



LEAD PARTNER SEMINAR TARGETED NORMAL PROJECTS

PROJECT CHANGES – online, 21 January 2021

MA/JS of the Interreg IPA CBC Italy-Albania-Montenegro
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Reference documents



- ❑ Subsidy Contract – art. 8
- ❑ Partnership Agreement – art 18
- ❑ Factsheet 4.7 PROJECT CHANGES
- ❑ 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

Via modification request...



N.B. cfr FS 3.2 eMS user manual - Contracting procedure



EMS NECESSARY INFO – supplementary information



Contact details project managers

National controllers (if available)

Bank details of LP

Upload partnership agreement (if not with subsidy)

Inform us!

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.



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 NOT eligible.



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**



Adjustments

TO BE REPORTED in PR-JPR

- ❑ 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.**

NOT
significant
impact

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

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 check them with JS by email and then start a **«modification request»** **in the eMS...to update the AF**

NOT
significant
impact **BUT**

Minor changes / Administrative elements

MODIFICATION

Change of legal representative by LP/PP

Change of contact data by 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



Minor changes / Budget flexibility up to 15%

MODIFICATION	REQUIRED ACTION	RESTRICTION
<p>budget shifts among budget lines and/or work packages up to 15% of the partner's total budget</p>	<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 JPR deadline.



Major changes

SIGNIFICANT
IMPACT

To be 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, except for 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-docs

- 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 - docs

- 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 JMC



- exceptional and well justified cases
- prior approval by JMC
- Extension up to 6 months and latest by 30/06/2022 (Programme closure)

- ❖ **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	JMC
	above 6 months	JMC
Content changes	Workplan changes and targets for the output indicators above 30%	MA
	substantial content changes	JMC





THANKS FOR YOUR ATTENTION

Contacts

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Contacts & Info



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