Minor changes / *Administrative elements*

MODIFICATION

Change of legal representative of the LP/PP

Change of contact data of the LP/PP

Change of contact data of the project (eg. PM, CM, FM)

Change of LP/PP name without impact on its legal status

Change of bank account of the LP

REQUIRED ACTION

- To update related sections of AF in eMS
- To upload relevant supporting documents in eMS



Any administrative modification occurred till now has to be processed into eMS (waiting for contracted state!)

Minor changes / Budget flexibility up to 15%

MODIFICATION	REQUIRED ACTION	RESTRICTION
budget shifts among budget lines and/or work packages up to 15% of the partner's total budget	<ul style="list-style-type: none">• LP Open “modification request” into eMS• Check JS in advance• update an excel tool provided by the JS• update the AF into eMS	<p>Not allowed</p> <ul style="list-style-type: none">• changes in IPA contribution• Changes in nature, quantity and use of planned investments <p>Alert on STATE AID contractual conditions</p>

- **LP has to:** monitor project expenditures, ensure budget flexibility thresholds duties, authorize PP changes
- **Timing:** at latest 60 days prior the project relevant reporting deadline.

Major changes

SIGNIFICANT
IMPACT

APPROVED BY MA/JMC

- ❑ Partnership changes;
- ❑ Budget change between partnership;
- ❑ Budget changes, exceeding flexibility allowed;
- ❑ Changes in the project's duration;
- ❑ Changes in the content and/or activities of project.



- ❖ **When:** as little as possible (ie. 1-2 times, with exception of partnership changes)
- ❖ **Timing:** at the latest 35 days before project end date

recommended 60 days before

Major changes / *Partnership changes*

- withdrawal of a partner
- integration of a new partner

Types

- Partner withdrawal with replacement of new partner
- Partner withdrawal with replacement of existing partner(s)
- Partner withdrawal without any replacement
- Structural or legal status change of Partner organization (e.g. legal succession)



Major changes / *Partnership changes-documents*

- Withdrawal letter
- New PA or PA amendment
- Partner Statement + administrative docs
- Acknowledgement of partnership
- Further necessary docs



- ❖ minimum number of partners / eligible territories involved
- ❖ programme bodies approval is not necessary in cases of universal succession

Major changes / *Budget changes*

- from 15% up to 25% of the partner's total budget – approval by MA
- above 25% of the partner's total budget, as well as any budget shift among partners – approval by JMC

Types

Budget shifts among BL/WP from 15% up to 25% of the partner's total budget

Budget shifts among BL/WP above 25% of the partner's total budget

Budget shift among all partners compared to the approved AF

If applicable, budget reduction following the mid-term project review or programme decommitment

Major changes / *Budget changes - documents*

- Separate justification for each altered BL/WP
- The updated excel tool provided by JS
- Acknowledgement of partnership, if any



- ❖ Reallocations to be duly justified by LP
- ❖ Changes to the budget allocation per period - not allowed
- ❖ Financial implications of a partnership change - not a budget change.

Major changes / *Changes in project duration*

- ❑ up to 6 months – approval by MA
- ❑ above 6 months – approval by JMC



- ❑ exceptional and well justified cases
- ❑ prior approval by JS
- ❑ Extension may not exceed 9 months and Programme duration (31/12/2022)

- ❖ **Documents:** request has to be accompanied by a Partnership acknowledgement
- ❖ **Timing:** only after project mid-term review and before project end date

recommended 60 days before

Major changes / Content changes

- Workplan modifications going beyond adjustments...
- Output indicators target above 30% - approval by MA
- Modifications in project nature and objectives – approval by JMC



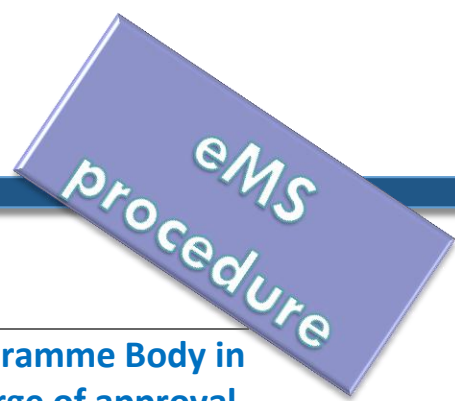
- ❖ Exhaustive justification by LP and partnership acknowledgement
- ❖ Retroactive approval granted only in duly justified cases
- ❖ Modifications STATE AID relevant need additional information by partnership

Major changes / *Content changes - Types*

Some examples

- Additional or reduced project activities, deliverables and outputs
- Main characteristics of planned outputs and investments
- Project objectives and results
- Output indicators target above 30%
- Project objectives, results and main outputs assessed in the project selection procedure

eMS Procedure



Type of change	Details	Programme Body in charge of approval
Administrative changes	//	Notification to JS/MA
Budget flexibility	Up to 15%	Notification to JS/MA
Partnership changes	//	JMC
Budget change of the partner's total budget	from 15% up to 25%	JS/MA
	exceeding 25%	JMC
	Budget change between Partners	JMC
Changes in project duration	up to max. 6 months	MA
	above 6 months	JMC
Content changes	Workplan changes and targets for the output indicators above 30%	MA
	substantial content changes	JMC

Any further questions?



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All documents are available at:



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