

# Thematic project partners training Podgorica, 1 October 2019

## Project changes

NA of the Interreg IPA CBC Italy-Albania-Montenegro  
Aleksandra Stolica - Montenegrin Office for European Integration



## Item 03

# Project changes

# PROJECT CHANGES



- ❑ 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*

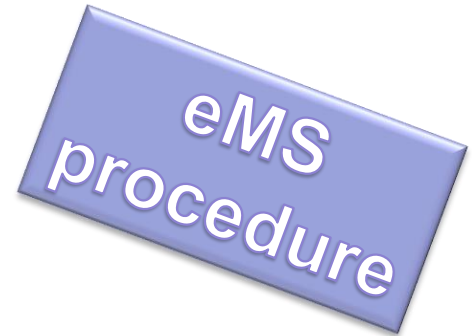


### WHO CAN INITIATE A MODIFICATION AND WHEN

**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



**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.

# FS 4.7 Project changes / Types of modifications

## ADJUSTMENTS

Work plan  
/Partner budget  
adjustments

## MINOR CHANGES

Modification of  
administrative elements

Budget flexibility

## MAJOR CHANGES

Partnership  
changes

Budget changes

changes in the  
project's duration;

Content changes



**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

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

NOT  
significant  
impact

LP must notify to JS adjustments 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.**



## Minor changes

### 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**

NOT  
significant  
impact **BUT**

# Minor changes / Administrative elements

MODIFICATION	REQUIRED ACTION
Change of legal representative of the LP/PP	<ul style="list-style-type: none"><li data-bbox="1267 339 1866 441">• To update related sections of AF in eMS</li><li data-bbox="1267 525 1831 689">• To upload relevant supporting documents in eMS</li></ul>
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	



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

# Minor changes / Budget flexibility up to 15%

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

## 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.

SIGNIFICANT  
IMPACT



- ❖ **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**



**Interreg - IPA CBC**  
Italy - Albania - Montenegro



# 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)

Approval by  
JMC



# 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 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

- a. Additional or reduced project activities, deliverables and outputs
- b. Main characteristics of planned outputs and investments
- c. Project objectives and results
- d. Output indicators target above 30%
- e. 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 <b>above 30%</b>	MA
	substantial content changes	JMC

# PLEASE CHECK EMS MANUAL



🔒 italy-albania-montenegro.eu/tools/programme-manual/implementation

[Home](#) > [TOOLS](#) > [Programme Manual](#) > **Implementation**

## Tools

Programme Manual >

Index >

Strategy >

Selection >

Contracting >

**Implementation** >

Closure >

Visual Identity >

Storyboard >

## IMPLEMENTATION

The implementation phase focuses on all the topics related to the actual development of the funded project. Project reporting is one of the tools used by the Programme to monitor, on a regular basis, the project's physical and financial contributions to the Programme objectives and output indicators; while communication has a significant role to play in project success.



Implementation

11 July 2019

**4.1 Reporting procedure**

Download



Implementation

13 May 2019

**Annexes 4.1 Templates  
Reporting**

Download



Implementation

11 February 2019

**4.2 eMs User manual  
Reporting procedure**

Download



# QUESTIONS AND ANSWERS